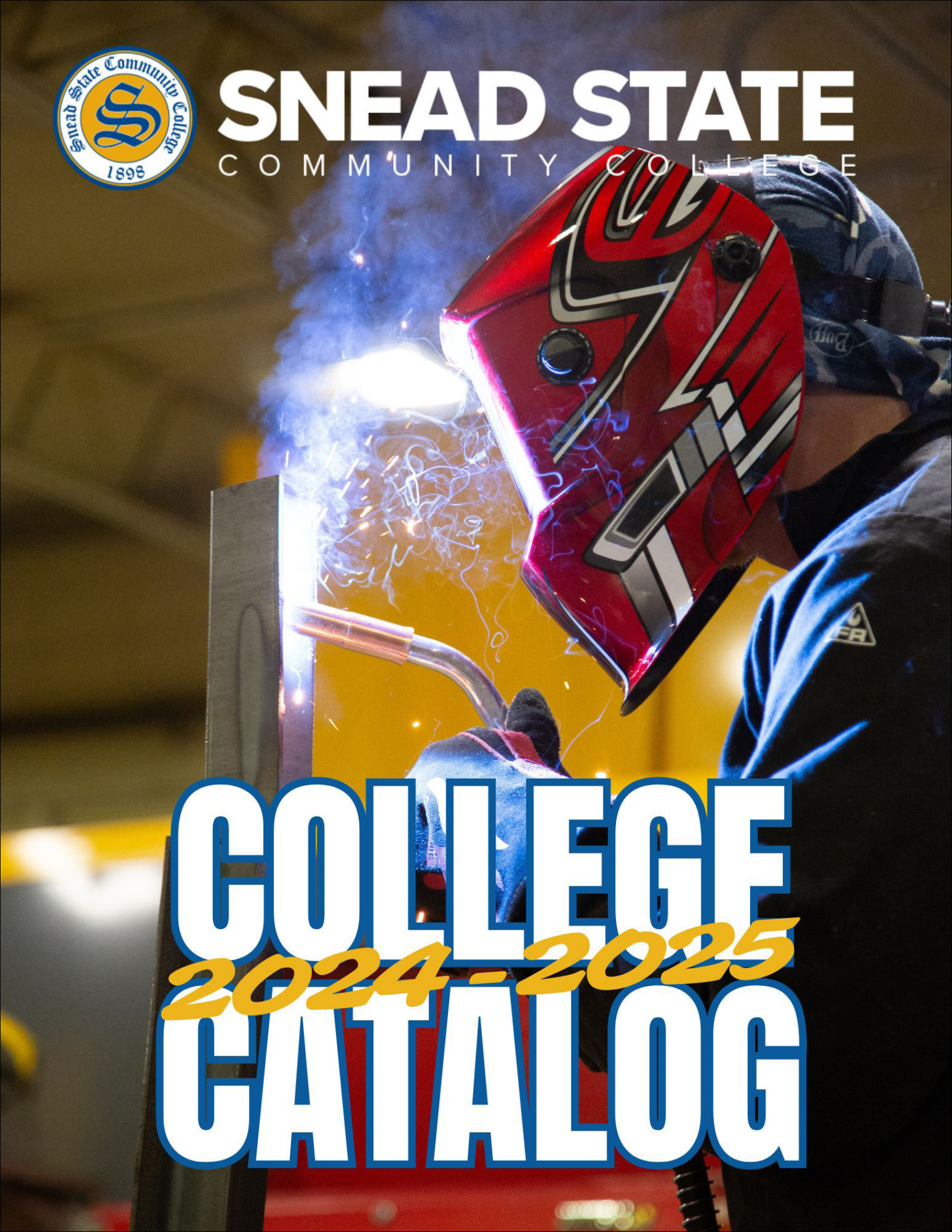
# SNEAD STATE
COMMUNITY COLLEGE



# COLLEGE CATALOG
## 2024-2025

# SNEAD STATE COMMUNITY COLLEGE

Official General Catalog and Student Handbook
Published by Snead State Community College

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(256) 593-5120

## Mailing Address
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## Alabama Aviation College
*(a division of Snead State Community College)*
Frank McDaniel Aviation Building
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Albertville, AL 35950
(256) 571-0623

## Workforce and Career Insitute
12228 US Highway 431
Guntersville, AL 35976

## Southern Museum of Flight
4343 73rd St N
Birmingham, AL 35206

## Find Us Online

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# Message from the President



**Dr. Joe Whitmore**
**President**
**Snead State Community College**

It is my pleasure to welcome you to Snead State Community College. Your adventure is just beginning, and we're honored to walk this journey with you. We're excited to celebrate your successes and assist you in navigating the challenges. Our joy is seeing our students grow and achieve goals they never thought possible.

You have come to Snead State with your own ambitions for furthering your education, pursuing a promising career and entering the workforce.

You have plans that may involve settling back in our community or moving to other areas in pursuit of new opportunities. You have goals of starting a family or running for office or becoming a CEO or volunteering to serve those in need.

No matter what your plans look like, we are here to help you build the foundation for your future.

Snead State's beginnings date back to 1898. Even then, the administrators, staff and faculty strived for academic excellence. They were student focused in their endeavors, and they were making history and setting high standards for education. Today, we work hard to continue the legacy that began over 120 years ago.

It's hard for us to imagine what life was like back during the College's beginning, just as it's hard for us to imagine what life holds for us twenty or thirty years down the road. Whatever lies ahead for you, your education at Snead State will set the foundation to prepare you.

As you're learning about mathematics, science and literature, as you're learning how to use robotics, how to repair airplanes or how to take someone's blood pressure, we also encourage you to participate in our student activities and organizations. This is where you learn how to be leader, how to be a servant, and how to give back to your community and to those who have supported you along the way.

I look forward to seeing you walk across our campus on your first day of classes, and more importantly, I look forward to shaking your hand as you walk across the stage to accept your diploma.

Welcome to the Snead State family, and go Parsons!

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# 2024-2025 Academic Calendar

**FALL REGISTRATION 2024**

March 11 .....Registration Opens/Dual Enrollment High School Students
March 11 .....Registration Opens Students must have completed 30 or more hours prior to Spring 2024
March 12 .....Registration Opens Students must have completed 12 hours or more prior to Spring 2024
June 20-25.....Parson Days Opens *Orientation Required for First-Time Students; By Appointment Only*
June 20 .....Registration Opens/All Students
July 1 .....Fee Assessment Begins for Fall Semester
July 17, Aug. 16, & Aug. 29.....Schedule Drop for Non-Payment

**FALL SEMESTER 2024**
**Aug. 19-Dec. 13**

Aug. 8 -Oct 29. Financial Aid Bookstore Charges Parson BooksPlus Opt Out Period..... Aug. 5-29
Aug. 12-13.....Professional Development*
Aug. 14-16.....Faculty Duty Days*
Aug. 15 ..... Dormitory Opens
Aug. 19 ..... Classes Begin
Aug. 22 .....Last Day to Register or Add a Class
Aug. 22 Last Day to Drop a Class without Penalty
Aug. 27 (10 p.m.)..... Attendance Verification Due by Faculty
Aug. 29 .....Drop for No Show and Non-Payment
Sept. 2.....Labor Day Holiday*
Sept. 17.....Pell Grant Check Release
Oct. 23..... 60% Day of the Term
Nov. 11 ..... Veterans Day Holiday*
Nov. 25-26 .....Professional Development*
Nov. 27-29 ..... Thanksgiving Holidays*
Nov 28 ..... Last Day to Withdraw from a Class (with a grade of "W")
Dec. 6 .....Last Class Day
Dec. 9-13.....Final Examinations
Dec.13 (noon) .....Dormitory Closes
Dec. 16 (10 a.m.)..... Grades Due
Dec. 16-18.....Faculty Duty Days*

**FALL MINI I TERM 2024**
**Aug. 19-Oct. 11**

Aug. 19 ..... Classes Begin
Aug. 20 Last Day to Register or Add a Mini I Class
Aug. 20 ... Last Day to Drop a Mini I Class without Penalty
Aug. 27 (10 p.m.)..... Attendance Verification Due by Faculty
Aug. 29 ..... Drop for No Show & Non-Payment
Sept. 2.....Labor Day Holiday*
Sept.17 ..... Pell Grant Check Release
Sept. 21 ..... 60% Day of the Term
Oct. 2.... Last Day to Withdraw from a Mini I Class (with a grade of "W")
Oct. 9 .....Last Class Day
Oct. 10-11.....Final Examinations
Oct. 11 (10 a.m.) ..... Grades Due

**FALL MINI II TERM 2024**
**Oct. 13-Dec. 13**

Oct. 11 ..... Dormitory Opens for Mini II Students
Oct. 13 ..... Classes Begin
Oct. 15 Last Day to Register or Add a Mini II Class
Oct. 15..... Last Day to Drop a Mini II Class without Penalty
Oct. 21 (10 p.m.) ..... Attendance Verification Due by Faculty
Oct. 23..... Drop for No Show & Non-Payment
Nov. 8 ..... Pell Grant Check Release
Nov. 11 ..... Veterans Day Holiday*
Nov. 14 ..... 60% Day of the Term
Nov. 25-26 .....Professional Development*
Nov. 27-29 ..... Thanksgiving Holidays*
Nov. 28 .Last Day to Withdraw from a Mini II Class (with a grade of "W")
Dec. 6 .....Last Class Day
Dec. 9-13.....Final Examinations
Dec. 13 (noon) .....Dormitory Closes
Dec. 16 (10 a.m.)..... Grades Due

* No classes will be held.

# 2024-2025 Academic Calendar

**SPRING REGISTRATION 2025**

Oct. 1 .....Advisement Begins
Oct. 1 .....Registration Opens/Dual Enrollment High School Students
Oct. 1 .....Registration Opens Students must have completed 30 or more hours prior to Fall 2024
Oct. 2 .....Registration Opens Students must have completed 12 hours or more prior to Fall 2024
Oct. 3 ..... Registration Opens/All Students
Nov. 1 .....Fee Assessment Begins for Spring Semester
Dec. 6, Jan. 7, & Jan. 23.....Schedule Drop for Non-Payment

**SPRING SEMESTER 2025**
**Jan. 8-May 5**

Dec. 25-Jan. 23. Parson BooksPlus Opt Out Period
Dec. 27-March 20..... Financial Aid Bookstore Charges
Jan. 2 ..... Local Professional Development*
Jan. 3, 6-7 ..... Faculty Duty Days*
Jan. 7 ..... Dormitory Opens
Jan. 8 ..... Classes Begin
Jan. 13 ..... Last Day to Register or Add a Class
Jan. 13 . Last Day to Drop a Class without Penalty
Jan. 20 Martin Luther King/Robert E. Lee Holiday*
Jan. 21 (10 p.m.).....Attendance Verification Due by Faculty
Jan. 23 .....Drop for No Show and Non-Payment
Feb. 10 ..... Pell Grant Check Release
March 17-21 .....Spring Break*
March 14 ..... 60% Day of the Term
April 22..... Last Day to Withdraw from a Class (with a grade of "W")
April 28 ..... Last Class Day
April 29-May 2, May 5 ..... Final Examinations
May 6 (10 a.m.) .....Grades Due
May 6-9, 12..... Faculty Duty Days*
May 8..... Commencement
May 9 (noon) .....Dormitory Closes

**SPRING MINI I TERM 2025**
**Jan. 8-Mar. 3**

Jan. 8 ..... Classes Begin
Jan. 9 ... Last Day to Register or Add a Mini I Class
Jan. 9 .....Last Day to Drop a Mini I Class without Penalty
Jan. 20 Martin Luther King/Robert E. Lee Holiday*
Jan. 21 (10 p.m.).....Attendance Verification Due by Faculty
Jan. 23 ..... Drop for No Show & Non-Payment
Feb. 10 ..... Pell Grant Check Release
Feb. 10 ..... 60% Day of the Term
Feb. 20...Last Day to Withdraw from a Mini I Class (with a grade of "W")
Feb. 27 ..... Last Class Day
Feb. 28- March 3 ..... Final Examinations
March 3 (10 a.m.).....Grades Due

**SPRING MINI II TERM 2025**
**March 4-May 5**

March 3 ..... Dormitory Opens for Mini II Students
March 4 ..... Classes Begin
March 6 Last Day to Register or Add a Mini II Class
March 6 .....Last Day to Drop a Mini II Class without Penalty
March 11 (10 p.m.).....Attendance Verification Due by Faculty
March 13 ..... Drop for No Show & Non-Payment
March 17-21 .....Spring Break*
April 1 ..... Pell Grant Check Release
April 15..... 60% Day of the Term
April 22..Last Day to Withdraw from a Mini II Class (with a grade of "W")
April 28 ..... Last Class Day
April 29-May 2, 5 ..... Final Examinations
May 6 (10 a.m.) .....Grades Due
May 8..... Commencement
May 9 (Noon).....Dormitory Closes

** No classes will be held.*

# 2024-2025 Academic Calendar

**SUMMER REGISTRATION 2025**

March 1 .....Fee Assessment Begins for Summer Semester
March 10 .....Advisement Begins
March 10 ..... Registration Opens/Transient & Dual Enrollment High School Students
March 10 .....Registration Opens Students must have completed 30 or more hours prior to Spring 2025
March 11 .....Registration Opens Students must have completed 12 hours or more prior to Spring 2025
March 12 ..... Registration Opens/All Students
April 24, May 23, June 5.....Schedule Drop for Non-Payment

**SUMMER SEMESTER 2025**
**May 27-Aug. 5**

May 16-July 17 ..... Financial Aid Bookstore Charges
May 13-June 5 .. Parson BooksPlus Opt Out Period
May 21-23..... Faculty Duty Days*
May 26.....Memorial Day Holiday*
May 27 ..... Classes Begin
May 28..... Last Day to Register or Add a Class
May 28.....Last Day to Drop a Class without Penalty
June 3 (10 p.m.).....Attendance Verification Due by Faculty
June 5 ..... Drop for No-Show & Non-Payment
June 24 ..... Pell Grant Check Release
July 1 ..... Dormitory Opens
July 4.....Independence Day Holiday*
July 9 ..... 60% Day of the Term
July 25 ..... Last Day to Withdraw from a Class (with a grade of "W")
Aug. 1 .....Last Class Day
Aug. 4-5 ..... Final Examinations
Aug. 5 (Noon) .....Dormitory Closes
Aug. 6 (10 a.m.).....Grades Due
Aug. 6 .....Faculty Duty Day*

**SUMMER MINI I TERM 2025**
**May 27-June 30**

May 26.....Memorial Day Holiday*
May 27 ..... Classes Begin
May 28..... Last Day to Register or Add a Mini I Class
May 28..... Last Day to Drop a Mini I Class without Penalty
June 3 (10 p.m.).....Attendance Verification Due by Faculty
June 5 ..... Drop for No Show & Non-Payment
June 17 ..... 60% Day of the Term
June 20 ..Last Day to Withdraw from a Mini I Class (with a grade of "W")
June 24 ..... Pell Grant Check Release
June 27 .....Last Class Day
June 30 ..... Final Examinations
July 1 (10 a.m.) .....Grades Due

**SUMMER MINI II TERM 2025**
**July 2-Aug. 5**

July 1 ..... Dormitory Opens for Mini II Students
July 2 ..... Classes Begin
July 3....Last Day to Register or Add a Mini II Class
July 3..... Last Day to Drop a Mini II Class without Penalty
July 4.....Independence Day Holiday*
July 8 (10 p.m.) .....Attendance Verification Due by Faculty
July 10 ..... Drop for No Show & Non-Payment
July 23 ..... 60% Day of the Term
July 25...Last Day to Withdraw from a Mini II Class (with a grade of "W")
July 30 ..... Pell Grant Check Release
Aug. 1 .....Last Class Day
Aug. 4-5 ..... Final Examinations
Aug. 5 (Noon) .....Dormitory Closes
Aug. 6 (10 a.m.).....Grades Due

** No classes will be held.*

# General Information



## About Us

Snead State Community College is the oldest College in the Alabama Community College System to award Associate degrees. The school originated in 1898, when the Boaz Seminary was authorized by the Methodist Episcopal Church. The E.B.L. Elder family arrived in Boaz in June 1899 and opened the seminary in their home in July of that year with an enrollment of 70 pupils. The Boaz Seminary grew rapidly, and in 1906 its name was changed to John H. Snead Seminary in honor of Mr. Snead, a Boaz businessman and friend of education, who contributed land, money, and leadership to the Seminary. John H. Snead Seminary remained one of Alabama's strong secondary schools for almost a fourth of a century and graduated more than 1,200 young men and women.

In the fall of 1935, Snead Junior College was duly chartered by the State of Alabama and began operation as a junior college under the supervision of the North Alabama Conference of the Methodist Church. Snead State Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1941.

In May 1992, the State Board of Education authorized Snead State Junior College to become Snead State Community College.

In 2015, Snead State Community College was placed under the control of the Alabama Community College System Board of Trustees.

In December 2020, Dr. Joe Whitmore became the President of Snead State. The average enrollment for Snead State is 2,700 students.

## Equal Opportunity Policy

It is the policy of the Alabama Community College System Board of Trustees and Snead State Community College, a postsecondary College under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity, or employment.

Snead State complies with non-discrimination regulations under Title IX of the Education Amendments of 1972, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), which prohibit discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. subsection 794), which prohibits discrimination on the basis of disabilities; Title IX, Section 106.8, which provides protection against acts of sexual harassment; the Americans with Disabilities Act of 1990; and the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). (See page 167 for Snead State's Sexual Harassment Policy and page 169 for Snead State's Campus Security Policy). Inquiries concerning Title VI, Title VII, Title IX, Title II, ADA, and/or Section 504 may be directed to

SSCC Human Resources Department
Amanda Gunnels
agunnels@snead.edu
256.840.4113

Snead State Community College also complies with The Drug-Free Workplace Act of 1989 (P.L. 100-690). Snead State Community College observes all provisions of the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), commonly known as the Buckley Amendment.

Information about the College is available to persons who use TDD (Telecommunications Device for the Deaf) through the Alabama Relay Center. Audio tapes of select College publications are available for the visually impaired. Requests for tapes must be made in advance of the time needed.

## Accreditations

Snead State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Snead State Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Snead State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097,

by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Snead State Community College is also accredited by the Accreditation Commission for Education in Nursing, INC. (ACEN – 3390 Peachtree Road NE – Suite 1400, Atlanta, GA 30326.

## Memberships

Snead State Community College is a member of the Alabama Community College System and of the following organizations:

- American Association of Community Colleges
- Alabama Community College Association
- League for Innovation

## Campus

The Snead State campus, one of the older and more attractive campuses in the State, is located on approximately forty-five acres, two blocks west of the main business section of the city of Boaz, Alabama. On this plot are nineteen major buildings, athletic facilities, a cafeteria and an annex. A gazebo, lawns, shrubbery, and wooded groves are interspersed.

- The **Dr. Joe and Susan Story Administration Building**, which occupies the eastern side of the quadrangle, houses classrooms, Fielder Auditorium, the Margaret Story Library, a Heritage Room, commons, an Academic Advising Center, and Administrative offices. Originally built in 1920 and opened in 1921, the Administration Building was renovated and reopened in the summer of 2012. The building was named in 2024 after two of the College's generous donors, Dr. Joe and Susan Story.
- The **Alumni House** is located on West Mann Avenue and houses the offices of Public Relations/Marketing/Alumni Affairs. The house is more than 100 years old and includes a small conference room, full kitchen, and back patio area.
- The **Cafeteria** is located on Elder Street and is open for students and the community. In addition to the main dining area, the cafeteria has a civic meeting room and the President's Dining Room.
- The **Chalmus L. Weathers Business Building** was completed in the fall of 1992. It contains 11,000 square feet and houses a small auditorium, faculty offices, and five class/laboratory rooms used for business and computer science classes.
- The **Claude M. Elrod Science Building** is one of the premier state-of-the-art science facilities in the State. The Science Building contains three floors of classrooms, offices and a lecture hall. The building was renovated during 2003-2004 and opened in January 2005.
- **Elder Hall**, located on West Mann Avenue, serves as the student resident facility and utilizes apartment-style living space.
- The **Elrod Hospitality Center**, located on Mann Avenue, serves as the home of the President.
- The **Emmett Plunkett-Lurleen B. Wallace Gymnasium** is used for varsity basketball and volleyball, intramural sports, and physical education activities and classes.
- The **Glenn L. Maze Music Building**, which is acoustically treated and well-equipped, contains six teaching studios, two classrooms, three rehearsal rooms, and six sound module practice rooms.
- The **Joe Starnes Memorial Chapel** is used for College religious activities and has, on several occasions, been the scene of weddings. The chapel is located inside the cafeteria.
- The **Maintenance Building**, which is located on the north side of the campus next to the Testing Center, houses the Operations and Maintenance Department, and serves as a record storage facility.
- The **Norton Social Sciences Building** once served as the library and a museum to house the history of Snead State and the surrounding area. The renovated building reopened in 2010 to house classrooms and offices of the Social Sciences Division.

- The **Police Department** is located on North Lakefront Street, close to the Lady Parsons Softball Field and the Plunkett Wallace Gymnasium. The Police Department maintains the safety and welfare of the campus, students and employees.
- The **Robert B. Aderholt Health Sciences Building** is located on the north side of the campus and houses SSCC's nursing program.
- The **Technology Center** provides instructional classrooms and laboratories for career and technical/workforce development programs such as Computer Science Technology.
- The **Parson Closet/Athletic Offices** are located in the facility on Usry Stree, beside the Maintenance Building. The Parson Closet is designed to provide needed clothing free to students for daily wear, interviews or special events.
- The **Tom Bevill Continuing Education Center**, was completed in the fall of 1992, is used for cultural, educational, and entertainment events. The facility encompasses almost 50,000 square feet and houses meeting rooms, galleries, and a state-of-the-art auditorium. The TRIO and Student Support Services Offices as well as the Workforce Development offices are located in the Bevill Center.
- The **Virgil B. McCain Student Center** is a two-story facility that houses offices for Business Operations, Admissions, Career Services, Financial Aid, Information Technology, Human Resources, Campus Engagement, and the Vice President for Student Services. The McCain Center was closed for renovation in August 2018 and reopened in the Fall 2021. In addition to the offices, the McCain Center also houses a student gathering area as well as a banquet room and conference rooms.
- The **William H. Osborn English Building** is a Georgian-style instructional building completed in the Spring 1988. It contains faculty offices, a computer lab and four classrooms.

## Arab Instructional Site

Snead State Community College operates an instructional site at 261 South Main Street in Arab. The Arab Site serves students in the Arab, Guntersville, Brindlee Mountain and surrounding areas. An open computer lab is available for students taking online courses or needing to take a proctored test (which is available by scheduled appointment only).

## Alabama Aviation College - A Division of Snead State Community College

Snead State Community College assumed operation of the Alabama Aviation College in 2018. The facility is located in the Frank McDaniel Aviation Building at 24 Aviation Way in Albertville, next to the Albertville Municipal Airport.

The facility was named in 2024 for retired Alabama Representative Frank McDaniel, a supporter of the Aviation College and an instrumental stakeholder in the growth of the program.

The Aviation College at Snead State offers two Associate in Applied Science degree programs: Airframe Technology and Power Plant Technology as well as certificate and short-term certificate options. For more information, visit www.snead.edu/aviation.

## Marshall Techinal School

Marshall Technical School (MTS), located at 12312 US Highway 431 in Guntersville, serves as an off- campus instructional site for Snead State Community College. MTS is a centralized technical education center that serves seven high schools in Marshall County. Snead State offers courses leading to the Associate in Applied Science in Welding Technology, along with three embedded certificates, at MTS. In addition to a daytime program focused on dual enrollment students, a series of afternoon and evening courses in Welding Technology are offered for the more traditional student population.

## Southern Museum of Flight

Snead State Community College partners

with the Southern Museum of Flight, located at 4343 73rd Street North in Birmingham, to currently offer dual enrollment courses in the field of Aviation Maintenance. Coursework taken will prepare students to earn a Snead State General Aviation Certificate and prepare them to take the Federal Aviation Administration (FAA) exam as a step to obtaining an Aviation Mechanic Certificate.

### Workforce and Career Institute

Snead State Community College opened the new Workforce and Career Institute, located on U.S. Highway 431 between Albertville and Guntersville, in 2024. The 50,000-square-foot facilities houses career and technical and workforce development training programs such as Welding Technology, HVAC/R, Machine Tool Technology, and Industrial Systems Technology. The institute is also home to the College's Testing Center.

## Alumni Association

The Snead State Alumni Association, active since 1920, is open to current and former students, graduates of Snead, and friends of the College. People can join as an annual or lifetime member. Those who did not attend Snead can join as Alumni by Choice.

Each year, the Alumni Association provides a scholarship that is awarded to a student attending Snead State Community College. The Association also presents the Alumni of the Year Award annually and the Distinguished Service Award as nominations are received.

The Alumni Association sponsors the Alumni Walk fundraiser with proceeds going to the Alumni Scholarship. The Alumni Walk is the brick courtyard around the gazebo behind the Administration Building. For more information, visit www.snead.edu/alumni.

## Student Resources

Student success is our goal. Achieving this goal goes beyond a challenging curriculum and an experienced faculty and staff. It extends to the variety of resources available to students to help them achieve their goals and to make the most of the time at Snead State.

### Margaret Story Library

The Margaret Story Library, which is located in room 105 of the Administration Building (directly to the left of the main entrance), offers online access to over 70 databases as well as over 100,000 electronic books through a state-of-the-art Integrated Library System, "Virgil." It offers both online and in-person library orientation and information literacy training. Online training includes instructional videos, "guest librarians" within Blackboard classes, and contact through e-mail and social media. Within the library, students have access to study areas.

In addition, ten desktop computers are available for students during the hours the library is open. The College also maintains a Laptop Loaner Program that allows currently enrolled students to borrow a laptop computer from the Library for home use during individual semesters. Headphones are also available for listening to audio on computers. Reference Librarians are available to answer questions, help with the use of the online system and databases, and aid in locating materials.

### Academic Success Center

The Academic Success Center (ASC) is part of Snead State Community College's desire to create an atmosphere where every student feels connected to the College, understands that the purpose is to help them graduate, and has available services to help them progress towards graduation. Programs and services offered through the ASC provide students with the individual and group opportunities needed to become successful, active learners and assist students in developing independent learning techniques that will contribute to their academic and personal growth.

Tutoring is made available to students free of charge and includes online options as well as face-to-face services. For more information, students may call (256) 571-0613 or visit the Advising Center in the Story Administration Building.

## Advising Center

The Advising Center opened in 2024 on the first floor of the Story Administration Building, across from the Story Library. The Academic Advising staff assists students with selecting the right courses for their pathways, or programs of study, and helps students stay on track to graduate and/or transfer. Contact the Advising Center at advising@snead.edu.

## Testing Center

The Testing Center is located in the new Workforce and Career Institute, located on U.S. Highway 431 between Albertville and Guntersville. It includes a computer lab for general usage as well as a testing lab that administers Accuplacer, GED, CLEP, and other proctored exams. Individuals who need to schedule a proctored exam may email tonya.shields@snead.edu or call (256) 840-4165 for assistance. A proctoring fee may apply.

## Distance Education

Through distance education, Snead State Community College is teaching beyond its campus into homes and workplaces to help students overcome the obstacles of time, geography, career, and family commitments. Distance education courses – online, hybrid and virtual – are based on the same instructional outcomes and objectives as Traditional courses. Distance education courses are developed using the Blackboard learning management system, as well as other technologies, to aid in student-teacher interaction and enhance learning experiences. Students register for distance education courses during the regularly scheduled registration period using MySnead.

Traditional courses are delivered face-to-face in the classroom on a regular schedule. Traditional courses may require the use of the Blackboard learning management system and other tools/sites.

Online courses are delivered over the Internet through Blackboard and other tools/sites. Students receive instruction, interact with instructors, and complete assignments and exams via the Internet. Students are not required to attend face-to-face class meetings for lectures, but online proctored exams may be required.

Hybrid courses offer the best features of traditional and online courses. Part of the course will be taught in a traditional face-to-face format and part will be taught online. This allows faculty and students an opportunity to build strong personal relationships through face-to-face interaction, while offering a more flexible schedule than traditional courses. The number of required face-to-face meetings is determined by the instructor and students should check the course schedule to determine when on-campus meetings are required. Online proctored exams may be required.

Virtual courses use a web conferencing application to provide real-time interaction through online meetings/lectures. Virtual meetings/lectures are held on a regular schedule. Online proctored exams may be required.

## TRIO Program

Student Support Services: Funded by the United States Department of Education and hosted by Snead State Community College, the TRIO Student Support Services Program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education.

The goal of SSS is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next.

Services available to active participants of the TRIO Student Support Services Program include tutoring, Lending Resource Library, laptop computer loan program, grant aid scholarships, printer and copier service, university and cultural events, EAP (Educational Action Plan), academic advising, workshops, mentoring, and transfer assistance.

## ADA/Disability Support Services

Snead State Community College is committed to providing programs and services accessible to students with disabilities. The Alabama Community College System provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Contact the Office of Disability Services temporarily located the Academic Success Center for more information. You must present documentation of disability to receive ADA services.

**What is a disability?**

Under the Americans with Disabilities Act of 1990 (ADA) a disability is defined as a "mental or physical impairment which substantially limits one or more major life activities." Walking, eating, talking, breathing, writing, listening, and learning are examples of major life activities. If you have a documented physical or mental impairment, you may be entitled to certain accommodations and/or academic adjustments under the ADA. (http://www.accs.edu/studentservices.aspx)

**What does "substantially limited" mean?**

A person can be substantially limited in performing a major life activity if they are:

- unable to perform the major life activity, or
- significantly restricted as to the condition, manner, or duration under which the activity can be performed when compared to the average person or most people. *(http://www.accs.edu/studentservices.apsx)*

**Documentation Required**

Request for documentation forms are available at www.snead.edu for the following conditions:

- Attention Deficit Hyperactivity Disorder
- Learning Disability
- Mobility, Sensory, and/or Systemic Disorder
- Psychiatric Disabilities
- Traumatic Brain Injury

After your completed documentation is received, you will meet individually with the ADA Coordinator to discuss your accommodations. ADA services are not retroactive; therefore, students are advised to register with the ADA coordinator before they begin classes.

To ensure that ADA services are continued, it is the student's responsibility to contact the ADA Coordinator at the beginning of each semester. ADA does not provide financial aid, attendant (personal) care, transportation services, or tutoring.

Requests for reasonable accommodations should be directed to:

Brittany Goble
Director of Student Support Services and Engagement/ADA Coordinator
Snead State Community College
P.O. Box 734, Boaz, AL 35957
McCain Student Center (lower level)
256-840-4208
ada@snead.edu

## Snead State Bookstore

The Snead State Bookstore is operated by Barnes and Noble College. Located in the Boaz Outlet Center, the bookstore provides textbooks and resource materials, school supplies, electronics, Snead Wear, a collection of books and movies, and more. Through the bookstore, students have many options in regard to their textbooks: e-textbooks, textbook rental, new or used textbooks, and more.

## Student Housing

Snead State offers students the opportunity to live on campus in Elder Hall. Space is limited. Students are encouraged to apply for housing early.

Elder Hall features semi-private rooms with shared bathrooms, as well as lounge areas, laundry rooms, snack and drink vending machines, in-room controlled heating and air conditioning, and Wi-Fi connection. Each room has twin XL beds, mattresses, chest of drawers, and individual locking closets. Residents must furnish their own pillows, linens, toiletry items, and cleaning supplies.

A room inventory record is made prior to the student occupying the room. This record is signed by the student and should note any missing or damaged items. Residents will be held liable for willfully changing locks or damaging College property including the windows, doors and/or contents of the rooms. Repairs or replacements required will be charged to the resident or responsible party. An application for housing is available on the College's website, www.snead.edu.

## Cafeteria

The Snead State Cafeteria serves meals to students, employees, and members of the community. The cafeteria is open for lunch from 10:30 a.m. until 1:30 p.m. Monday through Friday and from 10:30 a.m. until 2 p.m. on Sunday. The cafeteria is closed on Saturday. The cafeteria is located at 101 Elder Street, Boaz, AL 35957.

## Student Life

At Snead State Community College, we believe in the Complete College Experience. The best way to make the most of your college experience is to get involved!

From college athletics to clubs and organizations, students have many opportunities to find their place and contribute to the college community. Some of the club sponsored events on campus include dances, S Day, Welcome Week, Club Rush, and Homecoming.

Snead State is an advocate for community service and civic engagement. Several Snead State organizations have engaged in many disaster relief drives and supported many community activities and organizations such as the American Red Cross, Children's Hospital, the Ronald McDonald House, the Marshall County Christmas Coalition, LifeSouth, and the American Cancer Society Relay for Life.

## Student IDs and Permits

Students are encouraged to obtain a valid Student ID badge when they enroll at Snead State. The ID badges may be used to gain free admission to athletic events, fine arts events, and any other student activity sponsored by Snead State. Some local businesses also provide discounts to students when they present the photo ID as proof of enrollment.

Parking permits are also required for students attending on-campus classes. Student IDs and parking permits may be obtained at the McCain Center on the Boaz campus.

## Athletics

Snead State has a tradition of athletic excellence. The Parsons compete in Division I of the Alabama Community College Conference and the National Junior College Athletic Association. Several athletes have continued play at university and professional levels.

Snead State coaches are not only the top in their sports, but they also take pride in the academic success of their athletes. Special tutoring and study halls are available for all athletes to ensure excellence in academics and athletics.

Athletic facilities include the Plunkett-Wallace Gymnasium, the tennis courts, the Emmett Plunkett Baseball Field, and the new Lady Parsons Softball Field, constructed and opened in 2011.

Snead State offers the following athletic programs: Men's and Women's Basketball, Men's and Women's Golf, Women's Volleyball, Women's Tennis, Men's Baseball, Women's Softball, Women's Dance Team and co-ed Cheerleading Squad. Scholarships are available for these programs.

Snead State students receive free admission to all athletic games with their valid student IDs.

For the latest Snead State athletic schedules, visit www.snead.edu/athletics. For more information on athletic programs, contact Athletic Director Casey Underwood at casey.underwood@snead.edu, or one of the coaches:

- Men's Basketball Head Coach Jeremiah Patterson - jeremiah.patterson@snead.edu
- Women's Basketball Head Coach Kenny Hill - kenny.hill@snead.edu
- Women's Volleyball Head Coach Cristie Brothers - cristie.brothers@snead.edu
- Women's Tennis Head Coach Matt

Holaday - mattndana@nehp.net

- Men's Baseball Head Coach Casey Underwood - casey.underwood@snead.edu
- Women's Softball Head Coach Tracy Grindrod - tracy.grindrod@snead.edu
- Cheer Coach Adam Rhoden - adam.rhoden@snead.edu
- Men's Golf Coach Sam Holcomb - sam.holcomb@snead.edu
- Women's Golf Coach Shane Marshall - shane.marshall@snead.edu

## Clubs and Organizations

Snead State offers the following clubs and organizations for students to become involved:

- Ambassadors
- Art Guild
- Campus Ministry
- Canterbury Club (Episcopal Campus Ministries)
- College Bowl
- Fellowship of Christian Athletes
- Fishing Team
- History@Snead
- Media Club
- Mindfulness & Meditation Club
- Pan Latino Club
- Parson Pit
- FBLA Collegiate
- Phi Theta Kappa
- Rotaract
- Sigma Kappa Delta
- Snead Student Veterans Association (SSVA)
- Society of Drama and Finer Things
- Student Government Association
- Student Nurses Association

## Social Media

Snead State Community College has a number of social media outlets that help students stay up-to-date with campus activities, deadlines, information, and pictures from events. In addition to our website, www.snead.edu, students are able to keep up with the College through our social media accounts:.

Visit the sites at:

- facebook.com/sneadstatecc;
- twitter.com/sneadstatecc;
- instagram.com/sneadstatecc;
- YouTube: sneadstatecc; and
- flickr.com.

# Admission Information



## How to Apply

Snead State Community College has an open-door admissions policy for all U.S. Citizens and eligible Non-Citizens to assure accessibility and optimal higher educational opportunities. The College admits eligible applicants on an ongoing basis, and students may enroll in courses up to the last day to add a course for that particular semester. Admission applications and college catalogs are available via the Snead State website in electronic format. Requests for more information should be sent to the following address or emailed to admissions@snead.edu:

Snead State Community College
Office of Student Services
P. O. Box 734
Boaz, Alabama 35957

## Admission Policies

Applications for admission may be submitted electronically via the mySnead portal found on the Snead State website.

### Non-Citizens of the United States

Snead State Community College has an open-door admissions policy for all U.S. citizens and eligible Non-Citizens. Applicants who possess permanent resident status or deferred action status for childhood arrivals will be admitted to the college after completing an admission application and submitting required documentation. Permanent residents should provide an unexpired U.S. permanent resident card. Applicants who have been granted deferred action status must present Form I-797 that specifically states that the applicant has been granted deferred action status, along with an unexpired state-issued driver license or an unexpired state-issued identification card. At this time, Snead State does not grant admission to international students.

### First-Time Student

A student who has not previously attended any college after graduation from high school/GED is considered a first-time freshman.

Required Admission Documentation:

- Snead State application for admission;
- Official high school/GED transcript documenting graduation;
- Official college transcript if attended as a dual enrollment student prior to graduating high school.

### Transfer Student

A student who has previously attended any college after graduation from high school/GED is considered a transfer student.

Required Admission Documentation:

- Snead State application for admission
- Official high school/GED transcript documenting graduation
- Official college transcripts from all previously attended institutions of higher learning

*Students who have earned a minimum of an Associate degree are exempt from the requirement to submit a high school or GED transcript.

Initial Academic Status of a Transfer Student

- **Clear Academic Status:** A transfer student whose cumulative grade point average at the transfer college(s) is 2.0 or above on a 4.0 scale will be admitted on CLEAR academic status.
- **Academic Probation:** A transfer student whose cumulative grade point average at the transfer college(s) is less than 2.0 on a 4.0 scale will be admitted only on ACADEMIC PROBATION. The applicant's transcript will read ADMITTED ON ACADEMIC PROBATION.
- **Suspension:** An applicant who has been academically suspended at another duly accredited postsecondary college may be admitted as a transfer student only upon appeal to the Admissions Appeal Committee of the College. The appeal must be in written form and the applicant

must be available for an interview with the committee. A student admitted upon appeal will enter on ACADEMIC PROBATION. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

## Returning Snead Student (Readmission)

A student who has previously attended Snead State as a credit student (after high school/GED) and is returning to Snead State after a one year or longer break in continuous enrollment is considered a returning (readmit) student. Students who have attended SSCC within the past year do not need to reapply. Students who only attended Snead as a dual enrollment student should apply as a first-time freshman if he or she plans to attend SSCC after high school graduation.

Required Admission Documentation:

- Snead State application for admission
- Official high school / GED transcript documenting graduation
- Official college transcripts from all previously attended institutions after last attending SSCC

*Students who have earned a minimum of an Associate degree are exempt from the requirement to submit a high school or GED transcript.

## Readmission of Service Members

Snead State Community College will promptly readmit any student who could not attend school due to military service with the same academic status he/she held when last attending or accepted for admission following the below provisions. The student will be enrolled into the next classes in his/her program of study.

- Military Service is defined as service (voluntary or involuntary) in the armed forces, including service by a member of the National Guard or Reserve on active duty, active duty for training, or full-time National Guard duty under federal authority, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

The student must notify Snead State Community College's Veterans Services Office of his/her military service and intention to return to school as follows:

- Notification of military service. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness. Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.
- Notification of intent to return to school. The student must also give oral or written notice of his/her intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. ***A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices.***

If the student is readmitted to the same program, for the first academic year in which he/she returns, the school must assess the tuition and fee charges that he/she was or would have been assessed for the academic year during which he/she left the school. However, if his/her veteran's education benefits or other service member education benefits will pay

the higher tuition and fee charges that other students in the program are paying for the year, the school may assess those charges to the student as well. If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, the school must assess no more than the tuition and fee charges that other students in the program are assessed for that academic year.

### Transient Student

An applicant who is currently enrolled at another postsecondary college and seeks credit that will transfer back to his/her primary college is classified as a transient student. Transient students are temporary students who generally only attend Snead State for one semester.

Required Admission Documentation:

- Snead State application for admission
- Transient letter from primary college listing approved courses

*Transient students are considered non-degree seeking and are not eligible for federal financial aid.

### High School Accelerated (Early Admission) Student

This program is available to qualified high school students who have completed required high school prerequisites. Accelerated students receive college credit but not high school credit. High school approval is required.

Minimum requirements:

- The student has successfully completed the 10th grade.
- The high school principal or his/her designee certifies the student has a minimum cumulative 3.0 average and recommends the student be admitted.
- The student enrolls only in postsecondary courses for which high school prerequisites have been completed.

Required Admission Documentation:

- Snead State application for admission
- Accelerated Recommendation Form signed by the high school principal or designee

*Accelerated high school students are not eligible for federal financial aid or institutional scholarships.

### High School Dual Enrollment Student

This program is available to qualified high school students who have received approval from their high school to receive both college credit and high school credit.

Minimum requirements:

- Students must meet the entrance requirements of the College.
- Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale. Exceptions may be granted for specific CTE courses if the high school student has at least a 2.0 or higher grade point average.
- Students must have written approval of an authorized high school official.
- Students must be in grade 10, 11, or 12.
- Snead State Community College has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.
- Dual enrollment students who fail to meet a grade of C or better in all attempted college courses or who withdraw from a course will be suspended from the Dual Enrollment program for a minimum of one term. Students may appeal this decision by submitting a form to the Admission Appeal Committee.
- Dually enrolled students may not audit courses.

Required Admission Documentation:

- Snead State application for admission
- Dual Recommendation Form signed by an authorized high school official.

- Copy of current high school transcript

**Dual Enrollment high school students are not eligible for federal financial aid or institutional scholarships.*

### Audit Student

An audit student is an applicant who wishes to enroll for classes only on an audit basis. The applicant must comply with the college admissions requirements by submitting an application for admission, one primary form of identification, an official high school transcript verifying date of graduation or GED certificate, and official transcripts from all colleges attended. A student with an Associate degree or higher is exempt from the high school transcript required. Audit students must abide by class attendance policy and all standard course requirements, excluding the completion of course examinations. The cost of auditing a course is the same as enrolling for credit.

## Conditional Admittance

First-time freshmen, transfer students and returning (readmit) students may be conditionally admitted to Snead State Community College for one semester if the official high school and/or college transcripts are pending receipt. No student shall be allowed to enroll for a second semester unless all required admission documents have been received by the College prior to the start of the student's second semester. Likewise, official SSCC transcripts will not be released until all required admission documents have been received by the College.

***Students who are conditionally admitted to the College are ineligible to receive federal financial aid benefits.***

## Unconditional Admittance

### High School and College Transcript Requirements

First-time freshmen, transfer students, and returning (readmit) students may be unconditionally admitted to Snead State Community College once the College has received official high school and college transcripts. All official transcripts must be received in a sealed envelope directly from the sending institution, or through an official electronic submission. Official transcripts are evaluated for validity by Snead State Community College Admissions Office staff. Suspicious transcript submissions receive additional review.

#### High School Transcripts

- Students must submit official high school transcripts, or GED transcripts, as proof of high school graduation. Students who have an earned an Associate degree or higher from a regionally accredited institution are exempt from the high school transcript requirement.
- The review process for suspicious transcripts includes verifying that the granting institution is authorized from the appropriate state to award the diploma. Additional research is conducted for institutions appearing to be diploma mills, and a student is not unconditionally admitted without a valid high school or GED transcript.

#### College Transcripts

- Students must submit official college transcripts from all previously attended institutions of higher education for evaluation.
- The review process includes verification of an appropriate accreditation of the degree granting institution. Additional research is conducted for institutions appearing to be diploma mills which are unacceptable.

Insufficient transcripts are rejected and students are notified of the status of such action.

## Placement Testing

In keeping with its responsibility to offer optimal learning experiences, the College utilizes a student's prior college-level coursework, ACT/

SAT scores, high school grade point average in conjunction with final grades in designated high school courses, and ACCUPLACER placement assessment scores to determine eligibility for placement into English and mathematics courses. Placement scores and high school GPA are valid for five years in determining placement. Official documentation of these scores must be sent directly to the Snead State Student Services Office. If older than five years, the student must take the ACCUPLACER assessment. Academic advisors will assist students with determining the appropriate placement into English and mathematics courses.

Students who do not place into an English or math course based on ACT/SAT scores or high school scores will be required to take the ACCUPLACER Exam to determine placement. The ACCUPLACER Exam, published by The College Board, is a comprehensive set of computer-adaptive tests designed to accurately assess students English and math skills. Tests within the ACCUPLACER system are used to determine if students are prepared for college-level courses or if they would benefit from developmental courses. The ACCUPLACER Exam is an untimed test, and you may find study resources by clicking this link: https://accuplacer.collegeboard.org/students.

A student who wishes to challenge ACCUPLACER results may retest twice per academic year provided that there is evidence the student has completed test preparation activities. There is no initial ACCUPLACER assessment fee, but a $10 fee is charged for each retest.

The ACCUPLACER assessment is given Monday through Thursday on the Boaz campus anytime between the hours of 8:00 a.m. - 12:00 p.m. in the Testing Center. Students do not need to make an appointment or pre-register as long as they test anytime between these hours.

**EXCEPTIONS:**

- Any student who has already successfully completed a college-level course in English and/or math with a grade of "C" or better or who has taken the ACCUPLACER Exam at another College within the last five years. The student must document ACCUPLACER scores or course completion by having an official transcript and ACCUPLACER scores forwarded to the Snead State Student Services Office.
- Any student who has completed required developmental coursework at another Alabama Community College System College within the last five years.
- Audit students.
- Transient students unless taking math and English courses for the first time.

## Developmental Instruction

Developmental instruction is designed to develop academic competencies deemed necessary for a student to successfully complete college-level courses. The College shall designate developmental courses in English and mathematics. Such courses shall not meet graduation requirements or requirements for completion of a degree or certificate.

The requirements for the standard minimum cut scores for the Alabama Community College System will be set forth in guidelines established by the Chancellor. Each college of the System shall offer developmental instruction for every student who scores below the System's standard placement scores. A student may enroll in college-level courses while enrolled in developmental courses so long as the discipline is different from the discipline in which the student scores below the standard placement score. Student placement in developmental course instruction is mandatory when student performance as measured by an assessment instrument falls below the minimum System placement score. Students may also be required to complete supplemental co-requisite courses based on placement criteria.

## Academic Advising

Academic advising is an integral component of the educational experience, and is intended to assist students in developing an educational plan to reach life goals. Working with an advisor will ensure that all educational requirements are met for college completion. Snead State maintains an advising process for the benefit of students. While an advisor can assist in planning and

offer suggestions for completion, it is the student's responsibility to carry out the decisions necessary to attain those goals. Students experiencing academic difficulty or considering withdrawal from the College for any reason are encouraged to contact an advisor.

Snead State's Advising Center is located in the Story Administration Building, Room #103. Students are encouraged to make an appointment with an advisor in the Advising Center, but walk-ins are welcome. Students can also contact the Advising Center via email at advising@snead.edu. Additionally, students majoring in an Associate of Science (AS) program of study are highly encouraged to print and follow an Alabama Transfers Guide and the specific AREA V page of the institution they anticipate attending.

A student who wishes to make a program of study/major change must complete necessary paperwork ("Change of Major" form), and submit it to the Advising Center. He/she will receive an updated degree plan and will be encouraged to complete a new Alabama Transfers Guide, if applicable.

In an effort to recognize the busy lifestyles and distance associated with some of our students, Snead State Community College is dedicated to providing services to students completing courses via distance education. In lieu of coming to the College, advising may take place via telephone conversations and/or e-mail correspondence. A student who desires to make a program of study/major change and is unable to come to the campus may send a written request via his/her secured Snead student e-mail account.

The Alabama Transfers System is a computerized 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 or assisted four-year College as well as select privately funded institutions.

It is through this system that a student can obtain an Alabama Articulation and General Studies Committee approved Articulation/Transfer Guide and Agreement. This Articulation/Transfer Guide and Agreement guarantees the transferability of the course work listed within the guide among Colleges of higher education in the state of Alabama. Students knowing the specific Alabama College to which they plan to transfer should access the Alabama Transfers Home Page at http://alabamatransfers.com and obtain a guide and agreement for the major they intend to pursue. The Alabama Transfers 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 College to another. More information about the Alabama Transfers Program may be obtained in the Snead State Advising Center.

## New Student Orientation

New Student Orientation, called Parson Days, provides students with an introduction to college life at Snead State Community College and pre¬pares students to adequately plan their course schedules while they are students. Parsons Days introduces students to the services provided by the College to assist him/her in being a successful student. A strong emphasis is placed on the College Completion Campaign encouraging students to complete their Associate in Science, Associate in Applied Science or certificate, all while engaging outside of the classroom for the Complete College Experience. Once a student has applied for admission, the Student Services Office releases information through mail delivery and e-mail regarding Parson Days. Students will receive all necessary resources to successfully begin classes during a Parson Days session. An online option is available for students who are unable to attend the in-person orientation session.

## Advising for Specific Programs of Study

In order to coordinate and improve the student advising process, Snead State Community College has added a Director of Academic Advising to assist students. Prior to registering for classes, students are encouraged to consult with his/her advisor or any faculty within the same department (referred to as an Advising Group) concerning scheduling. General Education or undecided students who are interested in exploring various program options or seeking advisement or assis-

tance in scheduling may contact a representative in the Office of Student Services located in the McCain Student Center or the Director of Academic Advising located in the Story Administration Building. It is the student's responsibility to make arrangements to meet with an advisor during the advisor's scheduled office hours.

## Academic Advising Policy

Snead State Community College recognizes academic advising as an essential part of the educational process and an important component in college completion. The primary focus of academic advising at SSCC is to facilitate the student's establishment and pursuit of realistic academic and career goals by providing the student with accurate information and guidance to support him/her in the decision-making process. Academic Advising is designed to assist students in recognizing and accepting responsibility for their own choices about their educational program. It is not meant to replace or supersede the student's right to choose. Advisors offer suggestions and information to assist students in making informed decisions.

To be truly effective, academic advising must be taken seriously by students, advisors, and the College with an understanding that advising is more than the completion of a simple clerical function. Effective academic advising requires an open environment in which the advisor is concerned about the student's welfare in relation to his/her pursuit of academic and career goals. In addition to establishing an educational or career plan, academic advising assists students with evaluation and reevaluation of continued progress toward said goals.

Snead State Community College has established that the College, the Director of Academic Advising along with advisors, and students have individual responsibilities with regards to the advising process and these must be fulfilled if students are to receive the full benefit of an effective academic advising process. Academic advising is an ongoing, continuously evolving process.

- **Responsibilities of the Student**

1. Ensure that all academic records from other educational Colleges have been sent to Snead State.
2. Know the academic advisor's identity, office location, office telephone number, and office hours. The student must also be aware of which advising group he/she fits and where that advising group may be found.
3. Schedule an advising appointment at least once per term with the advisor apart from the scheduling/registration process.
4. Keep appointments. If the student is unable to keep an appointment, it is the student's responsibility to notify the advisor as soon as possible before the actual appointment time. The student should reschedule a new appointment.
5. Discuss academic and career goals with the academic advisor.
6. Develop educational and career goals.
7. Be aware of College policies and procedures, program requirements, and graduation requirements of both SSCC and the intended transfer institution.
8. Complete, print, and keep a copy of the Alabama Transfers Guide or Degree Plan appropriate for the student's intended major. If the student changes his/her program of study, it is the student's responsibility to obtain a new Alabama Transfers Guide or Degree Plan for the new program.
9. Be prepared for the advising appointment for the scheduling of classes before meeting with the advisor. Study the class schedule, know courses needed, have a list of alternatives, know which courses are offered at convenient times he/she can attend, and have a list of any questions for the advisor. The advisor is there to assist the student and offer advice and guidance.
10. Accept responsibility for academic choices. The advisor may discuss options with the student, but the student must make the decision.

11. Maintain personal records of academic activities and progress.
12. Seek help from advisors when needed. Consult with the faculty advisor or an intake advisor in the McCain Center when not certain of the best academic action and before making changes in the program of study. Academic advising is a continuous process that spans the entirety of a student's stay at the College, not just when selecting courses.
13. Prior to attending classes, verify that the class schedule is accurate.

- **Responsibilities of the Director of Academic Advising and Advisors**
  1. Be accessible to students.
  2. Be aware of advisee's educational and career goals, and assist in formulation and clarification of these goals.
  3. Guide students in obtaining accurate information about transfer institutions.
  4. Provide students with information about alternatives, limitations, and possible long and short range consequences of academic choices.
  5. Refer students to appropriate college services or off-campus agencies.
  6. Strongly encourage students to obtain a Alabama Transfers Guide for their intended course of study.
  7. Schedule appointments to ensure adequate time is provided for discussion of each advisee's progress.
  8. Assist students in making long range plans concerning courses to be scheduled.
  9. Focus on what courses should be taken and be prepared to provide reasons why a particular course is needed.
  10. Verify the accuracy of the class schedule prior to registration.
- **Responsibilities of the College**
  1. Provide advisors with accurate and complete information on College policies and procedures, programs of study requirements, and courses of instruction.
  2. Provide advisors with all student data needed, accurate transcripts, and evaluation of transfer credit.
  3. Provide advisors with forms and reference materials needed in the advising process.
  4. Assign advisors and inform students of the identity, office location, telephone numbers, and e-mail addresses of advisors.
  5. Provide new students with an orientation to the College.
  6. Administer placement tests to new students upon admission, including partial batteries of tests to transfer students when needed.
  7. Provide advising services to students with special needs, particularly those students covered by the Americans with Disabilities Act (ADA).
  8. Conduct advising orientation for new advisors and workshops for training and updating all advisors periodically.

# Financial Information



## Tuition and Fees

The fee schedule below includes an ACCS enhancement fee of $10 per credit hour, a facility renewal fee of $9 per credit hour, a technology fee of $9 per credit hour, a building fee of $15 per credit hour, and a $1 bond surety fee per credit hour. The fee schedule below also includes an optional $24 per credit hour course materials fee called Parson BooksPlus. The tuition schedule is subject to change upon approval by the ACCS Board of Trustees.

| Credit Hrs. | Tuition/Fees Alabama Resident | Tuition/Fees Out-of-State Resident |
|---|---|---|
| 1 | $197 | $326 |
| 2 | $394 | $652 |
| 3 | $591 | $978 |
| 4 | $788 | $1,304 |
| 5 | $985 | $1,630 |
| 6 | $1,182 | $1,956 |
| 7 | $1,379 | $2,282 |
| 8 | $1,576 | $2,608 |
| 9 | $1,773 | $2,934 |
| 10 | $1,970 | $3,260 |
| 11 | $2,167 | $3,586 |
| 12 | $2,364 | $3,912 |
| 13 | $2,561 | $4,238 |
| 14 | $2,758 | $4,564 |
| 15 | $2,955 | $4,890 |
| 16 | $3,152 | $5,216 |
| 17 | $3,349 | $5,542 |
| 18 | $3,546 | $5,868 |
| 19 | $3,743 | $6,194 |
| 20 | $3,940 | $6,520 |
| 21 | $4,137 | $6,846 |
| 22 | $4,334 | $7,172 |
| 23 | $4,531 | $7,498 |
| 24 | $4,728 | $7,824 |

**Cost of Attendance Components:**

The 2024-2025 Need Based Estimated Cost of Attendance used for packaging financial aid awards only and includes items such as transportation, housing, food, and other life expenses that everyone incurs regardless of whether or not they are a college student.

NOTE: The only charges assessed to student accounts by Snead State are: tuition and required fees, Parson BooksPlus course materials (optional), purchases made at the College bookstore, and roomand board (housing and food) for dorm students only.

Parson BooksPlus is a course materials delivery program that provides access to students' required course materials in a convenient package before the first day of class. All required course materials are included as a $24 per credit hour charge on each student's account; however, students have the ability to opt out of the program. Students who would like to opt out of ParsonBlooksPlus should contact the Business Office at BusinessOffice@snead.edu

Aviation and Nursing students are billed for program-specific fees where applicable. For specific tuition and fee amounts per credit hour, refer to the 2024-2025 Tuition and Fee Schedule.

**Additional fees:**

- Late Registration Fee (incurred if registration is not completed on designated date) - $25
- Payment Plan Fee - Up to $40
- Returned Check - $25
- Parking Violations - $10-$50
- Placement Test Retest Fee - $10
- Library Overdue Books Fine (per day library is open) - $.10
- Collection cost - outstanding charges are subject to a collection cost of $12-$25
- Academic Transcript Fee - $5
- Proctor Fee (when the proctor is a Snead State employee) - $30
- Program-specific fees (Aviation, Nursing)

## Housing Cost

- Room deposit fee** - $200
- Private room per semester (Fall/Spring)* - $2,200
- Semi-private room per semester (Fall/Spring)* - $1,400
- Board (10 Meal Plan)* - $950

* Residents are required to pay board fees, and housing obligations are for both fall and spring semester.

* Room/board charges are subject to change upon approval by the ACCS Board of Trustees. Cost for the summer semester is prorated, and no meal plan required for summer residents.

** The full deposit fee is refundable if the student has no unpaid financial obligations, has no assessed room damage, and has fulfilled the fall and spring semester contract.

A student enrolled at Snead State who moves in the residence hall after the (10th) day the residence hall is open will be charged on a pro rata basis.

## Payment

- **Terms**: Student tuition/fees are due and payable on the first day of registration. Please refer to the academic calendar each semester for the drop for non-payment dates. All classes will be dropped for students with outstanding charges; please pay prior to the Drop for Non Payment date listed in the Academic Calendar.
- **Options:**
  1. Coverage of tuition and fees by financial aid, scholarship, PACT plan, or VA. If there is an error in financial assistance, contact Student Services – Financial Aid Office at 256.840.4107.
  2. Immediate online payment by Mastercard, Discover, or Visa. (If you have questions about credit card payments, please contact the Business Office at 256.840.4130).
  3. Direct payment (cash, check, credit card) to Business Office in the McCain Student Center.

     If you have questions, call 256.840.4130.
- **Payment Plan**

  Snead State offers a payment plan option that is available to all students. Any student with an outstanding balance is encouraged to sign up for the payment plan to prevent their class schedule from drop for non-payment. The drop for non-payment dates are detailed in the academic calendar.

  Once a student registers for classes they can click on the payment plan option and complete the requirements. The down payment percentage, plan fees, and future payment due dates are detailed in the plan that the student agrees to. The payment plan will be recalculated if classes are added or dropped during the add/drop period or for a complete withdrawal during the percent refund period.

  All students are encouraged to sign up for the payment plan if they do not have enough aid to cover their charges, this includes students that have pending aid or delayed aid due to lack of required financial documents. Once aid is applied to a student's account at a later date in the semester, if a refund is due to the student it will be issued in a timely manner. Students with questions about the payment plan should contact the Business Office at BusinessOffice@snead.edu.

  Students must pay their account balance in full or they will be unable to register for any subsequent terms.
- **Refunds**

  Refunds are based on the first official day for the term and are not based on the first class day for individual courses. Prior to the official first day of class, students will receive a full refund when completely withdrawing from college or dropping a class.

  After the Add/Drop period ends, students may receive a partial refund only if they completely withdraw from all classes (both full and mini-term) in which they are

enrolled. Refunds for mini terms are based on prorated days. During the first three weeks, refunds for complete withdrawals will be made on the following basis:

- Withdrawal prior to first class day—100 percent of tuition and fees.
- Withdrawal during first week — 75 percent of tuition and fees.
- Withdrawal during second week— 50 percent of tuition and fees.
- Withdrawal during third week— 25 percent of tuition and fees.
- After close of third week— No Refund.

A five (5) percent administrative fee will be assessed for each withdrawal processed within the above refund schedule.

There is no refund due to any student who partially withdraws after the official add/drop period.

A student who officially withdraws after the semester begins may be entitled to a partial refund of room/board charges based on the above refund schedule.

Refunds are computed according to the date the student actually withdraws officially or unofficially and not according to his or her last day of attendance.

For students receiving VA education benefits, the VA will be notified of a student's termination or withdrawal within 30 days. VA payments will be suspended based upon the student's last date of attendance.

## Distance Education Proctoring Fees

To ensure that the student who registers in a distance education course is the same student who participates in and completes the course and receives credit, Snead State Community College requires proctored assessments in online, hybrid and virtual courses. When registering for a distance education course in MySnead, it is the student's responsibility to review the detailed notes for the course. Although proctoring fees may be covered by the Parson Books Plus program fees, students are ultimately responsible for any costs associated with proctored assessments. Students who need a computer to take a proctored exam may email ASC@snead.edu or call (256) 571-0613 for assistance.

## Tuition Eligibility

Residency status must be determined upon admission. A student shall be classified according to one of the following categories for the purpose of assessing tuition: Resident Student, Non-Resident Student Eligible for In-State Tuition Rates, or Out-of-State Student. The burden of proof lies with the applicant in determining residency status.

A student's residency status will be presumed for one full academic year of his/her most previous enrollment unless there is evidence that the student subsequently has abandoned resident status (for example, registering to vote in another state). A student failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

The following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition 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 the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 GI 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.
- A Dependent of a veteran using Chapter 35 (Survivors' and Dependents' Educational Assistance) of Title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence).

- 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 be using educational benefits under either Chapter 30, Chapter 33, or Chapter 35 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).
- For students receiving VA benefits, the VA will be notified of your termination or withdrawal within 30 days. VA payments will be suspended upon your last date of attendance.

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

### Resident Student - In-State Tuition

In order to be eligible for in-state tuition, an applicant must meet one of the following criteria:

- Applicants must have resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission, OR
- Applicants must be a minor whose parents, parent, or legal guardian of such minor dependent has resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission. If the parents are legally separated or divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

Determination of eligibility for in-state tuition shall be made by Snead State Community College by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of the following connections:

- Payment of Alabama state income taxes as a resident;
- Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property;
- Full-time employment in the state;
- Residence in the state of a spouse, parents, or children;
- Previous periods of residency in the state continuing for one year or more;
- 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;
- Possession of state or local licenses to do business or practice a profession in the state;
- Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates;
- Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment;
- Membership in religious, professional, business, civic, or social organizations in the state;
- Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts;
- 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.

An applicant that has graduated from an Alabama high school or who has obtained a GED in the State of Alabama

within three years of the date of his/her application for admission in accordance with the requirements set forth in the Code of Alabama, will be allowed to pay in-state tuition rates. The applicant will be required to provide evidence that he/she has met this requirement.

### Non-Resident Student Eligible for In-State Tuition Rates

A non-resident student, one who does not meet the standard of having resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission, shall be charged the in-state tuition rate if the student satisfies one of the following criteria, or, if the student is a dependent (as defined by the Internal Revenue Code), then the person supporting the student satisfies one of the following criteria under the following circumstances:

- The student or the person(s) supporting the student is a full-time permanent employee of Snead State Community College; OR
- The student or the person(s) supporting the student can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; OR
- The student or the person(s) supporting the student 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
- The student is eligible to receive under the Alabama G.I. Dependent Scholarship Program; OR
- The student or the person(s) supporting the student is an accredited member of a consular staff assigned to duties in Alabama.
- A student is eligible for in-state tuition if the student resides in one of the following Georgia counties: Chattooga, Floyd, Polk, or Walker.

### Out-of-State Student

An out-of-state student is an applicant for admission who does not fall into one of the categories described for in-state tuition eligibility. The out-of-state student shall be charged tuition at 2.00 times the in-state tuition rate, rounded up to the nearest dollar. 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.

Students may not become residents for purposes of tuition simply by living in Alabama to attend school or obtain education.

## Financial Assistance

A comprehensive program of financial aid to assist qualified students toward their educational goals is offered by Snead State Community College. Through the use of scholarships, grants, federal loans, and student employment, students with limited resources may receive financial assistance to attend Snead State Community College.

### Scholarships

Snead State Community College offers a variety of institutional scholarships to students in recognition of their academic achievement, performance ability, and/or financial need. Snead State scholarships are awarded on a competitive basis. Meeting the minimum requirements does not guarantee being awarded a scholarship.

In order to be considered for a scholarship award, a completed application for admission must be on file with the College. Students are also required to apply for federal aid at https://studentaid.gov/h/apply-for-aid/fafsa. Snead State's school code is 001038. Students do not have to be eligible for federal aid in order to qualify for scholarships that are not need-based. The priority deadline to apply for scholarships for new students is early March. The priority deadline for returning student scholarship applications is early June. Applications become available each January online at www.snead.edu. Only completed scholarship applications accompanied by the required documentation will be considered.

At the time of this publication, only U.S. Citizens or U.S. permanent residents, regardless of veteran student status, are eligible for institutional scholarships. DACA students (Deferred Action Status for Childhood Arrivals) are not eligible for federal or state funding at the time of this publication.

- Types of Scholarships (subject to change)
    1. **Valedictorian/Salutatorian Scholarship:** This scholarship is a tuition and fees scholarship that is awarded to high school valedictorians and salutatorians from public Alabama high schools that attend Snead State as a first-time freshman the summer or fall semester immediately after their high school graduation. Applicants must submit additional verification documents.
    2. **Academic Achievement Scholarship:** This scholarship is awarded to high school seniors/GED completers who will be first time freshmen college students. Minimum criteria includes a composite ACT score of 22 or higher within the last five (5) years. Awards will be offered based on the following composite score: 27 and above= tuition and fees; 24-26= tuition only (student must pay fees); 22-23= $1500 each semester. The College reserves the right to change these amounts based upon available funding.
    3. **Dual Enrollment to First Time Freshman Scholarship:** This scholarship is a tuition and fees scholarship that is awarded to first time freshmen that completed at least 30 semester credit hours of dual enrollment work at Snead State with an overall cumulative GPA of 3.5 or higher at SSCC.
    4. **General Need-Based Scholarship:** This scholarship is available for students who demonstrate a financial need as determined by the FAFSA (Free Application for Federal Student Aid). Applicants must clearly articulate in their application the need for a scholarship. Award amounts vary.
    5. **Ambassador Scholarship:** The Snead State Ambassadors assist with campus and community events including commencement and campus tours. The organization also serves to develop leadership abilities, to cultivate friendship, and to encourage participation in college-sponsored activities and community services projects. Finalists will be interviewed by a panel to select the recipients.
    6. **Art Scholarship:** This scholarship is available for students interested in enrolling in art classes. It is awarded based on demonstrated artistic talent, and students must submit an art portfolio to Lanette Blankenship. For additional information, applicants may contact Lanette Blankenship at lanette.blankenship@snead.edu.
    7. **Performing Arts Scholarships:** These scholarships are awarded based on an audition process. Examples of performing arts includes theatre, choral/College Street Singers, SSCC Jazz Band, guitar, piano, or voice scholarships. For additional information, applicants may contact Dr. Kathleen Ruhleder at kathleen.ruhleder@snead.edu.
    8. **Theatre Scholarship:** This scholarship is awarded based on an audition process for the Theatre Department. For additional information, applicants may contact Mr. Kyle Steffen at kyle.steffen@snead.edu.
    9. **Career and Technical Scholarships:** These scholarships are departmental awards that are program-specific based upon a student's program pathway. Examples include Aviation, Business, Child Development/ Childhood Education, Computer Science, Horticulture, HVAC/R,

Industrial Systems Technology, Machine Tool Technology, Office Administration, and Welding Technology. Awards are degree-specific and require the student to remain within the program of study to continue to use the funds. Award amounts vary.

10. **Fishing Team Scholarship:** This scholarship is available for students interested in being active members of the Snead State Fishing Team. Recipients will be expected to represent the college in fishing competitions under the direction of Dr. Tom Warren. For more information, applicants may contact Dr. Tom Warren at twarren@snead.edu.
11. **GED/Non-Traditional Student Scholarship:** This scholarship is available for students who earned a GED or students who have been out of school longer than five (5) years.
12. **Returning/Continuing Student Scholarship:** This scholarship is available for students who currently attend Snead State Community College or students who previously attended Snead State. Applicants must submit the following supplemental documents to be considered: transcripts, an essay describing the applicant's educational and career goals, and a confirmation page that a FAFSA was submitted.

- **Senior Adult Scholarship**

A student who is sixty (60) years of age or older may attend classes tuition-free through the Senior Adult Scholarship Program if he/she meets the following conditions:

- Be unconditionally admitted to the College.
- Be an Alabama resident.
- Enroll for college credit.

The scholarship covers tuition only. The student is responsible for fees, books, and supplies. Senior adults granted a tuition waiver under the Senior Adult Scholarship Program may receive such waiver only one time per course. Course enrollment under the Senior Adult Scholarship Program is restricted to a space available basis. Students interested in learning more should apply through the SSCC Financial Aid Office. Students must notify Financial Aid each semester of enrollment in order to receive the senior adult waiver.

- **Endowment Scholarships**

Snead State Community College and the Snead State Community College Foundation offers a variety of endowment scholarships to students in recognition of their academic achievement, performance ability, and/or financial need. These are funds made available to Snead students by external donors. The criteria varies based upon donor stipulations.

In order to be considered for a scholarship award, a completed application for admission must be on file with the College. Students are also encouraged to apply for federal aid at https://studentaid.gov/h/apply-for-aid/fafsa. Snead State's school code is 001038. Students do not have to be eligible for federal aid in order to qualify for scholarships that are not need-based. The priority deadline for new students to apply for scholarships is early March. Applications become available each January via www.snead.edu. Only completed scholarship applications accompanied by the required documentation will be considered.

***College Endowments***

- Ralph and Edna Ables Memorial
- Albertville Civitan Club/Olin Hearn Memorial
- John B. Brookshire, Jr. Memorial
- George Warren Brown
- Capital Campaign
- Lona Webb Casey Memorial

- Mary Corley
- Dorris Williams Courington Memorial
- Pat M. Courington
- Josephine Cooper Dark
- Ray W. Davis Memorial
- Lola Tidwell Dees/Tiny Tidwell Strauss
- Claude M. Elrod
- Lila S. Elrod Memorial
- Clarence and Myra Jo Garry
- Dr. Bobbie Glassco
- Meagan E. Hoy Memorial
- Mozell Harris Jackson
- William B. and Mary Frank Karr
- Marion and Mamie Kelley
- Juanita Kinazlow Memorial
- Iva Lynn Gordon Trust Scholarship
- Iva Verhine Knox
- Fred Martin
- Lee Mathis
- Ralph and Eloise McClendon Memorial
- Theodore B. and Sarah McLeod
- Ada Honea Morefield
- James and Annie Murdock
- Emmett and Olive Plunkett Athletic
- Charles A. and Jeanette Price Pruitt Memorial
- Congressman Albert M. Rains and Allison B. Rains Memorial
- Ernest M. and Gladys H. Robinson
- SSCC General Endowment
- R. P. Steed Memorial
- Alf-Miller Israel Thompson Memorial
- Alvin M. Townley Memorial
- June Roberts Weathers Endowed
- Judith Horton Whitt Memorial
- Sonya Wiley Memorial
- Minor E. Woodall, Jr.

***Foundation Scholarships***

- Kelly Burke Adams Memorial Scholarship
- Amberson Family Scholarship
- American Cruisers Motorcycle Club-Chapter 50
- Tugalo E. and Isa M. Avery Legacy Scholarship
- Rick Baker Scholarship
- Marty Brock Memorial Scholarship
- Nell Brunetto/Boyd and Maude Rains Scholarship
- Donna Campbell Scholarship
- Warren Claborn Entrepreneurial Spirit Foundation Scholarship
- Harold O. Chitwood/Gold Kist, Inc.
- Betty Dean Lee Cox Scholarship
- George W. Cox Memorial/Boaz Civitan Club
- Dr. Robert and Anita Exley
- Dr. Bobbie McCreless Glassco
- Jennifer Garmany Hallmark Memorial
- Holcombe Bees and Religion Scholarship
- Ollin Hayes
- J.R. Kimbrough Memorial
- Legacy Scholarship
- Glenn L. and Mary Wells Maze Memorial Music
- Troy Otis McCormick Scholarship
- Frank McDaniel
- Joan and Richard Noel
- Rickey Norris Memorial
- Martin L. and Marion P. Owen
- Millard Fillmore Parker Memorial
- Tom Parker Jr.
- John Howard Precise Memorial Music
- Joyce Weathers Smart Memorial
- Snead Alumni Association Scholarship

- Gertrude Chandler Thompson Memorial
- Bob and Kathy Weathers
- Chalmus Weathers
- June Roberts Weathers
- Coach Eric Whaley Memorial
- Margaret Nelson White
- Bill and Sara Wilks (Wilks Family Scholarship)
- Richard Aubrey Wilson

## Federal Financial Aid

All Federal Financial Aid requires that the Free Application for Federal Student Aid (FAFSA) be completed. Applications must be completed online at https://studentaid.gov/h/apply-for-aid/fafsa. The college code for Snead State Community College is 001038. Once processed by the College, the applicant will receive a letter from Snead State that outlines the next steps a student must take to complete the financial aid process. All applicants should have the FAFSA application completed as soon as possible, after October 1, for consideration of all available aid. It usually takes about 3-4 weeks to complete the process and sign all necessary forms with the Snead State Financial Aid office. Federal Financial Aid will only pay for classes that are in the student's degree plan.

*Note: The FAFSA covers the fall, spring, and summer semesters of each academic year and must be completed or renewed for each year of enrollment.*

- **Grants**

  1. Federal Pell Grant - The Federal Pell Grant is an entitlement from the federal government that does not have to be repaid. Eligibility is based on family income and other factors as determined by the federal government. The amount of an award depends upon the student's eligibility and the cost of attending college. The Pell Grant will only pay for classes that are in the student's degree plan.
  2. Federal Supplemental Educational Opportunity Grant – These grants, commonly referred to as FSEOG, vary in amounts with the minimum award of $100 each year and do not have to be repaid. Federal Pell Grant recipients with extremely low family contributions receive priority.

- **Federal Work-Study**

  The Federal Work-Study (FWS) program is administered through an agreement between Snead State Community College and the Federal Work Study Program. Those interested in employment must submit a FAFSA and an application for FWS (available online at www.snead.edu) to the Financial Aid Office for consideration. Applicants who demonstrate financial need, based on the College's cost of attendance, will be considered for employment. Most students work ten to fifteen hours per week and earn a wage compatible with the Minimum Wage Law or higher. Payments are issued monthly for work performed. Students must be enrolled in at least six (6) credit hours in order to qualify for the Federal Work-Study program.

- **Federal Direct Loans**

  Federal Direct Loans allow students to meet some of their education cost by borrowing money. Students must apply for these loans each school year by completing the Free Application for Financial Aid (https://studentaid.gov/h/apply-for-aid/fafsa). Loans are awarded based on the level of courses completed in a student's program of study and cannot exceed SSCC established student cost of attendance budget, including other aid. A master promissory note must be e-signed by the borrower (studentaid.gov/mpn/) to officially document the obligation to repay the loan funds. Funds are applied to the student's educational costs and/or disbursed on a federally regulated disbursement schedule. Disbursement amounts will be slightly lower than award amounts as fees are deducted prior to receipt of funds. Each loan recipient must complete Loan Entrance Counseling

before any funds can be disbursed. An Exit Counseling is also required for students not returning for course enrollment.

*NOTE: Students must be enrolled at least half-time (six credit hours in degree plan) in order to receive Federal Direct Loans.*

1. **Federal Subsidized Direct Loans** are awarded on the basis of financial need as established by the FAFSA application. The federal government pays the interest while the borrower is enrolled at least half-time (six credit hours in degree plan) at an eligible institution and during deferment. Loan eligibility is based on the cost of education, other aid the borrower may receive, and federal restrictions (completed admission file before guarantee is processed, progress as established by federal guidelines, and be in good standing with SSCC). Repayment may be deferred up to six months after the borrower graduates, leaves school or drops below six credit hours. A number of repayment options are available as this loan must be repaid. Students will need to contact their loan servicer, found at studentaid.gov, to learn more about their specific repayment options. Interest rates are variable and origination fees are charged at the time of each disbursement.
2. **Federal Unsubsidized Direct Loans** are awarded to eligible students regardless of family income if within federal budget guidelines. Students must complete the Free Application for Federal Student Aid (FAFSA) each school year to determine eligibility. The term unsubsidized means that interest does accrue while borrower is enrolled. These loans have a variable interest rate and the interest begins accumulating immediately. A number of repayment options are available as this loan must be repaid. Check the online repayment schedule to determine how much to borrow (studentaid.gov/loan-simulator/). These loans have the same criteria for eligibility as the subsidized loan. Students must be in good academic standing and enrolled in at least six (6) credit hours in their degree plan to be eligible for subsidized, unsubsidized, or Parent Plus loans.

## Financial Aid Eligibility

A student is generally eligible for aid if he or she meets the following criteria.

- Enrolled as a regular student in a degree-seeking program at a postsecondary College approved by the Department of Education,
- Enrolled in classes that are in their degree plan.
- Have all required admission documents submitted to the Admission's office (transcripts, name change documents, residency forms, etc.)
- U.S. citizen or eligible non-citizen,
- Makes satisfactory academic progress (as defined by the College's Financial Aid Office) in an approved course of study, and
- Not in default on a student loan or owe a refund on a federal grant.

## Financial Aid Policies/Requirements

Snead State Community College is required by the Higher Education Act of 1965, as amended, to establish standards of satisfactory academic progress for students receiving financial aid under the Title IV Programs.

The Satisfactory Academic Progress standards for financial aid, listed below, are either the same or stricter than the individual Colleges' academic policy for students enrolled in the same academic program who are not receiving financial assistance.

All students receiving or not receiving financial aid will be reviewed for their academic progress at the end of each semester.

Regardless of enrollment status (full time, half time, etc.), all students are treated equally under the SAP policy.

Students who have attempted 1-21 semester hours must have a 1.5 overall GPA and must have successfully completed at least 58% of classes attempted.

Students who have attempted 22-32 semester hours must have a 1.75 overall GPA and must have successfully completed at least 62% of classes attempted.

Students who have attempted 33 hours or more must have a 2.0 overall GPA and must have successfully completed at least 67% of all classes attempted.

Students are only allowed 150% of the programs length to complete the degree or certificate. All hours attempted, as well as transfer hours accepted, will be included in the maximum time frame calculation.

For example, General Studies is 64 credits. You are allowed 150% or 96 attempted credits to complete the program successfully. If you do not complete your program in the allotted time frame your aid will be suspended.

Students are allowed a maximum of 12 semesters of Pell funds over the course of their lifetime. Students enrolled less than full-time will have the maximum allowable time extended proportionately. Students must maintain standards of progress to continue to receive the funds. Students receiving financial aid, who attended under the quarter system and then returned in the semester system, will have all grades converted to the semester hour credit and then academic progress will be determined. Students will not be penalized if there is a discrepancy between quarter and semester hours.

Grades of F, W, or I are not accepted as transfer credit and therefore are not included in the SAP calculations for completion percentage or maximum time frame. Transfer hours are not included in GPA calculation for SAP.

Developmental/Remedial courses that are deemed eligible for financial aid are counted in SAP calculations.

The following grades earned at SSCC are not considered credit completed but are counted as attempted credit in SAP completion percentage calculations and maximum time frame calculations:

F - Failure

W – Withdrawal

I – Incomplete

Incomplete grades are not counted in the qualitative (GPA) calculation until the grade change form is submitted by the instructor no later than the end of the semester immediately following the term for which the Incomplete grade was assigned. If incomplete coursework is not completed by the end of the following term, the Incomplete grade will be changed to an F.

Academic Bankruptcy: Financial Aid regulations do not have a provision for academic bankruptcy; therefore, all credits and grades earned in semesters for which academic bankruptcy is approved are included in financial aid SAP calculations.

Repeated Coursework: Grades replaced by the College's Course Forgiveness Policy (see Course Forgiveness Policy in the Academic Standards & Regulations section of this catalog) are not included in the GPA or completion percent calculations for SAP purposes. Effective Fall 2024, the college's course forgiveness policy stipulates the highest grade will be counted in the grade point average and all other grades for a repeated course are excluded from the GPA.

## Treatment of Remedial, Enrichment, and English as a Second Language Courses

A student may receive financial aid for up to 30 attempted remedial credit hours. If this number is exceeded, the student will be placed on financial aid suspension. If the student enrolls in the same remedial course more than three times, financial aid will not apply for any subsequent enrollment(s) in this course.

## Treatment of Repeated Courses for Students Receiving Financial Aid

A student receiving Title IV aid (Pell Grant and Student Loans) may receive aid when repeating a course for the first time.

A student may receive aid when repeating a course that was previously failed or withdrawn from regardless of the number of times the course was attempted and failed (Satisfactory Academic Progress Policy still applies).

A student may receive aid to repeat a previously passed course one additional time. If a student fails the second attempt, no more financial aid will be given to repeat the course a third time. If the second attempt is a withdrawal then it is allowable for a third attempt.

Once a student has completed any course twice with a grade, he or she is no longer eligible to receive aid for that course. If a student retakes a course that is not aid eligible the credit hours will be excluded from the financial aid enrollment for that semester.

## Regaining Eligibility

Students may appeal in writing to the Financial Aid Office if they can provide documented proof of mitigating circumstances. Mitigating circumstances are those that are beyond the student's control. The Financial Aid Committee, which is charged with hearing appeals, may waive the satisfactory academic progress requirements if the student has experienced undue hardships as a result of special circumstances. Conditions under which a student may receive a probationary semester may include but are not limited to sickness, death of a member of the student's family, and other unusual circumstances. The satisfactory academic progress appeal form can be found on the College website under the Financial Aid Forms. As part of the appeals packet, students appealing a negative SAP evaluation must include a letter explaining why satisfactory academic progress was not achieved and what has changed that will allow the student to meet SAP requirements going forward. The Financial Aid Committee will meet each term to review the appeals. Submitting a Financial Aid Appeal is NOT an automatic approval. Students will be notified of the decision made by the committee by e-mail/letter.

## Probationary Periods

Probation occurs when a student appeals their loss of eligibility and has their eligibility reinstated on a probationary basis with conditions set forth by the Financial Aid SAP Appeals Committee. The probationary status lasts for one payment period during which the student may continue to receive federal financial aid. Conditions will be established by the financial aid appeals committee defining the standards the student must meet by the end of the probationary period. Students on SAP appeal probation plans approved by the Financial Aid Appeals Committee will be monitored each semester to determine if the student is following the plan.

A student on SAP probation who fails to make SAP, or meet the conditions of the plan established by the Financial Aid Appeals committee will lose their federal financial aid (Title IV) eligibility.

- **Return of Title IV Funds**

  Students who receive financial aid and later terminate their enrollment, regardless of reason for withdrawal, are subject to the return policy mandated by the U.S. Department of Education. The policy may require students to return funds to the College and to the Department of Education.

  Any student receiving Title IV Funds (Federal Direct Loans, Federal Pell Grant, and/or FSEOG) who withdraws from the College, officially or unofficially, during the first 60% of the term may be required to return a calculated percentage of those funds to the Department of Education.

  The calculated percentage is based on the percentage of the term the student was actually enrolled.

  For example, if a student withdrew at the 50% mark of the term, only 50% of aid was earned. Students, who withdraw, officially or unofficially, must return books to the campus bookstore within 20 days of withdrawal. Any student who registers for a class, but does not attend the class, will not be entitled to federal financial aid for

the class. If aid has been disbursed when it is realized the class was not attended, the student is responsible for refunding the money and paying tuition for the class. Those students who completely withdraw and have never attended any classes are responsible for all charges as Federal Title IV funds will not be applicable.

- **Date of Determination that the Student Withdrew**

Withdrawn student reports are reviewed by the Financial Aid Office weekly. The Date of Determination that a student withdrew will be the date the report was reviewed by the Financial Aid Office and a determination was made that a Return to Title IV calculation was required.

For the purpose of calculating Return of Title IV Funds (R2T4), a student's withdrawal date depends on the type of withdrawal.

1. **Student-Initiated Notification – Official Withdrawal**

An official withdrawal occurs when a student withdraws (and/or drops) from:

- all courses in the term or
- all course(s) scheduled to complete for which a grade(s) is yet to be assigned.

The withdrawal date used for the R2T4 calculation of official withdrawals will be the date the student withdraws from classes in their Banner SSB/MySnead portal.

2. **No Student-Initiated Notification – Unofficial Withdrawal**

An unofficial withdrawal occurs when a student:

- receives all non-passing grades in courses scheduled to complete
- receives a non-passing grade in the last course(s) scheduled to complete, i.e., the course with the latest end date in the student's enrollment schedule
- A student who unofficial withdraws for Title IV purposes and will be considered to have a withdrawal date of the 50% date of the term of withdrawal and the R2T4 will be calculated based on the 50% date of the term.

- **Calculation of Earned Title IV Assistance**

For R2T4, the total number of calendar days in a term is defined by the student's scheduled course enrollment, i.e., start and end dates of courses, excluding scheduled breaks of at least five consecutive days. The days are counted from the start date of the earliest course to the end date of the last course scheduled to complete (i.e., has the latest end date), excluding scheduled breaks. This may be less than the full length of a term, which is 16 weeks in the fall and spring and 11-weeks in the summer.

Scheduled breaks must be at least five consecutive days. It includes periods when SSCC is not scheduled in session, e.g., holidays, and when the student is not scheduled to attend a course within the term.

The percentage of Title IV federal aid assistance earned by the student will be determined on a pro-rata basis up to the 60% point of a student's payment period. Once a student has completed more than 60% of a payment period, 100% of awarded aid has been earned.

Total days scheduled to complete is the denominator in the calculation of percentage of earned aid. The days are counted from the start date of the earliest course to the end date of the last course scheduled to complete (i.e., has the latest end date), excluding scheduled breaks.

The total days to withdrawal date is the numerator in the calculation of percentage of earned aid. The number of days reported is the total from the start date of first course to the withdrawal date, excluding scheduled breaks of at least five consecutive days.

After calculating the percentage of aid earned, a calculation of the amount of aid

earned will be performed. The total aid disbursed and yet to be disbursed for the term is multiplied by the percentage earned rounded to the one-hundredth decimal.

When a student has received unearned funds, SSCC must return a portion of the unearned excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of funds, or
- The entire amount of the unearned funds.

The funds will be returned in the order below as prescribed by federal regulations, within 45 days from the date of determination that a student officially or unofficially withdrew from the College.

- Unsubsidized Federal loans
- Subsidized Federal loans
- Federal PLUS loans
- Federal Pell Grants
- Federal Iraq Afghanistan Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- TEACH Grants

In the event there is remaining unearned aid, the student is responsible for returning the student share of unearned funds to the U.S. Department of Education. The unearned student share of loan funds must be returned (by the student or parent if PLUS loan), they will be repaid in accordance with the terms of the promissory note over a period of the time.

When grant funds should be returned, the law provides that the student may repay 50% of a federal grant rather than 100%. The College will return the federal grant overpayments on behalf of the student.

- **Post Withdrawal Disbursements**

If the total amount of the Title IV grant and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement.

A post-withdrawal disbursement of grant funds is applied towards outstanding term charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees).

Any remainder of grant aid is paid to the student within 14 days of the funds being posted to the student account. The student will be notified within 30 days of the date of determination of withdrawal of the post-withdrawal disbursement. A refund will be sent as soon as possible but no later than 45 days of the date that the College determined that the student withdrew (officially or unofficially).

A post-withdrawal disbursement of loan funds may be paid if the student is eligible to receive the funds. The student (or parent if a PLUS loan) will be notified within 30 days of the date of determination o f withdrawal that loan funds are available. The student will be given the opportunity to accept, decline, or reduce the amount of loan. Upon receipt of a timely response from the student (or parent), the College will disburse the loan funds as soon as possible but no later than 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding term charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees). Any remainder will be paid directly to the student (or parent).

Snead State Community College maintains the right to decide whether or not to make a post-withdrawal disbursement if the student (or parent if a PLUS loan) responds after 14 days of the date that the notification was sent. If SSCC decides not to make the post-withdrawal disbursement, it will inform the student in writing within 15 days of the decision.

- **Release of funds to students**

1. **Pell Grant:** Any remaining Pell Grant award balance after tuition, fees,

and bookstore purchases have been deducted will be refunded to the student within 14 days after the payment has been applied to the student's account. Attendance in ALL classes must be verified before funds will be fully disbursed. Students who register for a class that begins later than the first day of class for the semester cannot receive a refund for that course if the credit hours in the course change the amount of aid a student will receive. Federal regulations require a student to attend the course prior to being paid for the course.

2. **Direct Loans:** Students will receive the balance left in their account after tuition, books, dorm, and bookstore charges have been posted to the account after the 31st day of class in accordance with federal guidelines. Attendance in ALL classes must be verified before funds will be fully disbursed. Students must be currently attending 6 credit hours to receive funds.

## Scholarship for Dependents of Disabled Veterans

The Alabama Department of Veterans Affairs offers the Alabama GI Dependents' Scholarship to eligible dependents (child, stepchild, spouse or unremarried widow(er) of disabled veterans (living or deceased), who are rated 40% or more due to his/her service-connected disabilities, former prisoners-of-war (POW), soldiers declared missing-in-action (MIA), died as a result of a service-connected disability, or died while on military service in the line of duty. Maximum educational benefits include free tuition, required textbooks, and instructional fees for five standard academic years or a prescribed technical course at any state-assisted junior or community college, university, or technical school. Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases). A spouse or widow(er) does not have a filing deadline or age limitation. Students must have a Free Application for Federal Student Aid (FAFSA) on file. Students may apply for benefits, check the status of their application, transfer their benefits to another qualifying school and more by visiting the Alabama G.I. Dependent Scholarship Portal. The portal can be found on their website at: https://va.alabama.gov/dependents-scholarship/.

## Veterans Benefits

- **Veterans Educational Assistance Programs:**
  - Post 9/11 GI Bill® (Chapter 33)
  - Montgomery GI Bill®/Active (Chapter 30)
  - Montgomery GI Bill®/Selected Reserve (Chapter 1606)
  - Survivors' and Dependents' Educational Assistance Program (Chapter 35)
  - Veterans Readiness & Employment (Chapter 31)
- **Veteran's Eligibility**

The U.S. Department of Veterans Affairs is the only agency that can determine eligibility and award benefits. A student should contact his/her local Veterans Administration Office in order to determine what benefits he/she is eligible to receive. The veteran can determine the status of his/her award or inquire about any problems with receiving his/her benefits by contacting the VA at 1-888-442-4551 or https://benefits.va.gov/gibill/.

The Alabama National Guard offers educational assistance for active members of the Alabama National Guard (Army Guard and Air Guard) who are residents of the State of Alabama and are enrolled in degree programs at accredited postsecondary institutions of higher learning located within the State of Alabama. Eligibility requirements are (1) be at least 17 years of age; (2) be an active member in good standing with the Alabama National Guard; (3) be a member of a federally recognized unit of the Alabama National Guard; (4) have completed basic training and advanced individual training; (5) Pursuing the **first** undergraduate or **first** graduate or **first** postgraduate degree program; (6) can only receive assistance with one degree; (7) enrolled in a degree program at an accredited college, community college,

techical college, or university within the State of Alabama; (8) maintain a cumulative 2.00 GPA Undergraduate; 3.00 GPA Graduate at end of each semester; (9) must have the Free Application for Federal Student Aid (FAFSA) on file; (10) must demonstrate a financial need of at least $100. . Eligibility and award is determined by the Alabama National Guard. Applications can be picked up from the VA Certifying Official.

Any student receiving VA educational benefits is expected to maintain satisfactory progress toward his/her degree. The Academic Standards of Progress are outlined in this catalog. It is the responsibility of the student receiving veterans' educational benefits to notify the VA Certifying Official of any change in enrollment status (i.e. pre-registration, adding or dropping a class, withdrawing from college, etc.). Failure to notify the VA Certifying Official each semester may delay certification of enrollment, thereby delaying receipt of benefits. Please note that only those courses required for degree completion will be certified. VA benefits will not be paid for courses outside the degree plan. In addition to notifying the VA Certifying Official at the College, a monthly verification of enrollment may be required. This verification must be completed through the VA. For more information on the monthly verification, please visit https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp.

**Enrollment for a full term (15 weeks)**

| | |
|---|---|
| 12 or more hours | Full-time |
| 9 to 11 hours | Three-quarter time |
| 6 to 8 hours | Half-time |
| Less than 6 hours | One-quarter time |

A veteran may be awarded credit hours for prior military service. An official copy of the veteran's military transcripts and all previous college transcripts must be submitted to the Office of Student Services for credit to be granted.

**Complaint Policy for Students Receiving VA Education Benefits**

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at https://www.benefits.va.gov/gibill.

- **Tutorial Assistance**

  Students who are receiving VA benefits enrolled in a postsecondary program on a half-time or more basis may receive a special allowance for individual tutoring. To qualify, students must show that they have a deficiency in a particular area, making tutoring necessary, and that the tutor is considered qualified by the College. Students should check with the VA Certifying Official on the procedure to receive tutoring.

- **Application for Educational Benefits**

  Application forms are available online at https://www.va.gov/education/how-to-apply for veterans who would like to apply for educational benefits. The veteran must furnish a copy of the Certificate of Eligibility received from the U.S. Department of Veterans Affairs.

- **Veteran's Responsibility**

  Financial benefits for a veteran may be discontinued for a number of reasons during the veteran's eligibility period. Among those reasons are

  1. Failure to attend class regularly, and
  2. Failure to achieve required grade point average.

  Lack of satisfactory academic progress and lack of regular class attendance will be reported to the U.S. Department of Veterans Affairs. The U.S. Department of

Veterans Affairs will determine mitigating or extenuating circumstances.

- **Requirements of Academic Progress**

  Students who receive veterans' benefits must meet the standards of progress requirements applicable to all students at the College.

  Any course that a veteran repeats for a second grade will not be replaced with the second grade for computation of the cumulative grade point average for meeting academic progress standards required by the U.S. Department of Veterans Affairs.

  For veterans to receive educational benefits through enrollment at Snead State Community College, the following requirements and procedures must be followed:

  1. Unconditional admission to the college must be completed before an enrollment certification can be submitted.
  2. Must provide their Certificate of Eligibility (COE) from the VA.
  3. Veterans or veteran dependents may register only for courses within a degree program or a certificate program that has been approved by the Veterans Administration.
  4. Veterans or veteran dependents must submit their VA Enrollment Certification Request form to the Financial Aid Department each semester to have their VA account certified online.
  5. Veterans or veteran dependents who choose to discontinue a class for whatever reason must officially notify the College of the withdrawal. Official notification of withdrawal must be in person or by letter to the Office of Student Services, Snead State Community College, PO Box 734, Boaz, AL 35957. Verbal withdrawal to the instructor or by phone does not constitute official withdrawal. Lack of satisfactory academic progress and lack of regular class attendance will be reported to the U.S. Department of Veterans Affairs. The U.S. Department of Veterans Affairs will determine mitigating or extenuating circumstances.

- **Delayed Disbursement**

  In compliance with PL 115-407 Sec. 103 Snead State Community College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

# Academic Standards & Regulations



## Grading System

| Grade | Definition | Quality Points |
|---|---|---|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Average | 2 |
| D | Poor | 1 |
| F | Failure | 0 |
| I | Incomplete | 0 |
| AU | Audit* | 0 |
| W | Official Withdrawal** | 0 |

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

*** From a course or withdrawal from the College. Credit hours will not be averaged into the grade point average.*

Grade reports are not mailed. Instead, students may access final semester grades online at www.snead.edu by following this procedure:

- Login to MySnead using your student email address and password.
- Select the Student tab.
- Select the Student Landing Page menu.
- Click on "View Grades."

## Determination of Grade Point Average

The semester/term grade point average (GPA) is determined by dividing the total number of quality points for a specific semester/term by the number of credit hours attempted for the semester/term.

The cumulative GPA is determined by dividing the total number of quality points for all terms by the total number of credit hours attempted for all terms at Snead State.

## Example of Semester GPA

| Course | No. Hrs. Attp. | Grade | Hrs. Earned | Calculation | No. Quality Pts. |
|---|---|---|---|---|---|
| ENG 101 | 3 | B | 3 | 3 hrs. X 3 Quality Pts. for "B" | 9 |
| BIO 103 | 4 | C | 4 | 4 hrs. X 2 Qual. Pts. for "C" | 8 |
| PSY 200 | | W | | | |
| SPH 107 | 3 | A | 3 | 3 hrs. X 4 Qual. Pts. for "A" | 12 |
| Total | 10 | | | | 29 |

** 29 (Quality Points)/10 (Hours Attempted)=2.9 GPA*

- **Incompletes**
  - Students who have extenuating circumstances may request from their instructor to receive an incomplete for a course in progress. If approved, a grade of "I" will be placed on the academic transcript. The student must resolve the incomplete with the instructor no later than the end of the following semester or the "I" will convert to a "F" on the student's academic transcript.
- **Academic Honor Recognitions**
  1. **President's List**

     A President's List shall be compiled at the end of each term. 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 A-F will be calculated in the semester GPA. However, developmental courses will not

count toward the minimum course load requirement.

2. **Dean's List**

   A Dean's List shall be compiled at the end of each term. Requirements for the Dean's List shall be (1) a semester grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

- **Grade Appeal Process**

  The College has a policy whereby a student may appeal a final grade assigned for a course. Any student wishing to appeal a final grade should contact the Office of Academic Affairs.

## Academic Standards of Progress

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

Required GPA levels for a student according to number of hours attempted at the College:

- Students who have attempted 12-21 semester credit hours at the College must maintain a 1.5 Cumulative Grade Point Average.
- Students who have attempted 22-32 semester credit hours at the College must maintain a 1.75 Cumulative Grade Point Average.
- Students who have attempted 33 or more semester credit hours at the College must maintain a 2.0 Cumulative Grade Point Average.

**Exceptions:**

- Programs within the College that are subject to external licensure, certification, and/or accreditation or that are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
- The selected transfer student 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 the student who wishes to remain eligible to receive Title IV financial aid.

Students eligible for federal financial aid must adhere to the financial aid minimum satisfactory academic progress requirements found on page 39.

## Intervention for Student Success

When a student is placed on Academic Probation, One Term 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.

## Standards for a Transfer Student

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 colleges are not included in GPA calculation.

- A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at the College. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at the College, the Cumulative GPA at the College is below 1.5, the student is suspended for one semester. The transcript will read SUSPENDED ONE SEMESTER.
- If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours at the College, the Cumulative GPA at Snead is 1.5 or above, the student's status is Clear.

## Application of Standards of Progress

- When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is Clear.
- When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the College, the student is placed on Academic Probation.
- When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College but the semester GPA is 2.0 or above, the student remains on Academic Probation.
- When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College 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 College, the student's status is Clear.
- The student who is suspended for one semester may appeal. If, after the appeal, the student is readmitted without serving the one semester suspension, the transcript will read Suspended One Semester/ Readmitted Upon Appeal. The student who is readmitted upon appeal re-enters the College on Academic Probation.
- 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 College but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.
- A student returning from a one-term or one-year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one-year suspension.
- The student may appeal a one-term or one-year suspension.
- The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect Academic Probation, Academic Suspension One Term, Academic Suspension One Year, One Term Suspension/Readmitted on Appeal, or One Year Suspension/Readmitted on Appeal.

## Appeal Process

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Appeal Committee within a designated number of days of receipt of the notice of suspension. During the meeting of the Admissions Appeal 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 decision of the Admissions Appeal 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 term at the College based on a 4-point scale.

- **Cumulative Grade Point Average (GPA)**

  The grade point average based on all hours attempted at the College 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 for the number of credit hours attempted at the College.

- **Academic Probation**

  1. The status of a student whose Cumulative GPA falls below the level required for the total number of credit hours attempted at the College; or
  2. The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that term remained below the level required for the total number of credit hours attempted at the College but whose GPA for that term was 2.0 or above.

- **One Semester Academic Suspension**

  The status of a student who was on Academic Probation the previous term and who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that term was below the level required for the total number of credit hours attempted at the College and whose GPA for that term was below 2.0.

- **One Year Academic Suspension**

  The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required for the total number of credit hours attempted at the College 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 transfer student) to request readmission without having to serve the suspension.

## Principles for Transfer of Credit

- A course completed at other regionally or Council on Occupational Education accredited postsecondary colleges with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
- A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students. Regardless of the GPA, English Composition courses require at least a grade of "C" for transfer credit to be awarded.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.
- College transcripts are evaluated for transfer credit upon completion of all admission credentials. Submission of official college transcripts from all Colleges attended will then be required for a formal evaluation of transfer credits to be conducted.
- Transfer credit is generally awarded only for coursework at least equivalent to coursework Snead State is authorized to offer. Transfer credit is not awarded for courses or programs Snead State is not authorized to offer.
- Nursing courses with a NUR prefix may only be granted with approval from the Director of

Health Sciences in accordance with department compliance. Credit may not be given if over 12 months have elapsed since the student was enrolled in the nursing course.

## Nontraditional College Credit

Snead State Community College recognizes that learning occurs in a variety of ways. As such, college credit may be awarded through non-traditional means, including examinations, military service/training, and articulation agreements. Please note the following:

- Students must complete at least 25 percent of semester credit hours of program requirements at Snead State Community College in order to earn a degree at Snead State Community College. Credit awarded through non-traditional means shall not be included in the 25 percent.
- Students planning to transfer to another institution should be aware that not all non-traditional college credit awarded by Snead State Community College may transfer. Students are cautioned to check the non-traditional college credit policy of the destination institution.
- Non-traditional credit awarded by any other accredited postsecondary college must be evaluated by Snead State Community College to determine if the credit is transferable to Snead State.
- A student may not apply for non-traditional college credit for a course that already appears on the student's Snead State transcript, including courses transferred, passed, failed, withdrawn, or incomplete.
- Credit may not be awarded twice for the same learning.
- Financial aid cannot be used to pay for non-traditional college credit.

## Credit Awarded By Examination

College credit may be awarded through nationally recognized examinations or through Challenge Examinations developed by the college itself. To receive credit for nationally recognized examinations, an applicant must have official scores sent to the Office of Student Services. If an applicant has the official documentation on file and the required minimum test scores, official credit may be granted. Official documentation for all types of non-traditional credit awarded must be on file in the Student Services Office. Credit awarded for examinations will be recorded on the student's transcript without grades or quality points and will not, therefore, be included in calculation of the student's grade point average.

- **Advanced Placement (AP):** AP credit may be awarded by Snead State Community College to a student who has earned a minimum designated score on the College Board AP Examination.
- **College Level Examination Program (CLEP):** Snead State Community College honors credit earned for some CLEP examinations provided an appropriate minimum score is earned and appropriate documentation is provided.
- **DANTES Subject Standardized Tests (DSST):** Snead State Community College honors credit earned through some DSST examinations provided an appropriate minimum score is earned and appropriate document is provided.
- **Challenge Examinations:** The College may award credit to a student who earns a minimum designated score on a course Challenge Examination. Challenge Examinations are developed and graded by qualified faculty, and are only available for select courses. The format and delivery mode of Challenge Examinations will vary from course to course. Challenge Examinations cannot be taken more than once for the same course. The Office of Student Services will provide necessary form(s) and the procedure to be followed. A $100 fee is charged for each Challenge Examination.
- **Other Nationally Recognized Examinations:** Snead State Community College may award credit for other nationally recognized examinations, such as International Baccalaureate or Excelsior College Examination, on a case-by-case basis. To apply for credit, an applicant must have official

scores sent to Snead State's Office of Student Services. The Office of Student Services and a faculty member in the appropriate department will evaluate the request.

## Credit Awarded for Transcripted Military Training

Snead State Community College may award credit for academic and technical courses based on equivalent transcripted military training as shown on an ACE Joint Service Transcript (JST) or an official transcript from the Community College of the Air Force. To receive credit for military service/training, an applicant must have an official copy of their military transcript sent to Snead State's Office of Student Services. Military transcripts will be evaluated by the Office of Student Services in cooperation with the appropriate faculty members. Credit awarded for transcripted military training will be recorded on the student's transcript without grades or quality points and will not, therefore, be included in calculation of the student's grade point average.

- **Credit for Specialized Military Service (SMT):** Specialized Military Training (SMT) credit may be given for military courses completed at the college level. THE GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES (American Council on Education) is used in determining the amount of credit to be awarded.
- **Specialized Military Training**: Reserve/National Guard: Credit may be awarded for specialized military training (SMT) in the Reserve/National Guard. Official documentation of training is required. Snead State is an institutional member of Service Members Opportunity Colleges (SOC) and admits students under the Concurrent Admissions Program (CONAP).

## Credit Awarded Through Articulation Agreements

Articulation agreements allow students to receive college credit for certain career and technical education courses based upon coursework completed at select institutions or through select industry-standard certifications/licenses. Credit awarded for articulation agreements will be recorded on the student's transcript without grades or quality points and will not, therefore, be included in calculation of the student's grade point average.

- Statewide Articulation Agreement: Students successfully completing courses in the approved Statewide Career and Technical Education Articulation Agreement will receive articulated credit if Snead State Community College offers the corresponding program of study. Performance or knowledge testing of secondary program graduates is not required as part of the articulation process.
- Local Articulation Agreements: Snead State Community College has agreements with school districts whereby the students of their Technical Career Centers may receive credit for the technical courses completed at these locations. Each articulation agreement will specify the academic and administrative requirements that must be met for credit to be awarded.
- Industry Certifications/Licenses: Snead State Community College accepts some industry-standard certifications and licenses for college credit. Faculty members have reviewed the certifications/licenses and recommended college credits for those applicable to courses offered by the College. To receive credit for industry-standard certifications/licenses, an applicant must provide official documentation, such as a copy of the certification/license and related materials, to Snead State's Office of Student Services for evaluation. Certifications/licenses that are out-of-date or expired may not be considered for credit.

## Course Forgiveness Policy

Course forgiveness is implemented when a student repeats a course and the higher/highest grade awarded (excluding a grade of W) replaces all previous grades for that course in the computation of the cumulative grade point average. The official transcript will list the course and grade each time it is attempted.

When a student completes a course more than once, the highest grade for the course will be counted in the GPA and all other grades excluded from the GPA. Official transcripts will list each course in which a student was enrolled.

A student may repeat a course more than once, but that course may be counted only once toward fulfillment of credit hours for graduation.

NOTE: Students should check financial aid regulations regarding repetition of courses.

- The Course Forgiveness Policy is automatically applied to student records at the end of each semester.
- Implementation of the Course Forgiveness Policy at the College does not guarantee or imply that other colleges will recognize such action. This determination is made by the respective transfer college.

Prior to the Fall 2024 semester, course forgiveness procedures stipulated that the last grade awarded replaced the previous grade in the computation of the cumulative grade point average. When a student repeated the course more than once, all grades for the course (excluding the first grade) were averaged to compute the cumulative grade point average.

## Academic Bankruptcy Policy

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the Director of Admissions.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill Prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of "Academic Bankruptcy" will be reflected on the transcript for each semester affected.
9. Approval of the academic bankruptcy status at the college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

## Commencement

### Minimum Requirements

A student shall be awarded the Associate in Science or Associate in Applied Science degrees upon satisfactory completion of the requirements of the specific program as specified by Snead State Community College and the Alabama Community College System Board of Trustees.

A student must:

- Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in developmental cours-

es. A course may be counted only once for purposes of meeting graduation requirements.

- Complete at least 25 percent of semester credit hours at Snead State Community College.
- Meet all requirements for graduation listed in the student's course catalog plan. Students who petition to receive an award after last attending Snead State for more than 1 academic year must meet all requirements in effect at the time of graduation.
- Submit a formal application for graduation.
- Fulfill all financial obligations to the College.
- Clear all requirements in the Student Services Office.

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by Snead State Community College in accordance with policies of the ACCS Board of Trustees.

A student must:

- Satisfactorily complete an approved program of study.
- Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in developmental courses. A course may be counted only once for the purposes of meeting graduation requirements.
- Complete at least 25 percent of semester credit hours at Snead State Community College.
- Meet all requirements for graduation listed in the student's course catalog plan. Students who petition to receive an award after last attending Snead State for more than one academic year must meet all requirements in effect at the time of graduation.
- Submit a formal application for graduation.
- Fulfill all financial obligations to the College.
- Clear all requirements in the Student Services Office.

## Second Associate Degree Requirements

Students may receive more than one degree based on the following stipulations:

1. Only one transfer degree (AS-Associate in Science) will be awarded in a given semester. In order to graduate with a second transfer (AS) degree at Snead State Community College, sixteen (16) additional hours must be earned at Snead State in a specific program of study after the first degree is awarded.
2. Students may earn more than one Associate in Applied Science (AAS) degree as long as all program-specific courses are completed for each different program of study that leads to a different AAS degree. Only one degree will be awarded for each program of study.
3. Although multiple degrees within the same program of student are not allowed, multiple certificates may be earned upon completion of additional course requirements for track options within the same program of student.

In all options above, the student at Snead State must have a cumulative grade point average of 2.0 or above; have taken at least 25% of the program courses at Snead State; be in good standing at the time requirements for the degree are completed; meet all requirements for graduation; submit an application for graduation; and have no outstanding obligations in any of the administrative offices.

## Re-Entry Requirements

Students who have not been enrolled at Snead State for a period of twelve (12) months or more will be required to meet graduation requirements in effect at the time of their re-enrollment.

Students who fail to meet graduation requirements within four (4) years from the date of their first admission must meet the requirements in effect at the time of their graduation rather than those which were effective at the time of their entrance.

## General Education Student Learning Outcomes

Snead State Community College identified three general education student learning outcomes for the general education curriculum that are in line with the mission of the College, which includes a dedication to "excellence in meeting the educational needs of those we serve through the completion of degree and certificate programs, workforce development, and community engagement." Consistent with its role as an educational leader, the College also emphasizes that these learning goals are promoted and enhanced in many formal and informal campus activities and environments outside the classroom.

- Global Understanding and Citizenship – Students at Snead State Community College will demonstrate an increased awareness and understanding of how events around the country and world affect them and their rights and responsibilities as citizens.
- Analytical Reasoning and Critical Thinking – Students at Snead State Community College will solve a variety of problems in different contexts and demonstrate competency in applying course material and background knowledge to attack problem situations.
- Communication (Read, Write, Speak, Listen) – Students at Snead State Community College will demonstrate effective communication skills in a variety of forms.

## Graduation with Honors

- **Graduation Honors for Degrees**

  Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

  1. Graduation with Highest Honors (or Summa Cum Laude) - 3.90 to 4.00 GPA
  2. Graduation with High Honors (or Magna Cum Laude)- 3.70 to 3.89 GPA
  3. Graduation with Honors (or Cum Laude)- 3.50 to 3.69 GPA

- **Graduation Honors for Other Formal Awards (Certificate)**

  1. Graduation with Distinction - 3.50 to 4.00 GPA

*NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, in order to be eligible for a graduation honor, a student in a degree program must have completed a minimum of 32 semester credit hours at Snead State Community College. A student in a certificate program must have completed a minimum of one-half the semester credit hours required in the certificate program at Snead State Community College.*

## Archived College Catalogs

Snead State Community College recognizes that the College Catalog is an important document that may need to be accessed by former students, admission officials at other institutions, employers or other constituents. The Office of Student Services keeps a historical copy of all College Catalogs that may be accessed by the general public. Digital copies of archived catalogs from 2012 until the present may be accessed via the college website. Requests to access prior college catalogs may be made in writing to the Director of Admissions or by emailing admissions@snead.edu.

# Student Policies, Records & Regulations



## Student Policies

### Transcript Policy

In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (also known as the Buckley Amendment), the Office of Student Services will release a transcript of a student's academic record only upon approval of the student. Official transcripts are not issued to the student but to the college, official, or agency listed on the request. Unofficial Snead State Community College transcripts, which are stamped "Student Copy," may be released to a student upon written request. A student may view and print an unofficial transcript by accessing the College website at www.snead.edu. Login to MySnead by entering your "A" number and password. Select the Student tab. Click on Student Landing Page, and then select "Transcript-Unofficial".

Snead State Community College has retained Parchment to accept and securely submit transcript orders electronically. Academic transcripts are $5 per copy. To order an official transcript, students may visit www.snead.edu/transcripts for directions.

- Transcript requests will not be honored for any student who has outstanding academic or financial obligations in any of the area of the College.
- Any student who withdraws from the College must have completed all admission credentials and have cleared all financial or other obligations in all of the administrative offices before being entitled to an academic transcript.
- Transcripts requests will be processed within 48 hours of the request (except during weekends and holidays). It is the student's responsibility to request the transcript in advance. We cannot provide students with transcripts at the time the request is made to the Office of Student Services.

### Class Attendance Policy

Class attendance is considered an integral part of the educational process at Snead State Community College. The College maintains the philosophy that a student's academic success has a direct correlation to class attendance. A student is expected to attend, as well as, be on time for all scheduled class meetings for Traditional, Hybrid, and Virtual classes.

Attendance in Online classes will be determined by the active participation of the student through the completion of class activities, such as the submission of an assignment, completion of an exam, attendance in an online chat, posting of a response to a discussion forum, or through written contact with the instructor regarding the class. Simply logging in to Blackboard is not considered attendance.

Class attendance policies are determined by each instructional division of the College. Individual faculty members will abide by the attendance policy of their division and will make decisions regarding absences. Faculty members will insure that the divisional attendance policy is included in the course syllabus for each of their classes.

If there are questions about the policy, a student should first talk with their individual instructor. The Division Director will make the final decision about any questions or concerns regarding the attendance policy for classes that fall within their division.

### Drop for No-Show Policy

Snead State Community College has a no-show and attendance verification procedure which aids in compliance with federal financial aid regulations. The no-show and attendance verification procedure allows the College to verify that students have become active in class(es) before financial aid awards are disbursed.

All Snead State students must complete an attendance verification assessment/activity for each course within the first five days of each term in order to be considered active in the course. The course instructor will notify students of the attendance verification assessment/activity required in the course. If a student's attendance is not verified in a course, the

student is considered to be a no-show and will be dropped from the course due to never becoming active in the course.

Students may be reinstated after the drop for no-show at the discretion of the course instructor and division director. Students should submit a written request for reinstatement to the course instructor or division director for consideration.

## Student Records

### Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g, is a federal law that protects the confidentiality of student educational records. Snead State Community College officials recognize their obligation to exercise discretion in recording and disseminating information about a student. To implement this law and to meet the obligation to the student, a written institutional policy governing student records has been formulated. Annual notification will be made to Snead State students of their rights relative to educational records via the College Catalog. For purposes of this policy, a student is defined as an individual who has been admitted and is enrolled or has been enrolled at the College. A student has the right of access to his/her educational records and may inspect and review the information contained therein. Exceptions to a student's rights of access are stated in the college policy. Educational records refer to all records maintained directly pertaining to an individual as a student. At the postsecondary level, parents have no inherent right to inspect a student's education record. The right to inspect is limited solely to the student.

### Distance Education Privacy

Procedures for protecting distance education student privacy:

1. **FERPA:** Snead State Community College protects the privacy of all students, including those enrolled in distance education courses, through the strict adherence of the Family Educational Rights and Privacy Act of 1974 (FERPA). The official FERPA statement is available for student and public view through the Snead State website and College Catalog. Snead State employees complete required FERPA training annually.
2. **Student Number (A#):** Snead State issues each student a nine-digit student identification number. This number becomes the unique identifier for all students throughout their academic history at the College. The A# differs from the student's social security number.
3. **Secure Login and Password:** The A# is required to access Blackboard, Snead State's learning management system. Each Blackboard user enters his/her nine-digit A# as the user ID and personal password to access the system. All parties accept responsibility for the security of their personal passwords and must not share them with anyone. All parties are strongly encouraged to change their passwords at least every 90 days.
4. **Blackboard Privacy Features:**
    - Faculty are restricted to accessing information associated with the specific courses within Blackboard they are teaching, or assisting in teaching.
    - The Associate Dean for Online Learning and designated Blackboard administrators may access user information within Blackboard to assist users.
    - Students are restricted to courses for which they are enrolled. If a student drops or withdraws from a course, access to the course in Blackboard is automatically disabled.
    - Course and user profile information within Blackboard is not visible to anyone without a Blackboard account. Guest access to courses is not allowed.
    - Blackboard's Privacy Options feature allows users to control the release of personal information, and allows

students to block communication from other students on a course-by-course basis.

- Students enrolled in distance education courses are expected to communicate with instructors via the messaging system contained within the Blackboard learning management system. This is to ensure privacy associated with the unique login and password attached with the student.

## Student Access to Records

- The student has the following rights:
  1. To inspect and review contents of educational records within 45 days of the day the College receives a request for access;
  2. To be given responses by the Director of Admissions to reasonable requests for explanation and interpretation of these records;
  3. To request amendment of any part of these records considered by the student to be inaccurate or misleading;
  4. To be afforded hearings, should the requests to amend the records be declined;
  5. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
  6. To file a complaint with the U.S. Department of Education concerning alleged failures by Snead State Community College to comply with the requirements of FERPA.
- The student does not have access to the following records:
  1. Financial information submitted by parents;
  2. Confidential letters and recommendations placed in the educational record prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which they were specifically collected;
  3. Confidential letters and statements of recommendation placed in the records after January 1, 1975, to which the student has waived his/her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors;
  4. Education records containing information about more than one student; however, in such cases, access will be permitted to that part of the record which pertains only to the inquiring student;
  5. Instructional, supervisory, administrative, and certain educational personnel records that are in the sole possession of the maker;
  6. Campus law enforcement unit records;
  7. Employment records, except when such employment requires that the person be a student;
  8. Institutional records that contain only information relating to a person after that person is no longer a student at the College; and
  9. Physical or mental health records created or maintained by a physician, psychiatrist, psychologist, or other recognized professionals.
- **Procedures for Access**

  The Director of Admissions may require that a college official be present when a student inspects and reviews his/her educational records. A student should submit to the Director of Admissions a "Request to View Records Form" that identifies the record(s) he/she wishes to inspect. If it is an inappropriate time to retrieve the record(s) on short notice, the Director of Admissions will make arrangements for access and notify the student of the time and place where the records may be inspected. If

the records are not maintained by the Director of Admissions, the student will be advised of the correct official to whom the request should be addressed. Any questions concerning a student's access to records should be directed to the Director of Admissions.

- **Amendment of Education Records**

  A student may ask for amendment of a record that he/she believes is inaccurate or misleading. The student should make the request in writing to the Vice President for Student Services, clearly identify the part of the record requesting to be changed, and specify why it is inaccurate or misleading. If the decision is not to amend the record as requested by the student, the Vice President for Student Services will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **Release of Directory Information**

  The College may release directory information to others without the necessity of obtaining permission from the student. Directory information to be released includes:

  1. Student's name, address (local and permanent), and telephone number;
  2. E-mail address;
  3. Date and place of birth;
  4. Major field of study;
  5. Participation in officially recognized activities and sports;
  6. Weight and height statistics for athletic team members;
  7. Dates of attendance;
  8. Grade level;
  9. Enrollment status;
  10. Degrees and awards received;
  11. Previous educational college most recently attended;
  12. Photographs; and
  13. Honors.

  If a student does not wish directory information to be released, he/she may so indicate by notifying the Director of Admissions in writing at the time of registration, and the College will withhold the information during that particular semester. The request for nondisclosure of directory information should be renewed each semester. Directory information will not be disclosed to private or profit-making entities other than employers, prospective employers, or representatives of the news media. Directory information will be released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without prior written consent of the student. When directory information is disclosed to a college, agency, or organization, such information may be used by its officers, employees, and agents but only for the purposes for which the disclosure was made. Snead State is under no obligation to provide directory information and may deny any organization access to directory information without explanation. The College does participate in enrollment reporting services to the National Student Clearinghouse in compliance with FERPA standards. In addition, the College contracts with the Kentucky Higher Education Assistance Authority (KHEAA) for cohort default prevention services and with Christie Campus Health LLC for mental health services.

- **Release of Educational Records**

  The student may request release of copies of those educational records that are subject to release. The student must submit a written request in the Office of Student Services and specify the following information:

  1. Record to be released;
  2. Purpose of disclosure; and
  3. Party and address to whom information is to be released.

All requests must have the student's signature and the date. Copies of transcripts from other colleges or universities are not released to the student or other parties. A student may request to view his/her educational records under the supervision of the Director of Admissions. Student educational records may be released to the following without prior written consent from the student:

1. School officials within the College who have been determined by the College to have a legitimate educational interest; school officials include advisors and instructors who are involved in advising students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, College law enforcement officials, College attorneys, auditors, student workers, and a student serving on an official College committee. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to a) perform appropriate tasks that are specified in his/her position description or by a contract agreement; b) perform a task related to a student's education; c) perform a task related to the discipline of a student; or d) provide a service or benefit relating to the student or student's family such as health care, counseling, job placement, or financial aid.
2. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, or state educational authorities;
3. Veterans Administration officials;
4. Organizations providing financial aid to students, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid;
5. Organizations conducting studies for, or on behalf of, the College to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personally identifiable information on students, and information secured must be destroyed when no longer needed for their projects.
6. Accrediting organizations carrying out their accrediting functions;
7. Persons in compliance with a judicial order or a lawfully issued subpoena, provided that the College makes a reasonable attempt to notify the student in advance of compliance;
8. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons; and
9. Alleged victims of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

The Office of Student Services will maintain records of all requests and disclosures of personally identifiable information from the educational records of a student except for information requested in writing by the student and directory information. The student may inspect the record of requests, disclosures, and the legitimate interests of the parties requesting or obtaining information. Any student who believes that his/her rights under the Privacy Act have been violated by the College may notify and request assistance from the Vice President for Student Services and may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

## Registration and Course Schedules

### Registration

A student must register during the designated registration periods. The registration dates for each semester are specified in the college calendar in this Catalog and the College website. Classes listed in the class schedules will be taught provided a sufficient number of students register for the classes. Registration procedures are as follows:

- Consult with an academic advisor prior to or during early or regular registration the first semester to select classes. Students will register using MySnead. Students will need to use their "A" number and their passwords to log onto MySnead. "A" numbers are assigned by the College once admission paperwork has been processed. Additional instructions for registering with MySnead may be found at Snead's website at www.snead.edu.
- Readmission students and students who change majors must consult with an academic advisor prior to registration.
- Clear all financial obligations (library fines/overdue books, athletic uniforms/ books, etc.) from previous enrollment.
- Register for classes by accessing the College website at www.snead.edu. Detailed instructions for registering online are listed in the class schedule on the website.
- Pay tuition and fees. A student may pay online by Visa or MasterCard or by utilizing financial aid.
- Retain a student copy of the registration form for future reference.

*NOTE: 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.*

A student who requests an evaluation of an academic record for transfer credit must do so at least two weeks prior to any registration period.

### Student Course Load

A Course Overload at Snead State Community College is defined as more than 19 credit hours attempted within a given semester.

Course Overloads of 20-21 semester credit hours will automatically be allowed for students and will not require any further action for registration.

Course Overloads of 22-28 semester credit hours will require completion of the Course Overload Request Form and the written approval of the Vice President for Academic Affairs/Chief Academic Officer.

No Overloads greater than 28 semester credit hours within a given semester will be approved.

### Student Classification

- Freshman - 0-29 Semester Hours
- Sophomore - 30 or Above Semester Hours

### Schedule Changes

Students are expected to be aware of their class schedules each semester. All changes in class schedules must be made prior to the deadlines published in the College calendar.

Course drops may be made up to the last day to add/drop a course. This period typically ends a few days into the semester. Students who drop a course prior to the beginning of the term may do so without penalty.

- **Withdrawal from a Class or College**

Course withdrawals occur after the add/ drop period has ended and prior to the last day to withdraw from a course as designated in the College calendar. Students are responsible for knowing these deadlines. Students who withdraw from a class after the last day to register will receive a grade of "W." A student who withdraws from a class will not be reinstated in the class during the semester/term in which the withdrawal occurred.

Complete withdrawals occur when a student withdraws from all of his/her courses during a given semester. Students will receive a grade of "W" in each class and will not be reinstated into his/her classes during the semester/term in which the withdrawal occurred.

Students wishing to drop a course, withdraw from a course, or completely withdraw from a semester must take the appropriate steps prior to the deadlines published in the College calendar. Students who fail to attend class and do not appropriately drop or withdraw will remain enrolled in the class and take the earned grade (usually an 'F').

Students may drop or withdraw from classes by completing the process online via the student's MySnead secure account.

Students receiving financial aid and/or veterans' benefits are strongly encouraged to notify personnel in the Financial Aid office prior to withdrawing from a course in order to determine any impact that the withdrawal may have on such benefits. In addition, a student living in the residence hall should notify the Residence Hall Manager of his/her intention to withdraw from the College. Likewise, students participating in official College athletics should notify the appropriate coach and/or the Athletic Director. Students enrolled in the Nursing Program should receive the approval of the Director of Health Sciences prior to withdrawal. Notifying these staff does not withdraw the student. The withdrawal will not take place until the student completes the process.

- **Military Withdrawal**

Snead State Community College realizes students who are members of the U.S. armed forces may be called to active duty, specialized training, or as part of disaster relief efforts with little notice. While the following policy does not pertain to initial active duty training (i.e. basic training), this policy is provided in order to minimize disruptions or inconveniences for students fulfilling their unanticipated U.S. military responsibilities in the midst of an academic term/semester.

The following two options are available:

1. Students who are active members of the Alabama National Guard or reservists who are called to active duty may receive a full refund of tuition and other appropriate institutional charges for the current term at the time of the withdrawal. If the student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund. Or
2. With the permission of the instructor(s), a student may receive an incomplete or a final grade in some or all of the courses taken in lieu of withdrawal or refund.

Either option may occur during the semester through the end of final examinations. If the withdrawal is processed after the add/drop period, a grade of "W" will be assigned. Students receiving financial aid will be subject to the refund policies as provided for by the agencies sponsoring the aid.

The request to withdraw must be made in writing to the Director of Admissions (admissions@snead.edu) within seven (7) business days of official notification by the military service. Documentation of the military activation orders must accompany the request.

- **Changing to Audit**

A student registered for a class on an audit basis must declare AUDIT prior to the end of the registration period each semester/term. Once a student registers to audit a course, he/she may not change an audit course to a credit basis after the last day to register or add a class.

## Examinations

- **Final Examinations**

Final examinations are administered in each course at the close of each semester/term. Final exams must be given during the specified time period published each semester. Attendance for examinations is required. Final examinations may be rescheduled with the approval of the instructor and Vice President for Academic Affairs. Rescheduled examinations must be taken at the time designated.

- **Make-Up Examinations**

Make-up examinations may be given when the instructor is convinced that extenuating circumstances prevented the student from taking the examination.

A student should notify the instructor, when

at all possible, prior to missing an examination. The student must furnish acceptable proof for justification of the absence.

Make-up examinations may not be given by instructors when it is known that a flagrant violation of the attendance policy was made. It is the student's responsibility to report to the instructor any condition that causes an absence. If the instructor accepts the report as just cause for an absence, a time and place may be established for the make-up work.

If the student's reason for an absence seems to be irresponsible or negligent to the instructor, make-up work should not be given. In such cases, the instructor shall advise the Vice President for Academic Affairs of the circumstances. The student has the right to appeal to the Vice President for Academic Affairs.

# University Transfer Programs



## Academic Division

The Academic Divisions of Snead State Community College offer students the opportunity to earn an Associate in Science degree. The Associate of Science degree is designed for students who plan to transfer to a senior-level institution. However, students who have not chosen a transfer school and program may still earn the Associate in Science (AS) degree by following the guidelines for the AS degree, detailed below. Students who plan to transfer Snead State coursework to another college or university should contact potential transfer institutions as soon as possible prior to transfer in order to verify which courses will transfer. Students planning to transfer to a public four-year college or university in Alabama should also get an Alabama Transfers guide by visiting http://alabamatransfers.com. The Alabama Transfers Guide ensures maximum transferability of credits and that any transferred credits are applicable towards a four-year degree. The General Studies guidelines represent the minimum requirements for graduation. All students should consult an academic advisor for assistance in choosing courses appropriate for their plans and interests.

## Associate in Science Degree Requirements

**Area I:** English Composition I .....6 Credit Hours

- Must complete ENG 101 and ENG 102.

**Area II:** Humanities/Fine Arts .....12 Credit Hours

- Must complete at least 3 semester hours in Literature* and at least 3 semester hours in the Arts.
- The remaining semester hours are to be selected from Humanities and/or Fine Arts.

Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Language, Music and Music History, Philosophy, Ethics, Religious Studies, Theatre and Dance.

**Area III:** Natural Science/
Mathematics .....11 Credit Hours

- Must complete at least 3 semester hours in Mathematics at the Precalculus Algebra or Finite Math Level or higher.
- Must complete 8 semester hours in the Natural Sciences which must include Laboratory Experiences.

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

**Area IV:** History/Social/Behavioral
Sciences .....12 Credit Hours

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

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

**Area V:** Pre-Professional/Pre-Major/
Electives .....19-23 Credit Hours

- Area V courses are courses appropriate to the degree requirements and major of the individual student and electives.

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

**Area I-V:** General Studies
Curricula.....**60-64 Credit Hours

**Maximum Program Semester Credit Hours ..... 64 Credit Hours**

**Semester Credit Hour Range by Award .....**60-64 Credit Hours**

** Note: Must complete a 6 semester hour sequence either in Literature or in History. The sequences in Area II and IV in Literature or History need to follow the sequence requirements according to the students major and transfer plans.*

*** Respective programs of study for bac-*

*calaureate degrees at Alabama public and private* universities range from 120 to 128 semester credit hours in length. Colleges are only authorized to provide 50 percent of that total (60-64, depending on the total hours allocated for the Bachelor degree).

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

*Note: Not all courses in some subjects may be counted towards Areas II, III, and IV. For example, certain Biology and Mathematics courses do not count towards the Area III total. Students should consult an academic advisor regarding their coursework.*

## Associate in Science Degree Pathway

All courses in Areas I-IV must be satisfied with courses coded as Code A in the course descriptions section of the Catalog. Below are the courses that will meet specific area requirements. Although the courses listed below meet minimum requirements toward an Associate in Science Degree, students and advisors are strongly encouraged to consult the student's Alabama Transfers Guide for their transfer major to ensure that they take the correct courses. Students and advisors should also reference the student's Alabama Transfers Guide and DegreeWorks page during advisement to confirm that Area I-IV and Area V (coded as Code B and Code C *in the course descriptions section of the Catalog) apply correctly to the student's degree plan toward graduation. Area V courses are major specific so students should choose courses that relate to their transfer major.*

Area I .....English Composition I (6 hours)
ENG 101
ENG 102

Area II.....Humanities and Fine Arts (12 hours)
Literature (must choose one; can choose two; students much have a sequence in literature or history; make sure to choose correct courses for transfer based on Alabama Transfers Guide)

| | |
|---|---|
| ENG 251 | ENG 261 |
| ENG 252 | ENG 262 |

Fine Arts (must choose one; make sure to choose correct courses for transfer based on Alabama Transfers Guide)

| | |
|---|---|
| ART 100 | MUS 101 |
| ART 203 | THR 120 |
| ART 204 | |

Humanities (must choose one; can choose two; make sure to choose correct courses for transfer based on Alabama Transfers Guide)

| | |
|---|---|
| HUM 101 | REL 152 |
| HUM 102 | SPA 101 |
| PHL 106 | SPA 102 |
| PHL 206 | SPH 106 |
| REL 100 | SPH 107 |
| REL 151 | |

Area III .....Natural Science and Math (11-12 hours)
Lab Science (must choose two; may need to be sequence for transfer; make sure to choose correct courses for transfer based on Alabama Transfers Guide)

| | |
|---|---|
| BIO 103 | GEO 102 |
| BIO 104 | PHS 111 |
| CHM 104 | PHS 112 |
| CHM 105 | PHY 201 |
| CHM 111 | PHY 202 |
| CHM 112 | PHY 213 |
| GEO 101 | PHY 214 |

Math (must choose one; make sure to choose correct courses for transfer based on Alabama Transfers Guide)

| | |
|---|---|
| MTH 110 | MTH 125 |
| MTH 112 | MTH 126 |
| MTH 113 | MTH 227 |
| MTH 120 | MTH 237 |
| | MTH 238 |

Area IV .....History/Social Behavioral Sciences (12 hours)

History (must choose one; can choose two; students must have a sequence in literature or history; make sure to choose correct courses for transfer based on Alabama Transfers Guide)

| | |
|---|---|
| HIS 101 | HIS 122 |
| HIS 102 | HIS 201 |
| HIS 121 | HIS 202 |

Social/Behavioral Sciences (must choose two; can choose three; make sure to choose correct courses for transfer based on Alabama Transfers Guide)

| | |
|---|---|
| ECO 231 | PSY 200 |
| ECO 232 | PSY 210 |
| GEO 100 | SOC 200 |
| POL 200 | SOC 210 |
| POL 211 | |

## Alabama Transfers Guide

The Alabama Transfers System (formerly Statewide Articulation Reporting System – STARS), created through the Alabama Legislature through Act 94202, is a computerized 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-supported four-year College. It is through this system that a student can obtain an Alabama Articulation and General Studies Committee (AGSC) approved Articulation/Transfer Guide and Agreement. This Articulation/Transfer Guide and Agreement guarantees the transferability of the course work listed within the guide among Colleges of higher education in the State of Alabama.

Students who know the specific Alabama College to which they plan to transfer may obtain major guides and/or agreements through the Office of Student Services in the McCain Student Center or online through the Alabama Transfers Home Page at http//alabamatransfers.com. The Alabama Transfers 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 College to another. Students must present their Alabama Transfers guide and/or agreement, which will become a part of their official academic record, when they meet with their academic advisor.

Transfer templates for a large number of four-year degree programs have been approved by the Alabama General Studies Committee (AGSC). Transfer students must follow courses outlined in their respective degree plan as well as in the Alabama Transfers guide to ensure that the classes taken fit within the transfer institution's guidelines. Students should visit the Alabama Transfers Home Page at http://alabamatransfers.com for the most up-to-date listing of Alabama Transfers Guides.

## Undecided about a Major?

Students who intend to transfer to a four-year college or university but who have not decided on a major should follow the General Education guidelines after consulting with an advisor about the courses most likely to transfer and count towards majors they are considering. Usually, students who know they want to transfer after graduation are better served by deciding on both a major and a transfer institution as early in their college careers as possible. To change transfer majors, students must complete a change of major form and submit it to the Office of Student Services located in the McCain Student Center.

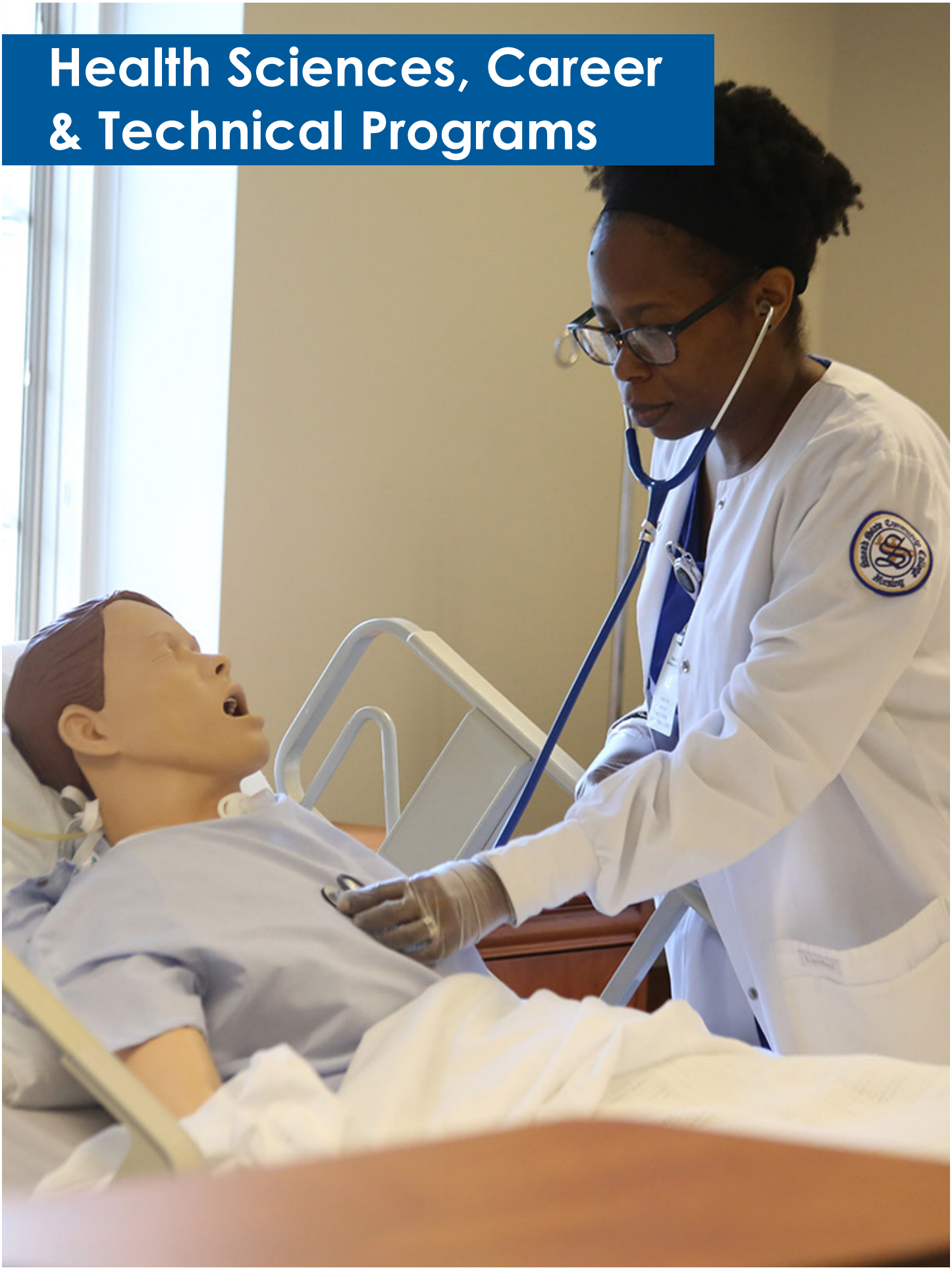
## General Education
## Associate in Science Degree
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| **Area I** | **English Composition I** | **6** | |
| ENG 101 | English Composition I | 3 | _____ |
| ENG 102 | English Composition II | 3 | _____ |
| **Area II** | **Humanities and Fine Arts** | **12** | |
| ARTS | ART 100, 203, 204, MUS 101 or THR 120 | 3 | _____ |
| LIT* | ENG 251, 252, 261, 262, or 271, 272 | 3-6 | _____ |
| | | | _____ |
| Humanities | ENG 251, 252, 261, 262, HUM 101, 102, PHL 106, 206 ..... | | |
| | REL 100, 151, 152, SPA 101, 102, or SPH 106, 107 | 3-6 | _____ |
| **Area III** | **Natural Science and Mathematics** | **11** | |
| MTH | MTH 110, 112, 113, 120, 125, 126, 227, 237, 238 , 265 | 3 | _____ |
| LAB SCI | BIO 103, 104, CHM 104, 105, 111, 112, GEO 101, | | _____ |
| | GEO 102, PHS 111, 112, PHY 201, 202, 213, 214 | 8 | _____ |
| **Area IV** | **History, Social, and Behavioral Sciences** | **12** | |
| HIS* | HIS 101, 102 or HIS 121, 122 or HIS 201, 202 | 3-6 | _____ |
| | | | _____ |
| SOC SCI | ECO 231, 232, GEO 100, POL 200, 211 | | _____ |
| | PSY 200, 210, SOC 200, 210 | 6-9 | _____ |
| | | | _____ |
| **Area V** | **Pre-Professional, Major, and Elective Courses** | **19-23** | |
| Electives | Any courses not already taken in Areas II-IV or | 19-23 | _____ |
| | Any course coded "B" or "C" in the course descriptions | | _____ |
| | section of this catalog | | _____ |
| | | | _____ |
| | | | _____ |
| | | | _____ |

**TOTAL HOURS REQUIRED FOR DEGREE ..... 60-64**

* *Students must complete a 6 semester hour sequence either in Area II Literature or in Area IV History. Some Colleges and Universities require a sequences in both literature and history. Students should refer to their Alabama Transfers guides or contact their intended transfer institution for clarification.*

# Health Sciences, Career & Technical Programs



## Associate in Applied Science Degree, Certificates and Short Certificates

Snead State Community College offers students the opportunity to earn an Associate in Applied Science degree or a certificate in career-oriented programs. These programs prepare students for immediate employment in well-paying occupations.

### Associate in Applied Science (AAS) Degree Requirements

The Associate in Applied Science Degree is an undergraduate award signifying successful completion of a prescribed course of study (60 to 76 semester credit hours) that offers specialization in a technical, business, or semi-professional field qualifying the student for employment upon graduation while providing the possibility for transfer of some credit to a senior institution. Only colleges accredited by SACSCOC are authorized to award this degree.

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

- Prescribed: A course or course combination that promotes effective written and oral communication skills.

**Area II:** Humanities/Fine Arts ....3-6 Credit Hours

- In addition to Literature, disciplines include, but are not limited to Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Speech, Theater and Dance.

*NOTE: For purposes of SACSCOC accreditation, courses in basic composition that do not contain a literature component, courses in oral communication (Speech), and introductory foreign language courses are considered skills courses and may NOT be the one course designated to fulfill SACSCOC Core Requirement 9.3 for a humanities/fine arts course. See the SACSCOC Resource manual for the Principles of Accreditation for complete information and this restriction.*

**Area III:** Natural Science/ Mathematics .....6-11 Credit Hours

- In addition to Mathematics, disciplines in the Natural Sciences include Biological Sciences, Chemistry, Physical Geography, Physics, and Physical Science.
- Requirements Prescribe: A minimum of 3 hours in Mathematics required.

**Area IV:** History/Social/Behavioral Sciences .....3-6 Credit Hours

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

**Area I-IV:** Minimum General Education Requirements .....15-29 Credit Hours

**Area V:** Maximum General Education Core, Technical Concentration and Electives ...31-61 Credit Hours

- Area V courses are courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

**Area I-V:** General Studies Curricula.....60-76 Credit Hours

Snead State offers the following Associate in Applied Science Degrees:

- Airframe Technology
- Applied Business
- Associate Degree (RN) Nursing
- Child Development
- Computer Science Technology
- Heating, Ventilation, Air Conditioning, and Refrigeration
- Industrial Systems Technology
- Machine Tool Technology
- Office Administration
- Power Plant Technology
- Welding Technology

## Certificate (CERT) Requirements

The Certificate Award is an undergraduate award (less than a degree) signifying the successful completion of a prescribed course of study (30 to 60 semester hours) that provides the student with a specialized set of skills for employment or professional advancement. Certificates are not designed for transfer to a senior institution. All colleges are authorized to award certificates.

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

- Requirements Prescribe: A minimum of one English Composition I course which may have a discipline specific prefix other than COM or ENG or the integration of written communication proficiencies within a required discipline-specific course(s).

**Area II:** Humanities/Fine Arts ...0-6 Credit Hours

**Area III:** Natural Science/Mathematics ..... 3-7 Credit Hours

- Requirements Prescribe: A minimum of one Mathematics course which may have a discipline specific prefix other than MAH or MTH or the integration of Mathematics proficiencies within a required discipline-specific course(s).

**Area IV:** History/Social/Behavioral Sciences.....0 Credit Hours

**Area I-IV:** Minimum General Education Requirements .....6-19 Credit Hours

**Area V:** Maximum General Education Core, Technical Concentration and Electives.....11-54 Credit Hours

**Area I-V:** General Studies Curricula .....30-60 Credit Hours

Snead State offers the following Certificates:

- Accountancy
- Agri-Business
- Aircraft Structures
- Airframe Technology
- Building and Property Management
- Child Development
- Finance
- General Business
- Healthcare Management
- Industrial Systems Technology
- Landscape and Grounds Management
- Logistics, Distribution, and Purchasing
- Management
- Marketing
- Medical Billing and Coding
- Non-Profit Administration
- Office Administration
- Power Plant Technology
- Software Application Specialist
- Welding Technologist

## Short-Term Certificate (STC) Requirements

The Short-Term Certificate Award is an undergraduate award signifying the successful completion of a prescribed course of study (9 to 29 semester credit hours) equipping the student with a focused set of skills for an entry-level position in business and industry. CTE Short-term certificates are not designed for transfer to a senior institution. All colleges are authorized to award short-term certificates.

**Area I:** English Composition I and II ..0-3 Credit Hours

**Area II:** Humanities/Fine Arts .....0 Credit Hours

**Area III:** Natural Science/Mathematics ..... 0-3 Credit Hours

**Area IV:** History/Social/Behavioral Sciences ... 0 Credit Hours

**Area I-IV:** Minimum General Education Requirements..... 0-6* Credit Hours

**Area V:** Maximum General Education Core, Technical Concentration and Electives ..... 9-29 Credit Hours

**Area I-V:** General Studies Curricula .....9-29 Credit Hours

** Note: For certificates with 6 hours of General Education credits, the minimum total credit hours will be 15 credit hours.*

Snead State currently offers the following Short-Term Certificates:

- Accounting Technology
- Agri-Business
- Automation
- Basic Electricity
- Building and Property Management
- Child Development
- Computer Software Fundamentals
- Computer Technician
- Cyber Security
- Enterprise Virtualization
- Finance
- General Aviation
- General Business
- Health Care Management
- HVAC
- HVAC Technician
- Industrial Maintenance Technology
- IT Systems Administration
- Landscape and Grounds Management
- Logistics, Distribution, and Purchasing
- Machine Tool
- Macine Tool Technician
- Management
- Marketing
- Medical Billing and Coding
- MSSC Certified Production Technician (CPT)
- Non-Profit Administration
- Nursing Assistant / Home Health Aide
- Office Administration
- Reciprocating Engines
- Software Application Specialist
- Web Technology Essentials
- Welding
- Welding Technician

## Airframe Technology
## Associate in Applied Science Degree
## Location: Aviation College, Albertville

| | | | |
|---|---|---|---|
| **Area I** | **English Composition I** | **3** | |
| ENG 101 | English Composition I | 3 | _____ |
| **Area II** | **Humanities and Fine Arts** | **3** | |
| Elective | ART, HUM 101, HUM 102, MUS, PHL, REL, THR | 3 | _____ |
| **Area III** | **Natural Science and Mathematics** | **7** | |
| Lab Science | BIO, CHM, GEO 101, GEO 102, PHS, PHY | 4 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| **Area IV** | **History, Social, and Behavioral Sciences** | **3** | |
| Elective | HIS, ECO, GEO 100, POL, PSY, SOC | 3 | _____ |
| **Area V** | **Pre-Professional, Major, and Elective Courses** | **50** | |
| AMT 101 | Basic Electricity | 5 | _____ |
| AMT 103 | Weight and Balance, Ground Handling and Servicing, Cleaning and Corosion Control | 5 | _____ |
| AMT 104 | Technical Preparation | 5 | _____ |
| AMT 105 | Materials and Processes | 5 | _____ |
| AMT 110 | Non-Metallic Structures and Welding | 5 | _____ |
| AMT 111 | Aircraft Sheet Metal Structures | 5 | _____ |
| AMT 112 | Airframes Systems I | 5 | _____ |
| AMT 113 | Airframes Systems II | 5 | _____ |
| AMT 114 | Airframes Systems III | 5 | _____ |
| AMT 115 | Airframes Systems IV | 5 | _____ |

**TOTAL HOURS REQUIRED FOR DEGREE.....61**

## Applied Business
## Associate in Applied Science Degree
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| **Area I** | **English Composition I** | **6** | |
| ENG 101 | English Composition I | 3 | _____ |
| ENG 102 | English Composition II | 3 | _____ |
| **Area II** | **Humanities and Fine Arts** | **6** | |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |
| HUM Elective | ART 100, ART 203, ART 204, HUM 101, HUM, 102, MUS 101, THR 120, Philosophy or REL | 3 | _____ |
| **Area III** | **Natural Science and Mathematics** | **7** | |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| Science | Natural Science with Lab (BIO, CHM, GEO 101, GEO 102, PHS, or PHY) | 4 | _____ |
| **Area IV** | **History, Social, and Behavioral Sciences** | **3** | |
| SOC SCI Elective | GEO 100, HIS, POL, PSY, or SOC | 3 | _____ |
| **Area V** | **Pre-Professional, Major, and Elective Courses** | **48** | |
| | **Program Core (30 Hours - required of all students)** | | |
| BUS 186 | Elements of Supervision | 3 | _____ |
| BUS 215 | Business Communication | 3 | _____ |
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 242 | Principles of Accounting II | 3 | _____ |
| BUS 263 | Legal/Social Environment of Business | 3 | _____ |
| BUS 271 | Business Statistics I | 3 | _____ |
| BUS 272 | Business Statistics II | 3 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| ECO 231 | Principles of Macroeconomics | 3 | _____ |
| ECO 232 | Principles of Microeconomics | 3 | _____ |

**AND**

**Specialty Track ..... 12 hours**

*Students will choose one Specialty Track, which will complete the degree requirements.*

**CONTINUED ON THE NEXT PAGE**

**Accountancy Track ..... 12**

ACT 249 .....Payroll Accounting ..... 3 _____

ACT 253 .....Individual Income Tax ..... 3 _____

BUS 246 .....Microcomputer Accounting ..... 3 _____

BUS 296
or 298.....Business Internship I or Directed Studies I ..... 3 _____

*To complete a certificate in Accounting Technology, students must also complete BUS 241, BUS 242, BUS 263, and ENG 101.*

*To complete a short-term certificate in Accounting Technology, students must also complete BUS 241, BUS 242, BUS 271, MTH 100, CIS 146, ENG 101 and either SPH 106 or SPH 107.*

**OR**

**Agri-Business Track ..... 12**

AGR 215 .....Agribusiness Management ..... 3 _____

BUS 150 .....Business Math ..... 3 _____

BUS 296
or 298 .....Business Internship I or Directed Studies I .....3 _____

HOC 110.....Introduction to Horticultural Science.....3 _____

*To complete a certificate in Agri-Business, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101 and SPH 106 or SPH 107.*

*To complete a short-term certificate in Agri-Business, students must also complete BUS 263, either CIS 146 OR MTH 100, ENG 101 and either SPH 106 or SPH 107.*

**OR**

**Building and Property Management Track ..... 12**

BUS 275 .....Principles of Management or
or 246 .....Microcomputer Accounting ..... 3 _____

BUS 296
or 298 .....Business Internship I or Directed Studies I .....3 _____

INT 114 .....Basic Electricity ..... 3 _____

INT 117 .....Principles of Industrial Mechanics or
or 128.....Principles of Industrial Environmental Controls ..... 3 _____

*To complete a certificate in Agri-Business, students must also complete BUS 241, BUS 263, BUS 186, CIS 146, MTH 100, ENG 101 and SPH 106 or SPH 107.*

*To complete a short-term certificate in Building and Property Management, students must also complete BUS 263, either CIS 146 OR MTH 100, ENG 101 and either SPH 106 or SPH 107.*

**OR**

**Childcare Management Track ..... 12**

CHD 202 .....Children's Creative Experiences ..... 3 _____

**CONTINUED ON THE NEXT PAGE**

CHD 203 .....Children's Literature/Language Development ..... 3 _____

CHD 204 .....Methods/Materials for Teaching Children ..... 3 _____

CHD 215 .....Supervised Practical Experience ..... 3 _____

*To complete a certificate in Childcare Management, students must also complete ENG 101, either SPH 106 or SPH 107, MTH 100, CIS 146, CHD 100, CHD 201, CHD 206, CHD 207, and either CHD 209, CHD 210, or CHD 222.*

*To complete a short-certificate in Child Development, students must also complete CHD 100, CHD 201, CHD 206, CHD 207 and either CHD 209, CHD 210 or CHD 222.*

**OR**

**Finance Track ..... 12**

BUS 146 .....Personal Finance ..... 3 _____

BUS 147 .....Introduction to Finance ..... 3 _____

BUS 150 .....Business Math ..... 3 _____

BUS 296 .....Business Internship I or
or 298 .....Directed Studies I ..... 3 _____

*To complete a certificate in Finance, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101, and SPH 106 or SPH 107.*

*To complete a short-certificate in Finance, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101, and SPH 106 or SPH 107.*

**OR**

**General Business Track ..... 12**

BUS 150 .....Business Math ..... 3 _____

BUS 275 .....Principles of Management ..... 3 _____

BUS 285 .....Principles of Marketing ..... 3 _____

BUS 296 .....Business Internship I or
or 298 .....Directed Studies I ..... 3 _____

*To complete a certificate in General Business, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101, and SPH 106 or SPH 107.*

*To complete a short-certificate in General Business, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.*

**OR**

**Health Care Management Track ..... 12**

BUS 275 .....Principles of Management ..... 3 _____

BUS 296 .....Business Internship I or
or 298 .....Directed Studies I ..... 3 _____

**CONTINUED ON THE NEXT PAGE**

HPS 107.....Trends and Issues Related to Health Sciences ..... 1 _____

HPS 110.....Introduction to Health Care ..... 2 _____

OAD 125.....Word Processing or
or 243 .....Spreadsheet Applications .....3 _____

*To complete a certificate in Health Care Management, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101, and SPH 106 or SPH 107.*

*To complete a short-certificate in Health Care Management, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101, and SPH 106 or SPH 107.*

**OR**

**Landscape and Grounds Maintenance Management Track ..... 12**

AGR 152 .....Landscape Construction ..... 3 _____

BUS 146, 246 Personal Finance or Microcomputer Accounting or
or 285 .....Principles of Marketing .....3 _____

BUS 296.....Business Internship I or
or 298 .....Directed Studies I ..... 3 _____

HOC 110.....Introduction to Horticulture..... 3 _____

*To complete a certificate in Landscape and Ground Maintenance Management, students must also complete BUS 186, BUS 241, BUS 263, CIS 146, MTH 100, ENG 101, and SPH 106 or SPH 107.*

*To complete a short-certificate in Landscape and Grounds Maintenance Management, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.*

**OR**

**Logistics, Distribution, and Purchasing Track..... 12**

BUS 178.....Purchasing ..... 3 _____

BUS 296.....Business Internship I or
or 298 .....Directed Studies I ..... 3 _____

MST 209.....Physical Supply and Distribution Management ..... 3 _____

OAD 125.....Word Processing or
or 243 .....Spreadsheet Applications .....3 _____

*To complete a certificate in Logistics, Distribution and Purchasing, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101, and SPH 106 or SPH 107.*

*To complete a short-term certificate in Logistics, Distribution, and Purchasing, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.*

**OR**

**Marketing Track ..... 12**

BUS 175.....Retailing ..... 3 _____

BUS 285.....Principles of Marketing ..... 3 _____

**CONTINUED ON THE NEXT PAGE**

BUS 296 .....Business Internship I or
or 298 .....Directed Studies I ..... 3 _____

OAD 230.....Computerized Desktop Publishing or
or 246 .....Office Graphics and Presentations.....3 _____

*To complete a certificate in Marketing, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101 and SPH 106 or SPH 107.*

*To complete a short-term certificate in Marketing, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.*

**OR**

**Management Track ..... 12**

BUS 150 .....Business Math .....3 _____

BUS 275 .....Principles of Management ..... 3 _____

BUS 276 .....Human Resource Management ..... 3 _____

BUS 296 .....Business Internship I or
or 298 .....Directed Studies I ..... 3 _____

*To complete a certificate in Management, students must also complete BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101 and SPH 106 or SPH 107.*

*To complete a short certificate in Management, students must also complete BUS 263, CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.*

**OR**

**Non-Profit Administration Track ..... 12**

BUS 147 .....Introduction to Finance or
or 276 .....Human Resource Management .....3 _____

BUS 275 .....Principles of Management ..... 3 _____

BUS 285 .....Marketing..... 3 _____

BUS 296 .....Business Internship I ..... 3 _____

*To complete a certificate in Non-Profit Administration, students must also complete BUS 215, BUS 241, BUS 263, BUS 271, CIS 146, MTH 100, ENG 101 and SPH 106 or SPH 107.*

*To complete a short certificate in Non-Profit Administration, students must also complete BUS 263, either CIS 146 or MTH 100, ENG 101 and SPH 106 or SPH 107.*

**TOTAL HOURS REQUIRED FOR DEGREE.....64**
**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 33-39**
**TOTAL HOURS REQUIRED FOR SHORT CERTIFICATE ..... 24-27**

## Child Development
## Associate in Applied Science Degree
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| **Area I** | **English Composition I** | **6** | |
| ENG 101 | English Composition I | 3 | _____ |
| ENG 102 | English Composition II | 3 | _____ |
| **Area II** | **Humanities and Fine Arts** | **6** | |
| SPH | SPH 106 or 107 | 3 | _____ |
| HUM/FA | ART 100, 180, 203, 204, HUM 101, HUM 102, MUS 101 OR THR 120 | 3 | _____ |
| **Area III** | **Natural Science and Mathematics** | **10** | |
| MTH 100 or higher level math | MTH 100, 110, 112, 113, 125 | 3 | _____ |
| LAB SCI | AST 220, BIO, CHM, GEO 101, PHS, PHY | 4 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| **Area IV** | **History, Social, and Behavioral Sciences** | **6** | |
| PSY 200 | General Psychology | 3 | _____ |
| SOC 200 | Introduction to Sociology | 3 | _____ |
| **Area V** | **Pre-Professional, Major, and Elective Courses** | **42** | |
| CHD 100 | Introduction to Early Care and Education | 3 | _____ |
| CHD 201 | Child Growth and Development Principles | 3 | _____ |
| CHD 202 | Children's Creative Experiences | 3 | _____ |
| CHD 203 | Children's Literature/Language Development | 3 | _____ |
| CHD 204 | Methods/Materials for Teaching Children | 3 | _____ |
| CHD 205 | Program Planning for Educating Young Children | 3 | _____ |
| CHD 206 | Children's Health/Safety | 3 | _____ |
| CHD 209 | Infant/Toddler Education Programs | 3 | _____ |
| CHD 210 | Educating Children with Exceptional Needs | 3 | _____ |
| CHD 215 | Supervised Practical Experience | 3 | _____ |
| CHD 217 | Math and Science for Young Children | 3 | _____ |
| CHD 222 | Social Studies for Children | 3 | _____ |
| HED 231 | First Aid | 3 | _____ |
| Electives | CHD 208 OR HEC 140 | 3 | _____ |
| **TOTAL HOURS REQUIRED FOR DEGREE** | | **70** | |

**CONTINUED ON THE NEXT PAGE**

*Background checks (criminal history record checks) are required at the student's expense prior to the start of a CHD course. Alabama Act 2000-775 requires criminal background checks for licensees, license applicants, volunteers, volunteer applicants, and prospective and current employees of licensed or approved child care facilities. Background checks will be conducted by an agency approved by Snead State Community College. Background checks done by any vendor or agency that is not approved will not be accepted. Students must contract directly with the approved vendor and results are confidential.*

*Verification of background checks from an approved agency (such as through an employer, DHR, etc.) must be sent directly to the director of the program from the reporting agency. If a prior check does not meet the standards, Snead State reserves the right to require the student to obtain the background through the approved Snead State vendor. Refusal of an agency to accept a student will prevent a student from completing the CHD program. The student will be responsible for clearing any denials reported with the approved vendor. To access the Student Verification Center, go to www.myvci.com/snead.*

### First Class PreK Auxiliary Teacher

*The Alabama Department of Early Childhood Education (ADECE) requires applicants to complete 9 hours of coursework (3 cources) in Child Development to be qualified to become a First Class PreK Auxiliary Teacher. Applicants are encouraged to complete the following: CHD 100, CHD 204, and CHD 206. Although certain courses are recommended, ANY three (3) CHD courses will satisfy the requirement set forth by ADECE for First Class PreK Auxiliary Teachers.*

### Child Development Associate Credential

*This credential is designed for students wishing to obtain a CDA through the Council for Professional Recognition. A student may complete ANY three (3) CHD courses to satisfy the education component of the CDA requirements. Those wishing to earn an Infant/Toddler CDA are encouraged to take CHD 100, CHD 206, and CHD 209. Those wishing to earn a Preschool CDA are encouraged to take CHD 100, CHD 204 and CHD 206. Although certain courses are recommended, ANY three (3) CHD courses will satisfy the requirement set forth by the Council for Professional Recognition.*

## Computer Science Technology
## Associate in Applied Science Degree
## Location: Boaz Campus

**Area I .....English Composition I.....3**

ENG 101 .....English Composition I..... 3 _____

**Area II ..... Humanities and Fine Arts .....3**

HUM/FA.....ART, HUM 101, HUM 102, MUS, PHL, REL, THR ..... 3 _____

**Area III ..... Natural Science and Mathematics..... 6-8**

MTH 116 or higher level.....MTH 100, 110, 112, 113, 116, 125 .....3-4 _____

Elective ..... MTH 100, BIO, CHM, AST, GEO 101, PHS, PHY .....3-4 _____

**Area IV..... History, Social, and Behavioral Sciences .....3**

SOC SCI .....ECO, GEO 100, HIS, POL, PSY, SOC .....3 _____

**Area V..... Pre-Professional, Major, and Elective Courses ..... 34-37**

CIS 117 .....Database Management Software Applications .....3 _____

CIS 130 .....Introduction to Information Systems .....3 _____

CIS 146 .....Computer Applications.....3 _____

CIS 161 .....Introduction to Networking Communications.....3 _____

CIS 171 .....Linux I.....3 _____

CIS 201 .....Introduction to Programming Concepts.....3 _____

CIS 202 .....Python Programming.....3 _____

CIS 207 .....Web Development .....3 _____

CIS 268 .....Software Support .....3 _____

CIS 269 .....Hardware Support .....3 _____

CIS 294 .....Special Topics.....3 _____

Elective .....CIS 284 (CIS Internship) .....3 _____

WKO 101 .....Workplace Skills Development .....1 _____

**AND**

**Specialty Track ..... 15 hours**

*Students will choose one Specialty Track, which will complete the degree requirements.*

**CONTINUED ON THE NEXT PAGE**

**Cyber Security.....15**

CIS 214.....Security Analysis (Pen Testing) .....3 _____

CIS 245.....Cyber Defense .....3 _____

CIS 260.....Network Security and Risk Management.....3 _____

CIS 280.....Network Security .....3 _____

CIS 282.....Computer Forensics.....3 _____

**OR**

**IT Systems Administration .....15**

CIS 162.....Advanced Networking.....3 _____

CIS 260.....Network Security and Risk Management.....3 _____

CIS 267.....Enterprise Virtualization .....3 _____

CIS 277.....Network Services Administration .....3 _____

CIS 287.....SQL Server .....3 _____

**TOTAL HOURS REQUIRED FOR DEGREE ..... 64-68**

## Heating, Ventilation, Air Conditioning, and Refrigeration
## Associate in Applied Science Degree
## Location: Guntersville Campus

| | | | |
|---|---|---|---|
| **Area I** | **English Composition I** | **3** | |
| | ENG 101 ..... English Composition I | 3 | _____ |
| **Area II** | **Humanities and Fine Arts** | **3** | |
| | HUM/FA ..... ART, HUM, MUS, PHL, REL, THR | 3 | _____ |
| **Area III** | **Natural Science and Mathematics** | **6-8** | |
| | MTH 116 or higher level ..... MTH 100, 110, 112, 113, 116, 125 | 3-4 | _____ |
| | Elective ..... MTH 100, BIO, CHM, GEO 101, PHS, PHY | 3-4 | _____ |
| **Area IV** | **History, Social, and Behavioral Sciences** | **3** | |
| | SOC SCI ..... ECO, GEO 100, HIS, POL, PSY, SOC | 3 | _____ |
| **Area V** | **Pre-Professional, Major, and Elective Courses** | **56** | |
| | ACR 111 ..... Principles of Refrigeration | 3 | _____ |
| | ACR 112 ..... HVAC/R Service Procedures | 3 | _____ |
| | ACR 113 ..... Refrigeration Piping Practices | 3 | _____ |
| | ACR 119 ..... Fundamentals of Gas Heating Systems | 3 | _____ |
| | ACR 121 ..... Principles of Electricity for HVACR | 3 | _____ |
| | ACR 123 ..... HVAC/R Electrical Components | 3 | _____ |
| | ACR 125 ..... Fundamentals of Gas and Electrical Heating Systems | 6 | _____ |
| | ACR 126 ..... Commercial Heating Systems | 3 | _____ |
| | ACR 127 ..... HVAC/R Electric Motors | 3 | _____ |
| | ACR 130 ..... Computer Assisted HVAC Troubleshooting | 1 | _____ |
| | ACR 132 ..... Residential Air Conditioning | 3 | _____ |
| | ACR 147 ..... Refrigerant Transition and Recovery Theory | 3 | _____ |
| | ACR 148 ..... Heat Pump Systems I | 3 | _____ |
| | ACR 181 ..... Special Topics in Air Conditioning and Refrigeration | 3 | _____ |
| | ACR 195 ..... HVAC Co-op | 3 | _____ |
| | ACR 203 ..... Commercial Refrigeration | 3 | _____ |
| | ACR 205 ..... System Sizing and Air Distribution | 3 | _____ |
| | ACR 209 ..... Commercial Air Conditioning Systems | 3 | _____ |
| | WKO 101 ..... Workplace Skills Development | 1 | _____ |
| **TOTAL HOURS REQUIRED FOR DEGREE** | | **71-73** | |

## Industrial Systems Technology
## Associate in Applied Science Degree
## Location: Guntersville Campus

| | | | |
|---|---|---|---|
| **Area I** | **English Composition I** | **3** | |
| ENG 101 | English Composition I | 3 | _____ |
| **Area II** | **Humanities and Fine Arts** | **3** | |
| Elective | ART, HUM 101, HUM 102, MUS, PHL, REL, THR | 3 | _____ |
| **Area III** | **Natural Science and Mathematics** | **6-8** | |
| MTH 116 or higher level | MTH 100, MTH 110, MTH 112, MTH 113, MTH 116, MTH 120, or MTH 125 | 3 | _____ |
| Elective | BIO, CHM, GEO 101, PHS, or PHY | 3-4 | _____ |
| **Area IV** | **History, Social, and Behavioral Sciences** | **3** | |
| Elective | ECO, GEO 100, HIS, POL, PSY, SOC | 3 | _____ |
| **Area V** | **Pre-Professional, Major, and Elective Courses** | **49-51** | |
| CIS 146 | Computer Applications | 3 | _____ |
| ELT 118 | Commercial/Industrial Wiring I | 3 | _____ |
| IAT 201 | Quality Technician Fundamentals | 2 | _____ |
| INT 113 | Industrial Motor Control I | 3 | _____ |
| INT 114 | Basic Electricity | 3 | _____ |
| INT 117 | Principles of Industrial Mechanics | 3 | _____ |
| INT 118 | Fundamentals of Industrial Hydraulics and Pneumatics | 3 | _____ |
| INT 184 | Introduction to PLCs | 3 | _____ |
| INT 254 | Robot Maintenance Troubleshooting | 3 | _____ |
| INT 261 | MSSC Safety Course | 3 | _____ |
| INT 262 | MSSC Quality Practices and Measurement Course | 3 | _____ |
| INT 284 | Advanced Programmable Logic Controllers | 3 | _____ |
| INT 292 | Cooperative Education may be taken as an elective for the degree | 3 | _____ |
| WDT 108 | SMAW Fillet/OFC | 3 | _____ |
| WKO 101 | Workplace Skills | 1 | _____ |

**CONTINUED ON THE NEXT PAGE**

**AND**

**Industrial Systems Career Track .....11**

| | | |
|---|---|---|
| ACR 111 | Principles of Refrigeration ..... 3 | _____ |
| INT 139 | Introduction to Robotic Programming ..... 3 | _____ |
| INT 211 | Industrial Motors II..... 3 | _____ |
| INT 218 | Special Lab in Hydraulics and Pneumatics..... 2 | _____ |

**TOTAL HOURS REQUIRED FOR DEGREE ..... 64-67**

## Machine Tool Technology
## Associate in Applied Science Degree
## Location: Guntersville Campus

| | | | |
|---|---|---|---|
| **Area I** | **English Composition I** | **3** | |
| ENG 101 | English Composition I | 3 | _____ |
| **Area II** | **Humanities and Fine Arts** | **3** | |
| HUM/FA | ART, HUM, MUS, PHL, REL, THR | 3 | _____ |
| **Area III** | **Natural Science and Mathematics** | **6-8** | |
| MTH 116 or higher level | MTH 100, 110, 112, 113, 116, 125 | 3-4 | _____ |
| Elective | MTH 100, BIO, CHM, GEO 101, PHS, PHY | 3-4 | _____ |
| **Area IV** | **History, Social, and Behavioral Sciences** | **3** | |
| | ECO, GEO 100, HIS, POL, PSY, SOC | 3 | _____ |
| **Area V** | **Pre-Professional, Major, and Elective Courses** | **55** | |
| MTT 108 | Machine Handbook Functions I | 3 | _____ |
| MTT 121 | Basic Print Reading for Machinists | 3 | _____ |
| MTT 123 | Engine Lathe Lab I | 3 | _____ |
| MTT 127 | Metrology | 3 | _____ |
| MTT 128 | Geometic Dimensioning and Tolerancing I | 3 | _____ |
| MTT 137 | Milling I | 3 | _____ |
| MTT 138 | Milling I Lab | 3 | _____ |
| MTT 139 | Basic Computer Numerical Control | 3 | _____ |
| MTT 140 | Basic Comp. Numerical Control Turning Programming I | 3 | _____ |
| MTT 141 | Basic Comp. Numerical Control Milling Programming I | 1 | _____ |
| MTT 147 | Introduction to Machine Shop I | 3 | _____ |
| MTT 148 | Introduction to Machine Shop I Lab | 3 | _____ |
| MTT 149 | Introduction to Machine Shop II | 3 | _____ |
| MTT 150 | Introduction to Machine Shop II Lab | 3 | _____ |
| MTT 162 | Precision Grinding | 3 | _____ |
| MTT 202 | Machine Maintenance and Repair | 3 | _____ |
| MTT 219 | Computer Numerical Control Graphics: Turning | 3 | _____ |
| MTT 241 | CNC Milling I Lab | 3 | _____ |
| WKO 101 | Workplace Skills Development | 1 | _____ |
| **TOTAL HOURS REQUIRED FOR DEGREE** | | **70-72** | |

## Office Administration
## Associate in Applied Science Degree
## Location: Boaz Campus

*Students pursuing the degree should choose from one of the four concentration areas listed.*

**Area I .....English Composition I..... 6**

ENG 101 .....English Composition I..... 3 _____

ENG 102.....English Composition II..... 3 _____

**Area II ..... Humanities and Fine Arts .....6**

ART 180 .....Introduction to Graphic Design ..... 3 _____

HUM/FA.....ART, HUM, PHL, REL, SPH, SPA or THR 120 ..... 3 _____

**Area III ..... Natural Science and Mathematics..... 9-10**

MTH 116 or higher level.....MTH 100, 110, 112, 113, 116, 125 ..... 3 _____

CIS 146 ..... Computer Applications ..... 3 _____

Elective ..... AST, BIO, CHM, GEO 101, MTH 100 or higher level (not already taken), PHS, PHY (Medical Administrative Asst. must take BIO 120) .....3-4 _____

**Area IV..... History, Social, and Behavioral Sciences .....3**

SOC SCI .....ANT, ECO, GEO 100, HIS, POL, PSY, SOC (Legal Administrative Assistant must take POL 200 or 211).....3 _____

**Area V..... Pre-Professional, Major, and Elective Courses .....24**

OAD 110 .....Computer Navigation ..... 3 _____

OAD 125 .....Word Processing..... 3 _____

OAD 126 .....Advanced Word Processing..... 3 _____

OAD 134 .....Career and Professional Development..... 3 _____

OAD 138 .....Records and Information Management..... 3 _____

OAD 233

or 242.....Trends in Office Technology or Office Internship ..... 3 _____

OAD 243 .....Spreadsheet Applications ..... 3 _____

OAD 244 .....Database Applications ..... 3 _____

**AND**

**Specialty Track ..... 18-20**

*Students will choose one Specialty Track, which will complete the degree requirements.*

**CONTINUED ON THE NEXT PAGE**

**AND**

**General Business Administrative Assistant ..... 18**

ACT 249 .....Payroll Accounting ..... 3 _____

BUS 241 .....Principles of Accounting I ..... 3 _____

OAD 103.....Intermediate Keyboarding ..... 3 _____

OAD 218.....Office Procedures ..... 3 _____

OAD 230.....Computerized Desktop Publishing ..... 3 _____

OAD 246.....Office Graphics and Presentations ..... 3 _____

**OR**

**Legal Administrative Assistant ..... 18**

BUS 263 .....Legal and Social Environment of Business ..... 3 _____

ECO 231 .....Principles of Macroeconomics ..... 3 _____

OAD 103.....Intermediate Keyboarding ..... 3 _____

OAD 218.....Office Procedures ..... 3 _____

OAD 230.....Computerized Desktop Publishing ..... 3 _____

OAD 246.....Office Graphics and Presentations ..... 3 _____

**OR**

**Medical Administrative Assistant ..... 18**

OAD 103.....Intermediate Keyboarding ..... 3 _____

OAD 215.....Health Information Management ..... 3 _____

OAD 218.....Office Procedures ..... 3 _____

OAD 230.....Computerized Desktop Publishing ..... 3 _____

OAD 246.....Office Graphics and Presentations ..... 3 _____

Elective.....HIT 230 or HPS 107 and HPS 110 ..... 3 _____

**OR**

**Medical Billing and Coding ..... 20**

BIO 201 .....Human Anatomy/Physiology I ..... 4 _____

BIO 202 .....Human Anatomy/Physiology II ..... 4 _____

HIT 230 .....Medical Coding Systems I ..... 3 _____

HIT 232 .....Medical Coding Systems II ..... 3 _____

HPS 107.....Trends and Issues Related to Health Sciences ..... 1 _____

HPS 110.....Introduction to Healthcare ..... 2 _____

OAD 215.....Health Information Management ..... 3 _____

**TOTAL HOURS REQUIRED FOR DEGREE ..... 66-69**

## Power Plant Technology
## Associate in Applied Science Degree
## Location: Aviation College, Albertville

| | | | |
|---|---|---|---|
| **Area I** | **English Composition I** | **3** | |
| ENG 101 | English Composition I | 3 | _____ |
| **Area II** | **Humanities and Fine Arts** | **3** | |
| Elective | ART, HUM 101. HUM 102, MUS, PHL, REL, THR | 3 | _____ |
| **Area III** | **Natural Science and Mathematics** | **7** | |
| Lab Science | BIO, CHM, GEO 101, GEO 102, PHS, PHY | 4 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| **Area IV** | **History, Social, and Behavioral Sciences** | **3** | |
| Elective | ECO, HIS, GEO 100, POL, PSY, SOC | 3 | _____ |
| **Area V** | **Pre-Professional, Major, and Elective Courses** | **45** | |
| AMP 220 | Reciprocating Engines and Theory | 5 | _____ |
| AMP 221 | Turbine Engine Theory and Systems | 5 | _____ |
| AMP 222 | Reciprocating Engine Inspections and Propellers | 5 | _____ |
| AMP 223 | Reciprocating Engines Overhaul | 5 | _____ |
| AMP 224 | Turbine Engine Inspection and Overhaul | 5 | _____ |
| AMT 101 | Basic Electricity | 5 | _____ |
| AMT 103 | Weight and Balance, Ground Handling and Servicing, Cleaning and Corosion Control | 5 | _____ |
| AMT 104 | Technical Preparation | 5 | _____ |
| AMT 105 | Materials and Processes | 5 | _____ |
| **TOTAL HOURS REQUIRED FOR DEGREE** | | **61** | |

## Welding Technology
## Associate in Applied Science Degree
## Location: Guntersville Campus, Marshall Technical School

**Area I .....English Composition I.....3**

ENG 101 .....English Composition I..... 3 _____

**Area II ..... Humanities and Fine Arts .....3**

Elective .....ART 100, ART 203, ART 204, HUM 101, MUS 101, PHL 106, PHL 206, REL 100, REL 151, REL 152, THR 120 ..... 3 _____

**Area III ..... Natural Science and Mathematics..... 6-7**

SCI/MTH ..... BIO 103, CHM 104, CHM 111, GEO 101, MTH 100*, PHS 111, PHY 201 .....3-4 _____

MTH ..... MTH 100*, MTH 110, MTH 112, MTH 113, MTH 116, MTH 125 ..... 3 _____

**MTH 100 can only be used once toward degree requirements.*

**Area IV..... History, Social, and Behavioral Sciences .....3**

Elective .....ECO 231, ECO 232, GEO 100, HIS 101, HIS 102, HIS 121, HIS 122, HIS 201, HIS 202, POL 200, POL 211, PSY 200, SOC 200 .....3 _____

**Area V..... Pre-Professional, Major, and Elective Courses .....52**

INT 261.....MSSC Safety/OSHA 10 ..... 3 _____
WDT 104.....SMAW Fillet/PAC/CAC ..... 6 _____
WDT 108.....SMAW Fillet/OFC ..... 3 _____
WDT 110.....Industrial Blueprint Reading ..... 3 _____
WDT 119.....Gas Metal Arc/Flux Cored Arc Welding..... 3 _____
WDT 120.....Shielded Metal Arc Welding Groove ..... 3 _____
WDT 122.....SMAW Fillet/OFC Lab..... 3 _____
WDT 124.....Gun Metal Arc/Flux Cored Arc Welding Lab ..... 3 _____
WDT 125.....Shielded Metal Arc Welding Groove Lab..... 3 _____
WDT 160.....Robotics Lab I..... 3 _____
WDT 166.....Flux Core Arc Welding (FCAW) ..... 3 _____
WDT 167.....Flux Core Arc Welding (FCAW) Lab..... 3 _____
WDT 218.....Certification ..... 3 _____
WDT 219.....Welding Inspection and Testing ..... 3 _____

**CONTINUED ON THE NEXT PAGE**

| | | | |
|---|---|---|---|
| WDT 228 | Gas Tungsten Arc Welding | 3 | _____ |
| WDT 282 | Special Topics | 3 | _____ |
| WKO101 | Workplace Skills | 1 | _____ |

**TOTAL HOURS REQUIRED FOR DEGREE ..... 67-68**

## Accountancy
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| ACT 249 | Payroll Accounting | 3 | _____ |
| ACT 253 | Individual Income Tax | 3 | _____ |
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 242 | Principles of Accounting II | 3 | _____ |
| BUS 246 | Microcomputer Accounting | 3 | _____ |
| BUS 271 | Business Statistics I | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| SPH 106 | Fundamentals of Oral Communication or | | |
| or 107 | Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 33**

## Accounting Technology
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| ACT 249 | Payroll Accounting | 3 | _____ |
| ACT 253 | Individual Income Tax | 3 | _____ |
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 242 | Principles of Accounting II | 3 | _____ |
| BUS 246 | Microcomputer Accounting | 3 | _____ |
| BUS 263 | Legal and Social Environment of Business | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 24**

## Agri-Business
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| AGR 215 | Agribusiness Management | 3 | _____ |
| BUS 150 | Business Math | 3 | _____ |
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 263 | The Legal and Social Environment of Business | 3 | _____ |
| BUS 271 | Business Statistics I | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| HOC 110 | Introduction to Horticultural Science | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 33**

## Agri-Business
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| AGR 215 | Agribusiness Management | 3 | _____ |
| BUS 150 | Business Math | 3 | _____ |
| BUS 263 | The Legal and Social Environment of Business | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS or MTH | CIS 146 Computer Applications or MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| HOC 110 | Introduction to Horticultural Science | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 24**

## Aircraft Structures
## Certificate
## Location: Aviation College, Albertville

| | | | |
|---|---|---|---|
| AMT 101 | Basic Electricity | 5 | _____ |
| AMT 103 | Weight and Balance, Ground Handling and Servicing, Cleaning and Corosion Control | 5 | _____ |
| AMT 104 | Technical Preparation | 5 | _____ |
| AMT 105 | Materials and Processes | 5 | _____ |
| AMT 110 | Non-Metallic Structures and Welding | 5 | _____ |
| AMT 111 | Aircraft Sheet Metal Structures | 5 | _____ |
| AMT 112 | Airframes Systems I | 5 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....41**

## Airframe Technology
## Certificate
## Location: Aviation College, Albertville

| | | | |
|---|---|---|---|
| AMT 101 | Basic Electricity | 5 | _____ |
| AMT 103 | Weight and Balance, Ground Handling and Servicing, Cleaning and Corosion Control | 5 | _____ |
| AMT 104 | Technical Preparation | 5 | _____ |
| AMT 105 | Materials and Processes | 5 | _____ |
| AMT 110 | Non-Metallic Structures and Welding | 5 | _____ |
| AMT 111 | Aircraft Sheet Metal Structures | 5 | _____ |
| AMT 112 | Airframes Systems I | 5 | _____ |
| AMT 113 | Airframes Systems II | 5 | _____ |
| AMT 114 | Airframes Systems III | 5 | _____ |
| AMT 115 | Airframes Systems IV | 5 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....56**

## Automation
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| ELT 118 | Commercial/Industrial Wiring I | 3 | _____ |
| INT 118 | Industrial Hydraulics and Pneumatics | 3 | _____ |
| INT 139 | Introduction to Robotic Programming | 3 | _____ |
| INT 261 | MSSC Safety | 3 | _____ |
| WDT 108 | SMAW Fillet/OFC | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 15**

## Basic Electricity
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| IAT 201 | Quality Technician Fundamentals | 2 | _____ |
| INT 114 | Basic Electricity | 3 | _____ |
| INT 184 | Introduction to PLCs | 3 | _____ |
| INT 261 | MSSC Safety | 3 | _____ |
| INT 262 | MSSC Quality Practices and Measurement | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 15**

## Building and Property Management
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 186 | Elements of Supervision | 3 | _____ |
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 246<br>or 275 | Microcomputer Accounting or<br>Principles of Management | 3 | _____ |
| BUS 263 | The Legal and Social Environment of Business | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| INT 114 | Basic Electricity | 3 | _____ |
| INT 117<br>or 128 | Principles of Industrial Mechanics or<br>Principles of Industrial Environmental Controls | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |

**CONTINUED ON THE NEXT PAGE**

| | | | |
|---|---|---|---|
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 33**

## Building Property Management
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 263 | The Legal and Social Environment of Business | 3 | _____ |
| BUS 246 or 275 | Microcomputer Accounting or Principles of Management | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS or MTH | CIS 146 Computer Applications or MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| INT 114 | Basic Electricity | 3 | _____ |
| INT 117 or 128 | Principles of Industrial Mechanics or Principles of Industrial Environmental Controls | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 24**

## Child Development
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| CHD 100 | Introduction of Early Care and Education | 3 | _____ |
| CHD 201 | Child Growth and Development Principles | 3 | _____ |
| CHD 202 | Children's Creative Experiences | 3 | _____ |
| CHD 203 | Children's Literature/Language Development | 3 | _____ |
| CHD 204 | Methods/Materials for Teaching Children | 3 | _____ |
| CHD 205 | Program Planning for Educating Young Children | 3 | _____ |
| CHD 206 | Children's Health/Safety | 3 | _____ |
| CHD 208 | Administration of Child Development Programs | 3 | _____ |
| CHD 209 | Infant and Toddler Education Programs | 3 | _____ |
| CHD 210 | Educating Children with Exceptional Needs | 3 | _____ |
| CHD 215 | Supervised Practical Experience | 3 | _____ |
| CHD 217 | Math and Science for Young Children | 3 | _____ |
| CHD 222 | Social Studies for Children | 3 | _____ |

**CONTINUED ON THE NEXT PAGE**

| | | | |
|---|---|---|---|
| CIS 146 | Computer Applications | 3 | _____ |
| HED 231 | First Aid | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....54**

## Child Development
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| CHD 100 | Introduction of Early Care and Education | 3 | _____ |
| CHD 201 | Child Growth and Development Principles | 3 | _____ |
| CHD 202 | Children's Creative Experiences | 3 | _____ |
| CHD 203 | Children's Literature/Language Development | 3 | _____ |
| CHD 204 | Methods/Materials for Teaching Children | 3 | _____ |
| CHD 206 | Children's Health/Safety | 3 | _____ |
| CHD 215 | Supervised Practical Experience | 3 | _____ |
| CHD 217 | Math and Science for Young Children | 3 | _____ |
| CHD Elective | CHD 209, 210 or 222 | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....27**

*Background checks (criminal history record checks) are required at the student's expense prior to the start of a CHD course. Alabama Act 2000-775 requires criminal background checks for licensees, license applicants, volunteers, volunteer applicants, and prospective and current employees of licensed or approved child care facilities. Background checks will be conducted by an agency approved by Snead State Community College. Background checks done by any vendor or agency that is not approved will not be accepted. Students must contract directly with the approved vendor and results are confidential.*

*Verification of background checks from an approved agency (such as through an employer, DHR, etc.) must be sent directly to the director of the program from the reporting agency. If a prior check does not meet the standards, Snead State reserves the right to require the student to obtain the background through the approved Snead State vendor. Refusal of an agency to accept a student will prevent a student from completing the CHD program. The student will be responsible for clearing any denials reported with the approved vendor. To access the Student Verification Center, go to www.myvci.com/snead.*

### Child Development Associate Credential

This credential is designed for students wishing to obtain a CDA through the Council for Professional Recognition. A student may complete any three CHD courses to satisfy the requirements for the CDA. Infant/Toddler track candidates are encouraged to take CHD 100, CHD 209, and CHD 206. Preschool track candidates are encouraged to take CHD 100,

**CONTINUED ON THE NEXT PAGE**

CHD 204 and CHD 206. Although certain courses are recommended, ANY three courses will satisfy the requirements of the Council. Students must apply for this credential directly through the Council for Professional Recognition (www.cdacouncil.org).

## Computer Software Fundamentals
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| CIS 146 | Computer Applications | 3 | _____ |
| CIS 251 | C++ Programming | 3 | _____ |
| MTH 113 | Precalculus Trigonometry or higher level | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 9**

## Computer Technician
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| CIS 161 | Introduction to Networking | 3 | _____ |
| CIS 268 | Software Support | 3 | _____ |
| CIS 269 | Hardware Support | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 9**

## Cyber Security
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| CIS 161 | Introduction to Networking | 3 | _____ |
| CIS 214 | Security Analysis (Pen Testing) | 3 | _____ |
| CIS 245 | Cyber Defense | 3 | _____ |
| CIS 260 | Network Security and Risk Management | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 12**

## Enterprise Virtualization
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| CIS 161 | Introduction to Networking | 3 | _____ |
| CIS 267 | Enterprise Virtualization | 3 | _____ |
| CIS 277 | Network Services Administration | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 9**

## Finance
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 146 | Personal Finance | 3 | _____ |
| BUS 147 | Introduction to Finance | 3 | _____ |
| BUS 150 | Business Math | 3 | _____ |
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 263 | Legal/Social Environment of Business | 3 | _____ |
| BUS 271 | Business Statistics I | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication<br>Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 33**

## Finance
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| ENG 101 | English Composition I | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |
| CIS or MTH | CIS 146 Computer Applications or MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| BUS 146 | Personal Finance | 3 | _____ |
| BUS 147 | Introduction to Finance | 3 | _____ |
| BUS 150 | Business Math | 3 | _____ |
| BUS 263 | Legal/Social Environment of Business | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....24**

## General Aviation
## Short Certificate
## Location: Aviation College, Albertville

| | | | |
|---|---|---|---|
| AMT 101 | Basic Electricity | 5 | _____ |
| AMT 103 | Weight and Balance, Ground Handling and Servicing, Cleaning and Corosion Control | 5 | _____ |
| AMT 104 | Technical Preparation | 5 | _____ |
| AMT 105 | Materials and Processes | 5 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....20**

## General Business
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 150 | Business Math | 3 | _____ |
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 263 | Legal/Social Environment of Business | 3 | _____ |
| BUS 271 | Business Statistics I | 3 | _____ |
| BUS 275 | Principles of Management | 3 | _____ |
| BUS 285 | Principles of Marketing | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....33**

## General Business
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 150 | Business Math | 3 | _____ |
| BUS 263 | Legal/Social Environment of Business | 3 | _____ |
| BUS 271 | Business Statistics I | 3 | _____ |
| BUS 275 | Principles of Management | 3 | _____ |
| BUS 285 | Principles of Marketing | 3 | _____ |
| BUS 296 | Business Internship I | 3 | _____ |
| CIS or MTH | Computer Applications or MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....27**

## Health Care Management
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 263 | Legal/Social Environment or Business | 3 | _____ |
| BUS 271 | Business Statistics I | 3 | _____ |
| BUS 275 | Principles of Management | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| HPS 107 | Trends and Issues Related to Health Science | 1 | _____ |
| HPS 110 | Introduction to Health Care | 2 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| OAD 125 or 243 | Word Processing or Spreadsheet Applications | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....33**

## Health Care Management
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 263 | Legal/Social Environment or Business | 3 | _____ |
| BUS 275 | Principles of Management | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS or MTH | CIS 146 Computer Applications or MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| HPS 107 | Trends and Issues Related to Health Science | 1 | _____ |
| HPS 110 | Introduction to Health Care | 2 | _____ |
| OAD 125 or 243 | Word Processing or Spreadsheet Applications | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....24**

## Heating, Ventilation, and Air Conditioning
### Short Certificate
### Location: Guntersville Campus

| | | | |
|---|---|---|---|
| ACR 111 | Principles of Refrigeration | 3 | _____ |
| ACR 113 | Refrigeration Piping Practices | 3 | _____ |
| ACR 121 | Principles of Electricity for HVAC/R | 3 | _____ |
| ACR 123 | HVAC/R Electrical Components | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 12**

## HVAC Technician
### Short Certificate
### Location: Guntersville Campus

| | | | |
|---|---|---|---|
| ACR 111 | Principles of Refrigeration | 3 | _____ |
| ACR 112 | HVAC/R Service Procedures | 3 | _____ |
| ACR 113 | Refrigeration Piping Practices | 3 | _____ |
| ACR 121 | Principles of Electricity for HVAC/R | 3 | _____ |
| ACR 123 | HVAC/R Electrical Components | 3 | _____ |
| ACR 125 | Fundamentals of Gas and Electrical Heating Systems | 3 | _____ |
| ACR 127 | HVAC/R Electric Motors | 3 | _____ |
| ACR 132 | Residential Air Conditioning | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 27**

## Industrial Systems Technology
## Certificate
## Location: Guntersville Campus

| | | | |
|---|---|---|---|
| ELT 118 | Commercial/Industrial Wiring I | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| INT 114 | Basic Electricity | 3 | _____ |
| INT 118 | Industrial Hydraulics and Pneumatics | 3 | _____ |
| INT 139 | Introduction to Robotic Programming | 3 | _____ |
| INT 184 | Introduction to PLCs | 3 | _____ |
| INT 261 | MSSC Safety | 3 | _____ |
| INT 262 | MSSC Quality Practices and Measurement | 3 | _____ |
| MTH | MTH 116 Mathematical Applications or higher level | 3 | _____ |
| Technology | Choose an elective | 3 | _____ |
| WDT 108 | SMAW Fillet/OFC | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....33**

## Industrial Systems Technology
## Short Certificate
## Location: Guntersville Campus

| | | | |
|---|---|---|---|
| ELT 118 | Commercial/Industrial Wiring I | 3 | _____ |
| IAT 201 | Quality Technician Fundamentals | 2 | _____ |
| INT 113 | Industrial Motor Control I | 3 | _____ |
| INT 114 | Basic Electricity | 3 | _____ |
| INT 118 | Fundamentals of Industrial Hydraulics and Pneumatics | 3 | _____ |
| INT 261 | MSSC Safety | 3 | _____ |
| INT 262 | MSSC Quality Practices and Measurement | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....21**

## IT Systems Administration
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| CIS 162 | Advanced Networking | 3 | _____ |
| CIS 260 | Network Security and Risk Management | 3 | _____ |
| CIS 267 | Enterprise Virtualization | 3 | _____ |
| CIS 277 | Network Services Administration | 3 | _____ |
| CIS 287 | SQL Server | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....15**

## Landscape and Grounds Maintenance Management
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| AGR 152 | Landscape Construction | 3 | _____ |
| BUS 186 | Elements of Supervision | 3 | _____ |
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 146, 246 or 285 | Personal Finance, Microcomputer Accounting or Principles of Marketing | 3 | _____ |
| BUS 263 | Legal/Social Environment or Business | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| HOC 110 | Introduction to Horticulture | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 33**

## Landscape and Grounds Maintenance Management
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| AGR 152 | Landscape Construction | 3 | _____ |
| BUS 146 or 246 or 285 | Personal Finance or Microcomputer Accounting or Principles of Marketing | 3 | _____ |
| BUS 263 | Legal/Social Environment or Business | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS or MTH | CIS 146 Computer Applications or MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| HOC 110 | Introduction to Horticulture | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 24**

## Logistics, Distribution and Purchasing
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 178 | Purchasing | 3 | _____ |
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 263 | Legal/Social Environment or Business | 3 | _____ |
| BUS 271 | Business Statistics I | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| MST 209 | Physical Supply and Distribution Management | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| OAD 125 or 243 | Word Processing or Spreadsheet Applications | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 33**

## Logistics, Distribution and Purchasing
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| ENG 101 | English Composition I | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |
| CIS or MTH | CIS 146 Computer Applications or MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| BUS 178 | Purchasing | 3 | _____ |
| BUS 263 | Legal/Social Environment or Business | 3 | _____ |
| BUS 296 | Business Internship I | 3 | _____ |
| MST 209 | Physical Supply and Distribution Management | 3 | _____ |
| OAD 125 or 243 | Word Processing or Spreadsheet Applications | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 24**

## Machine Tool
## Short Certificate
## Location: Guntersville Campus

| | | | |
|---|---|---|---|
| MTT 121 | Basic Print Reading for Machinists | 3 | _____ |
| MTT 127 | Metrology | 3 | _____ |
| MTT 128 | Geometic Dimensioning and Tolerancing I | 3 | _____ |
| MTT 139 | Basic Computer Numerical Control | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 12**

## Machine Tool Technician
## Short Certificate
## Location: Guntersville Campus

| | | | |
|---|---|---|---|
| MTT 108 | Machine Handbook Functions I | 3 | _____ |
| MTT 121 | Basic Print Reading for Machinists | 3 | _____ |
| MTT 127 | Metrology | 3 | _____ |
| MTT 128 | Geometic Dimensioning and Tolerancing I | 3 | _____ |
| MTT 139 | Basic Computer Numerical Control | 3 | _____ |
| MTT 147 | Introduction to Machine Shop I | 3 | _____ |
| MTT 148 | Introduction to Machine Shop I Lab | 3 | _____ |
| MTT 202 | Machine Maintenance and Repair | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 24**

## Management
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| ENG 101 | English Composition I | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| BUS 150 | Business Math | 3 | _____ |
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 263 | Legal/Social Environment or Business | 3 | _____ |
| BUS 271 | Business Statistics I | 3 | _____ |
| BUS 275 | Principles of Management | 3 | _____ |
| BUS 276 | Human Resource Management | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....33**

## Management
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 150 | Business Math | 3 | _____ |
| BUS 263 | Legal/Social Environment or Business | 3 | _____ |
| BUS 275 | Principles of Management | 3 | _____ |
| BUS 276 | Human Resource Management | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| CIS or MTH | CIS 146 Computer Applications or MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....24**

## Marketing
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 175 | Retailing | 3 | _____ |
| BUS 241 | Principles of Accounting I | 3 | _____ |
| BUS 263 | Legal/Social Environment or Business | 3 | _____ |
| BUS 271 | Business Statistics I | 3 | _____ |
| BUS 285 | Principles of Marketing | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| OAD 230 or 246 | Computerized Desktop Publishing or Office Graphics and Presentations | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 33**

## Marketing
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 175 | Retailing | 3 | _____ |
| BUS 263 | Legal/Social Environment or Business | 3 | _____ |
| BUS 285 | Principles of Marketing | 3 | _____ |
| BUS 296 | Business Internship | 3 | _____ |
| CIS or MTH | CIS 146 Computer Applications or MTH 100 Intermediate College Algebra or higher level | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| OAD 230 or 246 | Computerized Desktop Publishing or Office Graphics Presentations | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 24**

## Medical Billing and Coding
## Certificate
## Location: Boaz Campus

*This program is designed to prepare students for employment in medical/clinical settings. Emphasis is upon developing competency in producing, processing, and coding various types of medical records.*

| | | | |
|---|---|---|---|
| BIO 120 | Medical Terminology | 3 | _____ |
| BIO 201 | Human Anatomy I | 4 | _____ |
| BIO 202 | Human Anatomy II | 4 | _____ |
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| HIT 230 | Medical Coding Systems I | 3 | _____ |
| HIT 232 | Medical Coding Systems II | 3 | _____ |
| HPS 107 | Trends and Issues Related to Health Sciences | 1 | _____ |
| HPS 110 | Introduction to Healthcare | 2 | _____ |
| MTH | MTH 116 Mathematical Applications or higher level | 3 | _____ |
| OAD 125 | Word Processing | 3 | _____ |
| OAD 215 | Health Information Management | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....38**

## Medical Billing and Coding
## Short Certificate
## Location: Boaz Campus

*This program is designed to prepare students for employment in medical/clinical settings. Emphasis is upon developing competency in producing, processing, and coding various types of medical records.*

| | | | |
|---|---|---|---|
| BIO 120 | Medical Terminology | 3 | _____ |
| BIO 201 | Human Anatomy I | 4 | _____ |
| BIO 202 | Human Anatomy II | 4 | _____ |
| HIT 230 | Medical Coding Systems I | 3 | _____ |
| HIT 232 | Medical Coding Systems II | 3 | _____ |
| HPS 107 | Trends and Issues Related to Health Sciences | 1 | _____ |
| HPS 110 | Introduction to Healthcare | 2 | _____ |
| OAD 125 | Word Processing | 3 | _____ |
| OAD 215 | Health Information Management | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....26**

## MSSC Certified Production Technician (CPT)
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| INT 261 | MSSC Safety | 3 | _____ |
| INT 262 | MSSC Quality Practices and Measurement | 3 | _____ |
| INT 263 | MSSC Manufacturing Processes and Production Course | 3 | _____ |
| INT 264 | MSSC Maintenance Awareness Course | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....12**

## Non-Profit Administration
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 147 ..... | Introduction to Finance or | | |
| or 276..... | Human Resource Management ..... | 3 | _____ |
| BUS 215 ..... | Business Communication ..... | 3 | _____ |
| BUS 241 ..... | Principles of Accounting I ..... | 3 | _____ |
| BUS 263 ..... | Legal/Social Environment or Business ..... | 3 | _____ |
| BUS 275 ..... | Principles of Management ..... | 3 | _____ |
| BUS 285 ..... | Principles of Marketing ..... | 3 | _____ |
| BUS 296 ..... | Business Internship ..... | 3 | _____ |
| CIS 146 ..... | Computer Applications..... | 3 | _____ |
| ENG 101 ..... | English Composition I..... | 3 | _____ |
| MTH 100 ..... | MTH 100 Intermediate College Algebra or higher level.... | 3 | _____ |
| SPH 106 ..... | Fundamentals of Oral Communication or | | |
| or 107..... | Public Speaking..... | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....33**

## Non-Profit Administration
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| BUS 263 ..... | Legal/Social Environment or Business ..... | 3 | _____ |
| BUS 147 ..... | Introduction to Finance or | | |
| or 276..... | Human Resource Management ..... | 3 | _____ |
| BUS 275 ..... | Principles of Management ..... | 3 | _____ |
| BUS 285 ..... | Principles of Marketing ..... | 3 | _____ |
| BUS 296 ..... | Business Internship ..... | 3 | _____ |
| CIS or MTH ..... | CIS 146 Computer Applications or MTH 100 Intermediate | | |
| | College Algebra or higher level..... | 3 | _____ |
| ENG 101 ..... | English Composition I..... | 3 | _____ |
| SPH 106 ..... | Fundamentals of Oral Communication or | | |
| or 107..... | Public Speaking..... | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....24**

## Office Administration
## Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| MTH | MTH 116 Mathematical Applications or higher level | 3 | _____ |
| OAD 103 | Intermediate Keyboarding III | 3 | _____ |
| OAD 110 | Computer Navigation | 3 | _____ |
| OAD 125 | Word Processing | 3 | _____ |
| OAD 126 | Advanced Word Processing | 3 | _____ |
| OAD 138 | Records and Information Management | 3 | _____ |
| OAD 233 or 242 | Trends in Office Technology or Office Internship | 3 | _____ |
| OAD 243 | Spreadsheet Applications | 3 | _____ |
| OAD 244 | Database Applications | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 36**

## Office Administration
## Short Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| OAD 103 | Intermediate Keyboarding III | 3 | _____ |
| OAD 110 | Computer Navigation | 3 | _____ |
| OAD 125 | Word Processing | 3 | _____ |
| OAD 126 | Advanced Word Processing | 3 | _____ |
| OAD 138 | Records and Information Management | 3 | _____ |
| OAD 233 or 242 | Trends in Office Technology or Office Internship | 3 | _____ |
| OAD 243 | Spreadsheet Applications | 3 | _____ |
| OAD 244 | Database Applications | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 24**

## Power Plant
## Certificate
## Location: Aviation College, Albertville

| | | | |
|---|---|---|---|
| AMP 220 | Reciprocating Engines and Theory | 5 | _____ |
| AMP 221 | Turbine Engine Theory and Systems | 5 | _____ |
| AMP 222 | Reciprocating Engine Inspections and Propellers | 5 | _____ |
| AMP 223 | Reciprocating Engines Overhaul | 5 | _____ |
| AMP 224 | Turbine Engine Inspection Overhaul | 5 | _____ |
| AMT 101 | Basic Electricity | 5 | _____ |
| AMT 103 | Weight and Balance, Ground Handling and Servicing, Cleaning and Corosion Control | 5 | _____ |
| AMT 104 | Technical Preparation | 5 | _____ |
| AMT 105 | Materials and Processes | 5 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| MTH | MTH 100 Intermediate College Algebra or higher level | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....51**

## Reciprocating Engines
## Short Certificate
## Location: Aviation College, Albertville

| | | | |
|---|---|---|---|
| AMP 220 | Reciprocating Engines and Theory | 5 | _____ |
| AMP 221 | Turbine Engine Theory and Systems | 5 | _____ |
| AMT 101 | Basic Electricity | 5 | _____ |
| AMT 104 | Technical Preparation | 5 | _____ |
| AMT 105 | Materials and Processes | 5 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....25**

## Software Application Specialist
## Certificate
## Location: Boaz Campus

*This program is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in an office environment. Emphasis is upon developing competency in order to complete the MOS certification exams.*

| | | | |
|---|---|---|---|
| CIS 146 | Computer Applications | 3 | _____ |
| ENG 101 | English Composition I | 3 | _____ |
| MTH | MTH 116 Mathematical Applications or higher level | 3 | _____ |
| OAD 103 | Intermediate Keyboarding | 3 | _____ |
| OAD 110 | Computer Navigation | 3 | _____ |
| OAD 125 | Word Processing | 3 | _____ |
| OAD 126 | Advanced Word Processing | 3 | _____ |
| OAD 243 | Spreadsheet Applications | 3 | _____ |
| OAD 244 | Database Applications | 3 | _____ |
| OAD 246 | Office Graphics and Presentations | 3 | _____ |
| OAD 247 | Special Projects (Advanced Spreadsheet Applications) | 3 | _____ |
| SPH 106 or 107 | Fundamentals of Oral Communication or Public Speaking | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....36**

## Software Application Specialist
## Short-Term Certificate
## Location: Boaz Campus

*This program is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in an office environment. Emphasis is upon developing competency in order to complete the MOS certification exams.*

| | | | |
|---|---|---|---|
| OAD 125 | Word Processing | 3 | _____ |
| OAD 126 | Advanced Word Processing | 3 | _____ |
| OAD 243 | Spreadsheet Applications | 3 | _____ |
| OAD 244 | Database Applications | 3 | _____ |
| OAD 246 | Office Graphics and Presentations | 3 | _____ |
| OAD 247 | Special Projects (Advanced Spreadsheet Applications) | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....18**

## Web Technology Fundamentals
## Short-Term Certificate
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| CIS 117 | Database Management Software | 3 | _____ |
| CIS 161 | Introduction Networking Communications | 3 | _____ |
| CIS 207 | Web Development | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 9**

## Welding
## Short-Term Certificate
## Location: Boaz Campus/Marshall Technical School

| | | | |
|---|---|---|---|
| INT 261 | MSSC Safety/OSHA 10 | 3 | _____ |
| WDT 108 | SMAW Fillet/OFC | 3 | _____ |
| WDT 110 | Industrial Blueprint Reading | 3 | _____ |
| WDT 122 | SMAW Fillet/OFC Lab | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 12**

## Welding Technician
## Short-Term Certificate
## Location: Boaz Campus/Marshall Technical School

| | | | |
|---|---|---|---|
| INT 261 | MSSC Safety/OSHA 10 | 3 | _____ |
| WDT 108 | SMAW Fillet/OFC | 3 | _____ |
| WDT 110 | Industrial Blueprint Reading | 3 | _____ |
| WDT 119 | Gas Metal Arc/Flux Cored Arc Welding Lab | 3 | _____ |
| WDT 122 | SMAW Fillet/OFC Lab | 3 | _____ |
| WDT 124 | Gas Metal Arc/Flux Cored Arc Welding Lab | 3 | _____ |
| WDT 228 | Gas Tungsten Arc Welding | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 21**

## Welding Technologist
## Certificate
## Location: Boaz Campus/Marshall Technical School

| | | | |
|---|---|---|---|
| ENG 101 | English Composition I | 3 | _____ |
| MTH | MTH 116 or higher level (MTH 100*, MTH 110, MTH 112, MTH 113, MTH 116, MTH 125) | 3 | _____ |
| Elective | SCI or MTH (BIO 103, CHM 104, CHM 111, GEO 101, MTH 100*,PHS 111, PHY 201) | 3-4 | _____ |
| INT 261 | MSSC Safety/OSHA 10 | 3 | _____ |
| WDT 104 | SMAW Fillet/PAC/CAC | 6 | _____ |
| WDT 108 | SMAW Fillet/OFC | 3 | _____ |
| WDT 110 | Industrial Blueprint Reading | 3 | _____ |
| WDT 119 | Gas Metal Arc/Flux Cored Arc Welding Lab | 3 | _____ |
| WDT 122 | SMAW Fillet/OFC Lab | 3 | _____ |
| WDT 124 | Gas Metal Arc/Flux Cored Arc Welding Lab | 3 | _____ |
| WDT 160 | Robotics Lab I | 3 | _____ |
| WDT 219 | Welding Inspection and Testing | 3 | _____ |
| WDT 228 | Gas Tungsten Arc Welding | 3 | _____ |

**TOTAL HOURS REQUIRED FOR CERTIFICATE ..... 42-43**

**MTH 100 can only count once toward degree requirements.*

## Health Science Degree Requirements

The Health Science Division of Snead State Community College offers students the opportunity to earn an Associate in Applied Science degree or a Short-Term Certificate (Nursing Assistant/Home Health Aide). These programs prepare students for immediate employment in well-paying occupations. The special nature of Health Science programs necessitates additional admissions, progress, and program requirements beyond those for most programs.

### Special Admission Requirements

- **Associate in Applied Science Degree Nursing (ADN) - Standard option**

  The Associate in Applied Science Degree Nursing (ADN) program is a five-semester program. The ADN curriculum includes content that allows students to attain knowledge and understanding of the prevention of illness; maintenance, promotion and restoration of health; safe and effective care environment; and psychological integrity of individuals across the life span. Critical thinking, nursing process, communication, safety, client education, ethical-legal issues, health-illness, growth and development, current trends in health care, and pharmacology are core themes used to develop content within the curriculum. The ADN curriculum incorporates general education courses along with the nursing courses. The nursing courses include classroom instruction, campus laboratory, and clinical experiences in varied health care facilities.

  Completion of the Associate in Applied Science Degree Nursing Program leads to the awarding of the Associate in Applied Science degree. Following graduation, the student may be eligible to take the National Council of State Boards of Nursing Licensure Examination-RN (NCLEX-RN) and to apply for a state registered nurse license. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

- **Mobility LPN to ADN Option**

  The Mobility LPN to ADN option provides opportunity for the LPN to obtain an Associate in Applied Science Degree. This option allows qualified LPNs to enter the fourth semester of the ADN curriculum after completion of the NUR 209 transition course, and mobility students complete the program in three semesters. Upon completion of the LPN to RN Mobility option, 15 credit hours will be awarded for the LPN Program. Following graduation, the student may be eligible to take the National Council of State Boards of Nursing Licensure Examination-RN (NCLEX-RN) and to apply for a state registered nurse license. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

### Other Admission Requirements

A student who seeks admission to the nursing program must satisfy certain requirements beyond those imposed on students seeking admission to other SSCC programs. These requirements differ so that students have an adequate academic background that will give the greatest opportunity for success in a complex curriculum that progresses in a sequential order. Admission to the college does not guarantee admission to the nursing program.

Applicants are admitted to the Associate in Applied Science Degree Nursing (ADN) program annually in the Fall. Applicants to the Mobility LPN to ADN option are admitted in the Spring. Applicants should consult with a nursing advisor well in advance of the date they plan to apply for admission to the nursing program to allow time to meet the admission requirements.

- Minimum Standards for the Associate in Applied Science Degree Nursing (ADN) Program include:
  1. Unconditional admission to the college.
  2. Meet the ADN application deadline of May 15 at 4:00 p.m.

3. Applications received after deadline will not be considered.
4. A minimum of 2.50 GPA calculated based on grades earned in Pre-Nursing General Education courses.
5. A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
6. Eligibility for English 101 and Math 100 determined by college policy.
7. Good standing with the College.
8. Meeting the essential functions required for nursing throughout the program.
9. Completion of the ACT with a minimum composite score of 18 prior to application. There is no expiration date on ACT scores for nursing application purposes.
10. Students are selected for admission into the ADN program based on academic performance and a predetermined number of slots. Meeting minimum requirements does not guarantee acceptance into the program. Since class size is limited, students with the strongest academic record will be selected.
11. Applicants will be notified, in writing, of acceptance into the ADN program.

- Minimum Admission Standards for the Mobility LPN to Associate in Applied Science Degree Nursing (ADN) Program include:
  1. Unconditional admission to Snead State Community College.
  2. Meet the appropriate Mobility application deadline: October 1 at 4:00 p.m.
  3. Applications received after the deadline will not be considered.
  4. A minimum of 2.50 GPA calculated based on grades earned in Pre-Nursing General Education courses.
  5. Good standing with Snead State Community College.
  6. Meeting the essential functions required for nursing throughout the program.
  7. Completion of the ACT with a minimum composite score of 18 prior to application. There is no expiration date on ACT scores for nursing application purposes.
  8. Have completed the following courses with a grade of "C" or higher:
     - MTH 100 or higher
     - BIO 201 Human Anatomy and Physiology I
     - BIO 202 Human Anatomy and Physiology II.
     - ENG 101 English Composition
     - PSY 210 Human Growth and Development
     - SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking
  9. Possess and maintain a current, active, and unencumbered Alabama LPN license. Applicants to the Fort Benning LPN to RN Mobility program must possess and maintain a current, active, and unencumbered Georgia LPN license. Proof must be on file.
  10. Students are selected for admission into the Mobility LPN to ADN program based on academic performance and a predetermined number of slots. Meeting minimum requirements does not guarantee acceptance into the program. Since class size is limited, students with the strongest academic record will be selected.
  11. Applicants will be notified, in writing, of acceptance into the Mobility program.

## ACCS Nursing Programs Essential Functions

The Alabama Community College System endorses the Americans with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The list of essential functions for nursing programs will be provided to each student who declares intent to major in one of the career/technical programs.

- Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be unable to meet clinical requirements and will be unable to progress in the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to:

Brittany Goble
Director of Student Support Services and Engagement/ADA Coordinator
Office: McCain Student Center (lower level)
Snead State Community College
P.O. Box 734, Boaz, AL 35957
256.840.4208
ada@snead.edu

- **Program Requirements**

  1. Students have direct contact with patients and other health care workers in affiliated health care agencies, therefore, they are expected to have and maintain a satisfactory level of health, including freedom from chemical dependency and communicable diseases. Students must be able to fully participate in the approved program of classroom studies and campus and clinical laboratory experiences.

     A completed physical, indicating that an applicant is in satisfactory

mental and physical health and is free of any infectious disease, must be completed and signed by a licensed physician or certified nurse practitioner. The form must be submitted prior to beginning the first clinical nursing course.

2. Since the nursing curriculum includes direct patient care, students must meet the essential standards with or without reasonable accommodations. These standards relate to physical, mental, and emotional capabilities of prospective students and must be signed by the student and on file in the nursing office. Additional health criteria may be required by clinical agencies.

   Students must notify the Director of Health Sciences of any significant changes in health, including pregnancy. The faculty reserves the right at any time to require an additional medical examination at the student's expense in order to evaluate the student's ability to perform the academic/clinical requirements.

3. A student who is hospitalized for any existing health problem must submit a statement from the physician/primary health care provider indicating ability to continue in the nursing program.

4. Students will be required, at their own expense, to have an annual drug and/or alcohol screen. Drug screening will be performed at a time and place determined by the Director/ Faculty. In addition, a student may be required to submit to drug and/ or alcohol screening for cause by a certified laboratory designated by the College. If a drug and/or alcohol screen is positive or if the Medical Review Officer documents that a student's prescribed medication could pose a safety risk in safety-sensitive positions, the student will be dismissed from the nursing program.

5. Students must show proof of background screen from a company designated by the College prior to beginning the first clinical nursing course. Students with positive background checks will be unable to continue in the nursing program.

6. Clinical agencies require students to pass drug screening and background checks. Compliance with this requirement and satisfactory findings are essential for clinical placement and progression.

7. Students must submit proof of immunization and positive titers for the following (at the student's expense) prior to beginning the nursing program:

   - MMR (Measles, Mumps, Rubella) - If given prior to 1969, must be repeated.
   - Varicella (Chickenpox)
   - Hepatitis B Vaccination - series of three injections.
   - Two-Step PPD (tuberculin test) required for initial TB screening. After the initial screening, a PPD test must be completed annually.
   - Tetanus - Within previous 10 years.
   - Influenza immunization within the first semester of the program and annually.
   - COVID Vaccine

8. Pay required annual premiums for nursing student liability (malpractice) insurance specified by the nursing program prior to the beginning the first clinical nursing course.

9. Purchase regulation Snead State nursing student uniforms and other equipment necessary for participation in the nursing program.

10. Pay required HESI Testing fees each semester.

11. Possess current certification in cardiopulmonary resuscitation at the healthcare provider level (BCLS),

prior to first clinical nursing course. Community CPR is not accepted. This certification must remain current throughout the program. American Heart Association and American Red Cross accepted.

12. In addition, the student will abide by the individual health care facility policies and procedures. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program.
13. Because neither the college nor affiliated clinical agencies provide health care for students, each student is required to show proof of health insurance prior to beginning the first clinical nursing course.
14. Nursing students are not eligible for wages or workers compensation from either college or the healthcare facility since the student is not an employee of either party. Only Nursing students participating in an approved Nursing Apprenticeship program are eligible for wages and may be eligible for workers compensation from their employing healthcare facility.
15. All students (transfer students, mobility students, readmission students, and all new admission students) will be required to pass a dosage calculation exam prior to administering medications in clinical. Students will be given two attempts to score a 90% or above. Failure to pass the dosage calculation exam will result in failure to meet course objectives and will result in lack of progression in the nursing program.

- **Alabama Community College System Nursing Education Program Progression Policy**

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

1. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA.

   Grading scale for nursing courses

   A = 90-100

   B = 80-89

   C = 75-79

   D = 60-74

   F = 59 and below
2. Be accepted by clinical agencies for clinical experiences.
3. Maintain current CPR at the health care provider level.
4. Unless completed previously, students must complete all required general education courses according to the Alabama Community College System Nursing Education curriculum.
5. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
6. Students must successfully complete the program:
   - Within eight semesters for ADN students.
   - Within five semesters for LPN to RN Mobility students.
7. If a student withdraws from, makes a D, or F in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on space available.
8. Students whose progression through the nursing program is interrupted and who desire to be reinstated must schedule an appointment with the nursing director to discuss reinstatement. To be eligible for reinstatement, a student must:
   - Apply for readmission to the college if not currently enrolled;
   - Submit an application following normal admission guidelines. Readmission application should be received by the appropriate date based on the following deadlines:

Fall - June 1 at 4 p.m.; Spring - October 1 at 4 p.m.; and Summer - February 1 at 4 p.m.

- May be required to validate skills and knowledge;
- Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.

9. Nursing non-progression is defined as failure of one or more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters. Students returning to repeat a course due to withdrawal will be allowed to register for said course(s) on a space available basis.
10. Reinstatement to the nursing program is not guaranteed even if a student meets all requirements for reinstatement. Reinstatement may be denied due to, but not limited to, any of the following circumstances:
    - Space is unavailable in the course to which the student wishes reinstatement. (Students in regular progression have enrollment priority for clinical sites.)
    - Grade point average is less than 2.0 from courses completed at current College.
    - Refusal by clinical agencies to accept the student for clinical experiences.
    - Failure to demonstrate competency in all previous nursing courses successfully completed.
    - Over twelve months have elapsed since the student was enrolled in a nursing course.
    - Student has been dismissed from the program.
11. A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.
12. A student who withdraws from a specific program (ADN/Mobility) can apply for admission as a new student to any nursing program within the Alabama Community College System, provided:
    - The student meets current entry requirements;
    - The student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.
13. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

- **Nursing Transfer Policy**

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer to other institutions.

1. Criteria for Transfer
    - Must meet minimum admission standards for the nursing program.
    - Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer. (GPA is calculated only on the most recent 24 credit hours.)
    - Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program by the application deadline.
    - Must comply with all program policy requirements at accepting institution.

- Complete at least 25 percent of the nursing program required courses for degree/certificate at the accepting institution.
- Must meet acceptability criteria for placement at clinical agencies for clinical experience.
- Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- Student selection for transfer is based on GPA in nursing program required courses.

- **Licensure Information RN**

  Upon satisfactory completion of the requirements of the nursing program, the graduate will be eligible to apply to the State Board of Nursing for licensure as a nurse. Legal requirements for licensure in Alabama may be found in the Alabama Administrative Code Chapter 610-x-4.. Applicants who have been found guilty of any offenses listed in the Code may be denied licensure by the Alabama Board of Nursing, State of Alabama, Montgomery, Alabama, 36130. For more information, visit the ABN website at www.abn.alabama.gov.

  The nursing student shall comply with legal, moral and legislative standards, in accordance with the Alabama Board of Nursing Administrative Code Chapter 610-X-4.

- **Nurse Apprenticeship Program**

  Nursing students who are in good academic standing and who have completed NUR 113 may be eligible to participate in a Nurse Apprenticeship program authorized through the Alabama Office of Apprenticeship. Contact Dr. Lisa Brock or Ms. Tammy Robison in the Health Sciences department for more information.

## Nursing (RN)
## Associate in Applied Science Degree
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| Area I | English Composition I | 3 | |
| ENG 101 | English Composition I | 3 | _____ |
| Area II | Humanities and Fine Arts | 6 | |
| SPH | SPH 106 OR 107 | 3 | _____ |
| Elective | ENG 251, 252, 261, 262, HUM 101, 102, PHL 106, 206, REL 100, 151, 152 | 3 | _____ |
| Area III | Natural Science and Mathematics | 15 | |
| MTH 100 or Higher level math | MTH 100, 110, 112, 113, 125 | 3 | _____ |
| BIO 201 | Human Anatomy and Physiology I | 4 | _____ |
| BIO 202 | Human Anatomy and Physiology II | 4 | _____ |
| BIO 220 | General Microbiology | 4 | _____ |
| Area IV | History, Social, and Behavioral Sciences | 3 | |
| PSY 210 | Human Growth and Development | 3 | _____ |
| | | | _____ |
| Area V | Pre-Professional, Major, and Elective Courses | 39 | |
| NUR 112 | Fundamental Concepts of Nursing | 7 | _____ |
| NUR 113 | Nursing Concepts I | 8 | _____ |
| NUR 114 | Nursing Concepts II | 8 | _____ |
| NUR 115 | Evidence Based Clinical Reasoning | 2 | _____ |
| NUR 209* | Concepts for Healthcare Transition | 10 | _____ |
| NUR 211 | Advanced Nursing Concepts | 7 | _____ |
| NUR 221 | Advanced Evidence Based Clinical Reasoning | 7 | _____ |

**TOTAL HOURS REQUIRED FOR DEGREE ..... 66**

** Mobility LPN to ADN option. Upon completion of NUR 209 with a grade of 75% or higher, fifteen (15) non-traditional credit hours will be awarded.)*

## Mobility LPN-To-Associate Degree Nursing
## Associate in Applied Science Degree
## Location: Boaz Campus

| | | | |
|---|---|---|---|
| Area I | Written Composition | 3 | |
| ENG 101 | English Composition I | 3 | _____ |
| Area II | Humanities and Fine Arts | 6 | |
| SPH | SPH 106 OR 107 | 3 | _____ |
| Elective | ENG 251, 252, 261, 262, PHL 106, 206, REL 100, 151, 152 | 3 | _____ |
| Area III | Natural Science and Mathematics | 15 | |
| MTH 100 or Higher level math | MTH 100, 110, 112, 113, 125 | 3 | _____ |
| BIO 201 | Human Anatomy and Physiology I | 4 | _____ |
| BIO 202 | Human Anatomy and Physiology II | 4 | _____ |
| BIO 220 | General Microbiology | 4 | _____ |
| Area IV | History, Social, and Behavioral Sciences | 3 | |
| PSY 210 | Human Growth and Development | 3 | _____ |
| | | | _____ |
| Area V | Pre-Professional, Major, and Elective Courses | 39 | |
| NUR 209 | Concepts for Healthcare Transition Students | 10 | _____ |
| *Upon completion of NUR 209 with a grade of 75% or higher, fifteen non-traditional credit hours will be awarded | | 15 | _____ |
| NUR 211 | Advanced Nursing Concepts | 7 | _____ |
| NUR 221 | Advanced Evidence Based Clinical Reasoning | 7 | _____ |
| **TOTAL HOURS REQUIRED FOR DEGREE** | | **66** | |

## Nursing Assistant/Home Health Aide
## Short-Term Certificate
## (High School Dual Enrollment Only)

*The Nursing Assistant/Home Health Aide short certificate program provides the student with the necessary theory, laboratory, and clinical experiences for the development of skills required to qualify as a Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of the certificate program, students may apply for certification with the National Nurse Aide Assessment Program (NNAAP) which requires that both the written and skills portions of the NNAAP examination be passed in order to be certified and listed on the Alabama Nurse Aide Registry.*

*Documentation requirements prior to clinical rotations:*

- *Current immunization records*
- *Clear background screening from company used by SSCC Health Sciences Department*
- *Clear drug screening from company used by SSCC Health Sciences Department*

NAS 100.....Long Term Care Nursing Assistant ..... 4 _____

NAS 102.....Medication Assistant ..... 6 _____

**TOTAL HOURS REQUIRED FOR CERTIFICATE .....10**

## Cost of the Nursing Assistant/Home Health Aid Short-Term Certificate Program

**TUITION:** $2,340

**BOOKS:** $90

**STETHOSCOPE KIT:** $70

**UNIFORM:** $40

**CERTIFICATION EXAM:** $110

**BACKGROUND CHECK:** $40

**DRUG SCREEN:** $35

**TOTAL: $2,055**

# Course Descriptions



## Official Symbols

The following course abbreviations are the official symbols used by Snead State Community College:

ACR Air Conditioning/Refrigeration
ACT Accounting Technology
AGR Agriculture
AMP Aviation Maintenance Power Plant
AMT Aviation Maintenance Technology
ART Art
BIO Biology
BUS Business
CHD Child Development
CHM Chemistry
CIS Computer Science
CRJ Criminal Justice
ECO Economics
EDU Education
ELT Electrical Technology
ENG English and Literature
GEO Geography
HEC Home Economics
HED Health Education
HIS History
HIT Health Information Technology
HOC Horticulture
HPS Health Sciences
HUM Humanities
IAT Industrial Automation Technology
IDS Interdisciplinary Studies
INT Industrial Maintenance Technology
MCM Mass Communications
MST Management and Supervision
MTH Mathematics
MTT Machine Tool Technology
MUL Music Class Performance Instruction and Music Ensembles
MUP Music Individual Performance Instruction
MUS Music
NAS Nursing Assistant/Home Health Aide
NUR Nursing
OAD Office Administration
PED Physical Education
PHL Philosophy
PHS Physical Science
PHY Physics
POL Political Science
PSY Psychology
REL Religion
SOC Sociology
SPA Spanish
SPH Speech Communication
THR Theater Arts
WDT Welding Technology
WKO Workplace Skills

## Credit Hours Definition

Snead State operates within the Alabama Community College System (ACCS) and adheres to the ACCS Board of Trustees policies and procedures for determining credit hours awarded for courses and programs. Additionally, the College also adheres to the Federal definition of a credit hour as being an amount of work represented in intended learning outcomes and verified as evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2. At least an equivalent amount of work as required in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Snead State uses the semester credit hour as the unit of credit for all coursework. A semester credit hour is based upon the average weekly number

of hours of instruction during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact. Courses taught in fewer than fifteen weeks have weekly contact hours increased so that the total amount of contact time for the course is constant.

Courses that are taught in online, hybrid, and virtual formats are designed by faculty in such a way that the activities, assessments, and time investment required by the students are equivalent to those in the on-campus sections of the same course. The division directors for each academic division review online and hybrid courses with faculty to verify that they are equivalent to their traditional counterparts as a part of the course evaluation process.

All courses at Snead State Community College are taken from the ACCS Course Directory in accordance with ACCS Policy 717.01. The ACCS Course Directory provides a comprehensive system of common course names, numbers, and descriptions which include the amount of credit hours and categories of instruction associated with each course. The precise ratio of weekly contact hours to credit hours varies according to the categories of instruction within a course as defined in the Chancellor's Procedures for ACCS Policy 705.01.

## Method of Instruction Legend

- **FLEX**: HyFlex- HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a hyflex course. Identity verification for students participating online may be required using the college's approved verification process.
- **HYBON**: Hybrid Online - Courses require a combination of online and in-person activities, with more than 50 percent of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.
- **HYBCL**: Hybrid Classroom - Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.
- **ONL**: Online - Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.
- **TRA**: Traditional - Traditional courses are delivered in-person at an approved instructional location on specified days and times. Students are expected to attend all scheduled meetings in person.

# Course Descriptions

## Accounting Technology (ACT)

**ACT 249. PAYROLL ACCOUNTING 3 cr. hrs.**

This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls. Prerequisite: None. Code: Career/Technical. Offered: ONL.

**ACT 253. INDIVIDUAL INCOME TAX 3 cr. hrs.**

This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemption, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual. Prerequisite: None. (Online Only). Code: Career/Technical. Offered: ONL.

## Agriculture (AGR)

**AGR 152. LANDSCAPE CONSTRUCTION 3 cr. hrs.**

This course is designed to enhance student's skills needed to perform specific tasks related to ornamental horticulture. Topics are based on the season of the year in which the course is taught and the activities currently being performed by workers in the industry. Students are given the opportunity to demonstrate their ability to perform the seasonal application taught in the course. Prerequisite: As required by program. Code C. Offered: TRA.

**AGR 215. AGRIBUSINESS MANAGEMENT 3 cr. hrs.**

This course focuses on practices essential to establishing and maintaining an agribusiness. Topics include personnel management, finance, customer service, insurance, and record keeping. Upon course completion, students will demonstrate an understanding of the requirements to comply with mandated state and federal regulations, manage employees, and meet consumer demands. Prerequisite: None. Code C. Offered: TRA.

## Air Conditioning/Refrigeration (ACR)

**ACR 111. PRINCIPLES OF REFRIGERATION**

**3 cr. hrs., Lec. 1, Lab 4**

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. Code: Career/Technical. Offered: HYBCL.

**ACR 112. HVACR SERVICE PROCEDURES**

**3 cr. hrs., Lec. 1, Lab 4**

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. Prereqisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 113. REFRIGERATION PIPING PRACTICES**

**3 cr. hrs., Lec. 1, Lab 4**

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. Prerequisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 119. FUNDAMENTALS OF GAS HEATING SYSTEMS 3 cr. hrs., Lec. 1, Lab 4**

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. Prerequisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 121. PRINCIPLES OF ELECTRICITY FOR HVACR**
**3 cr. hrs., Lec. 1, Lab 4**

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. Prerequisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 123. HVAC/R ELECTRICAL COMPONENTS**
**3 cr. hrs., Lec. 1, Lab 4**

This course introduces students to electrical components and controls. Emphasis is placed of the operations on motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation. Prerequisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 125. FUNDAMENTALS OF GAS AND ELECTRICAL HEATING SYSTEMS 6 cr. hrs., Lec. 2, Lab 8**

This course provides instruction on general service and installation for common gas and electrical heating systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students will be able to install and service gas and electrical heating systems in a wide range of applications. Prerequisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 126. COMMERCIAL HEATING SYSTEMS**
**3 cr. hrs., Lec. 1, Lab 4**

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. Prerequisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 127. HVACR ELECTRIC MOTORS**
**3 cr. hrs., Lec. 1, Lab 4**

This course covers the basic maintenance of electric motors used in HVAC/R systems. Topics include types of motors, motor operations, motor installation, and troubleshooting motors. Upon completion student should be able to install and service HVAC/R electric motors. Prerequisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 130. COMPUTER ASSISTED HVAC TROUBLESHOOTING 1 cr. hr., Lab 2**

This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/electrical malfunctions. Upon completion, student should be able to diagnosis and repair service problems in HVAC equipment. Prerequisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 132. RESIDENTIAL AIR CONDITIONING**
**3 cr. hrs., Lec. 1, Lab 4**

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students will be able to service and repair residential air conditioning systems. Prerequisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 147. REFRIGERANT TRANSITION AND RECOVERY THEORY 3 cr. hrs.**

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, and III universal certification. Upon completion, students should be prepared to take the EPA 608 certification examination. Prerequisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 148. HEAT PUMP SYSTEMS I**
**3 cr. hrs., Lec. 1, Lab 4**

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. Prerequisitie: None. Code: Career/Technical. Offered: HBYCL.

**ACR 181. SPECIAL TOPICS IN AIR CONDITIONING/ REFRIGERATION I 3 cr. hrs.**

This course provides specialized instruction in various areas related to the air conditioning and refrigeration industry. Prerequisite: None. Code: Career/Technical. Offered: HYBCL.

**ACR 195. HVAC CO-OP**

**3 cr. hrs., Co-op 15**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to Air Conditioning/Refrigeration. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting. Prerequisite: None. Code: Career/Technical. Offered: HYBCL.

**ACR 203. COMMERCIAL REFRIGERATION**

**3 cr. hrs., Lec. 1, Lab. 4**

This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems. Prerequisite: None. Code: Career/Technical. Offered: HYBCL.

**ACR 205. SYSTEM SIZING AND AIR DISTRIBUTION**

**3 cr. hrs., Lec. 1, Lab. 4**

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. Code: Career/Technical. Offered: HYBCL.

**ACR 209. COMMERCIAL AIR CONDITIONING SYSTEMS 3 cr. hrs., Lec. 1, Lab. 4**

This course focuses on servicing and maintaining commercial and residential HVAC/R systems. Topics include system component installation and removal and service techniques. Upon completion, the student should be able to troubleshoot and perform general maintenance on commercial and residential HVAC/R systems. Prerequisite: None. Code: Career/Technical. Offered: HYBCL.

## Aviation Maintenance Power Plant (AMP)

**AMP 220. RECIPROCATING ENGINES AND THEORY**

**5 cr. hrs., Lec. 2, Lab 6-9**

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 placed 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. Prerequisite: AMT 101, AMT 103, AMT 104, and AMT 105 or equivalent. Code: Career/Technical. Offered: TRA.

**AMP 221. TURBINE ENGINE THEORY AND SYSTEMS**

**5 cr. hrs., Lec. 2. Lab 6-9**

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. Prerequisites: AMT 101, AMT 103, AMT 104, and AMT 105 or equivalent. Code: Career/Technical. Offered: TRA.

**AMP 222. RECIPROCATING ENGINE INSPECTIONS AND PROPELLERS**

**5 cr. hrs., Lec. 2, Lab 6-9**

This course focuses on the inspection, troubleshooting, and repair of reciprocating 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. Prerequisites: AMT 101, AMT 103, AMT 104, and AMT 105 or equivalent. Code: Career/Technical. Offered: TRA.

**AMP 223. RECIPROCATING ENGINES OVERHAUL**
**5 cr. hrs., Lec. 2, Lab 6-9**

This course is a study of engine instruments, electrical systems, 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. Prerequisites: AMT 101, AMT 103, AMT 104, and AMT 105 or equivalent. Code: Career/Technical. Offered: TRA.

**AMP 224.TURBINE ENGINE INSPECTION AND OVERHAUL 5 cr. hrs., Lec. 2, Lab 6-9**

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 Boroscope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine. Prerequisites: AMT 101, AMT 103, AMT 104, and AMT 105 or equivalent. Code: Career/Technical. Offered: TRA.

## Aviation Maintenance Technology (AMT)

**AMT 101. BASIC ELECTRICITY**
**5 cr. hrs., Lec. 2, Lab 6-9**

This course provides a study in 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. Code: Career/Technical. Offered: TRA.

**AMT 103. WEIGHT AND BALANACE, GROUND HANDLING AND SERVICING, CLEANING AND CORROSION**
**5 cr. hrs., Lec. 2, Lab 6-9**

This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on aircraft weight and balance, handling and securing aircraft, cleaning and corrosion control. Upon completion, students should be able to conduct aircraft weight and balance, compute aircraft weight and balance, handle and secure aircraft during ground operations, and cleaning and corrosion control. Prerequisite: None. Code: Career/Technical. Offered: TRA.

**AMT 104. TECHNICAL PREPARATION**
**5 cr. hrs., Lec. 2, Lab 6-9**

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. Code: Career/Technical. Offered: TRA.

**AMT 105. MATERIALS AND PROCESSES**
**5 cr. hrs., Lec. 2, Lab 6-9**

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. Code: Career/Technical. Offered: TRA.

**AMT 110. NON-METALLIC STRUCTURES AND WELDING 5 cr. hrs., Lec. 2, Lab 6-9**

This course is a study of repairs to non-metallic aircraft surfaces and structures and welding. Emphasis is placed on repairs to fabric surfaces and to wood, 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 structures, and make repairs to steel structures using various welding methods. Prerequisite: AMT 101, AMT 103, AMT 104 and AMT 105 or equivalent. Code: Career/Technical. Offered: TRA.

**AMT 111. AIRCRAFT SHEET METAL STRUCTURES 5 cr. hrs., Lec. 2, Lab 6-9**

This course introduces aircraft sheet metal repairs. Emphasis is placed on the use of proper procedures, tools, and materials to complete sheet metal repairs. Upon completion, students should be able to install conventional rivets; form, layout, and bend sheet metal; install special rivets and fasteners; inspect and repair sheet metal structures. Prerequisite AMT 101, AMT 103, AMT 104, and AMT 105 or equivalent. Code: Career/Technical. Offered: TRA.

**AMT 112. AIRFRAME SYSTEMS I 5 cr. hrs., Lec. 2, Lab 6-9**

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. Prerequisite: AMT 101, AMT 103, AMT 104, and AMT 105 or equivalent. Code: Career/Technical. Offered: TRA.

**AMT 113. AIRFRAME SYSTEMS II 5 cr. hrs., Lec. 2, Lab 6-9**

This course introduces aircraft inclement weather control, fire protection and fuel systems as well as 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. Prerequisite: AMT 100, AMT 101, and AMT 102 or equivalent. Code: Career/Technical. Offered: TRA.

**AMT 114. AIRFRAME SYSTEMS III 5 cr. hrs., Lec. 2, Lab 6-9**

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, anti-skid and electrical braking systems, and position and warning systems. Prerequisite: AMT 101, AMT 103, AMT 104, and AMT 105 or equivalent. Code: Career/Technical. Offered: TRA.

**AMT 115. AIRFRAME SYSTEMS IV 5 cr. hrs., Lec. 2, Lab 6-9**

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 conditions

of airframes, airframe systems, and components. Prerequisite: AMT 101, AMT 103, AMT 104, and AMT 105 or equivalent. Code: Career/Technical. Offered: TRA.

## Art (ART)

**ART 100. ART APPRECIATION 3 cr. hrs.**
This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life. Prerequisite: None. Code A. Offered: ONL, TRA.

**ART 113. DRAWING I 3 cr. hrs., Lab. 6**
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. Prerequisite: None. Code B. Offered: TRA.

**ART 114. DRAWING II 3 cr. hrs., Lab. 6**
This course advances the students' drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Prerequisite: ART 113. Code B. Offered: TRA.

**ART 121. TWO-DIMENSIONAL COMPOSITION I 3 cr. hrs., Lab. 6**
This course introduces the basic concepts of two-dimensional design. Topics include the elements of art and principles of design with emphasis on the arrangement and relationships among them. Prerequisite: Determined by instructor. Prerequisite: None. Code B. Offered: TRA.

**ART 122. TWO-DIMENSIONAL COMPOSITION II 3 cr. hrs., Lab. 6**
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. Prerequisite: ART 121. Code: C. Offered: TRA

**ART 127. THREE-DIMENSIONAL COMPOSITION 3 cr. hrs., Lab. 6**
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. Prerequisites: ART 113 or ART 121. Code B. Offered: TRA.

**ART 133. CERAMICS I 3 cr. hrs., Lab. 6**
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. Offered: TRA.

**ART 180. INTRODUCTION TO GRAPHIC DESIGN 3 cr. hrs., Lab. 6**
This course is a general introduction to graphic design. Topics include history, processes, and production design. Upon completion, students should understand the concepts used to create media graphics. Prerequisite: None. Code C. Offered: ONL.

**ART 203. ART HISTORY I 3 cr. hrs.**
This course covers the chronological development of different forms of visual art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Middle Ages. Prerequisite: None. Code A. Offered: ONL.

**ART 204. ART HISTORY II 3 cr. hrs.**
This course covers a study of the chronological development of different forms of visual art, such as sculpture, painting and architecture. Emphasis

is placed on history from the Renaissance to the present. Prerequisite: None. Code A. Offered: ONL.

**ART 233. PAINTING I 3 cr. hrs., Lab. 6**

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Prerequisite: ART 113, ART 121, and/or as required by program. Code B. Offered: TRA.

**ART 234. PAINTING II 3 cr. hrs., Lab. 6**

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: ART 233. Code B. Offered: TRA.

**ART 291. SUPERVISED STUDY IN STUDIO ART I 3 cr. hrs., Lab. 3-12**

This course is designed to enable the student to continue studio experiences in greater depth. Topics are to be chosen by the student with the approval of the instructor. Upon completion the student should have a greater expertise in a particular area of art. Prerequisite: None. Code C. Offered: TRA.

**ART 299. ART PORTFOLIO 3 cr. hrs., Lab. 3-12**

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. Offered: TRA.

## Biology (BIO)

**BIO 103. PRINCIPLES OF BIOLOGY I 4 cr. hrs., Lec. 3, Lab. 1**

This is an introductory course for both science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through the study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life. A 120-minute laboratory per week is required. Prerequisite: None. Code A. Offered: HYBCL, ONL, TRA.

**BIO 104. PRINCIPLES OF BIOLOGY II 4 cr. hrs., Lec. 3, Lab. 1**

This introductory course synthesizes basic ecological and evolutionary relationships while surveying plant, fungi, and animal diversity, comparing classification, morphology, physiology, and reproduction. A 180-minute laboratory per week is required. Prerequisite: BIO 103. Code A. Offered: HYBCL, ONL, TRA.

**BIO 120. MEDICAL TERMINOLOGY 3 cr. hrs.**

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. Prerequisite: None. Code C. Offered: ONL.

**BIO 201. HUMAN ANATOMY AND PHYSIOLOGY I 4 cr. hrs., Lec. 3, Lab. 1**

This course covers the structure and function of the human body. Included is an orientation of the human body; a study of cells and tissues, joints, the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, and physiology may be featured in the laboratory experience. A 120-minute laboratory per week is required. Prerequisite: None. Code B. Offered: HYBCL, ONL.

**BIO 202. HUMAN ANATOMY AND PHYSIOLOGY II 4 cr. hrs., Lec. 3, Lab. 1**

This course covers the structure and function of the human body. Included is the study of basic nutrition and metabolism; basic principles of fluids, electro-

lytes, and acid-base balance; and the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology may be featured in the laboratory experience. A 120-minute laboratory per week is required. Prerequisite: BIO 201. Code B. Offered: HYBCL, ONL.

**BIO 220. GENERAL MICROBIOLOGY**
**4 cr. hrs., Lec. 2, Lab. 2**

This course covers the fundamental principles of microbiology, which includes the characteristics of bacteria, archaea, eukaryotes, and viruses; cell functions and microbial genetics; chemical and physical control methods of microbial growth; and interactions between microbes and humans in relation to pathology, immunology, and the role of normal biota. The laboratory experience focuses on microbiological techniques including culturing, microscopy, staining, identification, and control of microorganisms. This course requires 240 minutes of laboratory per week. Prerequisite: BIO 103 or BIO 201. Code B. Offered: HYBCL, ONL.

## Business (BUS)

**BUS 146. PERSONAL FINANCE 3 cr. hrs.**

This is a survey course related to managing personal finance. Topics include personal financial planning, money management, taxes, consumer credit, insurance, investments, retirement planning, and estate planning. Prerequisite: None. Code C. Offered: ONL.

**BUS 147. INTRODUCTION TO FINANCE 3 cr. hrs.**

This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy. Prerequisite: None. Code C. Offered: ONL.

**BUS 150. BUSINESS MATH 3 cr. hrs.**

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. Prerequisite: None. Code C. Offered: ONL.

**BUS 175. RETAILING 3 cr. hrs.**

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. Prerequisite: None. Code C. Offered: ONL.

**BUS 177. SALESMANSHIP 3 cr. hrs.**

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. Prerequisite: None. Code C. Offered: ONL.

**BUS 178. PURCHASING 3 cr. hrs.**

This course provides an overview of the principles of purchasing for resale. Topics include buying techniques, market buying systems, financial management of purchasing departments, market information systems, and problems confronting retail and wholesale buyers. Prerequisite: None. Code C. Offered: ONL.

**BUS 179. TRENDS IN DISTRIBUTION 3 cr. hrs.**

This course provides an overview of the distribution function. Topics include changing trends in distribution, problems created in areas of marketing, and ways to capitalize on latest distribution patterns. Prerequisite: None. Code C. Offered: ONL.

**BUS 186. ELEMENTS OF SUPERVISION 3 cr. hrs.**

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating. Prerequisite: As required by program. Code C. Offered: ONL.

**BUS 215. BUSINESS COMMUNICATION 3 cr. hrs.**

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized business communications. Prerequisite: None. Code C. Offered: ONL.

**BUS 241. PRINCIPLES OF ACCOUNTING I3 cr. hrs.**

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. Prerequisite: None. Code B. Offered: FLEX, ONL, TRA.

**BUS 242. PRINCIPLES OF ACCOUNTING II 3 cr. hrs.**

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also covers topics in managerial accounting, with coverage of corporations, and financial statement analysis. Prerequisite: BUS 241. Code B. Offered: FLEX, ONL, TRA.

**BUS 246. ACCOUNTING ON THE MICROCOMPUTER 3 cr. hrs.**

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: None. Code C. Offered: ONL.

**BUS 263. THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS 3 cr. hrs.**

This course provides an overview of the legal and social environment for business operations. Topics include the Constitution, the Bill of Rights, court systems, alternative dispute resolution, civil and criminal law, administrative agencies, contracts, employment law, property interests and rights, and intellectual property, business organizations, and ethics. Prerequisite: None. Code: C. Offered: FLEX, ONL.

**BUS 271. BUSINESS STATISTICS I 3 cr. hrs.**

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; probability; discrete and continuous probability distributions; sampling; interval estimation; and introduction to hypothesis testing. Prerequisite: MTH 100 or equivalent placement score. Code B. Offered: FLEX, ONL, TRA.

**BUS 272. BUSINESS STATISTICS II 3 cr. hrs.**

This course is a continuation of BUS 271. Topics include hypothesis testing; inferences about population means, proportions, and variances; simple linear regression and correlation; multiple regression; chi-square tests; and analysis of variance. Prerequisite: BUS 271. Code B. Offered: FLEX, ONL, TRA.

**BUS 275. PRINCIPLES OF MANAGEMENT 3 cr. hrs.**

This course provides a basic study of the principles of management. Topics include planning, organizing, leading, and controlling with emphasis on practical business applications. Prerequisite: None. Code B. Offered: ONL.

**BUS 276. HUMAN RESOURCE MANAGEMENT 3 cr. hrs.**

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. Prerequisite: None. Code C. Offered: ONL.

**BUS 285. PRINCIPLES OF MARKETING 3 cr. hrs.**

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior. Prerequisite: None. Code B. Offered: ONL.

**BUS 296. BUSINESS INTERNSHIP I 3 cr. hrs.**

This course 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 of 6 semester credit hours in business and minimum GPA of 2.0 (C). Code C. Offered: FLEX.

**BUS 298. DIRECTED STUDIES I 1-3 cr. hrs.**

This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. Prerequisite: Instructor approval. Code C. Offered: ONL.

## Chemistry (CHM)

**CHM 104. INTRODUCTION TO CHEMISTRY I**

**4 cr. hrs., Lec. 3, Lab. 2**

This is a survey of general chemistry for students who do not intend to major in science or engineering, and the course may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, and acids and bases. Laboratory is required. Prerequisite: A minimum of MTH 098 or equivalent math placement score. Code A. Offered: HYBCL, ONL.

**CHM 105. INTRODUCTION TO CHEMISTRY II**

**4 cr. hrs., Lec. 3, Lab. 2**

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering, and this course will not substitute for CHM 112. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, and the function of biomolecules. Laboratory is required. Prerequisite: Grade of "C" or higher in CHM 104 or CHM 111. Code A. Offered: HYBCL, ONL.

**CHM 111. COLLEGE CHEMISTRY I**

**4 cr. hrs., Lec. 3, Lab. 3**

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, and some descriptive chemistry topics. Laboratory is required. Prerequisite or Corequisite: MTH 112 or equivalent math placement score. Code A. Offered: HYBCL, ONL.

**CHM 112. COLLEGE CHEMISTRY II**

**4 cr. hrs., Lec. 3, Lab. 3**

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 solutions, chemical kinetics, chemical equilibria, thermodynamics, oxidation-reduction, and selected topics. Laboratory is required. Prerequisite: Grade of "C" or higher in both CHM 111 and MTH 112. Code A. Offered: HYBCL, ONL.

**CHM 221. ORGANIC CHEMISTRY I**

**4 cr. hrs., Lec. 3, Lab. 3**

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for organic compounds with special emphasis on reaction mechanisms and stereochemistry. Laboratory is required. Prerequisite: CHM 112. Code B. Offered: HYBCL, ONL.

**CHM 222. ORGANIC CHEMISTRY II**

**4 cr. hrs., Lec. 3, Lab. 3**

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for organic compounds, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Lab-

oratory is required. Prerequisite: CHM 221. Code B. Offered: HYBCL, ONL.

## Child Development (CHD)

**CHD 100. INTRODUCTION OF EARLY CARE AND EDUCATION OF CHILDREN 3 cr. hrs.**

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. Prerequisite: None. Code C. Offered: FLEX, ONL.

**CHD 201. CHILD GROWTH AND DEVELOPMENT PRINCIPLES 3 cr. hrs.**

This course is a systematic study of child growth and development from conception through early childhood, with focus on infant and toddler. Emphasis is on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that supports physical, social, emotional, language, cognitive, and aesthetic development. PSY 210 or PSY 211 may be used as a suitable substitute for this course for AAT and AAS degree programs at the discretion of the college. Prerequisite: None. Code C. Offered: ONL.

**CHD 202. CHILDREN'S CREATIVE EXPERIENCES 3 cr. hrs.**

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. On completion, student will be able to select and implement creative and age-appropriate experiences for young children. Prerequisite: None. Code C. Offered: ONL.

**CHD 203. CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT 3 cr. hrs.**

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children. Prerequisite: None. Code C. Offered: FLEX, ONL.

**CHD 204. METHODS AND MATERIALS FOR TEACHING CHILDREN 3 cr. hrs.**

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. Prerequisite: None. Code C. Offered: ONL.

**CHD 205. PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN 3 cr. hrs.**

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children. Prerequisite: None. Code C. Offered: ONL.

**CHD 206. CHILDREN'S HEALTH AND SAFETY**
**3 cr. hrs.**

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on how to set up and maintaining a safe, healthy environments for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Prerequisite: None. Code C. Offered: ONL.

**CHD 208. ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS 3 cr. hrs.**

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. On completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record keeping techniques, and identify elements of a developmentally appropriate program. Prerequisite: None. Code C. Offered: ONL.

**CHD 209. INFANT AND TODDLER EDUCATION PROGRAMS 3 cr. hrs.**

This course focuses on child development from infancy to thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, the students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children. Prerequisite: None. Code C. Offered: ONL.

**CHD 210. EDUCATING EXCEPTIONAL CHILDREN**
**3 cr. hrs.**

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children. Prerequisite: None. Code C. Offered: ONL.

**CHD 215. SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT 3 cr. hrs., Lab. 6**

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course. This course cannot be taken during a student's first semester. **NOTE: If students are pursuing a certificate in Infant and Toddler, placement must be in an infant and toddler environment.** Prerequisite: None. Code C. Offered: ONL.

**CHD 217. MATH AND SCIENCE FOR YOUNG CHILDREN 3 cr. hrs.**

This course provides students with information on children's conceptual development and the fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn about integrated curriculum. Prerequisite: None. Code C. Offered: ONL.

**CHD 222. SOCIAL STUDIES FOR CHILDREN**
**3 cr. hrs.**

This course takes a global approach to the theory and practice of teaching social studies to young children. It includes methods and materials used for teaching geography, history, the arts and multicultural education using an integrated curriculum approach. The application of theoretical and philosophical concepts will be emphasized, as students are required to participate in both in-class demonstrations and laboratory experiences. Prerequisite: None. Code C. Offered: ONL.

## Computer Science (CIS)

**CIS 117. DATABASE MANAGEMENT SOFTWARE APPLICATIONS 3 cr. hrs.**

This course provides students with hands-on ex-

perience 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. Prerequisite: None. Code C. Offered: ONL.

**CIS 130. INTRODUCTION TO INFORMATION SYSTEMS 3 cr. hrs.**

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. Prerequisite: None. Code B. Offered: ONL.

**CIS 146. COMPUTER APPLICATIONS 3 cr. hrs.**

This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will introduce students to concepts associated with professional certifications. Prerequisite: None. Code B. Offered: ONL, TRA.

**CIS 161. INTRODUCTION TO NETWORKING COMMUNICATIONS 3 cr. hrs.**

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. Prerequisite: None. Code C. Offered: ONL.

**CIS 162. ADVANCED NETWORKING 3 cr. hrs., Lec. 2, Lab 2**

This course exposes students to networking concepts in increased breadth and depth. Advanced topics in networking architecture, operations and configuration are covered, as well as management and troubleshooting of common wired and wireless network devices. Also included is an introduction to network security, current industry standards and best practices and emerging technologies such as unified communications, mobile, cloud and virtualization technologies. Upon successful completion of this course, students will be able to demonstrate the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot wired and wireless networks. This course, in combination with CIS 161 will prepare the student to sit for the CompTIA Network+ certification exam. Prerequisite: CIS 161. Code C. Offered: ONL.

**CIS 171. LINUX I 3 cr. hrs.**

This course presents fundamental applications in Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration. Prerequisite: None. Code C. Offered: ONL.

**CIS 201. INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS 3 cr. hrs.**

This course presents fundamental programming concepts. Included in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages. Techniques are introduced to enable students to develop programs. This course is a suitable substitution for the programming core of the AAT and AAS CIS programs. Prerequisite: None. Code C. Offered: ONL.

**CIS 202. PYTHON PROGRAMMING 3 cr. hrs.**

This course is an introduction to the Python programming language. Topics include input and output, decision structures, repetition structures, functions, working with files, strings, object-oriented programming and inheritance. Upon completion, students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Prerequisite: None. Code C. Offered: ONL.

**CIS 207. WEB DEVELOPMENT 3 cr. hrs.**

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. Prerequisite: None. Code C. Offered: ONL.

**CIS 214. SECURITY ANALYSIS (PEN TESTING) 3 cr. hrs.**

This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions. Prerequisite: CIS 245. Code C. Offered: ONL.

**CIS 245. CYBER DEFENSE 3 cr. hrs.**

The course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection. Prerequisite or Corequisite: CIS 171. Code C. Offered: ONL.

**CIS 251. C++ PROGRAMMING 3 cr. hrs.**

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: None. Code C. Offered: ONL, TRA.

**CIS 260. NETWORK SECURITY AND RISK MANAGEMENT 3 cr. hrs., Lec. 2, Lab 2**

This course exposes students to essential concepts of networking security and IT risk management. Topics include design, protocols and administrative principles of secure networks, identification and elimination of threats and vulnerabilities, compliance and operational security, access control and identity management, application, data and host security, cryptography and current and evolving issues in network security. Upon successful completion of this course, students will be able to demonstrate the knowledge and skills necessary to identify security issues, to mitigate and deter threats, to apply security controls and to implement and maintain an organization's security policies. This course prepares students to sit for the CompTIA Security+ certification exam. Prerequisite: None. Code B. Offered: ONL.

**CIS 267. ENTERPRISE VIRTUALIZATION 3 cr. hrs.**

This course is designed to provide students with the knowledge and skills required to implement enterprise visualization. Students will gain hands-on experience installing, configuring, and managing enterprise virtualization technologies. Prerequisite: None. Code C. Offered: ONL.

**CIS 268. SOFTWARE SUPPORT 3 cr. hrs.**

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. Prerequisite: None. Code C. Offered: ONL.

**CIS 269. HARDWARE SUPPORT 3 cr. hrs.**

This course provides students with hands-on practical experience in installation and trouble-shooting computer hardware. The class will help to prepare participants for the A+ Certification

sponsored by CompTIA. Prerequisite: None. Code C. Offered: ONL.

**CIS 277. NETWORK SERVICES ADMINISTRATION 3 cr. hrs.**

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks. Prerequisite: None. Code C. Offered: ONL.

**CIS 280. NETWORK SECURITY 3 cr. hrs.**

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. Prerequisite: None. Code C. Offered: ONL

**CIS 282. COMPUTER FORENSICS 3 cr. hrs.**

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry specific certification. Prerequisite: CIS 245. Code C. Offered: ONL.

**CIS 284. CIS INTERNSHIP 3 cr. hrs.**

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience. Prerequisite: Permission of instructor. Code C. Offered: ONL.

**CIS 287. SQL SERVER 3 cr. hrs.**

This course will provide students with the technical skill required to install, configure, administer, and troubleshoot SQL Server client/server database management system. At the completion of this series, students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts uses in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server. Prerequisite: None. Code C. Offered: ONL.

**CIS 294. SPECIAL TOPICS 3 cr. hrs.**

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests. Prerequisite: None. Code C. Offered: ONL.

## Criminal Justice (CRJ)

**CRJ 100. INTRODUCTION TO CRIMINAL JUSTICE 3 cr. hrs.**

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It includes the his-

tory and philosophy of the system and introduces various career opportunities. Prerequisite: None. Code B. Offered: FLEX, ONL.

**CRJ 110. INTRODUCTION TO LAW ENFORCEMENT**
**3 cr. hrs.**

This course examines the historical development of contemporary policing practices and the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers. Prerequisite: None. Code B. Offered: ONL, TRA.

**CRJ 150. INTRODUCTION TO CORRECTIONS**
**3 cr. hrs.**

This course provides an introduction to the foundations of corrections in America. Prerequisite: None. Code B. Offered: FLEX, ONL.

**CRJ 160. INTRODUCTION TO SECURITY 3 cr. hrs.**

This course surveys the role of security for private industry. The operation, organization, and challenges of various types of private security are examined. Prerequisite: None. Code B. Offered: ONL.

## Economics (ECO)

**ECO 231. PRINCIPLES OF MACROECONOMICS**
**3 cr. hrs.**

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 economics issues or problems including international trade. Prerequisite: None. Code A. Offered: ONL, TRA.

**ECO 232. PRINCIPLES OF MICROECONOMICS**
**3 cr. hrs.**

This course is an introduction to the microeconomics 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. Prerequisite: None. Code A. Offered: ONL, TRA.

## Education (EDU)

**EDU 100. EXPLORING TEACHING AS A PROFESSION 1-3 cr. hrs.**

This course provides students with an opportunity to explore teaching as a career. The role of the teacher, the benefits of teaching and the steps to becoming a teacher are some of the topics that will be explored. Students will be exposed to examples of good teaching and self-assess their personal and professional qualities. Prerequisite: None. Code C.

**EDU 299. SPECIAL TOPICS 1-3 cr. hrs.**

This course, which may be repeated for credit so long as the topics differ, provides the student the opportunity to study a topic in education in consultation with the instructor. Emphasis is placed on the student's investigating the topic and reporting the results of the investigation. The student will demonstrate knowledge of the topic through either a written or an oral presentation. Prerequisite: None. Code C.

## Electrical Technology (ELT)

**ELT 118. COMMERCIAL/INDUSTRIAL WIRING I**
**3 cr. hrs., Lec. 2, Lab 4**

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. Prerequisite: None. Code Career/Technical. Offered: HBYCL.

## English and Literature (ENG)

**ENR 098. WRITING AND READING FOR COLLEGE**
**4 cr. hrs.**

This course integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original col-

lege-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course may include a one-hour lab component. Prerequisite: Appropriate placement score. Code Developmental. Offered: HBYCL, ONL.

**ENG 099. INTRODUCTION TO COLLEGE WRITING 1 cr. hr.**

This course is a Corequisite English course paired with ENG 101. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of ENG 099 students. Prerequisite: Appropriate placement score of 17 or better on the ACT English subject area, or non-cognitive assessment measures (high school GPA, high school English grade), or ACCUPLACER writing exam score of 4. Code Developmental. Offered: ONL.

**ENG 101. ENGLISH COMPOSITION I 3 cr. hrs.**

This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, 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 and information literacy. Prerequisite: ACT English score of 18 (ACT English score of 17 with ENG 099 Corequisite course), or an appropriate high school GPA and English IV grade, or an ACCUPLACER WritePlacer score of 5 (ACCUPLACER WritePlac- er score of 4 with ENG 099 Corequisite course), or successful completion of ENR 098 (or ENR 094) with a grade "C" or higher. Code A. Offered: HYBCL, ONL, TRA.

**ENG 102. ENGLISH COMPOSITION II 3 cr. hrs.**

English Composition II provides continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one 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 and information literacy. Prerequisite: A Grade of "C" or higher in ENG 101. Code A. Offered: HYBCL, ONL, TRA.

**ENG 251. AMERICAN LITERATURE I 3 cr. hrs.**

This course is a survey of American literature from its beginnings to the mid-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. Prerequisite: ENG 102. Code A. Offered: HYBCL, ONL, TRA.

**ENG 252. AMERICAN LITERATURE II 3 cr. hrs.**

This course is a survey of American literature from the mid-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. Prerequisite: ENG 102. Code A. Offered: HYBCL, ONL, TRA.

**ENG 261. ENGLISH LITERATURE I 3 cr. hrs.**

This course is a survey of English/British literature from its inception to the end of the eighteenth 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. Prerequisite: ENG 102. Code A. Offered: ONL.

**ENG 262. ENGLISH LITERATURE II 3 cr. hrs.**

This course is a survey of English/British literature from the late eighteenth 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. Prerequisite: ENG 102. Code A. Offered: ONL, TRA.

**ENG 271. WORLD LITERATURE I 3 cr. hrs.**

This course is a survey of world literature from its inception to the mid-seventeenth 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. Prerequisite: ENG 102. Code A. Offered: ONL, TRA.

**ENG 272. WORLD LITERATURE II 3 cr. hrs.**

This course is a survey of world literature from the mid-seventeenth 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. Prerequisite: ENG 102. Code A. Offered: ONL.

## Geography (GEO)

**GEO 100. WORLD REGIONAL GEOGRAPHY 3 cr. hrs.**

This course uses spatial analysis to survey major regions of the world with respect to location, climate, landforms, demographics, economy, politics, and culture. Prerequisite: None. Code A. Offered: ONL.

**GEO 101. PRINCIPLES OF PHYSICAL GEOGRAPHY I 4 cr. hrs., Lec. 3, Lab. 2**

Physical Geography I is the first in a two-part sequence. Topics focus on the relationship between the earth and the sun and how that relationship affects weather, climate, and biomes. Laboratory is required. Prerequisite: None. Code A. Offered: ONL.

**GEO 102. PRINCIPLES OF PHYSICAL GEOGRAPHY II 4 cr. hrs., Lec. 3, Lab. 2**

Physical Geography II is the second course in a two-part sequence. Topics focus on the Earth's surface and internal processes and how the processes affect landforms, water resources, soil, and vegetation of the earth. Laboratory is required. Prerequisite: GEO 101. Code A. Offered: ONL.

## Health Education (HED)

**HED 224. PERSONAL AND COMMUNITY HEALTH 3 cr. hrs.**

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. Prerequisite: None. Code B. Offered: ONL.

**HED 231. FIRST AID 3 cr. hrs.**

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. Prerequisite: None. Code B. Offered: ONL.

## Health Information Technology (HIT)

**HIT 230. MEDICAL CODING SYSTEMS I 3 cr. hrs.**

This course is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). Prerequisite: None. Code Career/Technical. Offered: ONL.

**HIT 232. MEDICAL CODING SYSTEMS II 3 cr. hrs.**

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid medical codes. Instruction includes coding diagnoses and/or procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information. Student competency includes demonstration of coding

principles and applications (manual and/or computer assisted). Prerequisite: HIT 230. Code Career/Technical. Offered: ONL.

## Health Sciences (HPS)

**HPS 107. TRENDS AND ISSUES IN HEALTH SCIENCE 1 cr. hr.**

This course is an overview of current trends and issues common to the health-related disciplines. Emphasis is placed on ethical, legal, educational, economic, cultural, social, and regulatory trends and issues influencing health care. Upon completion of this course, the student should be able to compare and contrast the effects that trends and issues have on health-related disciplines and client care. Prerequisite: None. Code Career/Technical. Offered: ONL.

**HPS 110. INTRODUCTION TO HEALTH CARE 2 cr. hrs.**

This interdisciplinary course focuses on topics in health care which are common to health care disciplines. Emphasis is placed on communication, client/employee safety, psychosocial aspects of health care, health care delivery systems, professionalism, ethical/legal issues in health care, historical perspectives of various health care professions, and medical terminology. Prerequisite: None. Code Career Technical. Offered: ONL.

## History (HIS)

**HIS 101. WESTERN CIVILIZATION I 3 cr. hrs.**

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from its earliest beginnings to the early modern era. Prerequisite: None. Code A. Offered: ONL, TRA.

**HIS 102. WESTERN CIVILIZATION II 3 cr. hrs.**

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from the early modern era to the present. Prerequisite: None. Code A. Offered: ONL, TRA.

**HIS 121. WORLD HISTORY I 3 cr. hrs.**

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. Prerequisite: None. Code A. Offered: ONL, TRA.

**HIS 122. WORLD HISTORY II 3 cr. hrs.**

This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present. Prerequisite: None. Code A. Offered: ONL.

**HIS 201. UNITED STATES HISTORY I 3 cr. hrs.**

This course surveys United States history from the pre-Columbian period to the Civil War era. Prerequisite: None. Code A. Offered: ONL, TRA.

**HIS 202. UNITED STATES HISTORY II 3 cr. hrs.**

This course surveys United States history from the Civil War era to the Modern era. Code A. Offered: ONL, TRA.

## Home Economics (HEC)

**HEC 140. PRINCIPLES OF NUTRITION 3 cr. hrs.**

This course introduces students to the principles of nutrition and the role and functions of nutrients in the human body throughout the life cycle. Prerequisite: None. Code B. Offered: ONL.

## Horticulture (HOC)

**HOC 110. INTRODUCTION TO HORTICULTURE 3 cr. hrs.**

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. Prerequisite: None. Code Career/Technical. Offered: TRA.

## Humanities (HUM)

### HUM 101. INTRODUCTION TO HUMANITIES I

**3 cr. hrs.**

This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. Prerequisite: None. Code A. Offered: ONL.

### HUM 102. INTRODUCTION TO HUMANITIES II

**3 cr. hrs.**

This is the second course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. Prerequisite: None. Code A. Offered ONL.

## International Studies (IDS)

### IDS 120. INTERNATIONAL STUDIES

**1-3 cr. hrs.**

This course offers an opportunity for the student to survey various aspects of one or more foreign countries, the focus of which will be determined by faculty and student interest. This may involve abroad. Prerequisite: As required by program. Code: C. Offered: HYBCL.

## Industrial Automation Technology (IAT)

### IAT 201. QUALITY TECHNICAL FUNDAMENTALS

**2 cr. hrs, Lec. 1, Lab 2**

This course will cover measuring aides used to inspect a product. Methods used to gather data and information for proper inspection. Also, how to interpret mechanical drawings, frame assembly, and weld prints. The course provides both classroom and performance-based hands on training to inform personnel on measuring aides, mechanical drawings, and the use of quality tools. Prerequisite: None. Code: Career/Tech – Non-Transfer. Offered: HYBCL, TRA.

## Industrial Systems Technology (IST)

### INT 113. INDUSTRIAL MOTOR CONTROL I

**3 cr. hrs, Lec. 1, Lab 4**

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, push button 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 push button stations and understand complex motor control diagrams. Prerequisite: None. Code Career/Technical. Offered: HYBCL, TRA.

### INT 114. BASIC ELECTRICITY

**3 cr. hrs, Lec. 2, Lab 2**

This course provides an introduction to direct current (DC) and alternating current (AC) electrical 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 and AC circuits are examined. Students are prepared to analyze complex circuits, solve for unknown circuit variables and use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot electrical circuits. Emphasis is placed on the use of a scientific calculator, the operation of common test equipment, and the physical wiring of electrical circuits. Prerequisite: None. Code Career/Technical. Offered: HYBCL, TRA.

### INT 117. PRINCIPLES OF INDUSTRIAL MECHANICS

**3 cr. hrs, Lec. 2, Lab 2**

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. Prerequisite: None. Code Career/Technical. Offered: HYBCL, TRA.

**INT 118. FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS**
**3 cr. hrs, Lec. 2, Lab. 2**

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. Prerequisite: None. Code Career/Technical. Offered: HYBCL, TRA.

**INT 128. PRINCIPLES OF INDUSTRIAL ENVIRONMENTAL CONTROLS**
**3 cr. hrs. Lec. 2, Lab 2**

This course focuses on basic knowledge and skills to service perform routine troubleshooting, maintenance, and adjustments of HVACR systems in an industrial environment. After completion, students will be able to perform routine, low-level maintenance on institutional environmental systems. Additionally, students receive instruction to complete the EPA 608 certification examination. Prerequisite: None. Code: Career/Tech – Non-Transfer. Offered: HYBCL, TRA.

**INT 139. INTRODUCTION TO ROBOTIC PROGRAMMING 3 cr. hrs. Lec. 1, Lab 4**

This course provides an introduction robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions. Prerequisite: None. Code: Career/Tech – Non-Transfer. Offered: HYBCL, TRA.

**INT 184. INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS**
**3 cr. hrs., Lec. 2, Lab 2**

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. Prerequisite: None. Code Career/Technical. Offered: HYBCL, TRA.

**INT 211. INDUSTRIAL MOTORS II**
**3 cr. hrs., Lec. 1, Lab 4**

This course focuses on advanced information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform advanced maintenance on various types of motors. Prerequisite: INT 113. Code: Career/Technical. Offered: HYBCL, TRA.

**INT 218. SPECIAL LAB IN HYDRAULICS AND PNEUMATICS 2 cr. hrs., Lab 4**

This course provides specialized instruction in maintaining and troubleshooting Hydraulic and Pneumatic systems. Topics include safe component removal and installation, schematic reading and diagramming, and theoretical calculations. Prerequisite: INT 118. Code Career/Technical. Offered: HYBCL, TRA.

**INT 254. ROBOT MAINTENANCE AND TROUBLESHOOTING**
**3 cr. hrs., Lec. 2, Lab 2**

This course introduces principle concepts troubleshooting and maintenance of robots. Topics include Recognize and describe major robot component. Students will learn to diagnose robot mechanical problems to the component level, replacement of mechanical components and perform adjustments, troubleshooting class 1, 2, and 3 faults, to manipulate I/O for the robot, and periodic and preventive maintenance. Students will learn how to safely power up robots for complete shutdown and how to manipulate robots using the teach pendant. Upon comple-

tion students will be able to describe the various robot classifications, characteristics, explain system operations of simple robots, and maintain robotic systems. Prerequisite: INT 139. Code: Career/Tech – Non-Transfer. Code: Career/Tech – Non-Transfer. Offered: HYBCL, TRA.

**INT 261. MSSC SAFETY COURSE 3 cr. hrs.**

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment. Topics covered include:

- Work in a safe and productive manufacturing workplace
- Perform safety and environmental inspections
- Perform emergency drills and participate in emergency teams
- Identify unsafe conditions and take corrective action
- Provide safety orientation for all employees
- Train personnel to use equipment safely
- Suggest process and procedures that support safety of work environment
- Fulfill safety and health requirements for maintenance, installation and repair
- Monitor safe equipment and operator performance
- Utilize effective, safety-enhancing workplace practices

Students completing this course will receive an MSSC certificate in Safety. Students completing courses INT 261, 262, 263 and 264 will receive the Certified Production Technician credential. Prerequisite: None. Code: Career/Technical. Offered: HYBCL, ONL, TRA.

**INT 262. MSSC QUALITY PRACTICES AND MEASUREMENT COURSE 3 cr. hrs.**

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment. Topics covered include:

- Participate in periodic internal quality audit activities
- Check calibration of gages and other data collection equipment
- Suggest continuous improvements
- Inspect materials and product/process at all stages to ensure they meet specifications
- Document the results of quality problems
- Communicate quality problems
- Take corrective actions to restore or maintain quality
- Record process outcomes and trends
- Identify fundamentals of blueprint reading
- Use common measurement systems and precision measurement tools

Students completing this course will receive an MSSC certificate in quality practices and measurement. Students completing courses INT 261, 262, 263 and 264 will receive the Certified Production Technician credential. Prerequisite: None. Code: Career/Technical. Offered: HYBCL, ONL, TRA.

**INT 263. MSSC MANUFACTURING PROCESSES AND PRODUCTION COURSE 3 cr. hrs.**

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment. Topics covered include

- Identify customer needs
- Determine resources available for the production process
- Set up equipment for the production process
- Set team production goals
- Make job assignments
- Coordinate work flow with team members and other work groups
- Communicate production and material requirements and product specifications
- Preform and monitor the process to make the product
- Document product and process compliance with customer requirements
- Prepare final product for shipping or distribution

Students completing this course will receive an MSSC certificate in manufacturing processes and production. Students completing courses INT 261,

262, 263 and 264 will receive the Certified Production Technician credential. Prerequisite: None. Code: Career/Technical. Offered: HYBCL, ONL.

**INT 264. MSSC MAINTENANCE AWARENESS COURSE 3 cr. hrs.**

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include

- Prepare preventative maintenance and routine repair
- Monitor indicators to ensure correct operations
- Perform all housekeeping to maintain production schedule
- Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
- electrical systems;
- pneumatic systems
- hydraulic systems;
- machine automation systems
- lubrication systems
- bearings and couplings

Students completing this course will receive an MSSC certificate in maintenance awareness. Students completing courses INT 261, 262, 263 and 264 will receive the Certified Production Technician credential. Prerequisite: None. Code: Career/Technical. Offered: HYBCL, ONL.

**INT 284. ADVANCED PROGRAMMABLE LOGIC CONTROLLERS 3 cr. hrs.**

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. Prerequisite: INT 184. Code: Career/Technical. Offered: HYBCL, ONL.

**INT 292. COOPERATIVE EDUCATION 3 cr. hrs., Lab 6**

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. Prerequisite: Permission of instructor. Code Career/Technical. Offered: ONL.

## Machine Tool Technology (MTT)

**MTT 108. MACHINE HANDBOOK FUNCTIONS I 3 cr. hrs.**

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. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 121. BASIC PRINT READING FOR MECHANISTS 3 cr. hrs.**

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 CORE course and is aligned with NIMS certification standards. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 123. ENGINE LATHE LAB I 3 cr. hrs., Lab 6**

The student learns to safely operate an engine lathe in calculating feeds and speeds and shaping a variety of cutting tools by grinding. The student will also safely operate an engine lathe in straight turning, facing, turning to the shoulder and tapers. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 127. METROLOGY 3 cr. hrs., Lec 2, Lab 2**

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of

measuring instruments. Upon completion students should be able to demonstrate correct use of measuring instruments. This is a CORE course and is aligned with NIMS certification standards. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 128. GEOMETRIC DIMENSIONING AND TOLERENCING I 3 cr. hrs.**

This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 137. MILLING I 3 cr. hrs., Lec 2, Lab 2**

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. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 138. MILLING I LAB 3 cr. hrs., Lab 6**

This course provides basic knowledge of milling machines. Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects. This course is aligned with NIMS certification criteria. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 139. BASIC COMPUTER NUMERICAL CONTROL 3 cr. hrs., Lec. 2, Lab 2**

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. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 140. BASIC COMUTE NUMERICAL CONTROL TURNING PROGRAMMING I 3 cr. hrs., Lec. 1, Lab 4**

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. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 141. BASIC COMPUTER NUMERICAL CONTROL MILLING PROGRAMMING I 3 cr. hrs., Lec. 1, Lab 4**

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. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 147. INTRODUCTION TO MACHINE SHOP I 3 cr. hrs., Lec. 2, Lab 2**

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. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 148. INTRODUCTION TO MACHINE SHOP I LAB**
**3 cr. hrs., Lab 6**

This course provides practical application of the concepts and principles of machining operations learned in MTT 147. 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. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 149. INTRODUCTION TO MACHINE SHOP II**
**3 cr. hrs., Lec. 2, Lab 2**

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 150. INTRODUCTION TO MACHINE SHOP II LAB**
**3 cr. hrs., Lab 6**

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 162. PRECISION GRINDING**
**3 cr. hrs., Lec. 2, Lab 2**

This course includes more advanced precision grinder practices such as set-up procedures, work planning, surface grinding, cylindrical grinding, tool and cutter grinding, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 202. MACHINE MAINTENANCE AND REPAIR**
**3 cr. hrs., Lec. 1, Lab 4**

This course covers preventive maintenance as well as repair of machine tools. Emphasis is placed on safety, disassembly and assembly of lathes, grinders, saws, and milling machines. Upon completion, students should be able to perform machine maintenance and repair of machine tools. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 219. COMPUTER NUMERICAL CONTROL GRAPHICS: TURNING**
**3 cr. hrs., Lec. 1, Lab 4**

This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) turning machine using computer assisted manufacturing (CAM) software. In addition, CNC turning machine setup, programming, and operation are detailed. Upon completion, the student should be able to set up, program, and operate a 3-axis CNC turning machine to produce a 2½-axis part using CAM software. This course is aligned with NIMS certification standards. Prerequisite: None. Code: Career/Technical. Offered: HBYCL.

**MTT 241. CNC MILLING LAB I** **3 cr. hrs., Lab 6**

This course covers basic (3-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and setup and operate a 3-axis CNC milling machine to produce a specified part. Related safety, inspection, and process adjustment are also covered. Prerequisite: None. Code: Career/Technical. Offered: HYBCL.

## Management and Supervision (MST)

**MST 209. PHYSICAL SUPPLY AND DISTRIBUTION MANAGEMENT 3 cr. hrs.**

This course provides a comprehensive study of current logistics systems. Topics include organizing and analyzing logistics information, forecasting potential logistical problems, and making recommendations to coordinate actions to resolve problems. Prerequisite: None. Code C. Offered: ONL.

## Mass Communications (MCM)

**MCM 100. INTRODUCTION TO MASS COMMUNICATION 3 cr. hrs.**

This course provides the student with general study of mass communication and journalism. This course includes theory, development, regulation, operation, and effects upon society. Prerequisite: None. Code B. Offered: ONL.

**MCM 102. WRITING FOR THE MASS MEDIA 3 cr. hrs.**

Introduction to the technique, form, style, and content of writing for the mass media with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications. Prerequisite: None. Code B. Offered: ONL.

**MCM 211. SOCIAL MEDIA STRATEGIES 3 cr. hrs.**

This course focuses on how social media can be an effective tool in the workplace. Topics covered include how to collect, analyze and share data from social media; what tools can be used to collect data; advertising on social media and measuring its effectiveness; and making social media interactive. Upon completion of the course, students will have a better understanding of how to use social media in advertising and marketing. Prerequisite: None. Code B. Offered: ONL.

**MCM 250. MASS COMMUNICATION PRACTICUM 1-3 cr. hrs., Lab. 2-6**

This course provides practical experience in media through supervised part- or full-time employment with a newspaper, radio, or television station, or public relations/advertising agency. Prerequisite: None. Code B. Offered: ONL.

## Mathematics (MTH)

**MTH 098. ELEMENTARY ALGEBRA 4 cr. hrs.**

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This course does not apply toward the general core requirement for mathematics. Prerequisite: Appropriate placement score. Code Developmental. Offered: ONL, TRA.

**MTH 099. SUPPORT FOR INTERMEDIATE COLLEGE ALGEBRA 1-2 cr. hrs.**

This Learning Support course provides Corequisite support in mathematics for students enrolled in MTH 100. The material covered in this course is parallel to and supportive of the material taught in MTH 100. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 100 class. This course does not apply toward the general core requirement for mathematics. Prerequisite: Appropriate mathematics placement score or MTH 098. (NOTE: MTH 099 required for students completing MTH 098.) Corequisite: MTH 100. Code Developmental. Offered: ONL.

**MTH 100. INTERMEDIATE COLLEGE ALGEBRA 3 cr. hrs.**

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics. Prerequisite: MTH 098 or appropriate mathematics placement score. Corequisite: MTH 099 if required. (NOTE: MTH 099 required for students completing MTH 098.) Code B. Offered: ONL, TRA.

**MTH 109. SUPPORT FOR FINITE MATHEMATICS**
**1-2 cr. hrs.**

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 110. The material covered in this course is parallel to and supportive of the material taught in MTH 110. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired MTH 110 class. This course does not apply toward the general core requirement for mathematics. Prerequisite: Appropriate mathematics placement score or MTH 098 Elementary Algebra. (Note that MTH 109 is required for students moving directly from MTH 098 Elementary Algebra to MTH 110.) Corequisite: MTH 110 Finite Mathematics. Code C. Offered: ONL.

**MTH 110. FINITE MATHEMATICS** **3 cr. hrs.**

This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not required to take calculus. The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance. Prerequisite: Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score. Corequisite: MTH 109 Support for Finite Mathematics OR other mandatory support, if required. (Note that MTH 109 or other mandatory support is required for students completing MTH 098 Elementary Algebra.) Code-A. Offered: ONL.

**MTH 111. SUPPORT FOR PRECALCULUS ALGEBRA**
**1-2 cr. hrs.**

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' parallel MTH 112 class. This course does not apply toward the general core requirement for mathematics. Prerequisite: Appropriate mathematics placement score or MTH 100 Intermediate College Algebra. Corequisite: MTH 112 Precalculus Algebra. Code-C. Offered: ONL.

**MTH 112. PRECALCULUS ALGEBRA** **3 cr. hrs.**

This course emphasizes the algebra of functions – including polynomial, rational, exponential, and logarithmic functions. In addition, this course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities. Prerequisite: Successful completion of MTH 100 Intermediate College Algebra with a grade of C or higher or appropriate placement. Corequisite: MTH 111 Support for Precalculus Algebra, if required. Code-A. Offered: ONL, TRA.

**MTH 113. PRECALCULUS TRIGONOMETRY**
**3 cr. hrs.**

This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities, equations, and formulas. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar graphs. Additional topics may include conic sections and product-sum formulas. Prerequisite: Grade of "C" or higher in MTH 112 or appropriate placement score. Code A. Offered: ONL, TRA.

**MTH 116. MATHEMATICAL APPLICATIONS**
**3 cr. hrs.**

This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. The course covers integers, percent, interest, ratio and proportion, measurement systems, linear equations, and problem solving. Prerequisite: None. Code C. Offered: ONL.

**MTH 120. CALCULUS AND ITS APPLICATIONS**
**3 cr. hrs.**

This course is intended to give a broad overview of calculus. It includes limits, differentiation, and integration of algebraic, exponential, logarithmic, and multi-variable functions with applications to business, economics, and other disciplines. This course may also include LaGrange multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear

programming. Prerequisite: Grade of "C" or higher in MTH 112 or MTH 113 or appropriate placement score. Code A. Offered: ONL.

**MTH 125. CALCULUS I 4 cr. hrs.**

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: Grade of "C" or higher in MTH 113 or appropriate placement score. Code A. Offered: ONL, TRA.

**MTH 126. CALCULUS II 4 cr. hrs.**

This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates, and parametric equations, lines and planes in space, and vectors in the plane and in space. Prerequisite: Grade of "C" or higher in MTH 125. Code A. Offered: ONL, TRA.

**MTH 227. CALCULUS III 4 cr. hrs.**

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variable, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, curl and divergence, surface integrals, and Stokes' Theorem). Prerequisite: Grade of C or higher in MTH 126. Code A. Offered: ONL, TRA.

**MTH 231. MATH FOR THE ELEMENTARY TEACHER I 3 cr. hrs.**

This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems. Prerequisite: Grade of "C" or higher in MTH 100 or appropriate placement score. Code B. Offered: ONL.

**MTH 232. MATH FOR THE ELEMENTARY TEACHER II 3 cr. hrs.**

This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry, and transformations. Prerequisite: Grade of "C" or higher in MTH 100 or appropriate placement score. Code B. Offered: ONL.

**MTH 237. LINEAR ALGEBRA 3 cr. hrs.**

This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares, and the diagonalization of symmetric matrices. Prerequisite: Grade of "C" or higher in MTH 126. Code A. Offered ONL, TRA.

**MTH 238. APPLIED DIFFERENTIAL EQUATIONS I 3 cr. hrs.**

This course is an introduction to techniques for solving differential equations with applications. Topics include solving first order differential equations, applications to various models (e.g. populations, motion, chemical mixtures, etc.), solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered. Prerequisite or Corequisite: MTH 227. Code A. Offered ONL, TRA.

**MTH 265. ELEMENTARY STATISTICS 3 cr. hrs.**

This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications. Prerequisite: Grade of "C" or higher in MTH 100 or appropriate placement score. Code B. Offered: ONL.

## Music Ensembles (MUL)

Group instruction is available in piano, voice, 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.

**MUL 101-02; 201-02 CLASS PIANO I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code C. Offered: TRA.

**MUL 111-12; 211-12 CLASS VOICE I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code C. Offered: TRA.

**MUL 121-122; 221-22 CLASS STRINGS 1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code C. Offered: TRA.

**MUL 131-32; 231-32 CLASS WOODWINDS t I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code C. Offered: TRA.

**MUL 141-42; 241-42 CLASS BRASS I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code C. Offered: TRA.

**MUL 151-152; 251-52 CLASS PERCUSSION 1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code C. Offered: TRA.

**MUL 161-162; 261-62 CLASS FRETTED INSTRUMENTS 1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code C. Offered: TRA.

**MUL 170-171-270-271 MUSIC WORKSHOP I, II, III, IV 1-3 cr. hrs. each, Lab. 2-6**

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: Courses in sequence. Code C. Offered: TRA.

**MUL 172-173-272-273 MUSICAL THEATRE WORKSHOP I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4**

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. Prerequisite: Courses in sequence. Code C. Offered: TRA.

The following courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goal of the group. Upon completion, students should be able to

effectively participate in performances presented by the ensemble.

**MUL 180-81; 280-81 CHORUS I-IV**
**1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code B. Offered: TRA.

**MUL 184-85; 284-85 JAZZ/SHOW CHOIR I, II, III, IV**
**2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code B. Offered: TRA.

**MUL 190-91; 290-91 CONCERT BAND I, II, III, IV**
**1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code B. Offered: TRA.

**MUL 192-93; 292-93 INSTRUMENTAL ENSEMBLE I, II, III, IV 2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code B. Offered: TRA.

**MUL 196-97; 296-97 JAZZ/SHOW BAND I, II, III, IV**
**2 cr. hrs. each, Lab. 2-4**

Prerequisite: Courses in sequence. Code B. Offered: TRA.

## Individual Performance Instruction (MUP)

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.

**MUP 101-02; 201-02 PRIVATE PIANO I, II, III, IV**
**1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

**MUP 111-12; 211-12 PRIVATE VOICE I, II, III, IV**
**1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

**MUP 121-22; 221-22 PRIVATE VIOLIN I, II, III, IV**
**1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

**MUP 123-24; 223-24 PRIVATE VIOLA I, II, III, IV**
**1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

**MUP 133-34; 233-34 PRIVATE GUITAR I, II, III, IV**
**1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

**MUP 141-42; 241-42 PRIVATE FLUTE I, II, III, IV**
**1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

**MUP 143-44; 243-44 PRIVATE CLARINET I, II, III, IV**
**1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

**MUP 145-46; 245-46 PRIVATE SAXOPHONE I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

**MUP 161-62; 261-62 PRIVATE TRUMPET I, II, III, IV**
**1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

**MUP 163-64; 263-64 PRIVATE FRENCH HORN I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

**MUP 171-72; 271-72 PRIVATE TROMBONE I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

**MUP 175-76; 275-76 PRIVATE TUBA I, II, III, IV**
**1-2 cr. hrs. each, Lab. 2-4**

Prerequisite: Permission of the instructor. Courses in sequence. Code B. Offered: TRA.

## Music (MUS)

**MUS 100. CONVOCATION 1 cr. hr.**

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: None. Code C. Offered: TRA.

**MUS 101. MUSIC APPRECIATION 3 cr. hrs.**

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. Prerequisite: None. Code A. Offered: ONL, TRA.

**MUS 110. BASIC MUSICIANSHIP 3 cr. hrs.**

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. Prerequisite: None. Corequisite: MUL 101. Code C. Offered: TRA.

**MUS 111. MUSIC THEORY I 3 cr. hrs.**

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: None. Corequisite: MUS 113 or MUL 102. Code B. Offered: TRA.

**MUS 112. MUSIC THEORY II 3 cr. hrs.**

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: MUS 111. Corequisite: MUS 114. Code B. Offered: TRA.

**MUS 113. MUSIC THEORY LAB I 1 cr. hr., Lab. 2**

This course continues 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: None. Corequisite: MUS 111. Code B. Offered: TRA.

**MUS 114. MUSIC THEORY LAB II 1 cr. hr., Lab. 2**

This course continues the practical application of diatonic musical materials through sight singing, melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, 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: MUS 113. Corequisite: MUS 112. Code B. Offered: TRA.

**MUS 211. MUSIC THEORY III 3 cr. hrs.**

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills. Prerequisite: MUS 112. Corequisite: MUS 213. Code C. Offered: TRA.

**MUS 212. MUSIC THEORY IV 3 cr. hrs.**

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and twentieth century practices and forms. Upon completion, students should be able to demonstrate competencies using chromatic harmony and basic twentieth-century techniques through analysis, writing, sight singing, dictation and keyboard skills. Prerequisite: MUS 211. Corequisite: MUS 214. Code C. Offered: TRA.

**MUS 213. MUSIC THEORY LAB III 1 cr. hr., Lab. 2**

This course provides the practical application of chromatic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing and play modulating melodies, rhythmic patterns with beat subdivisions and four-part chromatic harmony. Prerequisite: MUS 114. Corequisite: MUS 211. Code C. Offered: TRA.

**MUS 214. MUSIC THEORY LAB IV 1 cr. hr., Lab. 2**

This course provides the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic and rhythmic patterns in simple, compound and asymmetric meters; chromatic chords and twentieth-century harmony. Upon completion, students should be able to write, sing and play chromatic and atonal melodies, complex rhythms and meters, four-part harmony and simple twentieth-century chord structures. Prerequisite: MUS 213. Corequisite: MUS 212. Code B. Offered: TRA.

**MUS 296. DIRECTED STUDIES IN MUSIC I 1-2 cr. hrs.**

This course deals with problems and practices associated with Music and Fine Arts performance and preparation. Activities and assignments may be arranged in conjunction with other disciplines in the Fine Arts. Students may be required to participate in and/or attend musical or other fine arts activities and productions. Prerequisite: Permission of instructor. Code C. Offered: TRA.

**MUS 297. DIRECTED STUDIES IN MUSIC II1-2 cr. hrs.**

This course deals with problems and practices associated with Music and Fine Arts performance

and preparation. Activities and assignments may be arranged in conjunction with other disciplines in the Fine Arts. Students may be required to participate in and/or attend musical or other fine arts activities and productions. Prerequisite: Permission of instructor. Code C. Offered: TRA.

## Nursing Assistant/Home Health Aide (NAS)

### NAS 100. LONG TERM CARE NURSING ASSISTANT

**4 cr. hrs., Clin. 3, Lec. 5**

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills. Prerequisite: None. Code: Career/Technical Non-Transfer.

### NAS 102. MEDICATION ASSISTANT

**6 cr. hrs., Clin. 3, Lec. 4, Lab. 2**

This course fulfills the National Council of State Boards of Nursing (NCSBN) one hundred (100) hour Medication Assistant Certified (MA-C) Curriculum requirements for training of nursing assistants in preparation for medication assistant certification (MA-C) through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the medication assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations, practical lab, and clinical skills. Completion of this course is satisfactory for candidacy for the Medication Assistant Certification Exam (MACE) through NCSBN. Prerequisite: None. Code: Career/Technical Non-Transfer.

## Nursing (NUR)

### NUR 112. FUNDAMENTAL CONCEPTS OF NURSING

**7 cr. hrs.**

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. Prerequisites: None. Corequisites: BIO 201, MTH 100 or higher. Code Career/Technical. Offered: TRA.

### NUR 113. NURSING CONCEPTS I 8 cr. hrs.

This courses 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, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination mobility/immobility, cellular regulation, acid/ base balance, and fluid/electrolyte balance. Prerequisites: NUR 112, BIO 201, MTH 100 or higher. Corequisites: BIO 202, ENG 101, PSY 210. Code Career/Technical. Offered: TRA.

### NUR 114. NURSING CONCEPTS II 8 cr. hrs.

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. Prerequisites: NUR 113, ENG 101, BIO 202, PSY 210. Corequisites: NUR 115, SPH 106 or 107. Code Career/Technical. Offered: TRA.

### NUR 115. EVIDENCE BASED CLINICAL REASONING

**2 cr. hrs.**

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. Prerequisites: NUR 113, PSY 210, ENG 101, BIO 202. Corequisites: NUR 114, SPH 106 or 107. Code Career/Technical. Offered: HYBCL.

**NUR 209. CONCEPTS FOR HEALTHCARE TRANSITION* 10 cr. hrs.**

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 evidence-based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan. Prerequisites: MTH 100 or higher, BIO 201, BIO 202, ENG 101, SPH 106 or 107, PSY 210. Code Career/Technical. Offered: HYBON. *This course is a mobility course for LPNs.

**NUR 211. ADVANCED NURSING CONCEPTS 7 cr. hrs.**

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. Prerequisites: NUR 114, NUR 115, SPH 106 or 107. Corequisites: BIO 220. Code Career/Technical. Offered: TRA.

**NUR 221. ADVANCED EVIDENCE BASED CLINICAL REASONING 7 cr. hrs.**

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems. Prerequisites: BIO 220, NUR 211. Corequisites: Humanities elective. Code Career/Technical. Offered: HBYCL.

## Office Administration (OAD)

**OAD 103 INTERMEDIATE KEYBOARDING3 cr. hrs.**

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: None. Code C. Offered: ONL.

**OAD 110. COMPUTER NAVIGATION 3 cr. hrs.**

This course is designed to introduce the student to the MS Windows® environment through classroom instruction. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus. Prerequisite: None. Code C. Offered: FLEX.

**OAD 125. WORD PROCESSING 3 cr. hrs.**

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: None. Code C. Offered: FLEX.

**OAD 126. ADVANCED WORD PROCESSING 3 cr. hrs.**

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: OAD 125. Code C. Offered: FLEX.

**OAD 134.CAREER AND PROFESSIONAL DEVELOPMENT 3 cr. hrs.**

This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes, improving interview techniques, participating in mock interviews, setting goals, conducting job searches, and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment. Prerequisite: None. Code C. Offered: FLEX.

**OAD 138. RECORDS AND INFORMATION MANAGEMENT 3 cr. hrs.**

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. Prerequisite: None. Code C. Offered: FLEX.

**OAD 215.HEALTH INFORMATION MANAGEMENT 3 cr. hrs.**

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. Offered: FLEX.

**OAD 218. OFFICE PROCEDURES 3 cr. hrs.**

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. Prerequisite: None. Code C. Offered: FLEX.

**OAD 230.COMPUTERIZED DESKTOP PUBLISHING 3 cr. hrs.**

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. Offered: FLEX.

**OAD 233. TRENDS IN OFFICE TECHNOLOGY 3 cr. hrs.**

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. Offered: FLEX.

**OAD 242. OFFICE INTERNSHIP 3 cr. hrs., Lab. 6**

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: Permission of instructor. Code C. Offered: FLEX.

**OAD 243. SPREADSHEET APPLICATIONS 3 cr. hrs.**

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. Offered: FLEX.

**OAD 244. DATABASE APPLICATIONS 3 cr. hrs.**

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. Offered: FLEX.

**OAD 246.OFFICE GRAPHICS AND PRESENTATIONS 3 cr. hrs.**

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. Offered: FLEX.

## Orientation (ORI)

**ORI 106. TRANSITION TO COLLEGE AND CAREER 1 cr. hr.**

This course is designed to promote student readiness for college and careers through a focus on career pathways. Students will have the opportunity to research, analyze, and explore their career and educational plans while they develop and enhance their technology skills. As a significant part of the course, students will design a personalized career research photo essay, a cover letter, and a resume. Prerequisite: None. Code: C. Offered: ONL, HYBCL

## Philosophy (PHL)

**PHL 106. INTRODUCTION TO PHILOSOPHY 3 cr. hrs.**

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 critical thinking. Major philosophical ideas are discussed within historical and global contexts. Prerequisite: None. Code A. Offered: ONL, TRA.

**PHL 206. ETHICS AND SOCIETY 3 cr. hrs.**

This course involves the study of ethical issues which confront individuals in contemporary society. The focus is on meta-ethics, normative ethics, and applied ethics. The student should be able to understand and be prepared to use moral reasoning in making decisions regarding ethical issues. Prerequisite: None. Code A. Offered: ONL, TRA.

## Physical Education (PED)

**PED 100. FUNDAMENTALS OF FITNESS 3 cr. hrs.**

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. Prerequisite: None. Code B. Offered: ONL.

**PED 103. WEIGHT TRAINING (BEGINNING) 1 cr. hr., Activity: 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. Prerequisite: None. Code C. Offered: ONL.

**PED 104. WEIGHT TRAINING (INTERMEDIATE)**
**1 cr. hr., Activity: 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. Prerequisite: PED 103. Code: C. Offered: ONL.

**PED 105. PERSONAL FITNESS 1 cr. hr., Activity: 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. Prerequisite: None. Code A. Offered: ONL.

**PED 118. GENERAL CONDITIONING (BEGINNING)**
**1 cr. hr., Lab 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. Prerequisite: None. Code A. Offered: ONL.

**PED 200. FOUNDATIONS OF PHYSICAL EDUCATION 3 cr. hrs.**

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. Prerequisite: None. Code B. Offered: ONL.

**PED 251. VARSITY BASKETBALL 1 cr. hr., Activity: 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: Permission of instructor. Code C. Offered: ONL.

**PED 252. VARSITY BASEBALL 1 cr. hr., Activity: 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: Permission of instructor. Code C. Offered: ONL.

**PED 254. VARSITY SOFTBALL 1 cr. hr., Activity: 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: Permission of instructor. Code C. Offered: ONL.

**PED 255. VARSITY TENNIS 1 cr. hr., Activity: 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: Permission of instructor. Code C. Offered: ONL.

**PED 258. VARSITY VOLLEYBALL1 cr. hr., Activity: 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: Permission of instructor. Code C. Offered: ONL.

## Physical Science (PHS)

**PHS 111. PHYSICAL SCIENCE I**
**4 cr. hrs., Lec. 3, Lab. 2**

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and

astronomy. Laboratory is required. Prerequisite: MTH 098. Code A. Offered: ONL.

**PHS 112. PHYSICAL SCIENCE II**
**4 cr. hrs., Lec. 3, Lab. 2**

This course provides the non-technical student with an instruction to the basic principles of chemistry and physics. Laboratory is required. Prerequisite: MTH 098. Code A. Offered: ONL.

## Physics (PHY)

**PHY 115. TECHNICAL PHYSICS**
**4 cr. hrs., Lec. 3, Lab. 2**

Technical physics is a one-semester survey of physics using college algebra. Major topics include Newton's laws of motion, work and energy, thermodynamics, waves and sound, and basic electricity. This course is for non-science majors pursuing a degree in a technical program. Laboratory is required. Prerequisite: MTH 100. Code C. Offered: ONL.

**PHY 201. GENERAL PHYSICS I - TRIG BASED**
**4 cr. hrs., Lec. 3, Lab. 2**

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include kinematics, Newton's laws of motion, conservation of momentum and energy, and the laws of thermodynamics. The contributions of physics to modern technology and society are considered. A laboratory is required. Prerequisite: MTH 113 or equivalent. Code A. Offered: HBYCL, ONL.

**PHY 202. GENERAL PHYSICS II - TRIG BASED**
**4 cr. hrs., Lec. 3, Lab. 2**

This continuation course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave mechanics, electromagnetism, light, and optics. The contributions of physics to modern technology and society are considered. A laboratory is required. Prerequisite: PHY 201. Code A. Offered: HBYCL, ONL.

**PHY 213. GENERAL PHYSICS I WITH CAL**
**4 cr. hrs., Lec. 3, Lab. 2**

This course is the first course in a two-part sequence of the calculus-based study of classical physics. Topics include kinematics, Newtonian Mechanics, the conservation of momentum and energy, and thermodynamics. Laboratory is required. Prerequisite: MTH 125. Code A. Offered: HBYCL, ONL

**PHY 214. GENERAL PHYSICS II WITH CAL**
**4 cr. hrs., Lec. 3, Lab. 2**

This course is the second course in a two-part sequence of the calculus-based study of classical physics. Topics include electromagnetism, light, and optics. Laboratory is required. Prerequisite: PHY 213. Code A. Offered: HBYCL, ONL.

## Political Science (POL)

**POL 200. INTRODUCTION TO POLITICAL SCIENCE**
**3 cr. hrs.**

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, government bureaucracy, problems in 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. Offered: ONL.

**POL 211. AMERICAN NATIONAL GOVERNMENT**
**3 cr. hrs.**

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. Offered: ONL, TRA.

## Psychology

**PSY 200. GENERAL PSYCHOLOGY 3 cr. hrs.**

The course is a survey of the scientific study of psychological, biological, and socio-cultural factors that influence behavior and mental processes. Prerequisite: None. Code A. Offered: ONL, TRA.

**PSY 210. HUMAN GROWTH AND DEVELOPMENT 3 cr. hrs.**

This course is a study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death. Prerequisite: PSY 200. Code A. Offered: ONL, TRA.

**PSY 230. ABNORMAL PSYCHOLOGY 3 cr. hrs.**

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered. Prerequisite: PSY 200. Code C. Offered: FLEX, ONL.

## Religion (REL)

**REL 100. HISTORY OF WORLD RELIGIONS 3 cr. hrs.**

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions of the world. Prerequisite: None. Code A. Offered: ONL, TRA.

**REL 151. SURVEY OF THE OLD TESTAMENT 3 cr. hrs.**

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. Offered: ONL, TRA.

**REL 152. SURVEY OF THE NEW TESTAMENT 3 cr. hrs.**

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. Offered: ONL, TRA.

## Sociology (SOC)

**SOC 200. INTRODUCTION TO SOCIOLOGY 3 cr. hrs.**

This course is an introduction to the vocabulary, concepts, and theoretical perspectives of sociology. Prerequisite: None. Code A. Offered: ONL, TRA.

**SOC 210. SOCIAL PROBLEMS 3 cr. hrs.**

This course examines the social and cultural aspects, influences, incidences and characteristics of current social problems in light of sociological theory and research. Prerequisite: SOC 200. Code A. Offered: ONL.

## Spanish (SPA)

**SPA 101. INTRODUCTORY SPANISH I 4 cr. hrs.**

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. Offered: ONL.

**SPA 102. INTRODUCTORY SPANISH II 4 cr. hrs.**

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures

of Spanish-speaking areas. Prerequisite: SPA 101 or equivalent. Code A. Offered: ONL.

**SPA 201. INTERMEDIATE SPANISH I 3 cr. hrs.**

This course focuses on the further development of reading, listening, speaking, and writing skills in Spanish. Prerequisite: SPA 102 or equivalent. Code A. Offered: ONL.

**SPA 202. INTERMEDIATE SPANISH II 3 cr. hrs.**

This continuation course focuses on the further development of reading, listening, speaking, and writing skills in Spanish. Prerequisite: SPA 201 or equivalent. Code A. Offered: ONL.

## Speech Communication (SPH)

**SPH 106. FUNDAMENTALS OF ORAL COMMUNICATION 3 cr. hrs.**

Fundamentals of Oral Communication is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness. Prerequisite: None. Code A. Offered: HYBCL, ONL, TRA.

**SPH 107. FUNDAMENTALS OF PUBLIC SPEAKING 3 cr. hrs.**

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 performance are emphasized. Prerequisite: None. Code A. Offered: HYBCL, ONL, TRA.

## Theatre Arts

**THR 113-115, 213-215. THEATRE WORKSHOP I-III, IV-VI 1-2 cr. hrs.**

This course provides practical experience in the production and performance of theatrical presentations. Prerequisites: Courses in sequence. Code: C. Offered: TRA

**THR 120. THEATER APPRECIATION 3 cr. hrs.**

This course is designed to increase appreciation of theater. Attendance at theater productions will likely be required. Prerequisite: None. Code A. Offered: ONL, TRA.

**THR 131. ACTING TECHNIQUES I 3 cr. hrs.**

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 performer's instruments in acting. Emphasis is placed on improvisation, acting exercises, and characterizations in scenes and/or monologues. Prerequisite: None. Code B. Offered: TRA.

**THR 132. ACTING TECHNIQUES II 3 cr. hrs.**

TThis course is a continuation of THR 131. Prerequisite: THR 131. Code: C. Offered: TRA

**THR 236. STAGECRAFT 3 cr. hrs.**

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting. Prerequisite: None. Code C. Offered: TRA.

**THR 241. VOICE AND SPEECH FOR THE PERFORMER 3 cr. hrs.**

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warm-up, dialect reduction, articulation, class performance, and written exams. Prerequisite: None. Code B. Offered: TRA.

## Welding Technology (WDT)

**WDT 104. SMAW FILLET/PAC/CAC**
**6 cr. hrs., Lec. 2, Lab 8**

This course provides students with instruction and opportunities to develop skills with Shielded Metal Arc Welding (SMAW processes. 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 students with skills and knowledge necessary for the safe operation of carbon arc cutting and plasma arc cutting. Code: Career/Tech – Non-Transfer. Prerequisite: None. Offered: HYBCL, TRA.

**WDT 108. SMAW FILLET/OFC**
**3 cr. hrs., Lec. 2, Lab 2**

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. Co-requisite: WDT 122 SMAR Fillet/OFC Lab. Code: Career/Tech – Non-Transfer. Code: Career/Tech – Non-Transfer. Offered: HYBCL, TRA.

**WDT 110. INDUSTRIAL BLUEPRINT READING 3 cr. hrs.**

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. Code: Career/Tech – Non-Transfer. Prerequisite: None. Offered: HYBCL, TRA.

**WDT 119. GAS METAL ARC/FLUX CORED ARC WELDING 3 cr. hrs., Lec. 2, Lab 2**

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. Co-requisite: WDT 124 Gas Metal Arc/Flux Cored Arc Welding Lab. Code: Career/Tech – Non-Transfer. Offered: HYBCL, TRA.

**WDT 120. SHIELDED METAL ARC WELDING GROOVE 3 cr. hrs., Lec. 2, Lab 2**

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. Offered: HYBCL, TRA.

**WDT 122. SMAW FILLET/OFC LAB**
**3 cr. hrs., Lab 6**

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. Offered: HYBCL, TRA.

**WDT 124. GAS METAL ARC/FLUX CORED ARC WELDING LAB 3 cr. hrs., Lab 6**

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. Co-requisite: WDT 119 Gas metal Arc/Flux Cored Arc Welding. Code: Career/Tech – Non-Transfer. Offered: HYBCL, TRA.

**WDT 125. SHIELDED METAL ARC WELDING GROOVE LAB 3 cr. hrs., Lab 6**

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 WDT 108. Offered: HBYCL, TRA.

**WDT 160. ROBOTICS LAB I**

**3 cr. hrs., Lec 1, Lab 4**

This course is the practical application of robotics theory. Students will complete machine origins, robotic programming, robotic welding parameters, link programs to create jobs, and allocate a weave start. Prerequisite: None. Offered: HBYCL, TRA.

**WDT 166. FLUX CORE ARC WELDING (FCAW)**

**3 cr. hrs., Lec. 2, Lab 2**

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. This course supports CIP code 48.0508. Code: Career/Tech – Non-Transfer. Prerequisite: WDT 108. Offered: HBYCL, TRA.

**WDT 167. FLUX CORE ARC WELDING (FCAW) LAB**

**3 cr. hrs., Lab 6**

This course provides instruction and demonstration with the flux core arc welding process to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of filler metals, current/polarity, shielding gas and base metals. Upon completion, the student should be able to produce groove and fillet welds using the FCAW welding process, according to AWS Codes and Standards. Code: Career/Tech – Non-Transfer. Prerequisite: None. Corequisite: WDT 166. Offered: HBYCL, TRA.

**WDT 218. CERTIFICATION**

**3 cr. hrs., Lec. 1, Lab 4**

This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various applicable welding code requirements. Code: Career/Tech – Non-Transfer. Prerequisite: As determined by instructor. Offered: HBYCL, TRA.

**WDT 219. WELDING INSPECTION AND TESTING**

**3 cr. hrs.**

This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report. Code: Career/Tech – Non-Transfer. Prerequisite: None. Offered: HBYCL, TRA.

**WDT 228. GAS TUNGSTEN ARC WELDING**

**3 cr. hrs., Lec. 2, Lab 2**

This course provides students with the knowledge needed to perform gas tungsten arc welds using ferrous/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 set-up, 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. Code: Career/Tech – Non-Transfer. Prerequisite: None. Offered: HYBCL, TRA.

**WDT 282. SPECIAL TOPICS 3 cr. hrs.**

This course provides specialized instruction in various areas related to the welding industry. Emphasis is placed on meeting students' needs. Code: Career/Tech – Non-Transfer. Prerequisite: As determined by instructor. Offered: HBYCL, TRA.

## Workplace Skills (WKO)

**WKO 101. WORKPLACE SKILLS 1 cr. hr.**

This course emphasizes foundational information for students to develop knowledge and skills to prepare them for employment following completion of technical and academic programs. As part of this course students will participate in WorkKeys assessment and research related to the Labor Management Information (LMI). At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management. Prerequisite: None. Code: Career/Technical. Offered: HYBCL, ONL.

# Workforce Development



## Workforce Development

The Workforce Development Division at Snead State Community College offers training opportunities designed to give you the skills you need to succeed. We provide personal enrichment classes, professional development opportunities, business and industry specific training and short-term skill training programs aimed at helping you obtain those skills needed in today's workforce. For more detailed information on specific training being offered each semester, please visit *www.snead.edu/workforce* or contact the Workforce Development staff.


Cherri Barnard
Workforce Development Specialist
256.840.4152
cherri.barnard@snead.edu

Teresa Walker
Director of Workforce Development
256.840.4211
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In the event Snead State should experience the need for all in-person classes to transition to remote instruction due to the COVID-19 pandemic or other event warranting the need for such plans, such communication will be provided to the students. This communication will provide details to the program's remote instructional plan to complete the necessary theory, lab and/or clinical to meet the course objectives necessary for successful completion in a remote environment. For further information contact Teresa Walker, teresa.walker@snead.edu, or Cherri Barnard, cherri.barnard@snead.edu.

## Career Skills Training Program Calendar 2024-2025

**Clinical Medical Assistant - SPRING 2025**

Aug. 5, 2024 .....Registration Opens
Dec. 13, 2024.....Deadline to Receive Results from background screen
Dec. 13, 2024..... Payment Deadline; Notification of VA Funding Deadline
Jan. 2, 2025.....Class Orientation
Jan. 6, 2025 .....Last Day to Drop for Full Refund
Jan. 7, 2025 .....First Day of Class
Jan. 8, 2025 ..... Last Day to Drop for 75% Refund**
Mar. 18/20, 2025 ..... Spring Break*
April 3, 2025..... Last Class Day
April 8, 2025.....CCMA Exam

**Phlebotomy Technician - FALL 2024**

July 8, 2024..... Registration Opens
Sept. 30, 2024..... Deadline to Receive Results From Background Screen
Sept. 30, 2024.....Payment Deadline; Notification of VA Funding Deadline
Oct. 8, 2024.....Class Orientation
Oct. 11, 2024.....Last Day to Drop for Full Refund
Oct. 14, 2024.....First Day of Class
Oct. 15, 2024... Last Day to Drop for 75% Refund**
Nov. 26/27, 2024.....Thanksgiving*
Dec. 17, 2024 ..... Last Class Day
Dec. 19, 2024 ..... CPT Exam

**Medication Assistant (Aide) - SPRING 2025**

Aug. 5, 2024 ..... Registration Opens
March 18/20..... Spring Break*
March 25, 2025 .....Payment Deadline Notification of WIOA Funding Deadline
April 7, 2025.....Last day to drop for full refund
April 8, 2025..... First day of class
April 9, 2025.....Last day to drop for 75% refund**
April 10, 2025..... Deadline to submit required documentation: background screen, immunizations and copy of HS/GED
June 12, 2025 ..... Last Class Day
TBD ..... MACE Exam

**No classes held.*
***No refunds given after this date. See WFD refund policy.*

## Career Skills Training

Career skills training programs are designed to provide individuals with employable skills in an accelerated, condensed manner. These programs may be completed within 15 weeks to 11 months in a variety of career fields. Financial assistance is available for those who qualify through the Veteran's Educational Benefits Program and the Workforce Innovation and Opportunity Act (WIOA) for a select number of programs.

**NMAT 9000 NC: CLINICAL MEDICAL ASSISTANT (WIOA Approved) - 96 contact hours**
**Location: Guntersville Campus**

**Tuition**: $1,750, including all textbooks, and the national health care exam fee and study guide - the Certified Clinical Medical Assistant (CCMA) exam.

This comprehensive program is designed to allow students to become trained as a Clinical Medical Assistant. The clinical medical assistant program prepares students to function effectively in many of the administrative/clerical and medical assistant clinical positions in the healthcare industry. Instruction covers important information on anatomy and physiology, medical terminology, clinical knowledge to include blood pressure checks, using a stethoscope, urine analysis, basic insurance billing aspects, medical ethics, customer service and legal aspects. Students will also learn EKG basics. In addition to classroom hours, the program includes on-site job shadowing and clinicals through Marshall Medical Centers - which is required for certification. Upon completion of the program, students will sit for the Certified Clinical Medical Assistant (CCMA) exam given through NHA (National Healthcareer Association).

**This program is hybrid utilizing both face-to-face and virtual instruction. Students are required to have access to the internet, laptop/desktop computer and have proficient computer skills. Financial aid will not cover the cost of an electronic device such as laptops, desktops, tablets, etc.*

*A clear background check is required for entrance into the program, and a clean drug screen is required for continued enrollment in the program.*

- **Trends in Medical Assisting – 5 hours**

Explores the skills and responsibilities of the medical assistant, examines behaviors necessary to be successful in the health care industry, and discusses various credentialing opportunities and the various types of medical establishments in which these professionals work and the current occupational outlook.

- **Communication – 10 hours**

Understanding how to exchange written, oral and nonverbal information, which is fundamentally crucial in the exchange of communication in health care. Identifying techniques for overcoming communication barriers. Understanding that a positive attitude is essential and professional when having daily contact with patients, colleagues and other professionals face-to-face and by phone, e-mail, or other electronic technologies, including electronic health records (EHRs), or by letter to promote effective and meaningful communications.

- **Legal and Ethical Issues – 5 hours**

Understand and define scope of practice and how it relates to the duties of a medical assistant within the state that the medical assistant is employed. Differentiate between scope of practice and standard of care for medical assistants. Understand medical law and malpractice, confidentiality, consent, ethical issues, medical records, HIPPA, GINA, and ADAA.

- **Anatomy & Physiology – 20 hours**

Understanding anatomic descriptors and fundamental body structure of the human body: the nervous system, the senses, the integumentary system, the skeletal system, the muscular system, the respiratory system, the circulatory system, the immune system, the digestive system, the urinary system, the endocrine system and the reproductive system.

- **Infection Control – 15 hours**

Understanding the importance of infection control and that it is an ongoing aspect of health care for both patient and the health care provider. Understand regulations of the Centers for Disease Control (CDC) which impact health care practices, compliance with federal, state and local health laws and regulations, personal protective equipment, blood-borne pathogens, disinfection/sterilization techniques, sanitization procedures, risk management procedures and standard precautions.

- **Measurements – 12 hours**

Understanding the importance of body measurements in relation to patient care. Knowledge base of measuring height, patient weigh-in, weight and BMI conversions. Understanding the importance, and demonstrating correct recording, of height, weight, oral, rectal and axillary temperature, pulse rate, respirations and blood pressure.

- **Clinical Setting – 15 hours**

Prepare for the preparation of the patient for physical examinations and other procedures and examinations through physical assessment, patient history, preparation and positioning. The performance of several evaluation tests for common specialty exams and procedures are discussed as well as the specific examinations and procedures for assessing the OB/GYN and pediatric patient, eyes, ears and pulmonary.

- **Medication Administration – 20 hours**

Correct and accurate medication administration is the responsibility of all health care workers at every level of care. Students will understand pharmacology fundamentals, measurement systems, basic mathematics and dosage calculations, administering oral and noninjectable medications, administering injections and immunizations. Proficiency with basic math skills is necessary for preparing medications – basic functions of addition, subtraction, multiplication, and division as well as be able to calculate and convert fractions, decimals, percentages, and ratio proportions.

- **EKG – 6 hours**

Students will understand the anatomy and physiology of the heart and common cardiovascular tests. Discuss the equipment and supplies needed to perform an EKG and identify the 12 leads and describe which area of the heart each represents.

- **Minor Surgery – 15 hours**

Students will have a working knowledge of the care and function of basic instruments used in the medical office to perform minor surgical procedures. Basic information for assisting the provider and preparing the patient is covered along with a description of the specialized instruments used in the performance of minor office surgery.

- **Emergencies – 17 hours**

Recognize and respond to medical office emergencies, principles and steps of professional provider CPR and AED. Knowledge base of symptoms that constitute an emergency – heart attack, heat stroke, heat exhaustion, shock, stroke. Identify the emergency plan for response to a natural disaster or other emergency.

- **Emergency Preparedness – 10 hours**

Learn how to respond and how to assist the provider in treating an individual with an emergency in the medical office. Develop an emergency plan for natural disasters and other emergencies in the medical office. Develop a personal safety plan for work and home.

- **Nutrition – 10 hours**

Learn the knowledge base of nutrition, exercise and healthy living. Understand the Guidelines for Good Health table, the ChooseMyPlate Food Guidance System, parts of a food label and how to interpret, dietary supplements, special dietary needs for weight control, diabetes, cardiovascular disease, hypertension, cancer, lactose sensitivity, gluten free and food allergies.

Know the importance of exercise, sleep and a positive outlook toward health.

- **Psychology - 10 hours**

Learn coping and problem solving skills to assist with the stress of everyday life and occasional crisis of routine living. Many procedures can be used to include, chosen religious beliefs, activities that reinforce one's significance and independence, meditation and other relaxation exercises.

- **Office Administration – 20 hours**

Emphasis is placed on developing office skills and knowledge of medical terms. In the program, students learn to provide office support to medical facilities including records management, medical report production, patient interface, insurance and billing responsibilities, telephone interaction, scheduling, office policies and procedures, office documents and confidentiality.

- **Externship**

Students will gain insight into the daily operations of a clinical medical assistant in varying environments. The externship involves a maximum of 40 hours within a physician office associated with Marshall Medical Centers. Physician office types will vary, as well as the environment. Upon completion of the externship students will sit for the Certified Clinical Medical Assistant (CCMA) exam through NHA.

**NMLT 9100 NC: PHLEBOTOMY TECHNICIAN - 70 contact hours**
**Location: Guntersville Campus**

**Tuition:** $1,500, including all textbooks, and the national health care exam fee and study guide – Certified Phlebotomy Technician (CPT).

This comprehensive program is designed to allow students to become a Phlebotomy Technician. Students will be prepared to collect blood specimens from clients for the purpose of laboratory analysis & become familiar with all aspects related to blood collection & develop comprehensive skills to perform venipunctures completely & safely. Classroom & lab work includes terminology, anatomy, physiology; blood collection procedures; specimen hands-on practice; BLS for Healthcare certification training & clinical training in skills & techniques to perform puncture methods. In addition to classroom hours, the program includes on-site clinicals - which is required for certification for phlebotomists.

Upon completion of the program, students will sit for the Certified Phlebotomy Tech (CPT) exam given through NHA (National Healthcareer Association).

**A clear background check is required for entrance into the program, and a clean drug screen is required for continued enrollment in the program. This program is hybrid utilizing both face-to-face and virtual instruction. Students are required to have access to the internet, laptop/desktop computer, and have proficient computer skills. Financial aid will not cover the cost of an electronic device such as laptops, desktop computers, tablets, etc.*

- **Phlebotomy Practice and Quality Assessment Basics – 5 hours**

Explores the skills and responsibilities of the phlebotomist, examines behaviors necessary to be successful in the health care industry, and discusses various credentialing opportunities and the various types of medical establishments in which these professionals work and the current occupational outlook. Topics also include professional appearance and personal health, communication strategies, active listening, telephone and e-mail communications and quality assessment.

- **Ethical, Legal and Regulatory Issues – 5 hours**

Understanding ethics and laws in healthcare. Students will learn how to avoid blood collection lawsuits, the basic functions of the medical record, informed consent vs. implied consent, key components of HIPPA and CLIA, patient confidentiality and medicolegal terms related to phlebotomy

procedures, policies, and protocols designed to avoid medicolegal problems.

- **Basic Medical Terminology – 5 hours**

Understand word elements, such as roots, prefixes and suffixes. Combine elements to make words and divide complex words into these elements and learn the basic terms used in the laboratory.

- **The Human Body and the Cardiovascular System – 10 hours**

Understanding the basic functions of the cardiovascular system, the chambers of the heart and major heart blood vessels. Learn the characteristics of arterial, venous, and capillary blood, locate the veins most commonly used for phlebotomy, understand the meaning of hemostasis and the five basic steps in the coagulation (blood clotting) sequence.

- **Safety and Infection Control – 10 hours**

Understanding the importance of infection control and that it is an ongoing aspect of health care for both patient and the health care provider. Students will learn safety policies and procedures in specimen collection and transportation, personal safety from infection during specimen handling, as well as techniques for handwashing, donning and removing gloves, gowning, masking, gloving and disposing of contaminated items. Also covered is the removal of patient's specimen from isolation room, safety measures for fire, electrical, radiation and chemical safety in a health care facility, avoiding transmission of bloodborne pathogens, and the elements of a disaster emergency plan for a health care facility.

- **Documentation, Specimen Handling and Transportation – 10 hours**

Understanding patient records, policies and procedures, laboratory test requisitions and Labels, specimen labels and blood collection lists. Learn specifics regarding specimen handling and transportation guidelines, delivery methods, storage and sample rejection.

- **Blood Collection Equipment – 10 hours**

Understanding the latest phlebotomy safety supplies and equipment including, blood collection equipment, venipuncture equipment, blood collection tubes and additives. Students are introduced to safety syringes, safety needles/holders, the tourniquets, gloves for blood collection, and other supplies such as antiseptics, sterile gauze pads, bandages specimen collection trays and microcollection equipment.

- **Preexamination/Preanalytical Complications – 10 hours**

Preanalytical variables are important to health care workers involved with blood collection. This course will cover patient complications and the preanalytical variables that are reported most often. Topics include categories of preanalytical variables, complications associated with test requests and identification, and complications associated with the specimen.

- **Venipuncture Procedures– 15 hours.**

Understanding of correct venipuncture procedures. Topics covered include blood collection process and using standard procedures. Mentally preparing for the patient encounter, patient identification, use of a tourniquet, cleansing the puncture site, performing a venipuncture, syringe method and leaving the patient.

- **Capillary Blood Specimens – 15 hours**

Understanding how to collect capillary blood specimens. Topics include indications for skin puncture, composition of capillary blood, collecting diagnostic capillary blood specimens, supplies for skin puncture and blood films for microscopic slides. After successful completion students are ready for clinical rotation at Marshall Medical Centers to include a minimum of 30 venipunctures, and 10 capillary sticks, to be eligible to sit for the Certified Phlebotomy Technician (CPT) exam through NHA.

- **Pediatric and Geriatric Procedures – 13 hours**

Collecting blood from pediatric and geriatric patients requires much clinical knowledge about, and training for, the proper techniques. Both age groups require extra care in blood collection. Students will learn how to prepare the child and the parent, proper positions for restraining a child, how to handle combative patients, pediatric phlebotomy procedures, heelstick and fingerstick procedures and collection of capillary blood for neonatal screening and considerations in home care blood collections for geriatric patients.

- **Special Collections– 15 hours**

Understanding the various collections for specialized testing. Topics include, blood cultures, glucose tolerance test, blood coagulation monitoring, hematocrit, hemoglobin and other hematology parameters, cannulas and fistulas, donor room collections, arterial blood gases, and urine collections.

- **Externship**

The externship involves a minimum of 40 sticks and 10 capillaries to be eligible to sit for the Certified Phlebotomy Technician (CPT) exam through NHA. Clinicals will be held through Marshall Medical Centers. Upon completion of the externship students will sit for the Certified Phlebotomy Technician (CPT) exam through NHA.

**NNAS 8102 NC: MEDICATION ASSISTANT**

**- 100 contact hours (60 classroom/40 clinical)**

**(WIOA Approved)**

**Location: Guntersville Campus**

**Tuition: $1,000 (includes book)**

**Additional Fees: ABN Application Fee: $53.50**

**MACE Exam Fee: $120.00**

The medication assistant program is a 100 hour training course that prepares students to administer routine medications to patients in a variety of healthcare settings. Medication Assistants practice under the supervision of licensed nurses. Upon successful completion students will be eligible to apply for the Medication Assistant Certification Exam (MACE). Course topics include:

- Basic competencies and safety for medication provision
- Basic procedures for medication provision
- Skills labs on the methods of medication provision
- Medication and the elderly
- Accurately recording medication provision

To be eligible for the class, a high school diploma/GED, drug screen and background check is required. Certified Nursing Assistant, or clinical experience, is preferred, but not required.

The scope of practice for medication assistants in the state of Alabama is regulated by the Alabama Board of Nursing (ABN). Pursuant to ABN Administrative Code Section 610-X-7-.11, the licensed nurses may delegate limited medication administration to certain individuals who have completed the approved program of study administered by the Alabama Community College System (ACCS) and have achieved the MAC designation by passing the MACE examination administered by the National Council of State Boards of Nursing (NCSBN). As a public service, the ABN serves as the agent for processing applications for approval to sit for the MACE exam in Alabama.

- **The Medication Aide In Healthcare Settings – 3 hours**

This module describes the medication assistants' (aide's) role, professionalism and list examples of professional behavior. Students will also discuss the facility chain of command regarding medication administration, communication, team building and interpersonal relationships. Explanation of policy and procedure manuals is also covered.

- **Ethical and Legal Issues – 3 hours**

Students will learn legal and ethical

behavior expected of medication assistants (aides) and discuss how state laws affect the role of medication assistants (aides). This course will explain the tasks that cannot be delegated to medication assistants (aides) and discuss the medication assistant's (aide's) role in delegated tasks. This course will also cover residents' rights, person-centered care, HIPPA, abuse and neglect, laws related to controlled substances, and more legal issues.

- **Medication Safety – 3.5 hours**

This course covers the "rights" of medication administration and information needed about the resident and the medication prior to administration. Also discussed will be medication contraindications, safe medication storage and medication disposal.

- **Preventing and Responding to Medication Errors – 3.5 hours**

Identification of common causes of medication errors. Discuss the steps to follow when a medication error occurs and organizations involved with preventing medication errors.

- **Medication Basics – 3.5 hours**

Understand basic medication terminology and abbreviations, pharmacology and related terms. Identify types of liquid medications, solid and semisolid medications, and common routes of medication administration. Factors that may affect how the body uses medication will also be discussed.

- **Medication Orders and Documentation – 3.5 hours**

This course will describe the different ways medications can be ordered, how to observe and report accurately, and how to resolve questions about medication orders. Students will learn the elements of a complete medication order as well as documentation of medication administration and the controlled substances medication log.

- **Medication Dosage – 3.5 hours**

This course will cover medication dosage conversion and dosage range, as well as the most common measurement systems for medication dosing.

- **Medication Side Effects, Reactions, and Interactions – 3.5 hours**

This course will cover various side effects medications can cause and the adverse reactions to medications. Students will also learn drug interactions and be able to explain and understand drug tolerance.

- **Preparation and Administration of Medication – 3 hours**

In this course students will learn systems for packaging and distributing medication, and the steps to follow and safety checks to perform when setting up medications. Students will discuss how to prevent infection while administering medications, special considerations when administering medications and procedures for medication administration by route. Review documentation of medication administration.

- **The Integumentary System and Common Medications – 3 hours**

This course will describe the integumentary system. Students will discuss common medications used to treat wounds and skin infections, dermatitis and psoriasis, fungal infections, pediculosis, and scabies. Burns and sunburn and response to these conditions will also be discussed.

- **The Musculoskeletal System and Common Medications – 3 hours**

This course will describe the musculoskeletal system. Students will discuss common medications used to treat arthritis and gout, osteoporosis, osteomyelitis, back pain, strains, sprains and fractures.

- **The Nervous System and Common Medications – 3 hours**

This course will describe the nervous system. Students will discuss common medications used to treat cerebrovascular accident (CVA), epilepsy, multiple sclerosis, myasthenia gravis, Parkinson's disease, and Alzheimer's disease. Common medications used to treat pain, fatigue, mental health disorders and conditions of the sense organs will also be discussed.

- **The Endocrine System and Common Medications – 3 hours**

This course will describe the structure and function of the endocrine system. Students will discuss common medications to treat diabetes and thyroid disorders.

- **The Circulatory System and Common Medications – 3 hours**

This course will describe the structure and function of the circulatory system. Students will discuss common medications used to treat hypertension, coronary artery disease and related conditions. Common medications used to treat heart failure dysrhythmia, and conditions related to the blood will also be discussed.

- **The Respiratory System and Common Medications – 3 hours**

This course will describe the structure and function of the respiratory system. Students will discuss common medications used to treat rhinitis, sinusitis, asthma, influenza, bronchitis, and pneumonia. Common medications used to treat chronic obstructive pulmonary disease (COPD), pleurisy, atelectasis, pulmonary embolism (PE) and tuberculosis (TB) will also be discussed.

- **The Gastrointestinal System and Common Medications – 3 hours**

This course will describe the structure and function of the gastrointestinal system. Students will discuss common medications used to treat stomatitis, ulcerative gingivitis, gastroesophageal reflux disease (GERD), peptic ulcer disease, gastritis, nausea, vomiting, diarrhea and gastroenteritis. Common medications used to treat constipation, hemorrhoids, conditions affecting the bowels, liver, gallbladder and pancreas will also be discussed.

- **The Urinary System and Common Medications – 3 hours**

This course will describe the structure and function of the urinary system. Students will discuss common medications used to treat urinary incontinence, urinary retention, urinary obstruction, urinary tract infection (UTI), renal failure and fluid imbalance.

- **The Reproductive System and Common Medications – 3 hours**

This course will describe the reproductive system. Students will discuss common medications used to treat conditions of the male reproductive system, conditions of the female reproductive system and sexually transmitted infections.

- **The Immune System and Common Medications – 3 hours**

This course will describe the structure and function of the immune system and lymphatic systems. Students will discuss common medications used to treat HIV/AIDS, cancer, rheumatoid arthritis, lupus and shingles.

- **Clinical Rotation – 40 hours**

Students will gain insight of the daily operations of a medication assistant (aide) in a healthcare environment through a local nursing home/living assisted facility. Students will work alongside a registered nurse and supervisor to complete clinicals. Once the students complete the clinical rotation successfully, and have passed the course at a 70% pass rate, they will be eligible to sit for the Medication Aid Certification Exam (MACE).

## MANUFACTURING SKILLS STANDARDS COUNCIL (MSSC)

The Manufacturing Skill Standards Council (MSSC) is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers. The nationwide MSSC System, based upon industry defined and federally-endorsed standards, offers both entry-level and incumbent workers the opportunity to demonstrate that they have acquired the skills increasingly needed in the technology-intensive jobs of the 21st century.

**NWKO 9010 NC: CERTIFIED PRODUCTION TECHNICIAN (CPT) - 140 contact hours (WIOA Approved)**

**Location: Guntersville Campus**

The CPT Certification addresses the core technical competencies of higher skilled production workers in all sectors of manufacturing. MSSC awards certificates to individuals who pass any of its Production Modules: Safety, Maintenance Awareness, Manufacturing Processes & Production, and Quality Practices & Measurement; and a full Certified Production Technician (CPT) Certificate to those who pass all four original modules.

**MSSC Safety Module - 35 hours**

- Customer needs
- Communication and leadership
- Team building and decision making
- Safety organization
- Personal protective equipment
- Fire and electrical safety
- Hazardous material safety
- Aligned with OSHA 10

**MSSC Maintenance Awareness Module - 35 hours**

- Basic electrical circuits
- Pneumatic and hydraulic power systems
- Lubrication
- Bearing and couplings
- Belt and chain drives
- Machine control concepts
- Machine automation
- High vacuum systems
- Mechanical principles
- Materials and material testing
- Production processes
- Machining processes and tooling
- Procedures and process documentation
- Production planning and work-flow
- Packaging and distribution

**MSSC Quality Practices and Measurement Module - 35 hours**

- Blueprint reading
- Basic measurement
- Precision measurement
- Dimensional gauging
- SPC and control charts
- Continuous improvement
- Inspections
- Audits
- Prevention and correction

**NWKO 8001 NC: CERTIFIED LOGISTICS ASSOCIATE (CLA) - 30 contact hours**

**Location: Guntersville Campus**

This course provides students with the foundational broad knowledge they will need to understand the world of supply chain and related core competencies. Learning materials include a PDF textbook and e-learning modules. The course includes modules on:

- Global Supply Chain - 3 hours
- The Logistics Environment - 3 hours
- Safety - 4 hours
- Safe Equipment Operations - 3 hours
- Material Handling Equipment - 3 hours
- Quality Control - 3 hours
- Workplace Communication - 3 hours
- Teamwork and Problem Solving - 4 hours
- Computer Usage - 4 hours

## Business and Industry Training

The Training for Existing Business and Industry Program at Snead State Community College provides company-specific training, and open-enrollment classes, to businesses in Marshall County and the surrounding areas. The College

works with businesses to identify employee training needs and tailor services around those needs. The training can take place on location at the business or on the college campus.

## Skills For Success Training

Skills for Success is the Alabama Community College System's rapid workforce training program. The program was developed in partnership with the state's businesses and industries and is aligned with the skills employers know workers need to fill available jobs. Skills for Success training is offered at no cost to participants. A unique feature of Skills for Success training is how quickly it can be completed. Part of the training is offered online, with interactive learning that is self-paced. Upon completing the online portion of the course, students then complete 16 hours of hands-on training with qualified instructors. Participants who complete the training also earn an ACCS Credential, which signals to businesses that the individual has mastered the skills taught in the program and is immediately ready for employment. The ACCS Credential can also be used as a foundation for additional classes and training at Alabama community colleges.

## Alabama Career Essentials (ACE)

Alabama Career Essentials (ACE) is a FREE training course designed by the Alabama Community College System to provide Alabamians with relevant, cutting-edge, and industry-driven employability skills training to better prepare individuals for the Alabama workforce. The main goal of the ACE course is to ensure current and future workers are equipped with the skills necessary to enter the 21st century Alabama workforce.

Employers trust our colleges' credentials. Upon successful completion of the program, ACE participants will receive two credentials:

- Alabama Career Essentials certificate (ACE)
- National Career Readiness certificate (NCRC)

In addition to credentials, graduates of Snead State's ACE program will gain support, build confidence, improve their opportunities, and get access to ongoing skill upgrades and lifelong learning to include:

- One FREE college course (up to 4 credit hours)
- Articulated credit for WKO 101 (3 credits)
- MAPs Course (Mobilizing Alabama Pathways). Participants choose a career pathway of their choice, completed in approximately eight hours in one of the following areas: Architecture and Construction; Healthcare; Hospitality and Tourism; Information Technology; Manufacturing; and Transportation and Logistics.

The curriculum for the ACE program includes:

- Computer Literacy
- Math for Work
- Financial Literacy
- Effective Communication
- Workplace Etiquette
- Resolving Problems in the Workplace
- Healthy Workplace Environment
- Employment Preparation
- Workplace Safety

## Continuing Education

Personal enrichment classes and professional development opportunities are available through continuing education courses. We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Snead also offers private music lessons on campus for piano, voice, guitar and violin, as well as the Alexander Technique. In addition, Snead State is authorized to award professional continuing education units for childcare, healthcare and teachers.

## Third Party Partners

**Education to Go: www.ed2go.com/sneadstate**

Snead State Community College partners with Education to Go to offer online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Enrollment and payments are completed online by visiting www.ed2go.com/sneadstate.

**CareerStep: www.careerstep.com/snead**

Snead State Community College has partnered with CareerStep to help students like you train for a rewarding new career. Enrollment and payments are completed online by visiting www.careerstep.com/snead.

## Professional Certifications and Testing

Certification proves your commitment to your chosen profession and can help individuals obtain better pay, career opportunities and job security. Snead State offers several professional certifications to assist individuals with professional growth and career opportunities.

### ACT Workkeys and the National Career Readiness Certificate

WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce.

***Career Seekers:*** Taking WorkKeys tests is an important first step to prepare for education, training, or a career. WorkKeys scores help you compare your skills to the skills real jobs require. Employers across the country are requiring the WorkKeys assessments or recommending the National Career Readiness Certificate. These scores help employers choose the most qualified candidates for their jobs.

***Employers:*** WorkKeys gives you a complete solution for employee selection and development. Our powerful solution offers both Foundational Skills and Soft Skills assessments, enabling you to assess the full potential of applicants and employees. The tools in this comprehensive system can be mixed and matched to meet diverse organizational needs including selection, screening, training & development and succession planning.

Successful completion of ACT WorkKeys assessments can lead to earning ACT's National Career Readiness Certificate. The Certificate is a portable credential that shows employers anywhere in the United States the achievement of a certain level of workplace employability skills in Applied Mathematics, Workplace Documents and Graphic Literacy. These workplace skills are highly important to the majority of jobs in the workplace.

Snead State Community College offers the following assessments by appointment only:

- Foundational Skills – Applied Math, Workplace Documents, Graphic Literacy, Applied Technology, Business Writing, and Workplace Observation.
- Soft Skills – Fit and Talent

### National Healthcareer Association (NHA) certification

Just as each patient is special, so is each patient care provider. By providing students with the support and certification needed to succeed in the allied health field, NHA is one of the nation's largest allied health certification providers. Snead State is an approved testing site with NHA (National Healthcareer Association) to provide the following certifications. Pricing for certification includes a study guide:

- Certified Phlebotomy Technician (CPT) - $235
- Certified Medical Administrative Assistant (CMAA) - $235
- Certified Clinical Medical Assistant (CCMA) - $285
- Certified EKG Technician (CET) - $235
- Certified Billing Coding Specialist (CBCS) - $235

### Multi-CrafTest Maintenance Testing

Improve your hiring, training and promotion process for maintenance employee selection. The Multi-CrafTest is for use in selecting maintenance employees who have knowledge in seven different craft areas. Categories tested include:

- Hydraulics & Pneumatics
- Welding & Rigging

- Power Transmission, Lubrication, Mechanical Maintenance, Shop Machines, & Tools & Equipment
- Pumps, Piping & Combustion
- Motors, Control Circuits & Schematics & Print Reading
- Digital Electronics, Power Supplies, Computers & PLC, & Test Instruments
- Basic AC/DC Theory, Power Distribution & Electrical Maintenance

## Student Records

Transcripts are available upon written request by a participant. The policy concerning confidentiality of student records extends to student records through Workforce Development's non-credit training programs, and continuing education courses. (Refer to the section on "Confidentiality of Student Records" in this catalog.) Documents and records are maintained in the Tom Bevill Continuing Education Center. Submitted for retention are the application/registration form, activity description, copy of award certificate, class roll, and evaluation forms. In the event of the demise of the College as a postsecondary institution, records would be referred to the Alabama Department of Archives and History in Montgomery, Alabama.

Workforce Development students are subject to all Snead State academic policies with the exception of the attendance policy. Please refer to the WFD attendance policy.

## Payment/Refund Policy

**Career Skills Training/Continuing Education:**

- Pre-payment required.
- Withdrawal prior to first class meeting, full refund.
- Withdrawal after first class meeting. but prior to second class meeting, 75% refund.
- After second class meeting, no refund will be given.
- Failure to attend the program does not constitute withdrawal.

**TEBI Programs:**

- Purchase Order number or pre-payment required.
- Complete withdrawal prior to course deadline, full refund will be given. No refunds after course deadline, however substitutions are allowed.
- Failure to attend does not constitute withdrawal.

## Workforce Development Attendance Policy

**Attendance/Tardiness**

Regular attendance and participation is essential for learning. Attendance is measured by your presence in the classroom/online classroom and labs, as well as the submission of assignments or other assigned work given by your instructor. Attendance is not the same as participation. Students are expected to participate and submit assignments on time on a weekly basis by the deadline assigned by the instructor. This extends to the National Career Readiness Testing and employability skills session. Students who do not complete all assigned coursework and/or do not attend the National Career Readiness testing date, employability skills session, nor have an overall program pass rate of 70%, will not receive the training certificate. Students are allowed three excused absences with documentation.

Students exceeding the number of excused absences may be dropped from the training program. Additional attendance requirements for each individual program will be included in the course syllabus.

- Student attendance will be documented with a sign-in sheet for in-class/lab sessions, and by roll call within the on-campus, and/or virtual lectures. Students will need to sign in and sign out each day.
- Students must call in to Cherri Barnard at 256.840.4152, send Remind message, or email – cherri.barnard@snead.edu , prior to the beginning of the class if he/she is going to be absent or late.
- Instructor will note on the sign-in sheet that

a call was, or was not, received from the student.

- If the student does not call in prior to class it is automatically an unexcused absence and the student runs the risk of being dropped from the class.

**Absences – Excused with Documentation:**

1. Death in the family. Appropriate verification will be needed, such as an obituary in the newspaper, funeral card, or note from the funeral home.
2. Physician documented illness or extended hospitalization. Appropriate verification will be required from your physician and/or hospital. This does not include emergency room visits from a previous day or doctor appointments scheduled in advance. Physician documented office visits for illness of a close family member will be considered on a case by case basis.
3. For students who are commuters – dangerous weather conditions in which driving is considered by local police authorities to be unsafe. (In the event of inclement weather please listen to WQSB, your local television station, or check our website at www.snead.edu for information regarding closures or delays)
4. Being called to testify in a court case or jury duty – but not for being arrested. (Verification required)
5. Active military duty. (Verification required)

**These excused absences require that official documentation be provided the first day you return to class following the absence. If it is not provided on this day it will remain an unexcused absence and makeup work will not be allowed.**

**Absences – Not Excused**

1. Childcare problems. Students cannot bring children to the College. Off campus childcare must be provided.
2. Incarceration/jailed.
3. Employment.
4. Lack of sleep, lack of motivation or attitude, or not feeling well.

Non-excused absences are not limited to this list; there are many other reasons that you may not attend class that are not excused.

## Terms and Conditions

All applications are completed online. As a potential Workforce Development student (Training for Business and Industry, Career Skills Training, Continuing Education) participants must agree to the terms and conditions of the application process or the application will not be submitted. Please email Cherri.Barnard@snead.edu if you have questions regarding the following statements.

By clicking "I agree to the terms" on the application, it is understood that an application for admission to Snead State Community College for non-credit education and training is being submitted. Withholding information or giving false information may make the student ineligible for admission to the College or may subject to immediate dismissal from the College. By submitting the application, the student agrees to abide by the rules, policies, and regulations of the College as outlined in the Student Handbook, College Catalog, and College Website.

The official means of communication for Workforce Development students at Snead State Community College is via the Snead State Community College website, or student's email. Career Skills Training students will also receive communication text through Remind 101.

As a Workforce Development student, the student voluntarily consents to receive information in electronic transactions. If the student wishes to remove consent, please contact the Workforce Development Office at Snead State Community College.

Snead State Community College owns all photographs/videos taken at college events and in the classroom/labs. Snead State Community College reserves the right to use these photographs/videos for College promotional materials, both digital and print. If the student does not agree to have a photograph/video taken, please file a "Do Not Use Photograph/Video" form with the Workforce Development Office.

Once enrolled, students are covered by the Federal Family Educational Rights and Privacy

Act (FERPA). If a student does not want directory information released, please contact the Office of Admissions and Records. The definition of directory information can be found in the College Catalog.

Furthermore, if enrolling in the Clinical Medical Assistant, or Phlebotomy Technician, program a clear background screen is required for entrance into the program, and a clean drug screen is required for continued enrollment. A complete description of course requirements and Information on how to complete the background screen can be found at www.snead.edu/career-skills-training.

It is the policy of the Alabama Community College System Board of Trustees and Snead State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. (IN ACCS Board OF Trustees Policies 601.02 – 4.13.16 and 800.00 – 5.10.17) Updated: 2.15.2018

For information on withdrawal, refund and payment options, please visit: https://snead.edu/academics/workforce/wfd_refund_policy/

## Acknowledgment

By submitting an application, students have acknowledged that the terms and conditions have been read and fully understood and know what is expected during training while a student at Snead State Community College. Failure to meet these guidelines may result in not receiving program/training certificates, or dismissal from class.

Additional Information provided below on financial assistance, and other online programs provided through Workforce Development at Snead State Community College that may be of interest.

## Tobacco Free Campus

Effective January 2, 2013, Snead State Community College is a tobacco free campus. Smoking and use of tobacco products will not be permitted anywhere on campus. This tobacco-free policy includes instructional sites, centers, campus buildings, sidewalks, grounds, parking lots, building entrances, common areas, classroom/lab, and college-owned vehicles. A "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product (to include electronic or otherwise "smokeless" cigarettes), as well as smokeless, leaf, or "spit" tobacco products (often known as dip, chew, or snuff, in any form). More information on Snead's policy can be found in the College Catalog/ Student Handbook.

## Financial Assistance

Financial assistance is available, for those who qualify, through the Workforce Innovation and Opportunity Act grant (WIOA) and Veteran's Educational Benefits program for eligible non-credit programs.

Eligibility for WIOA grant funding is processed through local Career Centers.

Eligibility for Veteran's Educational Benefits is processed through the Financial Aid Office.

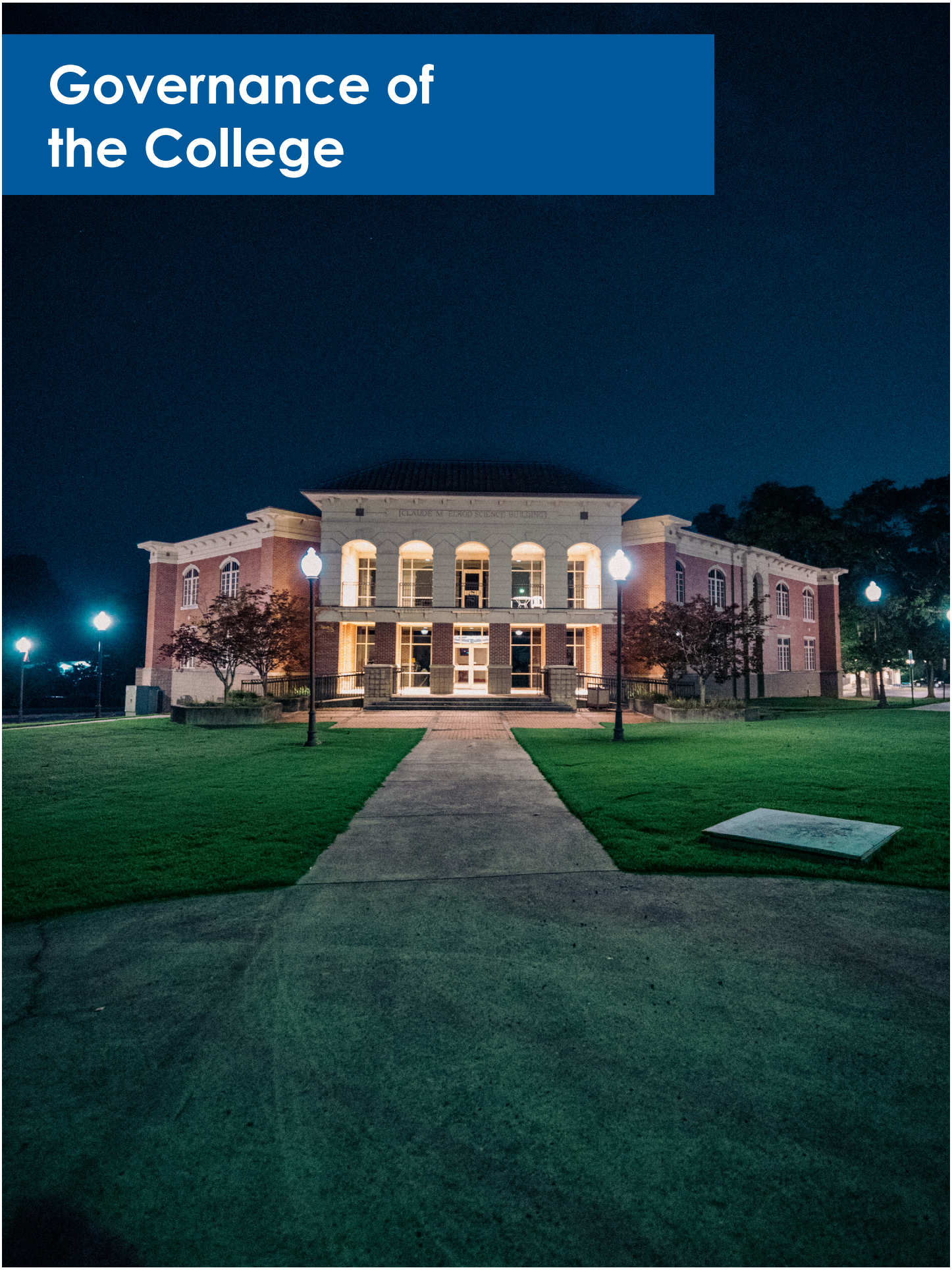
## WIOA Statement

The Alabama Career Center processes federal funding payments for eligible career skills training programs. Questions regarding funding payments are to be fielded through the Career Center with your representative. Questions regarding training are to be fielded through the Workforce Development Office at Snead State. The Alabama Career Center cannot answer training program questions, or concerns.

## Veteran's Educational Benefits Statement

The Financial Aid Office at Snead State Community College assists with the processing of Veteran's Educational Benefits for eligible career skills training programs. Questions regarding funding payments are to be fielded through the Financial Aid Office. Questions regarding training are to be fielded through the Workforce Development Office at Snead State. The Financial Aid Office cannot answer training program questions, or concerns.

# Governance of the College



## Administration

The Executive Cabinet is the administrative cabinet of Snead State Community College.

The Executive Cabinet consists of:

- President Dr. Joe Whitmore
- Vice President for Student Services Mr. Jason Cannon
- Vice President for Academic Affairs Mr. Vann Scott
- Dean of Career Technical Education and Workforce Development Dr. Greg Randall
- Director of Marketing/Public Relations/ Alumni Ms. Shelley Smith

The Executive Cabinet is charged with setting College policies, approving formal proposals and grant applications, representing the College with state and national agencies, and overseeing the different aspects of the College.

## ACCS Board of Trustees

Snead State Community College is under the control of the Alabama Community College System Board of Trustees. The President of the College is directly responsible to the Board of Trustees through the Chancellor.

GOVERNOR KAY IVEY
President of the Board

CHANCELLOR JIMMY BAKER
Executive Officer and Secretary of the Board

District 1: Mr. J.E.B, Shell, Mobile
District 2: Mr. John Mitchell, Enterprise
District 3: Ms. Valerie Gray, Lanett
District 4: Mr. Britton Lightsey, Hamilton
District 5: Mr. Goodrich "Dus" Rogers, Rainsville
District 6: Mr. Ron Houston, Birmingham
District 7: Mr. Llevelyn Rhone, Greensboro
Member-At-Large: Mr. Tim McCartney, Gadsden
Ex-Officio Member: Dr. Yvette Richardson, Montgomery

## Foundation/Advisory Boards

The Foundation Board consists of citizens of the College community. Members are nominated by the President for confirmation by the Foundation Board. The purpose of the Foundation Board is to raise funds for providing assistance to initiatives that support the College's effort to achieve excellence in education.

Current members of the Foundation Board include Jack Hancock, Shane Wilks, Frank McDaniel, Sen. Clay Scofield, Bob Weathers, Scott Bobo, Dr. Charisse Jordan, Felicia Simpson, SSCC President Dr. Joe Whitmore (ex-officio), SSCC Alumni Director Shelley Smith (ex-officio), Vice President for Student Services Jason Cannon (ex-officio), and Foundation Coordinator Kelli Conley (ex-officio).

The Snead State Advisory Board consists of community leaders whose purpose is to serve and promote the best interests of the College. The Advisory Board serves as an advocate of the College and is a critical part of the Strategic Planning process.

Current members of the Advisory Board include Mark Brickey, Greg Price, Jeremy Hays, Tammy Davis, Andrea Oliver, Joan Noel, and Dianne Prestridge.

## Faculty and Staff

**BAKER, MONICA**
***Music***
*B.M. from University of Wisconsin-Madison, M.M. from Florida Atlantic University, and D.M.A. from the University of Alabama.*

**BARNARD, CHERRI**
***Workforce Development Specialist***
*A.S., Snead State Community College; B.S., Athens State University*

**BARNES, VICKIE**
***Director of Finance/Business***
*A.S. Snead State Community College, B.S. Athens State University, M.B.A. Faulkner University*

**BARRETT, SUZANNE**
***Student Success Representative***

**BARTLETT, DIANE**
***Custodian***

**BEAM, KRISTI**
***Nursing***
*A.D.N., Wallace State Community College; B.S.N., University of North Alabama; M.S.N., Jacksonville State University*

**BEASLEY, STEVE**
***Custodian***

**BLAKELEY, KATHRYN**
***Biology***
*B.S., Auburn University; M.A., University of Alabama*

**BLANKENSHIP, LANETTE**
***Art***
*B.F.A. University of Alabama at Birmingham; M.F.A. Arizona State University*

**BOBO, JOSHUA**
***English and History***
*B.A., M.A., Jacksonville State University*

**BONDS, JANNA**
***Director of Institutional Effectiveness/Research***
*B.S., M.S., Jacksonville State University*

**BRACKETT, BRENT**
***Technology Lab Administrator***
*A.A.S., Snead State Community College*

**BREWER, JOHNNY C.**
***Speech and Communications***
*B.S., Jacksonville State University; M.A., University of Montevallo*

**BROCK, LISA**
***Director of Health Sciences***
*B.S.N., Jacksonville State University; M.S.N., University of Alabama; D.N.P., Jacksonville State University*

**BROTHERS, CRISTIE**
***Head Volleyball Coach***
*B.S., Athens State University; M.S., University of Alabama-Gadsden*

**BURNS, JENNIFER**
***Child Development Coordinator***
*A.S., Snead State Community College; B.S., University of Alabama at Birmingham; M.S., Jacksonville State University; Ed.S., Lincoln Memorial University*

**BURTTRAM, MATTHEW**
***Director of Academic Advising***
*B.A., M.A., and Ed.D., University of Alabama*

**BUSBY, SETH**
***History***
*B.A., M.S., Jacksonville State University*

**BYRON, CHRIS**
***Philosophy***
*B.A. (Political Science), B.A. (Philosophy), University of Central Florida; M.A., University of North Florida; Ph.D., University of Georgia*

**CAIN, LAUREN**
***Nursing***
*A.D.N., Wallace State Community College; B.S.N., Jacksonville State University; M.S.N., Auburn University; Ed.D, University of Alabama; Certified Nurse Educator, National League for Nursing*

**CALLAHAN, TRISTIN**
***Director of Admissions and Recruiting***
*A.S. from Snead State Community College; B.A., Jacksonville State University; M.S.A.C., The University of West Alabama*

**CANNON, JASON**
***Vice President for Student Services***
*B.A., Samford University; M.A.C.N., University of Alabama at Birmingham*

**CARR, VICKI**
***Accounting Clerk***
*A.S., Snead State Community College*

**CHAFFIN, CHRISTOPHER**
***Business/Economics/History***
*B.S., M.B.A., Jacksonville State University; Ed.D, University of the Cumberlands*

**CLOWDUS, TONYA**
***Executive Assistant for Academic Affairs***
*A.A.S., Snead State Community College*

**CONLEY, KELLI**
***Foundation Coordinator***
*A.A.S., Snead State Junior College*

**CORNELIUS, SHAW**
***Recruiter***
*B.S., B.A., Auburn University at Montgomery*

**DICKERSON, CAITLIN**
***Mathematics***
*A.S., Snead State Community College; B.S., Jacksonville State University; M.S., University of West Alabama; National Board Certified Teacher/ EA Mathematics; Ed.D., Liberty University*

**DIXON, MONICA**
***Custodian***

**EASTERWOOD, JANE**
***Scheduler***
*A.A.S., Snead State Community College*

**EBERSOLE, DONAVAN**
***Physics***
*A.A., Chipola College; B.S., Troy University; M.S., Florida State University*

**EVANS, PAUL**
***Custodian***

**FRESHWATER, MELISSA**
***Nursing***
*B.S.N., Jacksonville State University; M.S.N., University of Alabama-Birmingham, D.Sc., Jacksonville State University*

**FRESHWATER, TODD**
***Industrial Systems Technology***
*A.A.S., Gadsden State Community College; B.A., Jacksonville State University; M.A., Athens State University; Ed.D., Liberty University*

**FRICKE, MEGHIN**
***Accountant***
*B.A., University of Alabama; M.B.A., Mississippi State University*

**GARMON, GINA**
***Director, College Street Singers***
*B.S., Jacksonville State University*

**GENTRY, AMANDA**
***Director of Financial Aid***
*A.A.S., Snead State Community College; B.S., Athens State University; M.A., University of Alabama*

**GIBSON, MICHAEL**
***Associate Dean for Online Learning***
*A.S., Calhoun Community College; B.S., M.S. (1991), M.S. (2022), University of Alabama in Huntsville*

**GOBLE, BRITTANY**
***Director of Student Support Services and Engagement***
*B.A., University of Alabama*

**GORE, PAUL**
***Director, Campus Security***
*B.S., M.S., Jacksonville State University*

**GRINDROD, TRACY**
***Head Softball Coach***
*A.A., A.A.S., Harold Washington College; B.S. Ed., Athens State University; M.S. Ed., Capella University*

**GULLION, JERRI**
***IT Technician***
*A.A.S., A.A., Snead State Community College; B.A., Athens State University*

**GUNNELS, AMANDA**
***Director, Human Resources***
*A.S., Snead State Community College; B.S., Jacksonville State University*

**HALLENBECK, CELESTE**
***Mathematics***
*B.S., Auburn University; M.S. Ed., Jacksonville State University*

**HAMPTON, RODNEY**
***Academic Coordinator, TRIO Student Support Services***
*B.S., University of West Georgia*

**HARP, JESSICA KIRKWOOD**
***Nursing***
*ADN (RN) Wallace State College/Hanceville (2005); BSN, Jacksonville State University (2019); MSN-FNP, Jacksonville State University (2022); DNP, Jacksonville State University (2023); CRNP, FNP-BC, FNP-C*

**HARRIS, DEWAYNE**
***Machine Tool Technology***

**HAYES, TAYLOR**
***Speech***
*A.S., Gadsden State Community College; B.S., Jacksonville State University; M.S., University of West Alabama*

**HERNANDEZ, ROSEMARY**
***Academic Advisor, TRIO Student Support Services***
*A.A.S., Snead State Community College*

**HIGGINS, ANDREW**
***Director of Information Technology***
*B.S., Jacksonville State University*

**HILL, KENNY**
***Women's Basketball Coach***
*A.S., Northeast Alabama Community College, B.S., Athens State University, M.E., University of West Alabama*

**HINDS, CAITLIN**
***Accountant***
*A.S., Snead State Community College; B.S., Athens State University*

**HOLADAY, MATT**
***Head Tennis Coach***
*A.S., Snead State Community College; B.S., Jacksonville State University; M.S., University of Alabama*

**HOLCOMB, SAM**
***Head Men's Golf Coach***
*A.S., Snead State Community College*

**HOLLAND, TAYLOR**
***Business***
*B.A., University of Alabama at Birmingham*

**HUBBARD, LINDSEY**
***Events Coordinator***
*A.S., Snead State Community College; B.S., University of Alabama*

**JACKSON, MEREDITH**
***Accounting/ Economics***
*A.S., Snead State Community College; B.S., University of Alabama; M.B.A., Jacksonville State University; D.B.A., Liberty University*

**JONES, TYLER**
***Accountant***
*A.S., Northeast Alabama Community College; B.S., Athens State University*

**JUAN, ESTEBAN**
***Grounds***

**KELLER, MATTHEW**
***English***
*B.S., Athens State University, M.Ed., University of West Alabama*

**KIERSZNOWSKI, GRACE ELLEN**
***Admissions and Records Specialist***
*B.A., University of Georgia*

**KILPATRICK, ANDREW**
***Information Technician II***
*A.A.S., Snead State Community College;* B.S., Western Governors University

**KITCHENS, GROVER**
***History***
*B.S., M.P.A., Jacksonville State University; Ed.D., University of Alabama*

**KRUEGER, KARTER**
***Welding Technology***
*A.S., Kalamazoo Valley Community College; MSSC, NCCER, PMI/NC3, Lincoln Electric/ NC3, OSHA, GMAW, GTAW, SMAW, and FCAW certifications*

**LANDERS, JARROD**
***Electrician***

**LANG, JOSH**
***Chemistry/Physics***
*B.S., Jacksonville State University; M.S., Ph.D., University of Alabama Huntsville*

**LEE, LISA**
***Admissions and Records***
*A.S., Snead State Community College*

**LEMONS, ROBERTA**
***Financial Aid Clerk***

**LIEBNER, LAURA**
***Nursing***
*B.S.N., University of Alabama; M.S.N., University of North Alabama; DNP, Regis College; Certified Nurse Educator, National League for Nursing*

**LOWERY, JOVINA**
***Secretary for Aviation College***
*A.S., Snead State Community College*
*B.S. Jacksonville State University*

**LUNA, MOISES**
***Financial Aid Specialist***
*A.S., Snead State Community College*
*B.S., Jacksonville State University*

**LUSK, ANGELA H.**
***Mathematics***
*A.S., Northeast Alabama State Community College; B.S., Athens State University; M.A., Ed.S., Ed.D., University of Alabama*

**MADDOX, JEFFEREY**
***Custodian***

**MARSHALL, SHANE**
***Head Women's Golf Coach***
*A.S., Snead State Community College*

**MASHBURN, MELISSA**
***Custodian***

**MASHBURN, NICHOLAS**
***Maintenance Technician***

**MAYHALL, BARRY**
***Assistant Athletic Administrator***
*B.S., University of Alabama in Huntsville; M.S., Jacksonville State University; Ed.S., Ed.D., University of Alabama*

**MCCLENDON, JEREMY**
***Building Trades Specialist***

**MCCULLARS, SARAH**
***Admissions Clerk***

**MCFERRIN, ERIC**
***Aviation Instructor***
*A&P Certification*

**MCMURTREY, BRITTANY**
***Accountant***
*A.S., Snead State Community College; B.S., Jacksonville State University*

**MILLER, JOHN M.**
***Head Librarian***
*B.A., Birmingham-Southern College; M.L.I.S., University of Alabama*

**MISHRA, VINOD**
***Chemistry***
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**MITCHELL, BREANNA**
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**MORGAN, PATRICIA**
***Director, Academic Support Success***
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**NARRELL, TERRI**
***English***
*B.A., Judson College; M.A., University of Maryland*

**PATTERSON, JEREMIAH**
***Men's Head Basketball Coach***
*A.S., Snead State Community College; B.S.E., Jacksonville State University*

**PHILLIPS, DACK**
***Computer Science***
*A.A.S., Wallace State Community College; B.S., M.S., Auburn University*

**PHILLIPS, KEITH**
***Director, Jazz Band/Community Wind Band***
*B.M.E., Jacksonville State University; M.Div., New Orleans Baptist Theological Seminary; M.M., East Carolina University*

**POE, ALEX**
***Information Technology***

**RANDALL, GREG**
***Dean of Career Technical and Workforce Development***
*A.A.S, Gadsden State Community College; B.S., Thomas Edison State College; M.A., Jacksonville State University; Doctorate Philosophy in Information Technology, Capella University*

**RHODEN, ADAM**
***Cheer Coach***
*B.A., University of Alabama*

**ROBBINS, LINDSEY**
***Psychology***
*B.A., M.A., University of Alabama at Huntsville*

**ROBERTSON, TAYLOR**
***Biology***
*B.S., M.S., Jacksonville State University*

**ROBISON, TAMMY**
***Secretary, Health Sciences***
*A.A.S., Snead State Community College*

**ROWELL, SANDRA**
***Accountant***
*B.S., Jacksonville State University*

**ROWLAND, JAMIE**
***Coordinator, Dual Enrollment/Early College Programs***
*A.S., Gadsden State Community College; B.S., M.A., Jacksonville State University*

**RUHLEDER, KATHLEEN**
***Music***
*B.M., California State University at Northridge; M.M., D.M.A., Arizona State University*

**SANDERS, REGINA**
***Business Office Clerk***
*A.S., Snead State Community College*

**SAULS, NICHOLAS**
***Aviation Division Chair***
*A.A.S Community College of the Air Force, FAA Airframe and Powerplant Certification*

**SCOTT, ANNA**
***Coordinator, Marketing/Communications***
*A.S., Wallace State Community College; B.S., Athens State University*

**SCOTT, KYLE VANN**
***Vice President for Academic Affairs***
*A.S., Snead State Junior College; B.A., M.P.A., Jacksonville State University*

**SHIELDS, TONYA**
***Testing Coordinator***
*B.S., Jacksonville State University; M.A., The University of Alabama*

**SIMMONS, AMY**
***Assistant Accountant***
*A.A.S., Snead State Community College; B.S., Athens State University*

**SIMMONS, EDDIE**
***Maintenance Lead***

**SMART, MATTHEW**
***English, Sociology***
*B.S., University of Alabama; M.A.T., University of West Alabama; Ed.D., Sam Houston State University*

**SMITH, ASHLEY**
***Nursing***
*A.D.N., Snead State Community College; B.S.N., Jacksonville State University; M.S.N., University of Alabama in Huntsville; DNP, Regis College.*

**SMITH, DUSTIN**
***Biology***
*B.S., University of North Alabama; M.A., Ed.D., University of Alabama*

**SMITH, MARIE B.**
***Director, Federal TRIO Programs***
*A.S., A.A.S., Northeast Alabama Community College; B.S., M.S., Jacksonville State University*

**SMITH, SHELLEY**
***Director, Marketing/Public Relations/Alumni***
*A.S., Snead State Community College; B.S., University of Montevallo*

**SMITH, STEVEN**
***HVAC Technician***
*A.S., Gadsden State Community College*

**SNYDER, KELLY L.**
***OAD/Computer Science/Medical Transcription***
*A.S., Snead State Community College; B.S., M.S., Auburn University*

**SNYDER, J. MATT**
***Biology***
*B.S., M.S., Troy State University*

**STEFFEN, KYLE**
***Theatre***
*B.A., University of Northern Colorado; M.F.A., University of Houston*

**STEWART, HEATHER**
***Financial Aid Specialist***
*A.A.S., Snead State Community College*

**STONE, AMY**
***Executive Assistant for Student Services***
*A.A.S., A.S., Snead State Community College; B.S., Athens State University*

**TARVIN, CHANDLER**
***Career Coach***
*A.S., Snead State Community College; B.A., Jacksonville State University*

**TERRELL, SETH**
***English and Religion***
*B.A., Vanderbilt University*

**TURNER, RANDY**
***Custodian***

**UNDERWOOD, CASEY**
***Athletic Director; Head Baseball Coach***
*A.S., Snead State Community College; B.A., Ashford University*

**WALDREP, BOONE**
***Maintenance Technician***

**WALKER, TERESA**
***Director, Workforce Development***
*A.S., Snead State Community College; B.S., University of Alabama at Huntsville; Professional in Human Resources Certification; SHRM Certified Professional*

**WARREN, THOMAS**
***Biology***
*B.S., Auburn University; M.S., Jacksonville State University; Ed.D., Auburn University; Ph.D., Auburn University*

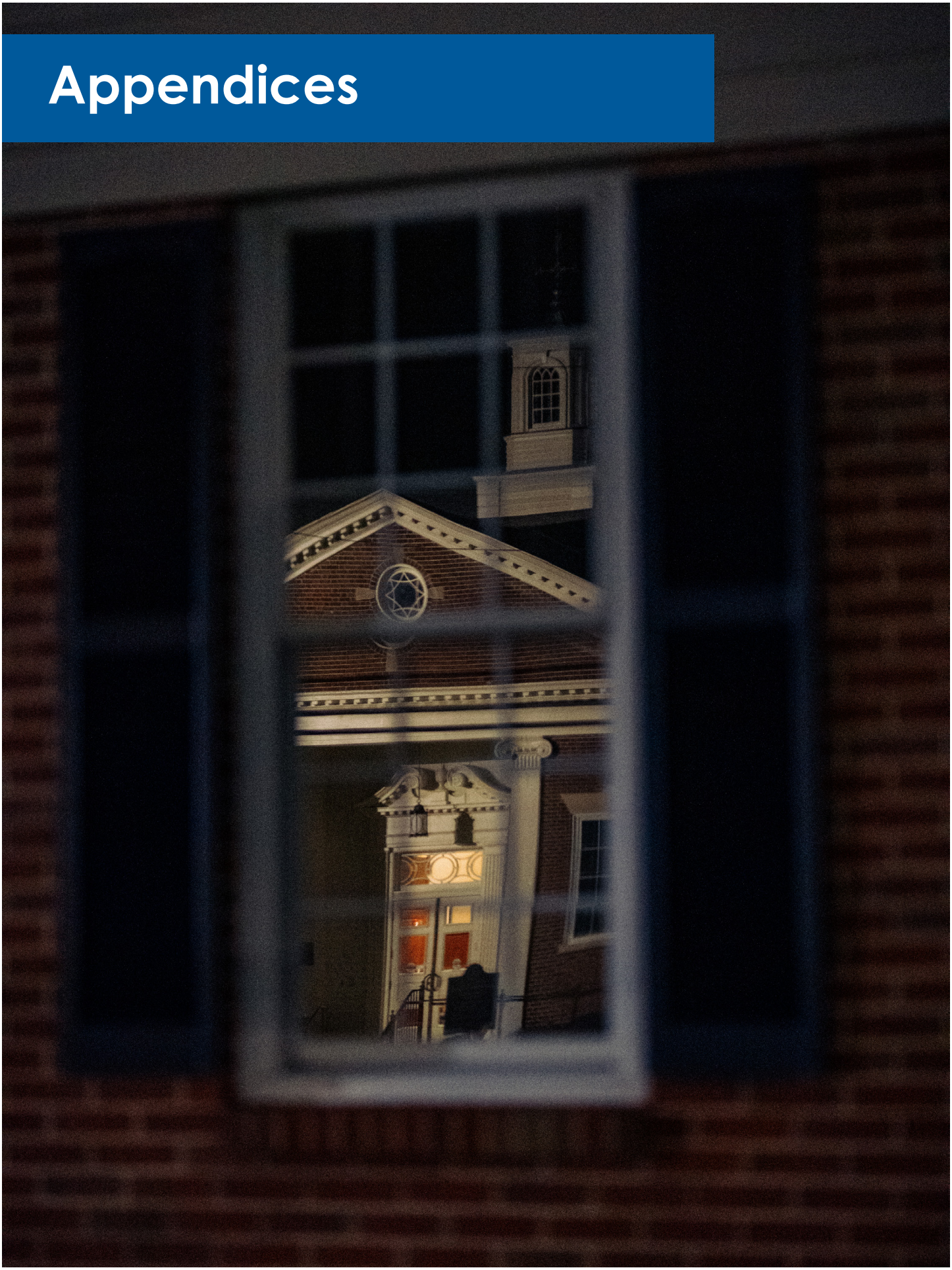
**WEST, SUSAN**
***Custodian***
*A.S., Snead State Community College*

**WHITMORE, JOE**
***President***
*B.S., M.B.A., Jacksonville State University; Ed.D, American College of Education*

**WINFREY, JOHNNY**
***HVAC/R***
*A.S., Gadsden State Community College*

**WRIGHT, CLAY**
***Mathematics***
*B.S., Auburn University; M.A., University of Alabama*

# Appendices



## ADA Complaint/Grievance Procedure

Snead State 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.

1. A complaint must be filed in writing to the ADA Coordinator within ten (10) business days of the alleged violation. It must contain the name and address of the person filing it, and it must briefly describe the alleged violation of the regulation.
2. 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.
3. 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 or personal delivery.
4. If the Plan of Resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a formal grievance by following the procedures outlined in "Grievance Procedures for Students."

All complaints related to disabilities should be addressed to:

Brittany Goble, ADA Coordinator
Snead State Community College
McCain Student Center
Boaz, AL 35957
ada@snead.edu
256.840.4208

## Complaint/Grievance Procedures for Students

Snead State Community College strives to provide the best instructional atmosphere and level of service to students. At times, however, students may have an issue, concern, or complaint regarding their educational experience. In such cases, Snead State Community College strives to resolve issues as quickly as possible and at the level closest to the issue.

Students should follow the procedures listed below to resolve their concerns or complaints.

**Step 1: Informal Resolution**

Complaint regarding a class or instructor: The first step a student must take in resolving a complaint regarding an academic situation is to discuss it with the faculty member directly. If that discussion does not resolve the issue, the student should then reach out to the respective Division Director that oversees the instructor. If the issue is still not resolved, the student should speak to the Vice President for Academic Affairs. If there is no resolution at that level, the student may file a formal written grievance.

Complaint about another student: The first step is to discuss the concern with the other student. If the student with the concern is uncomfortable addressing the other student, he or she may contact the Director of Student Support & Engagement. If there is no resolution at that level, the student may file a formal written grievance.

Complaint about sexual harassment and/or sexual violence: The student should immediately contact the Title IX Coordinator at the college. At Snead State Community College, the Director of Student Support and Campus Engagement serves as the Title IX Coordinator. More information concerning the Title IX process may be found in the Snead State Student Handbook.

Other complaints: If the student has a complaint regarding college services (i.e. financial aid, disability services, facilities, advising and registration, admissions, computer accounts, business office, etc.), she or he should first attempt to resolve the issue by speaking with the supervisor in that department. If the issue is not resolved at

that level, the student may file a formal written grievance.

**Step 2: Formal Grievance**

A student who has attempted informal resolution without success may file a formal written grievance. The student should fully complete and submit the electronic student grievance form found on the Snead State website. In the event that a student does not wish to submit his/her grievance form electronically, the student may request a paper form from the Office of the Vice President for Student Services. Upon submission, the form will be submitted to the appropriate Executive Cabinet member over the area in which the student has a concern. The Executive Cabinet member (or designee) will conduct an investigation within ten (10) working days of receiving the complaint. The outcome of the investigation will then be communicated to the student within thirty (30) working days of receiving the complaint.

## Alabama Community College System

If, after exhausting all available institutional processes, a student's grievance remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is available online at the ACCS website (www.accs.edu). Students may submit completed forms by printing the form, signing it, and then either (1) scanning and emailing it to complaints@accs.edu or (2) mailing to Alabama Community College System, Attention: Division of Student Affairs, P.O. Box 302130, Montgomery, AL 36130.

**Accreditation**

Grievances regarding accreditation may also be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone: 404-679-4500 (www.sacscoc.org).

**Out-of-State Students & NC-SARA**

Snead State Community College desires to resolve student grievances, complaints, and concerns in an expeditious, fair, and amicable manner. Students residing outside of the State of Alabama while attending Snead State who desire to resolve a grievance should follow the College's Complaint / Grievance Procedures for Students. However, if an issue cannot be resolved internally, students may file a complaint with their own state. Contact information for other state agencies may be found at https://nc-sara.org/directory.

## Drug-Free Workplace

In compliance with the provisions of the Federal Drug-Free Workplace Act of 1988, and the Drug-Free Scholar and Communities Act of 1989, Snead State Community College will take such steps as are necessary in order to provide a drug-free environment in accordance with these acts.

## Discrimination Policy

No employee or applicant for employment or promotion, shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

## Harassment Policy

1. Snead State Community College and the Alabama Community College System are committed to providing both employment and educational environments free of harassment in any form. Employees shall adhere to the highest ethical standards and professionalism and refrain from any form of harassment. Both employees and students shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is respected. Any practice or behavior that constitutes harassment shall not be tolerated.
2. Harassment can be defined as but is not limited to:
    - Disturbing conduct which is repetitive;
    - Threatening conduct;
    - Intimidating conduct;

- Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
- Unwelcome sexual advances, requests for sexual favors, or sexual based offenses;
- Assault;
- Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.

3. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority.
4. Harassment of employees or students by non-employees is also a violation of this policy.
5. This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the Title IX Coordinator, Human Resources Director, or President at the institution within ten days of when the alleged incident occurred. Any reprisals shall be reported immediately to the Title IX Coordinator, Human Resources Director, or President. Any employee or student who becomes aware of any harassment shall report the incident to the Title IX Coordinator, Human Resources Director, or President. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquires concerning the application of Title IX at the College may contact:

Ms. Brittany Goble
Director of Student Support and Engagement/
Title IX Coordinator
220 N. Walnut Street, Boaz, AL 35957
(256) 840-4208
Email: *brittany.goble@snead.edu*
Office: lower level of McCain Student Center

The Title IX sexual harassment complaint procedures may be found on the Snead State website at www.snead.edu/title-ix or upon request to the Title IX Coordinator, Ms. Brittany Goble.

## Campus Security

It is the policy of Snead State Community College that any criminal act; act or threat of violence; serious injury; destruction of college or personal property; traffic accident; or other situation that occurs on the main campus of, any branch campus of, or any other site operated by Snead State Community College, and that may constitute an emergency (a danger to the health, safety, or property of any person or a threat to public order) be reported immediately by calling 911, and please also report the incident to the Snead State Community College Police Department at 256-706-7951.

Incidents may also be reported to the Office of Security in Elder Hall Residence Hall at 256-840-4167, 256-264-5060 (cell), and/or the Boaz Police Department at 256-593-6812. Notifications should include the Vice President for Student Services, 256-840-4150, and/or Vice President for Academic Affairs 256-840-4188, if Campus Police or Security is unavailable. In any actual emergency, please respond by dialing 911.

Again, in the event of any incident of an emergency nature, please dial 911 immediately. Other notifications may take place afterwards. SSCC Security will work with local responders to aid in the resolution of the incident. All witnesses to any situation that fits into any of the above described categories shall make themselves available to provide written statements and otherwise assist College, law enforcement, and security officials in an investigation of the event. It shall be an offense subject to appropriate disciplinary action for any Snead State Community College employee or student to file a false report or knowingly make a false statement, interfering with the investigation of any situation of the nature described above.

It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature previously described, to immediately take all reasonable and prudent action to prevent or minimize any further harm or threat of harm to the employees, students, and

visitors of Snead State Community College. It shall be the duty of said official(s) to notify the appropriate law enforcement and security officials in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) that would ordinarily involve law enforcement and/or security 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.

## Contagious Disease Policy

Snead State Community College shall not discriminate against applicants, employees, students, or persons utilizing College services that have or are suspected of having a communicable disease. As long as employees are able to perform satisfactorily the essential functions of the job, and there is no medical evidence indicating that the employee's condition is a threat to the health or safety of the individual, coworkers, students, or the public, an employee shall not be denied continued employment.

Applicants shall not be denied employment, nor shall students be denied admission to the campus or classes, nor shall persons utilizing Snead State services be denied services based on whether they are suspected of having a communicable disease so long as there is no threat to the health and safety of students, staff, or others involved.

Snead State will consider the educational or employment status of individuals with a communicable disease or suspected of a communicable disease on an individual, case-by-case basis if there is the potential for a threat to the health or safety of the individual, coworkers, students, or the public. This determination shall be the responsibility of the Vice President for Student Services.

Internal Guidelines on Control of Communicable Diseases

Because persons or animals with communicable diseases may not be identified in advance, the following safety guidelines shall be followed in handling blood and body fluids of any student, employee, or laboratory animal. The guidelines follow the recommendations of the United States Public Health Service.

- **Disinfection**

  All surfaces which become contaminated with blood or other body fluids must be cleaned and disinfected with either a commercial disinfectant or with household bleach freshly diluted in a 1:10 dilution.

- **Equipment**

  All equipment used in contact with mucous membranes or to puncture the skin shall be steam sterilized by autoclave before reuse or safely discarded. Needles or other sharp implements should be disposed of in a container that will not allow the instrument to penetrate the container and hence pose a hazard to the waste handler. Contaminated disposable materials must be disinfected or sterilized prior to disposal or incineration.

- **Teaching Laboratories**

  Laboratory courses requiring exposure to blood shall use sterile blood-letting devices. Students should be instructed in the safe use and disposal of such devices. All equipment which comes in contact with blood or other body fluids shall be disinfected, steam sterilized, or disposed of by incineration. No student, except those in health care professions, shall be required to obtain or process their own blood or the blood of other persons.

- **Incident Reports**

  If an incident occurs which requires assistance in complying with these guidelines, the situation should be reported immediately to the business office. If an accident results in failure to comply with these guidelines, the details of the accident should be reported in writing to the Vice President for Student Services.

## Computer Resource Acceptable Use Policy

### Introduction

These guidelines set forth standards for responsible and acceptable usage of all Snead State Community College (SSCC) computing resources. Computing resources are defined as all SSCC owned host systems, personal computers, laptops, printers, software, communications devices, peripherals and supplies. These guidelines supple-

ment existing institutional policies as well as all applicable state and federal laws and regulations.

### User Responsibilities

The computing resources at Snead State Community College are intended to support the educational and administrative endeavors of faculty and staff. Access to and use of SSCC computing resources is a privilege and therefore should be treated as such. Any violation of this policy could result in privileges being suspended, an official reprimand, expulsion, dismissal, and/or criminal prosecution if laws have been broken. The following activities are prohibited on all SSCC computing resources:

1. Altering system software or hardware configurations without authorization of the SSCC IT department.
2. Accessing via the internet or any other means of pornographic, obscene or questionable material.
3. Installing, copying, distributing or using software that has not been authorized by the SSCC IT department.
4. Using computing resources for illegal activities.
5. Accessing or attempting to access another user's files, e-mail or other computing resources without their permission.
6. Allowing unauthorized users to utilize your account.
7. Using computer resources for commercial or profit-making purposes without written authorization from SSCC.
8. Creation and/or distribution of viruses or other destructive programs.
9. Originating or proliferating electronic mail or other messages that may be deemed as obscene or abusive. E-Mail is covered under the Electronic Communications Privacy Act of 1986. This act provides for prosecution of individuals found surreptitiously capturing, reading or altering another's e-mail without permission.
10. Violating Alabama Research and Engineering Network policies provided in the Alabama Supercomputer Authority Appendix below.

## Alabama Supercomputer Authority

### Overview

The Alabama Supercomputer Network (ASN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). The purpose of this policy is to provide a definition for acceptable use by authorized users of ASN and to indicate recommended action if the policy is violated. In those cases when information is transmitted across regional networks or the Internet, ASN users are advised that acceptable use policies of those networks apply and may limit access.

### ASA Primary Goals

The Alabama Supercomputer Authority has been established to:

- enhance university research in Alabama;
- attract and support high technology industry;
- expand knowledge and use of computational science.

### ASN Acceptable Use Policy

- All use of ASN must be consistent with ASA's primary goals.
- ASN is for the use of individuals legitimately affiliated with member organizations, to facilitate the exchange of information consistent with the academic, educational and research purposes of its member organizations.
- It is not acceptable to use ASN for illegal purposes.
- It is not acceptable to use ASN to transmit threatening, obscene, or harassing materials.
- Access to the Internet provided through an ASA statewide contract with a regional network provider. The contract allows ASA to grant access to the Internet to any governmental, educational and industrial entity through ASN. Charges may be assessed

by ASA to facilitate network connectivity. Reselling of the Internet connectivity and services is prohibited.

- It is not acceptable to use ASN to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, disruption by unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
- Information and resources accessible through ASN are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use ASN to access information or resources unless permission is granted by the owners or holders of rights to those resources or information.

## Violation of Policy

All organizations authorized to access ASN are responsible for informing their users of this acceptable use policy. All users of ASN are required to follow the acceptable use guidelines, both in letter and spirit.

ASA reserves the right to monitor and review all traffic on ASN for potential violations of this policy. Violations of policy that are not promptly remedied by individuals and member institutions may result in termination of access to ASN.

Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable".

# Student Handbook



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# College Locations




**BOAZ CAMPUS**
220 North Walnut Street
Boaz, AL
(256) 593-5120
*(Mailing Address: P.O. Box 734, Boaz, AL 35957)*



**ARAB INSTRUCTIONAL SITE**
261 South Main Street
Arab, AL 35016
(256) 840-4116




**ALABAMA AVIATION COLLEGE**
*(a division of Snead State Community College)*
Frank McDaniel Aviation Building
24 Aviation Way
Albertville, AL 35950
(256) 571-0623



**WORKFORCE AND CAREER INSTITUTE**
12228 US Highway 431
Guntersville, AL 35976
(256) 593-5120




**SOUTHERN MUSEUM OF FLIGHT**
4343 73rd St N
Birmingham, AL 35206
(256) 593-5120

# College Departments

Academic Advising ..... Administration Building, First Floor, advising@snead.edu

Academic Affairs ..... Administration Building, Second Floor, academicaffairs@snead.edu

Admissions ..... McCain Student Center, admissions@snead.edu

Alumni Affairs ..... Alumni House, alumni@snead.edu

Athletic Director ..... Testing Center, cunderwood@snead.edu

Bookstore ..... Boaz Outlet Center, sm8017@bncollege.com

Business Office ..... McCain Student Center, businessoffice@snead.edu

Campus Engagement ..... McCain Student Center, brittany.goble@snead.edu

Campus Security ..... Elder Hall, pgore@snead.edu

Career Coach ..... McCain Student Center, chandler.tarvin@snead.edu

Development Office ..... Administration Building, Second Floor, kconley@snead.edu

Disability Services ..... McCain Student Center, ada@snead.edu

Events ..... Bevill Center, Second Floor, lindsey.hubbard@snead.edu

Financial Aid ..... McCain Student Center, finaid@snead.edu

Housing ..... McCain Student Center, astone@snead.edu

Human Resources ..... McCain Student Center, agunnels@snead.edu

Library ..... Administration Building, First Floor, jmiller@snead.edu

Marketing/Public Relations ..... Alumni House, marketing@snead.edu

President's Office ..... Administration Building, Second Floor, kconley@snead.edu

SSCC Police Department ..... Bevill Center, First Floor, billy.pollard@snead.edu

Recruiting ..... McCain Student Center, recruiting@snead.edu

Student Records ..... McCain Student Center, admissions@snead.edu

Student Services ..... McCain Student Center, studentservices@snead.edu

Testing ..... Testing Center, tshields@snead.edu

TRIO Offices ..... Bevill Center, First Floor, msmith@snead.edu

Tutoring Services ..... Administration Building, first floor, pmorgan@snead.edu

Veterans Services ..... McCain Student Center, heather.stewart@snead.edu

Workforce Development ..... Bevill Center, First Floor, twalker@snead.edu

# Student Information

## Snead State On The Web

Snead State Community College utilizes the Internet to provide useful, valuable information to students while informing them of the latest news and events.

The College website, www.snead.edu, is the primary source for information. Across the top of the home page are links most commonly used by current students, such as Campus Directory, MySnead, Blackboard, and email. Take time to familiarize yourself with the website.

Snead State also utilizes social media outlets that help students stay up-to-date with campus activities, deadlines, information, and pictures from events. Students are able to keep up with the College primarily through Facebook, Twitter, and Instagram. Links to all of the College's official social media sites are located at the bottom of the home page at www.snead.edu.

You're welcome to follow our most commonly used sites at:

- facebook.com/sneadstatecc
- twitter.com/sneadstatecc
- instagram.com/sneadstatecc
- YouTube: sneadstatecc

## Where To Go For Assistance

- Academic Advising..... Academic Advising Center, located in the Administration Building, First Floor; and Faculty Offices
- Adding/Withdrawing from Class ..... McCain Student Center
- Admissions.....McCain Student Center
- Alcohol and Drug Prevention Vice President for Student Services, McCain Student Center
- Alumni Affairs..... Alumni House
- Athletics
  - Athletic Director .....Athletic Office
  - Men's Basketball Coach.....Gym
  - Women's Basketball Coach.....Gym
  - Women's Volleyball Coach...Off Campus
  - Women's Softball Coach.....Off Campus
  - Men's Baseball Coach.....Athletic Office
  - Women's Tennis.....Off Campus
  - Women's Golf.....Off Campus
  - Men's Golf.....Off Campus
  - Cheer Coach .....Off Campus
- Auditing a Course..Admissions and Records, McCain Student Center
- Blackboard Assistance..... McCain Student Center, First Floor
- Books/Supplies..... Bookstore, Boaz Outlet Center
- Business Faculty...Weathers Business Building
- Campus Security.....Elder Hall Dorm
- Change of Address .....Admissions and Records, McCain Student Center
- Change of Major .....Advising Center, Story Administration Building, First Floor
- Child Development Faculty ..... Weather's Business Building
- Clubs/Organizations..Campus Engagement Coordinator, McCain Student Center
- Community Resources..... McCain Student Center
- Computer Science Faculty ..... Technology Center
- Disability Services .....ADA Coordinator McCain Student Center
- English Faculty .....English Building
- Fees..... Business Office, McCain Student Center
- Financial Assistance .....Financial Aid Office, McCain Student Center
- Fines ..... Business Office, McCain Student Center

- Forming a Club.....Campus Engagement Coordinator, McCain Student Center
- Grades..... Admissions and Records, McCain Student Center
- Graduation .....Admissions and Records, McCain Student Center
- Grants .....Financial Aid, McCain Student Center
- Grievances ..... Vice President for Student Services, McCain Student Center
- Housing.....Executive Assistant for Student Services, McCain Student Center
- Intake Advising..... Advising Center
- Intramurals .....Campus Engagement, McCain Student Center
- Industrial Technology Faculty..... Workforce and Career Center
- Job Placement..... McCain Student Center
- Library Services .. Administration Building, First Floor
- Loans..Financial Aid Office, McCain Student Center
- Lost and Found..... McCain Student Center
- Math Faculty..... Administration Building, Second Floor
- Meal Tickets .....Executive Assistant for Student Services, McCain Student Center
- Music Faculty..... Music Building
- Nursing Faculty ..... Health Science Center
- Office Administration Faculty..... Business Building
- Orientation.....Campus Engagement Coordinator, McCain Student Center
- Parking Permits ..... McCain Student Center
- Placement Tests ..... Coordinator of Testing, Workforce and Career Institute
- Probation .....Admissions and Records, McCain Student Center
- Programs of Study..Admissions and Records, McCain Student Center
- Ready to Work Program ..... Workforce and Career Institute
- Refunds.....Business Office, McCain Student Center
- Registration .....Admissions and Records, McCain Student Center
- Reserving School Facilities ..... Events Coordinator, Bevill Center, Second Floor
- Residence Hall..... McCain Student Center
- Schedule . Admissions and Records, McCain Student Center
- Science Faculty.. Science Building, Top Floor
- Scholarships .... Financial Aid Office, McCain Student Center
- Social Functions.....Campus Engagement Coordinator, McCain Student Center
- Social Sciences Faculty.....Norton Social Sciences Building
- Speech Faculty . Administration Building, First Floor
- Student Government ..... Campus Engagement Coordinator, McCain Student Center
- Student IDs ..... McCain Student Center
- Student Support Services ..... TRIO Office, Bevill Center, First Floor
- Suspension .....Admissions and Records, McCain Student Center
- Testing
  - ACT.....Workforce and Career Institute
  - GED .....Workforce and Career Institute
  - Transcripts.....Admissions and Records, McCain Student Center
- Transferring Courses..... Admissions and Records, McCain Student Center

- Tuition ..... Business Office, McCain Student Center
- Tutoring ..... Story Administration Building
- Veteran's Affairs..... Financial Aid Office, McCain Student Center
- Withdrawal from School .....Admissions and Records, McCain Student Center
- Workforce Development Workforce and Career Institute
- Work-Study Program..... Financial Aid Office, McCain Student Center

## Student Notification

Snead State has a variety of ways to notify students of specific announcements, emergency situations, or school closings/cancellations.

The College has a CAMPUS ALERT SYSTEM in place. The Campus Alert System is set to distribute prepared messages in one or more than one of the following ways, as designated by the student: e-mail (to one or multiple accounts), home or cell phone (to one or multiple numbers), and text message (to one or multiple numbers). The messages will inform you of the pertinent information in regard to closing: day, time of closing, time of reopening, which classes it affects, etc.

Students will have an opportunity to provide phone numbers and/or e-mail addresses as methods of contact for them in the event of emergency situations or school closings/cancellations. The notification system utilizes automated phone messages, text messages and e-mails to contact students.

Announcements are also regularly posted to the College's website (www.snead.edu), Facebook page (facebook.com/sneadstatecc), and Twitter account (twitter.com/sneadstatecc). Students who do not have social media accounts can still access the College's social media sites by using the URL addresses, but they will not be able to post any questions or send messages without a personal account.

The website and social media sites are not monitored 24 hours a day, but any questions posted to the sites will be addressed in a timely manner.

The College also has monitors placed at most buildings on the Boaz campus. Announcements and other information are posted on the monitors for students' information.

## Severe or Inclement Weather

The College also utilizes local media outlets to inform students of any school closings/cancellations due to severe or inclement weather. Those outlets include:

1. WAFN-WRAB, Arab
2. WAVU-WQSB, Albertville
3. WBSA, Boaz
4. WAAX-WKXX, Gadsden
5. WGSV-WTWX, Guntersville
6. WCRL-WKLD, Oneonta
7. Channel 33/40 and Channel 13, Birmingham
8. Channel 19, Channel 31, and Channel 48, Huntsville

Unless closing information is provided through the methods outlined above, the College will resume its regular daily schedule as normal.

Do not assume that if the local K-12 school system is closed, that Snead State will be closed as well. The local K-12 schools have factors to consider when closing school that do not affect Snead State, such as the condition of bus routes. Therefore, there may be occasions when the College is holding class with the local schools are closed.

If you have to miss class due to inclement weather or if you cannot access your online class due to power or Internet outages, contact your instructor as soon as you possibly can. Instructors are affected by power/internet outages or inclement weather the same as students, so keep this in mind if you do not receive a re-

sponse from your instructor right away. They will contact you as soon as they able, and they will work with students on any work or exams missed within reason due to these circumstances.

Online courses and online activities in blended courses are not canceled when the campus closes for inclement weather.

### Fire and/or Other Emergencies

In case of fire or other emergencies, all personnel should evacuate all buildings. College officials will be in front of the Administration Building to give current information. Any person who detects a threatening fire or other danger should call 911 and notify the switchboard operator or other College personnel.

## Student Resources

### Testing Center

The Testing Center is located in the Workforce and Career Institute on U.S. Highway 431 in Guntersville. It includes a computer lab for general usage as well as a testing lab that administers Accuplacer, GED, CLEP, and other proctored exams. Individuals who need to schedule a proctored exam may email tshields@snead.edu or call (256) 840-4165 for assistance. A proctoring fee may apply.

### Campus Security

Snead State Community College has a police department and security personnel who routinely patrol the campus and are accessible to students, faculty/staff, and members of the public who spend time on campus.

Police and security personnel conduct routine duties such as building security checks, lighting checks, student welfare checks, and communicate security concerns to students and College personnel as needed. The Police Department and Office of Security are happy to provide escorts for staff/faculty and students as requested and as deemed appropriate.

The Snead State Community College Police Department and Office of Security also work closely with the Boaz Police Department to share relevant information concerning campus activities, complaints, and potential security concerns.

Snead State Community College Police and Security Personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. They have the authority to issue parking citations to students, faculty, visitors and staff. Criminal incidents and/or motor vehicle accidents are referred to the local police who have jurisdiction on campus for report purposes.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the Snead State Community College Police Department at 256-706-7951, or 911 for emergencies, and Security personnel by calling 256-840-4167 (office), or 256-264-5060 (cell).

### ADA/Disability Services

Snead State Community College is committed to providing programs and services accessible to students with disabilities. The Alabama Community College System provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Contact the Office of Disability Services located on the first floor of the McCain Student Center for more information. You must present documentation of disability to receive ADA services.

**What is a disability?**

Under the Americans with Disabilities Act of 1990 (ADA) a disability is defined as a "mental or physical impairment which substantially limits one or more major life activities."

Walking, eating, talking, breathing, writing, listening, and learning are examples of major life activities. If you have a documented physical or mental impairment, you may be entitled to certain accommodations and/or academic adjustments under the ADA. (http://www.accs.edu/studentservices.aspx)

**What does "substantially limited" mean?**

A person can be substantially limited in performing a major life activity if they are:

- unable to perform the major life activity, or
- significantly restricted as to the condition, manner, or duration under which the activity can be performed when compared to the average person or most people. *(http://www.accs.edu/studentservices.apsx)*

**Documentation Required**

Request for documentation forms are available at www.snead.edu for the following conditions:

- Attention Deficit Hyperactivity Disorder
- Learning Disability
- Mobility, Sensory, and/or Systemic Disorder
- Psychiatric Disabilities
- Traumatic Brain Injury

After your completed documentation is received, you will meet individually with the ADA Coordinator to discuss your accommodations. ADA services are not retroactive; therefore, students are advised to register with the ADA coordinator before they begin classes.

To ensure that ADA services are continued, it is the student's responsibility to contact the ADA Coordinator at the beginning of each semester. ADA does not provide financial aid, attendant (personal) care, transportation services, or tutoring.

Requests for reasonable accommodations should be directed to:

Brittany Goble
Director of Student Support Services and Engagement/ADA Coordinator
Snead State Community College
P.O. Box 734, Boaz, AL 35957
McCain Student Center (lower level)
256-840-4208
ada@snead.edu

## New Student Orientation

New Student Orientation, called Parson Days, provides students with an introduction to college life at Snead State Community College and prepares students to adequately plan their course schedules while they are students. Parsons Days introduces students to the services provided by the College to assist him/her in being a successful student. A strong emphasis is placed on the College Completion Campaign encouraging students to complete their Associate in Science, Associate in Applied Science or certificate, all while engaging outside of the classroom for the Complete College Experience. Once a student has applied for admission, the Student Services Office releases information through mail delivery and e-mail regarding Parson Days. Students will receive all necessary resources to successfully begin classes during a Parson Days session.

## Library Services

The Margaret Story Snead State Library, which is located in room 105 of the Administration Building (directly left of the main entrance), offers online access to over 70 databases as well as over 100,000 electronic books through our state of the art Integrated Library System, "Virgil." It offers both online and in-person library orientation and information literacy training. Online training includes instructional videos, embedded 'Guest Librarians' within Blackboard classes, as well as contact through email and social media. Special film series, book club sessions, and other learning programs are sponsored by the library. Within the library, itself, students have access to study areas. For more information on using eBooks, please ask a Librarian. Ten desktop

computers, as well as multiple laptop computers, are available for students at all hours the Library is open. Other computer labs are located throughout the Snead campus that students can use to access all library online resources.

### Bookstore

The Snead State Bookstore is operated by Barnes and Noble College. Located in the Boaz Outlet Center, the bookstore provides textbooks and resource materials, school supplies, electronics, Snead Wear, a collection of books and movies, and more. Through the bookstore, students have many options in regard to their textbooks: e-textbooks, textbook rental, new or used textbooks, and more.

### Parson BooksPlus

Snead State's Parson BooksPlus program supports student success by ensuring students have access to all of their course materials on or before the first day of class. The program is estimated to save 35-50% on the cost of course materials each term. All required textbooks, lab manuals, access codes, and digital materials are included for eligible students. Materials are included for one cost per credit hour. Students are able to opt out of the program if desired. For questions, students may email BusinessOffice@snead.edu.

### Cafeteria

The Snead State Cafeteria serves meals to students, employees, and members of the community. The cafeteria is open for lunch from 10:30 a.m. until 1:30 p.m. Monday through Friday and from 10:30 a.m. until 2 p.m. on Sunday. The cafeteria is closed on Saturday. The cafeteria is located at 101 Elder Street, Boaz, AL 35957.

### TRIO Student Support Services

Funded by the United States Department of Education and hosted by Snead State Community College, the TRIO Student Support Services Program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next. Services available to active participants of the TRIO Student Support Services Program include tutoring, Lending Resource Library, laptop computer loan program, grant aid scholarships, printer and copier service, university and cultural events, EAP (Educational Action Plan), academic advising, workshops, mentoring, and transfer assistance.

### Parson Pantry

Snead State recognizes that hunger and personal hygiene insecurity exists on college campuses. The Parson Pantry is available for SSCC students in the vending area located on the lower level of the McCain Student Center. Students may stop by and grab non-perishable food items (i.e. canned veggies, peanut butter, pasta, etc.), hygiene/ toiletry items (i.e. shampoo, soap, deodorant, toothbrush, etc.), or school supplies out of the Parson Pantry free of charge as needed. These items are made available through the donations and support of college employees, fellow students, and the community. For questions, one may contact the Director of Support Services & Engagement located on the first floor of the McCain Student Center, or email Pantry@snead.edu.

### Parson Clothes Closet

The Parson Closet is designed to provide needed clothing free to students for daily wear, interviews or special events. For an appointment or more information about the free clothing closet, email the Parson Closet at parsoncloset@snead.edu.

### Community Resources

Snead State Community College recognizes that students may experience external obstacles that may interfere with educational goals. Students may dial 211 for

assistance. Sponsored by the United Way of Marshall County, 2-1-1 is an easy-to-remember, free-to-the-user phone number linking people with the health and human services they need through a referral process. Additional resources are available by contacting the Director of Student Support Services and Campus Engagement.

## Mental Health Support @ SSCC

For whatever life challenges students may be facing with the mental health - stress, academics, relationships, or feeling anxious from having too much on their plate - Mental Health Support @ SSCC provides free resources to support the mental health and well-being of Snead State students.

Through Mental Health Support @ SSCC, students have access to resources including:

A 24/7/365 mental health support line for in-the-moment support from counselors and connections to next steps, regardless of time of day or student location - Call (833) 434-1217 to reach the 24/7 Support Line.

Free telehealth are available to students no matter where they are (on or off campus, any state or internationally) and no insurance is necessary. Visit https://app.uwill.com to create an account and schedule an appointment.

One-on-one personal assistance for students to help navigate any challenges or barriers they may face in reaching mental health supprt. This includes assistance with accessing mental health providers, specialty providers, housing and food supports, and/or other services that will help support students' academic success.

The Wellness Hub which includes articles and videos on mental health and wellness topics including Mental and Emotional Health; Fitness and Nutrition; Academic Performance; Strees Management; Healthy Relationships; and more - To access the Wellness Hub, go to snead.edu/mentalhealth or visit https://app.uwill.com..

## Job Placement and Career Services

Snead State Community College employs a Career Coach that assists students in developing career plans and portfolios as well as shares information on career pathways. Assistance in writing resumes or job interviewing skills is also available. The Career Coach is located in Office Suite 227 in the McCain Student Center. Job announcements are routinely forwarded to all students via their Snead student e-mail accounts.

## Tutoring

In addition to the tutoring services available to qualified students through the TRIO Student Support Services program, Snead State provides academic support services to students. Tutoring is made available to students free of charge and includes online options as well as face-to-face tutoring. For more information, students may call (256) 571-0613.

## Laptop Loaner Program

Snead State offers laptop computers for use by SSCC students for their academic studies. Laptops are available for checkout for short-term use or long-term use not to exceed one semester. Students will be asked to read and acknowledge an agreement each time a laptop is checked out. The student borrower is responsible for the proper use and safe return of the laptop computer.

Laptops are available to be borrowed from the library. For questions, or to call ahead to verify availability, students may call (256) 840-4173. For additional information, terms and conditions, and responsibilities, visit https://snead.libguides.com/laptops.

## Health Services/First Aid

Students needing emergency medical treatment while on campus should contact a member of the administration or a faculty member. A student suspected of being seriously ill or injured (broken bones, unconsciousness, etc.) will be sent by ambulance to Marshall Medical Center South. The expense of transportation, hospitalization, or emergency treatment will be borne by the student.

## Student Insurance

The College makes available to students information about an accident and sickness

medical expense plan. Information may be obtained from Office of the Vice President for Student Services. It is recommended that students make arrangements for insurance coverage.

### Voter Registration

Snead State Community College encourages eligible students to register to vote and exercise their right to have a voice in democracy. Information may be obtained at www.sos.state.al.us. Voter registration forms are also available on the lower level of the McCain Student Center.

### Parking Permits/Student IDs

Students are encouraged to obtain a valid Student ID badge when they enroll at Snead State. The ID badges may be used to gain free admission to athletic events, fine arts events, and any other student activity sponsored by Snead State. Some local businesses also provide discounts to students when they present the photo ID as proof of enrollment. Parking permits are also required for students attending on-campus classes. Student IDs and parking permits may be obtained on the lower level of the McCain Student Center on the Boaz campus.

## Student Life

At Snead State Community College, we believe in the Complete College Experience. The best way to make the most of your college experience is to get involved!

From college athletics to clubs and organizations, students have many opportunities to find their place and contribute to the college community. Some of the club sponsored events on campus include dances, S Day, Welcome Week, Club Rush, and Homecoming.

Snead State is an advocate for community service and civic engagement. Several Snead State organizations have engaged in many disaster relief drives and supported many community activities and organizations such as the American Red Cross, Children's Hospital, the Ronald McDonald House, the Marshall County Christmas Coalition, LifeSouth, and the American Cancer Society Relay for Life.

### Student IDs and Permits

Students are encouraged to obtain a valid Student ID badge and parking permit when they enroll at Snead State. The ID badges may be used to gain free admission to athletic events, fine arts events, and any other student activity sponsored by Snead State. Some local businesses also provide discounts to students when they present the photo ID as proof of enrollment.

Student IDs and parking permits may be obtained at the McCain Center on the Boaz campus.

- shane.marshall@snead.edu

### Social Media

Snead State Community College has a number of social media outlets that help students stay up-to-date with campus activities, deadlines, information, and pictures from events. In addition to our website, www.snead.edu, students are able to keep up with the College through our social media accounts:.

Visit the sites at:

- facebook.com/sneadstatecc;
- twitter.com/sneadstatecc;
- instagram.com/sneadstatecc; and
- YouTube: sneadstatecc.

# Academic Information

## Finish What You Start

Finish what you start. It's a concept adopted by Snead State Community College, but what does it actually mean? Why is it important?

Snead State was the first two-year college in Alabama to sign on to the College Completion Agenda, which is an initiative to increase the number of graduates receiving their Associate Degree.

Armed with an Associate Degree or certificate, students can expect to earn as much as $8,000 more per year and about $400,000 in a lifetime than a high school graduate, according to U.S. Census Bureau data. Having the two-year degree will also give students an advantage over high school graduates when seeking employment, and unemployment of Associate-Degree holders is typically 30 percent lower than that of high school graduates.

So as you register for classes and plan what classes to take each semester, keep your eye on the finish line - earn your Associate Degree!

## Academic Advising

Academic advising is an integral component of the educational experience, and is intended to assist students in developing an educational plan to reach life goals. Working with an advisor will ensure that all educational requirements are met for college completion. Snead State maintains an advising process for the benefit of students. While an advisor can assist in planning and offer suggestions for completion, it is the student's responsibility to carry out the decisions necessary to attain those goals. Students experiencing academic difficulty or considering withdrawal from the College for any reason are encouraged to contact an advisor.

Snead State's Advising Center is located in the Story Administration Building, Room #103. Students are encouraged to make an appointment with an advisor in the Advising Center, but walk-ins are welcome. Students can also contact the Advising Center via email at advising@snead.edu. Additionally, students majoring in an Associate of Science (AS) program of study are highly encouraged to print and follow an Alabama Transfers Guide and the specific AREA V page of the institution they anticipate attending.

A student who wishes to make a program of study/major change must complete necessary paperwork ("Change of Major" form), and submit it to the Advising Center. He/she will receive an updated degree plan and will be encouraged to complete a new Alabama Transfers Guide, if applicable.

In an effort to recognize the busy lifestyles and distance associated with some of our students, Snead State Community College is dedicated to providing services to students completing courses via distance education. In lieu of coming to the College, advising may take place via telephone conversations and/or e-mail correspondence. A student who desires to make a program of study/major change and is unable to come to the campus may send a written request via his/her secured Snead student e-mail account.

The Alabama Transfers System is a computerized 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 or assisted four-year College as well as select privately funded institutions.

It is through this system that a student can obtain an Alabama Articulation and General Studies Committee approved Articulation/Transfer Guide and Agreement. This Articulation/Transfer Guide and Agreement guarantees the transferability of the course work listed within the guide among Colleges of higher education in the state of Alabama. Students knowing the specific Alabama College to which they plan to transfer should access the Alabama Transfers Home Page at http://alabamatransfers.com and obtain a guide and agreement for the major they intend to pursue. The Alabama Transfers 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 College to another. More information about the Alabama Transfers Program may be obtained in the Snead State Advising Center.

### mySnead

The mySnead system is a multi-purpose system that students will use throughout their time at Snead State. Once the admission process is complete, students will receive their login information for mySnead. They can use their login information to access the following:

- Contact Information for Students
- Admissions
- Registration (including adding or withdrawing from a class and class schedule)
- Grades
- Transcripts
- Financial Aid
- Tuition Payments

## Awards and Recognitions

Snead State Community College recognizes student achievement and awards student successes throughout the year. Each spring, the College hosts an Awards Day ceremony, during which the academic divisions, campus departments, clubs and organizations present student awards. Other colleges and universities who award scholarships to Snead students are also invited to attend to make formal presentations.

In addition to the awards given during Awards Day, Snead State also has the following annual recognitions of students:

- **Civitan Award:** The Boaz Civitan Club Award is presented annually to the "Best All-Around Student" of the graduating class of Snead State Community College. To be eligible for this award, the student must have attended Snead State Community College for at least three (3) semesters and attained a minimum cumulative academic average of 3.0. In addition, the student should have participated in extracurricular and community activities. The student is elected by a vote of the faculty from a list of eligible graduates who are participating in graduation ceremonies.
- **James B. Allen Award:** This award is presented annually to the "Outstanding Student" of the graduating class of Snead State Community College. This award is given in loving memory of United States Senator James B. Allen and Jack L. Ray, Chairman and CEO, The Exchange Bank of Alabama. To be eligible for this award, the student must have exhibited outstanding qualities of leadership and service, attained a minimum cumulative academic average of 3.5, and attended Snead State for a minimum of three (3) semesters. The student is elected by a vote of the faculty of Snead State from a list of eligible graduates who are participating in the graduation ceremonies.
- **President's Award:** This award is presented annually to the full-time sophomore student with the highest grade point average on the greatest number of credit hours completed at Snead State Community College.
- **Dean's Award:** This award is presented annually to the full-time freshman student with the highest grade point average on the greatest number of hours (between 24 and 29) earned at Snead State Community College.
- **All-Alabama Academic Team:** Two Snead State Community College students are selected annually by a committee to be part of the All-Alabama Academic Team. To be eligible, students must possess a minimum GPA of 3.25, be involved in campus activities, and have completed a minimum of 12 semester hours at Snead State Community College. This event is sponsored by the Alabama Community College System and Phi Theta Kappa Honor Society.

## Distance Education

Through distance education, Snead State Community College is teaching beyond its campus into homes and workplaces to help

students overcome the obstacles of time, geography, career, and family commitments. Distance education courses – online, hybrid and virtual – are based on the same instructional outcomes and objectives as Traditional courses. Distance education courses are developed using the Blackboard learning management system, as well as other technologies, to aid in student-teacher interaction and enhance learning experiences. Students register for distance education courses during the regularly scheduled registration period using MySnead.

Traditional courses are delivered face-to-face in the classroom on a regular schedule. Traditional courses may require the use of the Blackboard learning management system and other tools/sites.

Online courses are delivered over the Internet through Blackboard and other tools/sites. Students receive instruction, interact with instructors, and complete assignments and exams via the Internet. Students are not required to attend face-to-face class meetings for lectures, but online proctored exams may be required.

Hybrid courses offer the best features of traditional and online courses. Part of the course will be taught in a traditional face-to-face format and part will be taught online. This allows faculty and students an opportunity to build strong personal relationships through face-to-face interaction, while offering a more flexible schedule than traditional courses. The number of required face-to-face meetings is determined by the instructor and students should check the course schedule to determine when on-campus meetings are required. Online proctored exams may be required.

Virtual courses use a web conferencing application to provide real-time interaction through online meetings/lectures. Virtual meetings/lectures are held on a regular schedule. Online proctored exams may be required.

# Student Life

## Housing

Snead State offers students the opportunity to live on campus in Elder Hall. Space is limited. Students are encouraged to apply for housing early.

Elder Hall features semi-private rooms with shared bathrooms, as well as lounge areas, laundry rooms, snack and drink vending machines, in-room controlled heating and air conditioning, and Wi-Fi connection. Each room has twin XL beds, mattresses, chest of drawers, and individual locking closets. Residents must furnish their own pillows, linens, toiletry items, and cleaning supplies.

A room inventory record is made prior to the student occupying the room. This record is signed by the student and should note any missing or damaged items. Residents will be held liable for willfully changing locks or damaging College property including the windows, doors and/or contents of the rooms. Repairs or replacements required will be charged to the resident or responsible party. An application for housing is available on the College's website, www.snead.edu.

## Athletics

Snead State has a tradition of athletic excellence. The Parsons compete in Division I of the Alabama Community College Conference and the National Junior College Athletic Association. Several athletes have continued play at university and professional levels.

Snead State coaches are not only the top in their sports, but they also take pride in the academic success of their athletes. Special tutoring and study halls are available for all athletes to ensure excellence in academics and athletics.

Athletic facilities include the Plunkett-Wallace Gymnasium, the tennis courts, the Emmett Plunkett Baseball Field, and the new Lady Parsons Softball Field, constructed and opened in 2011.

Snead State offers the following athletic programs: Men's and Women's Basketball, Men's and Women's Golf, Women's Volleyball, Women's Tennis, Men's Baseball, Women's Softball, Women's Dance Team and co-ed Cheerleading Squad. Scholarships are available for these programs.

Snead State students receive free admission to all athletic games with their valid student IDs.

For the latest Snead State athletic schedules, visit www.snead.edu/athletics. For more information on athletic programs, contact Athletic Director Casey Underwood at casey.underwood@snead.edu, or one of the coaches:

- Men's Basketball Head Coach Jeremiah Patterson - jpatterson@snead.edu
- Women's Basketball Head Coach Kenny Hill - kenny.hill@snead.edu
- Women's Volleyball Head Coach Cristie Brothers, cristie.brothers@snead.edu
- Women's Tennis Head Coach Matt Holaday - mattndana@nehp.net
- Men's Baseball Head Coach Casey Underwood - casey.underwood@snead.edu
- Women's Softball Head Coach Tracy Grindrod - tracy.grindrod@snead.edu
- Cheer Coach Adam Rhoden - adam.rhoden@snead.edu
- Men's Golf Coach Sam Holcomb - sam.holcomb@snead.edu
- Women's Golf Coach Shane Marshall - shane.marshall@snead.edu

## Student Clubs and Organizations

Student Clubs and Organizations: Snead State Community College encourages students to be active outside of the classroom in order to have a complete college experience. Snead State offers the following clubs and organizations to students:

1. **Ambassadors:** The Snead State

Ambassadors is a service organization that assists school groups with projects that require contact with off-campus visitors. The Ambassadors, a vital part of Snead State's activity program, assist with such events as Counselors Day, High School Scholars Bowl, campus tours, Commencement, and College Day. Membership is limited to those selected by a screening process. Ambassadors must maintain a 2.0 cumulative grade point average, and their conduct must be above reproach.

2. **Canterbury Club (Episcopal Campus Ministries):** This group is designed to be a safe place, welcoming community, and activity filled organization that invites students from any denomination to be more involved on campus. While a faith-based group, the organization has several activities on and off campus that provide students from all college age levels a place to belong. All who seek justice and peace and are committed to the love of God and neighbor are welcome.
3. **College Bowl:** The College Bowl team of Snead State Community College competes in the academic-type contests held among various community, junior, and senior colleges each year. Team members are selected through a competitive screening process in the fall semester. Snead State's College Bowl teams have enjoyed wide success and in the past were State Champions in the Alabama Junior College contest.
4. **Media Club:** The Digital Media Club is a group of students, faculty and staff who have an interest in web design, digital photography, video production, video game design, Web 2.0, audio recording and other digital media. The club meetings consist of hands-on workshops, field trips and guest speakers.
5. **FBLA Collegiate:** Students interested in the fields of business and economics are encouraged to join this club. The purposes of this organization are to develop competent, aggressive business leadership and to create more interest and understanding in the intelligent choice of business occupations. Membership in FBLA Collegiate is unified on the local, state, and national levels and is not available separately.
6. **Fellowship of Christian Athletes (FCA):** FCA's purpose, at its absolute core, is to combine people's passion for sports with their passion for Christ and teach them that those two worlds don't have to be separate. FCA wants to give meaning to the athletic nature that all of us are born with and use it for something that stretches beyond sports. Every student at Snead State Community College is welcome to join the FCA.
7. **History@Snead:** The purpose of History@Snead is to promote the historical significance of western culture and its impact on our life today. The club will participate in activities that will expand and explore historic ideals and will include trips to historic sites and of historic significance. History@Snead is open to all students of Snead State Community College.
8. **Mindfulness & Meditation:** This group is a non-denominational club, developed in order to promote meditation practices that generate more awareness of one's mental and bodily states, in an effort to mitigate suffering located in the mind and body, and promote a sense of well-being and happiness. The organization hopes to foster an environment where members can share their own awareness of their mind-body relation in a space that feels comfortable, safe, and open to respectful dialogue. Membership is open to any Snead State student or employee.
9. **Pan Latino Student Organization:** The Pan Latino Student Organization was

established in 2009. The goals of the organization are vested in community service, learning about the diverse cultures that make up the Pan Latino experience, and encouraging our Latino/Latina students toward academic and personal success in their endeavors.

10. **Parson Pit:** The purpose of the Parson Pit is to serve as Snead States' athletic fan base. Parson Pit members attend all home athletic events to exhibit student support and school spirit. Membership is open to all students at Snead State.
11. **Phi Theta Kappa (PTK):** The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa attempts to provide opportunity for the development of leadership and service and for stimulation of interest in continuing academic excellence. To be eligible for membership in the Theta Iota chapter, a student must have completed at least 12 semester hours and must have earned a cumulative grade point average of at least 3.5. Remedial courses or courses below 100 level are excluded when number of hours and grade point average are determined. Induction is held during the fall and spring semesters.
12. **Rotaract:** Rotaract is a service club at Snead State Community College. Through Rotaract clubs, young people ages 18 and older develop leadership and professional skills, exchange ideas with community leaders, and have fun through service.
13. **Sigma Kappa Delta:** Sigma Kappa Delta was chartered at Snead State Community College in 2012 as the Iota Epsilon Chapter. The purpose of the local chapter is to reward and encourage outstanding student achievement in language and literature. Students may have opportunities in an informal setting to talk about creative writing and modern fiction, meet famous writers, submit writing for publication, pursue scholarships, and possibly even attend special events that promote literature and writing. Being a member also adds distinction to a student's resume.

    The group has meetings or programs about once a month. Requirements for membership include completion of 12 hours of transferable college credit with a 3.30 or better average, including a B or better in all English courses. Members do NOT have to be English majors.
14. **Snead Campus Ministry:** The purpose of the SCM is to bring people into a dynamic, lifelong relationship with God through practices of fellowship, commitment to Snead State and the community. Membership is open to all enrolled SSCC students without payment of dues.
15. **Snead State Art Guild:** The purpose of the Snead State Art Guild is to promote the fine arts among the Snead State student body and the surrounding community. This undertaking includes the encouragement of individual artistic endeavors, participation in the fine arts, and a general appreciation of the arts in an atmosphere that promotes friendship and cooperation among the student body and faculty. All persons registered at Snead State Community College are eligible for membership in this organization.
16. **Snead State Fishing Team:** The mission of the Fishing Club is to promote the general interest of bass fishing. Our community provides a wonderful environment to engage in bass fishing. This club strives to provide recreation and to allow fraternal relationships for students at Snead State. The Snead State Fishing Club encourages cooperative efforts among faculty, staff and students and promotes relationships with industry personnel for the purpose of job training, internships, and job placement.

17. **Snead State Veterans Association:** The purpose of the Snead State Veterans Association is to provide a safe environment for Veterans and their dependents to interact with their peers, to encourage the completion of an Associate's degree among members and to foster and facilitate learning outside of the classroom through leadership and community service opportunities. Membership is open to the following: Students must be a Veteran, Reservist, or member of a branch of the US Military or must be a direct dependent (child, spouse, etc.) of a Veteran, Reservist, or member of a branch of the US Military.
18. **Society of Drama and Finer Things:** The purpose of this organization is to establish and foster an appreciation of the art form of theatre and fine arts. Membership is open to any Snead State student or employee.
19. **Student Government Association:** The Student Government Association (SGA) is the voice of students at Snead State Community College. Its purpose is to promote the general welfare of students, to cultivate friendship and cooperation among the students and faculty, and to encourage participation in individual and group responsibilities in a democratic atmosphere. All persons registered at Snead State Community College may be members of this organization and are encouraged to take an active part in its function.
20. **Student Nurses Association:** The purpose of the SNA is to organize, represent, and mentor students preparing for initial licensure as registered nurses; to promote development of skills needed to be responsible and accountable members of the nursing profession; and to advocate high quality health care. Students who join the Snead State Nurses Association have the opportunity to network with people who can impact the nursing profession and give the student access to new opportunities, friends, jobs, and information.

# College Policies and Regulations

## Academic Advising Policy

Snead State Community College recognizes academic advising as an essential part of the educational process and an important component in college completion. The primary focus of academic advising at SSCC is to facilitate the student's establishment and pursuit of realistic academic and career goals by providing the student with accurate information and guidance to support him/her in the decision-making process. Academic Advising is designed to assist students in recognizing and accepting responsibility for their own choices about their educational program. It is not meant to replace or supersede the student's right to choose. Advisors offer suggestions and information to assist students in making informed decisions.

To be truly effective, academic advising must be taken seriously by students, advisors, and the College with an understanding that advising is more than the completion of a simple clerical function. Effective academic advising requires an open environment in which the advisor is concerned about the student's welfare in relation to his/her pursuit of academic and career goals. In addition to establishing an educational or career plan, academic advising assists students with evaluation and reevaluation of con-tinued progress toward said goals.

Snead State Community College has established that the College, the Director of Academic Advising along with advisors, and students have individual responsibilities with regards to the advising process and these must be fulfilled if students are to receive the full benefit of an effective academic advising process. Academic advising is an ongoing, continuously evolving process.

- **Responsibilities of the Student**

1. Ensure that all academic records from other educational Colleges have been sent to Snead State.
2. Know the academic advisor's identity, office location, office telephone number, and office hours. The student must also be aware of which advising group he/she fits and where that advising group may be found.
3. Schedule an advising appointment at least once per term with the advisor apart from the scheduling/registration process.
4. Keep appointments. If the student is unable to keep an appointment, it is the student's responsibility to notify the advisor as soon as possible before the actual appointment time. The student should reschedule a new appointment.
5. Discuss academic and career goals with the academic advisor.
6. Develop educational and career goals.
7. Be aware of College policies and procedures, program requirements, and graduation requirements of both SSCC and the intended transfer institution.
8. Complete, print, and keep a copy of the Alabama Transfers Guide or Degree Plan appropriate for the student's intended major. If the student changes his/her program of study, it is the student's responsibility to obtain a new Alabama Transfers Guide or Degree Plan for the new program.
9. Be prepared for the advising appointment for the scheduling of classes before meeting with the advisor. Study the class schedule, know courses needed, have a list of alternatives, know which courses are offered at convenient times he/she can attend, and have a list of any questions for the advisor. The advisor is there to assist the student and offer advice and guidance.
10. Accept responsibility for academic choices. The advisor may discuss options with the student, but the student must make the decision.
11. Maintain personal records of academic activities and progress.

12. Seek help from advisors when needed. Consult with the faculty advisor or an intake advisor in the McCain Center when not certain of the best academic action and before making changes in the program of study. Academic advising is a continuous process that spans the entirety of a student's stay at the College, not just when selecting courses.
13. Prior to attending classes, verify that the class schedule is accurate.

- **Responsibilities of the Director of Academic Advising and Advisors**
  1. Be accessible to students.
  2. Be aware of advisee's educational and career goals, and assist in formulation and clarification of these goals.
  3. Guide students in obtaining accurate information about transfer institutions.
  4. Provide students with information about alternatives, limitations, and possible long and short range consequences of academic choices.
  5. Refer students to appropriate college services or off-campus agencies.
  6. Strongly encourage students to obtain a Alabama Transfers Guide for their intended course of study.
  7. Schedule appointments to ensure adequate time is provided for discussion of each advisee's progress.
  8. Assist students in making long range plans concerning courses to be scheduled.
  9. Focus on what courses should be taken and be prepared to provide reasons why a particular course is needed.
  10. Verify the accuracy of the class schedule prior to registration.
- **Responsibilities of the College**
  1. Provide advisors with accurate and complete information on College policies and procedures, programs of study requirements, and courses of instruction.
  2. Provide advisors with all student data needed, accurate transcripts, and evaluation of transfer credit.
  3. Provide advisors with forms and reference materials needed in the advising process.
  4. Assign advisors and inform students of the identity, office location, telephone numbers, and e-mail addresses of advisors.
  5. Provide new students with an orientation to the College.
  6. Administer placement tests to new students upon admission, including partial batteries of tests to transfer students when needed.
  7. Provide advising services to students with special needs, particularly those students covered by the Americans with Disabilities Act (ADA).
  8. Conduct advising orientation for new advisors and workshops for training and updating all advisors periodically.

## Grade Appeal Process

Students may contest a grade for up to 30 days from the last day of the term in which the course was taken. For the purposes of this policy, the "last day of the semester" is the last day on which final exams are scheduled for the Fall, Spring, or Summer term in which the course was taken. Mini-term classes are treated as full-term classes for the purpose of this policy.

Students who believe their grade is incorrect may ask the instructor to recalculate their grade. If the given grade is found to be in error, the instructor will submit a change-of-grade form. Situations where the grade was calculated wrong are not technically appeals.

If a student believes a grade to be unfair, the student should first contact the instructor and share that concern. If the student is not satisfied with the instructor's response, the student may bring the matter to the Division Director for that division. If the student is not satisfied after discussing the matter with the Division Director, the student may file a formal grade appeal, but the appeal must be filed prior to the midpoint of the next

semester, including summer. The appeal will be heard by the Grade Appeal Committee during the semester when the appeal is filed.

The only grounds for appeal are:

- The student's grade is based on factors other than performance in the course and/or adherence to course requirements.
- The instructor placed more demanding standards on one student than others in the same section of the course.

A Grade Appeal Committee will be appointed to hear grade appeals on an as-needed basis. The committee:

- Three full-time faculty members – One from the General Studies (transfer) program, one from a Career/Technical Program, and a third instructor preferably from the academic discipline involved in the appeal (if possible).
- One representative from Student Services.
- One student representative chosen from the Student Government Association.

The formal grade appeals process is as follows:

- The student submits to the Vice President for Student Services the grade appeal form and includes a written description of the grounds for the appeal, which must be based on the criteria above.
- The instructor may submit a written response to the student's claims.
- The burden of proof lies with the student.
- A majority vote of the committee will determine whether the assigned grade should stand or should be changed.
- In the event that the committee decision is that the grade should be changed, the instructor will be notified of the decision and the committee will work with the instructor to determine the student's new grade.
- The committee's findings will be filed in the office of the Office of Academic Affairs.
- The decision of the committee shall be final.

## Drug and Alcohol Free Campus

As required by Section 22 of the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Snead State Community College is designated as a drug and alcohol free campus and will comply with all the provisions of Public Law 101-226.

## Tobacco Free Policy

Effective January 2, 2013, Snead State Community College is a tobacco free campus. Smoking and use of tobacco products will not be permitted anywhere on campus. This tobacco-free policy includes instructional sites, centers, campus buildings, sidewalks, grounds, parking lots, building entrances, common areas, and college-owned vehicles.

Why a "smoke-free/tobacco-free" Campus? Snead State Community College is committed to providing a safe, healthy, and clean environment for its employees, students, community members, and visitors. The College has an obligation to provide a safe, healthy, and clean learning and working environment. Second-hand smoke can be the cause of asthma attacks, lung cancer, cardiovascular and other lung diseases. Every student, employee and visitor to our campus has the right to breathe clean air and not be exposed to the harmful effects of smoke and tobacco. Likewise, tobacco excrement such as smokeless tobacco receptacles ("spittoons") are a blemish on the campus and will not be tolerated on the grounds or in buildings.

What do we consider "tobacco"? A "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product (to include electronic or otherwise "smokeless" cigarettes), as well as smokeless, leaf, or "spit" tobacco products (often known as dip, chew, or snuff, in any form).

Where can I smoke or use tobacco products? As stated, smoking or the use of any tobacco product is prohibited on campus grounds, to include buildings, grounds, parking lots, and breezeways. There ARE NO AUTHORIZED areas designated for the use of tobacco on campus.

Can I smoke in my car? The use of tobacco is prohibited on ALL property owned by Snead State Community College.

Caught Smoking or Using Tobacco on Campus? Achieving a tobacco-free environment requires time and patience. Snead State Community College believes self-enforcement is an effective way to change this behavior and its perception by students, faculty, staff and visitors on campus. It is the intent of Snead State Community College to emphasize the value of such a policy and to encourage all individuals to cooperatively work together in implementing and complying with this policy. Any staff member on this campus may and should enforce, notify, and raise awareness of this campus policy. The College appreciates and expects full compliance. If any violator should seek to circumvent this policy, additional consequences (to potentially include fines and disciplinary measures) may result.

## Campus Crime Statistics Report

Snead State Community College is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The Campus Crime and Security Survey as required by the United States Department of Education is available at http://ope.ed.gov/security. Information concerning security at Snead State is available at https://snead.edu/about/operations/security/ on the College website. The annual report is made available via hard copy and electronic format. Persons desiring a printed copy of the annual report may contact the Office of Campus Security located in Elder Hall or by calling 256-840-4167.

## Student Policies

### Expressive Activities by the Campus Community Policy

In accordance with Act 2019-396 of the Alabama Legislature and the ACCS Board of Trustees' Policy 224.01: Expressive Activities by the Campus Community, Snead State Community College complies as follows:

**Findings**

Snead State Community College finds the following:

1. A primary function of Snead State Community College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and to fulfill that function, Snead State Community College will strive to ensure the fullest degree possible of intellectual freedom and free expression.
2. It is not the proper role of Snead State Community College to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.
3. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and spontaneously and contemporaneously assemble, speak, and distribute literature.
4. Snead State Community College supports free association and will not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.
5. Snead State Community College will strive to remain neutral, as an institution, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the institution, and Snead State Community College will not require students, faculty, or staff to publicly express a given view of a public controversy.
6. Snead State Community College prohibits all forms of harassment as defined in

Act 2019-396, which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

**Speech and Expression in Outdoor Areas, Invited Speakers, and Security.**

1. For purposes of this policy, the "Campus Community" includes Snead State Community College's students, administrators, faculty, and staff as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.
2. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of Snead State Community College's campus that enjoy general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article 1, Section 4 of the Alabama Constitution of 1901, including any lawful verbal, written, or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

**Outdoor areas where expressive activities are not allowed include areas of restricted access as identified by the College:**

1. Areas within 25 feet of classrooms and Athletic facilities;
2. Areas being used as outdoor classrooms,
3. Areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.
4. This policy does not apply to expressive activities that take place in indoor areas of Snead State Community College property including, but not limited to, classrooms or classroom buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by Snead State Community College policies and ACCS Board of Trustees Policy 507.01, subject to the requirement that Snead State Community College must be open to any speaker whom Snead State Community College's student organizations or faculty have invited. These areas may be used for official events sponsored by the College or for non-college use under ACCS Board of Trustees Policies 500.01 and 507.01.
5. Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on Snead State Community College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities. A member of the Campus Community or a Student Organization can sponsor an outdoor expressive activity by completing the Expressive Activity Request form by submitting a written request to the Director of Student Support and Campus Engagement. The Director of Student Support and Campus Engagement, Vice President for Student Services, and Vice President for Academic Affairs serve as the approval authority for outdoor Expressive Activities.
6. To appeal any denial of the Expressive Activities, the sponsor may make a final appeal in writing to the Snead State Community College President or his/her designee. This written appeal must expressly state the grounds of such an appeal based on the initial ruling within seven working days of receiving this ruling. Appealing to the President or his/her designee is the final step of the Expressive Activities appeal process.

7. Outdoor expressive activities must be approved by completing the Expressive Activity Request form which will designate the area for this activity. After the expressive activity's approval, the Director of Student Support and Campus Engagement will coordinate these activities with the sponsor by completing the Internal Use of Campus Facilities form.

**Conduct that may materially and substantially disrupt the functioning of Snead State Community College or infringe upon the rights of others to engage in expressive activities may include:**

1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
3. Violations of a state, federal or local law, regulation, or ordinance;
4. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
5. Following, badgering, or forcibly detaining individuals;
6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping; 8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
8. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
9. Engaging in expressive activities in prohibited or restricted areas as defined in the, Speech and Expression in Outdoor Areas, Invited Speakers, and Security section C;
10. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
11. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.

Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the College and the function of educational institutions.

Snead State Community College may provide police and/or security officers and use other security measures to ensure all participants' safety, the Campus Community, and the public. Nothing in this policy shall prohibit the College from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive activity or the anticipated reaction to the protected expressive activity. Please know that these customary fees for security at the College are subject to change.

1. If the organizer of the event or the College determines that security is needed for an event, beyond what the College typically provides during regular hours of operation, the organizers of the event will be charged a fee based on the number of expected attendees. An updated fee schedule for security will be provided by Director of Campus Security at Snead State Community College upon request.
2. The President may waive this security fee, but may not base the decision based on the content of the expressive activity or the anticipated reaction to the protected expressive activity, except in emergency situations in which there is a clear and present danger to the Campus Community or to the public.

Snead State Community College may also

charge a fee for the use of campus facilities, such as for the use of resources or cleanup costs. These fees will not be based on the content of the expressive activity.

To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of security are expected to provide sufficient notice to the Snead State Community College, Director of Campus Security at (256) 264-5060, at least one week in advance of the event. Such arrangements enable Snead State Community College to ensure the event takes place in a safe and constructive manner.

Individuals and groups who engage in expressive activity in outdoor areas on Snead State Community College property are subject to Snead State Community College policies relating to use and operation of campus facilities, including without limitation policies relating to firearms and weapons, alcohol, tobacco, and trespass. Snead State Community College prohibits the possession or use of clubs, bats, weapons, open flames, or other dangerous materials on campus property during these events. Refer to the Student Handbook, College Catalog, or the Personnel Handbook for more information.

Snead State Community College shall not permit the Campus Community members to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action.

Nothing in this policy shall be construed to prevent Snead State Community College from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:

1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
2. Expressions that a court has deemed unprotected defamation.
3. Harassment.
4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.
5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
6. An action that unlawfully disrupts the function or security of the institution.
7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.

Complaints and questions regarding the application of this policy should be addressed in accordance with General Complaint and Grievance Procedures outlined in College Catalog.

**Commercial Activity on Campus**

Individuals, organizations, and groups, both internal and external to Snead State Community College, may not conduct commercial transactions or engage in commercial speech on Snead State Community College property unless authorized pursuant to ACCS Board of Trustees Policy 515.01 and approved by the President in advance.

Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and therefore

deemed commercial speech under this policy.

**Policy Distribution**

This policy will be included in new student, new faculty, and new staff orientation programs. Snead State Community College shall disseminate this policy to all campus community members and make this policy available in handbooks and its website.

**Relationship to Other Policies**

This policy shall supersede and nullify any previous Snead State Community College policies that could regulate speech on Snead State Community College main campus or instructional site. However, this policy is not intended to supersede, nullify, or amend any Snead State Community College policy that regulates the reservations and use of interior spaces on campus or charge incidental fees for the use of such spaces.

**Annual Report**

Snead State Community College will submit an annual report to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that includes the following:

1. The date and description of each violation of this policy.
2. A description of the administrative handling and discipline relating to each violation.
3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.
4. Any additional assessments, criticism, commendations, or recommendations Snead State Community College sees fit to include.

## Student Right-To-Know

The federal Student Right-to-Know (SRK) Act requires colleges to calculate and disclose the graduation and transfer rates for first-time college students who enroll in the fall term as full-time, degree seeking students. The rates must be calculated after three years from initial entry. This information may be found on the College website in the Consumer Information section. Alternatively, students may receive a printed copy upon request to the Office of the Vice President for Student Services.

## Transcript Policy

In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (also known as the Buckley Amendment), the Office of Student Services will release a transcript of a student's academic record only upon approval of the student. Official transcripts are not issued to the student but to the college, official, or agency listed on the request. Unofficial Snead State Community College transcripts, which are stamped "Student Copy," may be released to a student upon written request. A student may view and print an unofficial transcript by accessing the College website at www.snead.edu. Login to MySnead by entering your "A" number and password. Select the Student tab. Click on Student Landing Page, and then select "Transcript-Unofficial".

Snead State Community College has retained Parchment to accept and securely submit transcript orders electronically. Academic transcripts are $5 per copy. To order an official transcript, students may visit www.snead.edu/transcripts for directions.

- Transcript requests will not be honored for any student who has outstanding academic or financial obligations in any of the area of the College.
- Any student who withdraws from the College must have completed all admission credentials and have cleared all financial or other obligations in all of the administrative offices before being entitled to an academic transcript.
- Transcripts requests will be processed within 48 hours of the request (except during weekends and holidays). It is the student's responsibility to request the transcript in advance. We cannot provide students with transcripts at the time the request is made to the Office of Student Services.

## Class Attendance Policy

Class attendance is considered an integral part of the educational process at Snead State Community College. The College maintains the philosophy that a student's academic success has a direct correlation to class attendance. A student is expected to attend, as well as, be on time for all scheduled class meetings for Traditional, Hybrid, and Virtual classes.

Attendance in Online classes will be determined by the active participation of the student through the completion of class activities, such as the submission of an assignment, completion of an exam, attendance in an online chat, posting of a response to a discussion forum, or through written contact with the instructor regarding the class. Simply logging in to Blackboard is not considered attendance.

Class attendance policies are determined by each instructional division of the College. Individual faculty members will abide by the attendance policy of their division and will make decisions regarding absences. Faculty members will insure that the divisional attendance policy is included in the course syllabus for each of their classes.

If there are questions about the policy, a student should first talk with their individual instructor. The Division Director will make the final decision about any questions or concerns regarding the attendance policy for classes that fall within their division.

## Student Intellectual Property Rights

Snead State students often do creative work as a part of normal coursework. In such cases, all rights to those works are the property of the student and not Snead State. This is outlined in the College's Intellectual Property Rights Policy. Below is the portion of the policy that applies to students:

- The copyright of any works created as part of a course assignment (essays, poetry, musical composition, etc.) remains with the students.
- Students have the right to take class notes and otherwise copy course material for personal use. However, notes and other course materials shall not be used for commercial purposes (e.g. selling exams). The use of course materials for commercial purposes is considered Academic Dishonesty.

## Academic Integrity Policy

Students of Snead State Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. SSCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student and to Snead State. All members of the Snead State Community College community, students, faculty, and staff, share the responsibility and authority to challenge and make known acts of academic dishonesty. Further, students, faculty and staff should ensure that policies regarding academic integrity are clearly outlined in course materials, including course syllabi.

### Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. However, students must not collaborate or cooperate with other students on graded assignments, examinations, or other academic exercises unless clearly directed to do so by the instructor.

- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking or during examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.
- Students taking courses that have an off-campus component (internships, observations, clinical placements, etc.) must follow all guidelines and expectations of the hosting site in addition to any course requirements related to the placement.

**Forms of Academic Dishonesty**

Note: Snead State Community College recognizes that when students make a good faith attempt to credit sources, some mistakes in citation format or use of quotations should be viewed as errors in form and mechanics rather than true plagiarism.

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Cheating:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:
    1. Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
    2. Using a calculator, computer or other materials when not authorized by the instructor.
    3. Collaborating with another student or students during an academic exercise without the consent of the instructor.
- **Fabrication:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Multiple Submissions:** submission of academic work for which academic credit has already been earned (i.e. submitting the same essay in two different classes) and when such submission is made without authorization from the instructor.
- **Plagiarism:** intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. The following are considered to be forms of plagiarism:
    1. Word-for-word copying of another person's ideas or words.
    2. Interspersing one's own words within a document while, in essence, copying another's work.
    3. Rewriting another's work, yet still using the original author's fundamental idea or theory without giving credit to the original author using a proper citation.
    4. Inventing or counterfeiting sources.
    5. Submission of another's work as one's own.
    6. Neglecting quotation marks on material that is otherwise acknowledged.
- **Misuse of Academic Materials:** the misuse of academic materials includes, but is not limited to, the following:
    1. Stealing or destroying college or library reference materials, or computer equipment and/or programs.
    2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
    3. Receiving assistance in locating or using sources of information in an assignment, when such assistance has been forbidden by the instructor.
    4. Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.

5. Unauthorized alteration, forgery, or falsification of academic records.
6. Unauthorized sale or purchase of examinations, papers, projects or assignments.

- **Complicity in Academic Dishonesty Or Facilitating Academic Dishonesty:** intentionally or knowingly helping or attempting to help another to violate any provision of this policy or otherwise contributing to another's acts of academic dishonesty.
- **Misconduct at off-campus placements:** Any issues related to an off-campus placement (e.g., clinical placements, observations, or internships) may be considered violations of the academic integrity policy. These include disruptive behavior, tardiness, or failure to abide by any expectations of the hosting site.
- **Generative AI tools** should not be used in completion of course activities unless the instructor authorizes their use. Generative AI tools should be used only with explicit and clear permission of the course's instructor, and then only in the ways expicitly allowed by the instructor. Students who are unsure of an instructor's policies regarding generative AI tools in a course are encouraged to ask their instructor for clarification. If the use of generative AI tools is allowed by the course's instructor, students are expected to properly attribute (cite) the source of any AI generated material. Use of generative AI tools outside of these guidelines is considered to be an academic integrity policy violation.

**Academic Dishonesty Documentation**

- The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, by writing down the time, date, place, and a description of the act.
- The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. The evidence may include various samples of the student's work showing a radical disparity in style or ability. The evidence may also include data from the learning management system (Blackboard) or other technology platforms used by the college (e.g., SafeAssign).
- The faculty member provides the student an opportunity to explain the incident.
- The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of this Academic Integrity Policy.
- The faculty member may resolve the matter by determining an appropriate course of action, which may include a written warning, a grade of "F" on an assignment, project, or examination, or no further action.
- Faculty must report all violations of academic integrity and the course of action taken to the Vice President for Academic Affairs.
- If the accused student contests the faculty member's decision, a meeting with the division director may be requested to informally resolve this matter.
- If this matter cannot be resolved with the division director; or if the student contests the decision made in consultation with the division director; or if the faculty member wishes to initiate further action beyond a failing grade on the assignment(s) in question (e.g. assign a lower grade or a grade of "F" for the course or recommend academic program dismissal based solely on academic dishonesty), the student is entitled to an Academic Disciplinary Committee hearing.

**Penalties for Academic Dishonesty**

If a student is found responsible for violating academic integrity policies, any one or a combination of the following penalties may be imposed by the faculty member, or by the faculty member and his/her supervisor:

- Verbal or written warning.
- The student would repeat an assignment, project, or examination under specified conditions.
- A grade of "F" for the assignment, project, or examination.
- A lower grade or a grade of "F" for the course, if the academic misconduct is particularly serious (not limited to a single assignment, misconduct at a clinical placement, etc.). In the event a numerical grade is required, the instructor should also assign an appropriate numerical grade for the assigned letter grade.

Any violations of the Academic Integrity Policy that are found to be serious enough to warrant a lower or failing course grade may also be considered disciplinary violations. Students found to be guilty of such violations may be subject to additional penalties by the Vice President for Academic Affairs. Any penalties assigned by the Vice President for Academic Affairs will be recorded in the student's discipline records, which are maintained by the Vice President for Student Services. The Vice President for Academic Affairs may also issue the following disciplinary sanctions:

- Disciplinary written warning to the student.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.
- Suspension from Snead State Community College for a definite period of time.
- Expulsion from Snead State Community College.
- Other disciplinary action as deemed appropriate may include, but is not limited to: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities

**Student Due Process: Appeals Procedure**

An Academic Disciplinary Committee hearing may be requested by a student who contests the decision made by the faculty member (in consultation with the division director) OR by the faculty member who wishes to initiate further action or cannot resolve the matter as specified above.

- A student request for an Academic Disciplinary Committee hearing: the student requesting the hearing must submit a Request for Disciplinary Committee Hearing to the office of the Vice President for Academic Affairs within ten (10) days of the notification of academic dishonesty decision by faculty or division director.
- A faculty request for an Academic Disciplinary Committee hearing: The faculty member must report the incident and provide evidence to the Vice President for Academic Affairs within ten (10) working days of the alleged act of academic dishonesty or within ten (10) days of meeting with a division director.

Within ten (10) working days of receiving a request for an Academic Disciplinary Committee hearing, the Vice President for Academic Affairs will notify all parties in writing of the date, time and location of the Academic Disciplinary Committee hearing.

The Academic Disciplinary Committee shall be appointed by the Vice President for Academic Affairs ad hoc as cases arise rather than be a standing committee. The committee will be comprised of:

- Three appointed faculty members
- Two appointed student services representatives
- Vice President of the Student Government Association
- In addition to the above the Academic Disciplinary Committee members, the faculty member who made the allegation shall also be invited to attend.

At the Academic Disciplinary Committee hearing, both the faculty member and the student will have the opportunity to hear the

charges and present his/her side of the case. The student may bring an advisor, who may advise and support the student but may not present the case. If the student misses the hearing, the Academic Disciplinary Committee may proceed with the process to completion.

Following the Academic Disciplinary Committee hearing, members shall make a recommendation for action to the Vice President for Academic Affairs. This recommendation shall be in writing within five (5) working days of the Disciplinary Committee hearing. The Vice President for Academic Affairs will determine if the action recommended by the Academic Disciplinary Committee is appropriate, and will issue a final decision.

The Vice President for Academic Affairs may issue the following disciplinary sanctions:

- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.
- Suspension from Snead State Community College for a definite period of time.
- Expulsion from Snead State Community College.
- Other disciplinary action as deemed appropriate may include: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities.

Within ten (10) working days of the hearing, the Vice President for Academic Affairs will issue written notification of the decision to the student, faculty member, and division director. A copy of the decision will be sent to the Vice President for Student Services.

For questions or comments regarding the contents or procedures of this policy, please contact the office of the Vice President for Academic Affairs at Snead State Community College.

## Student Job Description

Becoming a successful student is very much like mastering a new job. In order to excel, it is necessary to know what is expected of you.

- Read and understand the Snead State Catalog and Student Handbook.
- Read, understand, and follow the syllabus for each course.
- Become familiar with the College calendar and all semester deadlines.
- Regularly check your student e-mail account for important messages.
- Meet with your advisor regularly.
- Schedule classes so that the most effective learning can occur.
- Allow adequate study time per week for each course.
- Show satisfactory academic progress.
- Be proactive and be an active participate in your own education.
- Be familiar with and make use of Snead's library services.
- Develop a plan for increasing listening skills and improving study habits.
- Work collaboratively with other students.
- Attend all class sessions and be on time.
- Communicate regularly with your instructors.
- Turn in assignments on time and actively participate in class.
- Complete work without cheating or committing plagiarism.
- Exhibit respectful behavior at all times.

## Student Conduct

The Student Code of Conduct is Snead State Community College's policy regarding non-academic misconduct and discipline of students. Any disciplinary actions taken are designed to protect and preserve the social and educational environment of the College. If the environment is threatened by student behavior, it may be necessary to impose sanctions.

A student may be accountable to both civil authorities and the College for action which violates both the law and the Student Code of Conduct and Discipline and may have to face both criminal charges and disciplinary charges. The findings in one area will not necessarily be an acceptable challenge to the findings in the other. For a comprehensive list of actions that define non-academic misconduct, students should see the section below, entitled "Procedure for Bringing a Charge of Non-Academic Misconduct Against a Student."

**Procedure for Bringing a Charge of Non-Academic Misconduct Against a Student**

Any member of the College community may file a complaint against a student or group of students for non-academic misconduct affecting the College or its operations. With the exception of Residence Hall violations specifically addressed in the Resident Housing Handbook, the following procedure should be followed:

Complaints shall be prepared in writing and directed to the Vice President for Student Services. Any complaint should be submitted as soon as possible, preferably within ten (10) business days of the occurrence but no more than ninety (90) days. The Vice President for Student Services or his/her designee shall investigate and charge students or members of any College-sponsored organization with misconduct when there is reasonable cause to believe that a violation of the Code of Conduct or other applicable law or regulation may have occurred as alleged in the complaint. The Vice President for Student Services must make a preliminary investigation by consulting the primary parties involved to determine whether the complaint has merit and/or if it can be disposed of informally without the initiation of disciplinary proceedings. All charges shall be presented to the accused student in written form by the Vice President for Student Services and shall contain a short summary of the actions or complaint of misconduct. The Vice President for Student Services may suspend the student pending consideration of the case when it is determined that the presence of the student presents a continuing danger to any person or property or an ongoing threat of disruption of the institution or its operations. In such case, a hearing must be held within five (5) business days of the student's suspension, unless the student makes a request for an extension in writing.

The Vice President for Student Services or his/her designee may issue a summons for any student or member of a College-sponsored organization to appear for discussions about a case or a hearing in a pending case. The summons may be delivered by U.S. Mail, Security Office, e-mail, in-person, or a combination of any of the above to give the student appropriate notice of the complaint or charges being brought. The summons may also include an order to produce records, which may be helpful in the course of an investigation or the prosecution of a case. However, upon findings of the investigation, the Vice President for Student Services may find that the initial charges need to be amended or additional charges need to be issued to the accused.

Charges may be disposed of by an informal process with resolution agreed upon by the student, the complainant, and the Vice President for Student Services.

Specific charges include, but are not limited to, the following:

1. Dishonesty or knowingly furnishing false information to the members of the College faculty or other officers or employees of the College in pursuit of their official duties;
2. Lewd, obscene, licentious, indecent, or inappropriate dress;
3. Any form of gambling;
4. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a College-sponsored event;
5. Smoking, electronic cigarettes, chewing, dipping, or other use of tobacco products in College-owned or College-controlled property;
6. Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this Student Conduct and Discipline Code and the annual campus safety and security publication;

7. Trespassing or unauthorized entry or use of Snead State Community College premises;
8. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on the property of the College, which shall include, but not be limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes and/or use of sanitary facilities on a regular daily basis;
9. Disruptive use of devices such as radios, cell phones, pagers, laptops, tablets, MP3 players, iPods, or other electronic devices in the student center, hallways, lecture rooms, classrooms, library, or any other place where such devices might interfere with the normal activity of the College;
10. Unauthorized use or possession of all electronic devices (i.e., cell phones, laptops, tablets, MP3 players, etc.) in the classroom (Emergency authorization must be requested in advance of class, in writing, to the instructor or Division Director.);
11. Forgery, alteration, or misuse of College documents, records, or identification;
12. Failure to comply with the authority of College officials acting within the capacity and performance of their positions;
13. Violation of written College rules, policies and regulations;
14. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups;
15. Destruction, damage, or misuse of College public or private property (The student(s) or member(s) of any College organization is responsible for any damage done to College property.);
16. Conduct in violation of federal law, state statutes, or local ordinances, which threatens the health and/or safety of the College community or adversely affects the educational environment of the College;
17. Conviction of any misdemeanor or felony, which adversely affects the educational environment of the College;
18. Obtaining College services by false pretenses, including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, telephone system, labor, material, space, facilities, or services;
19. Hazing, which is any mental or physical requirement or obligation placed on a person by a member of any organization or by an individual or by a group of individuals, which could cause discomfort, pain, or injury or which violates any legal statute or College rule, regulation, or policy. "Hazing" is defined "as the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual or other treatment or tyrannical, abusive, shameful, insulting or humiliating nature."
20. Lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
21. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence the proceedings or outcome of the Student Discipline Committee, including witnesses, faculty members, staff members, and students, before, during, or after a hearing (College-sponsored organizations shall be responsible for the actions of their individual members, alumni, advisors, etc.);
22. Possession, while on College-owned or controlled property, of weapons, firearms, ammunition, explosives, fireworks, or other dangerous devices;
23. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
24. Unauthorized sale, delivery, or possession of prescribed, controlled drugs defined as illegal under local, state, or federal law;

25. Theft, accessory to theft, and/or possession of stolen property;
26. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment;
27. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;
28. Disruptive or disorderly conduct that interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities;
29. Use of College computer terminals and personal computers or telecommunications equipment on College-owned or College-controlled property in any manner other than for College-authorized use or for purposes of obtaining pornographic or sexually explicit information;
30. Threatening, harassing, lewd, obscene, or violent communications through e-mail, fax, cell phone, or other methods of data/ information transmission;
31. Terrorist threat to or from SSCC, College-owned property, or College-controlled property;
32. Software tampering, espionage, sabotage, and criminal mischief;
33. Engaging in any acts that constitute sexual harassment or discrimination (Complaints of sexual harassment and discrimination will be referred to the Title IX Coordinator as provided in the College's Policy Against Harassment and Discrimination.);
34. Any other activity or conduct not specifically stated herein that impairs or endangers any person or property or the educational environment of the College.

After the initial investigation, the Vice President for Student Services may decide what disciplinary action is required. The Vice President for Student Services will notify the student of the charges and disciplinary action/ sanctions. The student may request in writing a hearing before the Student Discipline Committee but must do so within three (3) business days of receiving the notice from the Vice President for Student Services. Likewise, the Vice President for Student Services may determine that the alleged misconduct must be referred to the Student Discipline Committee.

If the matter is referred to the Student Discipline Committee, the Vice President for Student Services will inform the accused, in writing, of the formal charge(s), including specific violations of the Student Code of Conduct and Discipline. The Vice President for Student Services will also send a copy of the charge(s) and the investigation report to the Chairperson of the Student Discipline Committee.

Except for cases involving a temporary suspension or a no-trespass, the Chairperson must set a time and date for a hearing within 10 (ten) business days from the receipt of the charges. The Chairperson must notify all parties, in writing, of the time, date, and location of the hearing.

The Student Discipline Committee is responsible for both safeguarding the rights of the accused student and maintaining a climate of integrity and safety for all members of the College community. The Chairperson and committee members will be approved by the college President. A recording or a written record of the hearing and the decision (not the deliberations) will be kept in the Office of the Vice President for Student Services for the requisite record retention duration. The record shall include a summary of the evidence upon which the Committee based its decision. The recordings or written records of the hearings cannot be made available to anyone except members of the Student Discipline Committee, the Vice President for Student Services, and the President due to the confidentiality of student records. However, students have the right to the specific provisions concerning themselves and may, by submitting a written request to the Vice President for Student Services, obtain a transcript with the confidential information of other students redacted. The student must pay for the transcript before it will be released to him/her.

**Procedure for Conducting the Hearing on Non-Academic Misconduct**

The procedures of the Student Discipline Committee need not conform to the strict behavior and practice of a civil courtroom; however, the student(s) shall be treated

fairly and shall be given the opportunity to respond to the accusation(s). The procedure for conducting a hearing must contain the following elements:

1. The Student Discipline Committee shall receive from the Vice President for Student Services charges to be imposed upon a student who has allegedly violated the Student Code of Conduct and Discipline.
2. No less than seventy-two (72) hours before the hearing (excluding weekends), the Chairperson of the Student Discipline Committee must notify, in writing, the student charged with misconduct that a hearing will be held by the Committee and must inform the student of the date, time, and location of the hearing. (The student may request, in writing, an extension of time for a good cause, which may be granted by the Committee.)
3. The hearing must be conducted in such a way as to afford due process to all parties involved.
4. The hearing must be private and confidential, except by consent of all parties. Snead State Security shall be present during hearing proceedings at the discretion of the Chairperson.
5. The Chairperson will state the charge(s) and define the evidence based on the investigative report.
6. Any student (the accuser and accused) involved in the proceedings (except for witnesses) is permitted to have one representative present. However, only the student may address the Committee or witnesses directly and only with prior approval from the Chairperson. Representatives are not permitted to speak or to participate directly in any hearing before the Committee.
7. Either party may offer the testimony of witnesses. Both parties and the members of the Student Discipline Committee have the right to question all witnesses as to matters which are relevant to the proceedings.
8. In the event that any party involved in the hearing becomes disruptive or refuses to abide by hearing procedures, the committee chairperson may suspend the hearing and have the person removed from the hearing by Snead State Security and proceed without him or her.
9. The burden of proof rests with the person(s) bringing the charge(s).
10. If the student charged fails—without good cause, in the judgment of the Chairperson of the Committee—to appear at the designated time of the hearing, the Chairperson may conduct the hearing without the presence of the accused, However, no student may be found to have violated the Student Code of Conduct and Discipline solely because the student failed to appear before the Student Discipline Committee.
11. The Committee members must deliberate in confidential discussion and vote on all decisions of innocence or guilt strictly upon the evidence presented and on any sanctions. A simple majority shall be required for the Committee's recommendation.
12. Within seventy-two (72) hours of the hearing (excluding weekends), the Chairperson will notify the student(s) and the Vice President for Student Services, in writing, of the decision of the Committee.

**Sanctions to Be Imposed for Non-Academic Misconduct**

If the Committee finds the accused guilty of non-academic misconduct, it may impose any of the following sanctions:

1. **Warning** - a statement to the offender that he/she has violated College regulations and that he/she will be subject to more stringent disciplinary action in the event of a future violation.
2. **Disciplinary Probation** - a statement to the offender that he/she has violated College regulations and is being placed on disciplinary probation for a specified period of time with the stipulation that any form of non-academic misconduct by

the offender during this period may result in immediate suspension and possible expulsion of the offender.

3. **Community Service** – performance of duties under the supervision of local agencies or College officials.
4. **Restitution** – the student may be required to make compensation for certain violations or assessed fines/fees for damage.
5. **No Trespass** - a requirement indicating that the student may not participate in or be present at a particular event or location on campus or may be banned from the entire campus and sites for a specified length of time.
6. **Suspension** - exclusion of the offender from all College activities, including classes and extracurricular functions for a specified period of time, not to exceed one calendar year.
7. **Expulsion** - termination of the offender's status as a student at Snead State Community College.
8. **Probation at the Residence Hall** - If the non-academic misconduct involves the violation of residence hall rules, the resident may be placed on probation for a specified length of time. Any further violation of policy may result in expulsion from the residence hall.
9. **Expulsion from the Residence Hall** - If the non-academic misconduct involves the violation of one or more residence hall rules or repeat violations, the resident may be expelled from the residence hall.

**Appeals Board**

In the event that a student seeks to present new evidence, he/she shall present a detailed summary of the new evidence to be presented. Based upon said summary, the Chairperson of the Appeals Board shall make a determination as to whether a hearing will be held for the formal presentation of the new evidence. New evidence shall be allowed only to the extent that said the evidence was not available to the student at the time of the hearing before the Student Discipline Committee. Unless a hearing is granted as specified above, the appeal shall be limited to a review of the record and evidence presented to the Student Discipline Committee. In such a case, the student shall not have the right to be present for said review.

The Appeals Board shall hear and act on appeals only. The function of the Appeals Board is to consider all sides and all evidence/testimony and to render a decision on the appeal. The Chairperson of the Appeals Board will be responsible for scheduling and conducting the appeal, for informing the student and the Vice President for Student Services of the Board's decision, and for keeping an accurate record of the appeal.

**Procedure for Appeal**

A student accused of non-academic misconduct may appeal the decision of the Student Discipline Committee by following the procedure explained below.

The accused must appeal the decision, in writing, to the Vice President for Student Services, who will forward the appeal to the Chairperson of the Appeals Board. The appeal must be submitted within seven (7) business days following receipt of the decision by the Committee.

The accused must demonstrate to the Chairperson that (a) certain relevant evidence was not reviewed, (b) new evidence is available, or (c) the penalty was too harsh in relation to the infraction.

1. The appeal is limited to a review of the full report of the Student Discipline Committee or to the hearing of new evidence. If new evidence presented effects a change of decision, the Appeals Board may amend the decision or order a new hearing before the Student Discipline Committee.
2. Within five (5) business days of the receipt of the appeal, the Appeals Board Chairperson must set a time, date and location for the meeting of the Board.
3. Within two (2) business days after reviewing the appeal, the Appeals Board shall send written notice of its decision to the student, the Vice President for

Student Services, and the Chairperson of the Student Discipline Committee.

If a new hearing is required, the Chairperson of the Student Discipline Committee will follow the steps outlined in "Procedure for Conducting the Hearing on Non-Academic Misconduct."

If, after following the procedure outlined above, the student still seeks redress, he/she may appeal directly to the President of the College. This appeal to the President must be in writing, must set forth the reason(s) for the appeal, and must be submitted within two (2) business days of receipt of notice by the student(s) of the decision of the Appeals Board or Student Discipline Committee, respectively.

The decision of the President is final. The President may approve, overturn, or amend the prior decision(s). The President shall notify, in writing, the student, the Student Discipline Committee, the Appeals Board, and the Vice President for Student Services of the decision(s) rendered.

## Grievance Procedures

Snead State Community College strives to provide the best instructional atmosphere and level of service to students. At times, however, students may have an issue, concern, or complaint regarding their educational experience. In such cases, Snead State Community College strives to resolve issues as quickly as possible and at the level closet to the issue.

Students should follow the procedures listed below to resolve their concerns or complaints.

**Step 1: Informal Resolution**

Complaint regarding a class or instructor: The first step a student must take in resolving a complaint regarding an academic situation is to discuss it with the faculty member directly. If that discussion does not resolve the issue, the student should then reach out to the respective Division Director that oversees the instructor. If the issue is still not resolved, the student should speak to the Vice President for Academic Affairs. If there is no resolution at that level, the student may file a formal written grievance.

Complaint about another student: The first step is to discuss the concern with the other student. If the student with the concern is uncomfortable addressing the other student, he or she may contact the Director of Student Support & Engagement. If there is no resolution at that level, the student may file a formal written grievance.

Complaint about sexual harassment and/or sexual violence: The student should immediately contact the Title IX Coordinator at the college. At Snead State Community College, the Director of Student Support and Campus Engagement serves as the Title IX Coordinator. More information concerning the Title IX process may be found in the Snead State Student Handbook.

Other complaints: If the student has a complaint regarding college services (i.e. financial aid, disability services, facilities, advising and registration, admissions, computer accounts, business office, etc.), she or he should first attempt to resolve the issue by speaking with the supervisor in that department. If the issue is not resolved at that level, the student may file a formal written grievance.

**Step 2: Formal Grievance**

A student who has attempted informal resolution without success may file a formal written grievance. The student should fully complete and submit the electronic student grievance form found on the Snead State website. In the event that a student does not wish to submit his/her grievance form electronically, the student may request a paper form from the Office of the Vice President for Student Services. Upon submission, the form will be submitted to the appropriate Executive Cabinet member over the area in which the student has a concern. The Executive Cabinet member (or designee) will conduct an investigation within ten (10) working days of receiving the complaint. The outcome of the investigation will then be communicated to the student within thirty (30) working days of receiving the complaint.

## Alabama Community College System

If, after exhausting all available institutional processes, a student's grievance remains unresolved, the student may appeal to the Alabama Community College System using

the System's official Student Complaint Form, which is available online at the ACCS website (www.accs.edu). Students may submit completed forms by printing the form, signing it, and then either (1) scanning and emailing it to complaints@accs.edu or (2) mailing to Alabama Community College System, Attention: Division of Student Affairs, P.O. Box 302130, Montgomery, AL 36130.

### Accreditation

Grievances regarding accreditation may also be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone: 404-679-4500 (www.sacscoc.org).

### Out-of-State Students & NC-SARA

Snead State Community College desires to resolve student grievances, complaints, and concerns in an expeditious, fair, and amicable manner. Students residing outside of the State of Alabama while attending Snead State who desire to resolve a grievance should follow the College's Complaint / Grievance Procedures for Students. However, if an issue cannot be resolved internally, students may file a complaint with their own state. Contact information for other state agencies may be found at https://nc-sara.org/directory.

## Title IX Sexual Harassment Complaint Procedures

### A. Introduction

Snead State Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Snead State Community College does not tolerate or condone retaliation. Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Ms. Brittany Goble

Director of Support Services and Engagement/ Title IX Coordinator

McCain Center (Boaz campus)

Post Office Box 734, Boaz, Alabama 35957

Phone: 256-840-4208

Email: brittany.goble@snead.edu

***and/or***

Assistant Secretary

U.S. Department of Education

Office for Civil Rights

Lyndon Baines Johnson Department of Education Building

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: 800-421-3481

Fax: 202-453-6012; TDD: 800-877-8339

Email: OCT@ed.goc

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at www.snead.edu under the Title IX webpage.

**POLICY**

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

## B. Definitions Relating to Sexual Harassment

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

**Actual knowledge:** The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures of behalf of the College shall be deemed actual knowledge on the part of the College.

**Complainant:** is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

**Respondent:** is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Formal complaint:** is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

**Consent:** "Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

**Incapacitation:** An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the

individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

**Sexual Misconduct:** Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

**Harassment:** The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

**Sexual harassment:** Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

**DEFINITIONS OF SEXUALLY BASED OFFENSES**

**Sexual abuse in the first degree:**

(a) A person commits the crime of sexual abuse in the first degree if:

1. He subjects another person to sexual contact by forcible compulsion; or
2. He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.

(b) Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

**Sexual abuse in the second degree:**

(a) A person commits the crime of sexual abuse in the second degree if:

1. He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
2. He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

(b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

**Rape in the first degree:**

(a) A person commits the crime of rape in the first degree if:

1. He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
3. He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

(b) Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

**Rape in the second degree:**

(a) A person commits the crime of rape in the second degree if:

1. Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

(b) Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

**Sodomy in the first degree:**

(a) A person commits the crime of sodomy in the first degree if:

1. He engages in deviate sexual intercourse with another person by forcible compulsion; or
2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
3. He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

(b) Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

**Sodomy in the second degree:**

(a) A person commits the crime of sodomy in the second degree if:

1. He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

(b) Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

**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 cohabitating with or has cohabitated with the victim as a spouse, 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 (34 U.S.C.12291(a)(8).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

**Dating Violence:**

Means 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 will be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship,
- The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a) (10).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

**Stalking:**

Means 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 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper

purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

**Sexual assault:**

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

**Victims Option to Report**

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Family Services of North Alabama (855-878-9159) or any other victim service agency of their choosing.

## Formal Complaint Process

### A. INITIAL STEPS

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator [Ms. Brittany Goble; 256-840-4208; brittany.goble@snead.edu]. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

### B. REPORTING A COMPLAINT

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

### C. SUPPORTIVE MEASURES

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the

other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

**D. STANDARD OF EVIDENCE FOR DETERMINING RESPONSIBILITY**

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

**E. FORMAL COMPLAINT PROCESS**

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

**F. DISMISSAL OF FORMAL COMPLAINT**

The College may dismiss a formal complaint or allegations therein if:

- the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- the Respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

**G. NOTICE OF ALLEGATIONS**

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the

formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

**H. ADVISORS**

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing.

Neither party may dismiss a College appointed advisor.

**I. INVESTIGATION PROCEDURE**

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complaint and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days or receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully

respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

**J. LIVE HEARING PROCEDURE**

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors.

If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor

- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the Complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Makers may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness.

During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

If a witness or party is not available or declines cross-examination, the decision makers must not rely on any statement of that witness in reaching a determination regarding responsibility; provided, however, that the decision makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other

evidence, and hearings held;

- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

**K. APPEAL PROCEDURE**

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Snead State Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10th) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and

- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the Respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

Informal Resolution. The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

(i) provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

(ii) obtains the parties' voluntary, written consent to the informal resolution process; and

(iii) does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**L. RETALIATION PROHIBITED**

Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Range of Possible Sanctions – On final determination of responsibility the following sanctions may be imposed against a respondent:

**For Students:**

- **Informal Reprimand –** an oral expression of disapproval to the student for violation of rules and regulations that may require disciplinary actions.
- **Formal Reprimand –** a written expression of disapproval to the student for violation of rules and regulations that may require disciplinary action.
- **Probation –** probation is for a stated period of time. A student on probation may be subject to loss of privilege to represent the College or a College organization.
- **Community Service –** performance of

duties under the supervision of local agencies or College officials.

- **Restitution –** the student may be required to make compensation for certain violations or assessed fees for damage.
- **Suspension –** suspension is for a stated period of time. A student may be suspended from participating or attending college-related activities – it may be from all college-related things, from specific courses, from specific locations on campus (i.e. campus housing, library, gymnasium, etc.), or from a particular college-related activity or event. The suspension should state if it is from all college-related classes/ events or whether it is specific to certain limitations.
- **Expulsion –** dismissal from the College for two years after which the student may apply to the Discipline Committee for consideration of readmission.
- **No Contact Order –** student is precluded from having any contact and/or communication with specified person(s) for a specified amount of time.
- **No Trespass Order –** student is precluded from being on College premises. It may stipulate all College property or specific locations.

**For Employees:**

- Verbal or Written Warning
- Adverse Performance Evaluation
- Reduction in Wages
- Transfer
- Demotion
- Suspension
- Dismissal / Termination
- No Contact Order
- No Trespass Order

**For individuals other than employees or students:**

- Verbal or Written Warning
- No Contact Order
- No Trespass Order
- Restitution
- Termination of contractual agreements

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at www.snead.edu under the Title IX webpage.

## Drug and Alcohol Abuse: Awareness and Prevention

Information on Legal Sanctions Regarding Unlawful Use, Possession, or Distribution of Alcoholic Beverages and Illicit Drugs

Any employee, student, or visitor who engages in any behavior prohibited by Drug, Alcohol, & Weapons Policy, and/or which is a violation of federal, state, or local laws or ordinances, shall

be subject to referral to law enforcement officials for arrest and prosecution in addition to any disciplinary sanctions that might be imposed by the College.

### State of Alabama Laws and Sanctions

The information presented below refers to drug "Schedules" which make reference to the authorization by the Alabama State Legislature for the Alabama State Board of Health to classify drugs in terms of their potential for abuse and/or their current usage in medical treatment. Schedule I substances consist primarily of "street drugs" and "controlled substance analogs" which have a high potential for abuse, including heroin, morphine, marijuana, LSD, Mescaline, and psilocybin. Schedule II substances include controlled substances such as opium, cocaine, and methadone. Schedule III drugs include those which have less potential for abuse than Schedule I or II; those substances with decreasing potential for abuse are included in Schedules IV and V. The Schedules may be found in the Code of Alabama 1975, Section 20-2-20, et. seq.

Alabama laws related to the illicit possession, use, and distribution of alcoholic beverages or drugs, and the possible legal penalties for violation of these laws include, but are not limited to:

1. Public intoxication – up to 30 days in jail and/or a fine up to $200 (Code of Alabama 13A-5-7, 13A-5-12, 13A-11-10);
2. Purchase, possession, consumption, or transportation of alcoholic beverages by a person less than 21 years of age – a fine ranging from $25 to $100 and/or up to 30 days in jail (Code of Alabama 28-1-5);
3. Possession or distribution of an alcoholic beverage in a dry county – a fine ranging from $50 to $500 and, at the judge's discretion, a jail sentence of up to 6 months (Code of Alabama 28-4-20, et. seq.);
4. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama – a fine ranging from $100 to $1 ,000 and, at the judge's discretion, a jail sentence of up to 6 months (Code of Alabama 28-1-1, 28-3A-25);
5. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs – on the first conviction, a fine ranging from $600 to $2100 and/or one year in jail plus suspension of driver's license for 90 days (Code of Alabama 32-5A-191);
6. Possession of marijuana, salvia divinorum, or salvinorum A for personal use – a fine up to $6,000 and/or a jail sentence of up to one year (Code of Alabama 13A-5-7, 13A-5-12, 13A-12-214, 13A-12-214.1);
7. Possession of marijuana salvia divinorum, or salvinorum A for other than personal use – a fine up to $15,000 and a prison sentence of not more than 10 years (Code of Alabama 13A-5-6, 13A-5-11, 13A-12-213, 13A-12-214.1);
8. Unlawful distribution or possession with intent to distribute of a controlled substance listed in Schedules I- V – a fine up to $30,000 and/or a prison sentence of not more than 20 years (Code of Alabama 13A-5-6, 13A-5-11, 13A-12-211);
9. The selling, furnishing or giving of any controlled substance listed in Schedules I-V by a person 18 years or older to a person under 18 years of age – a fine up to $60,000 and/or a prison sentence for life, or not less than 10 years but no more than 99 years (Code of Alabama 13A-5-6, 13A-5-11, 13A-12-215);
10. Possession of a controlled substance enumerated in Schedule I-V – a fine of not more than $15,000 and/or a prison sentence of not more than 10 years (Code of Alabama 13A-5-6, 13A-5-11, 13A-12-212);
11. Conviction for an unlawful sale of a controlled substance on or within a three-mile radius of an educational institution – in addition to any other penalties provided by law, an additional penalty of 5

years of imprisonment with no provision for probation (Code of Alabama 13A-12-250);

12. The use, or possession with intent to use, of drug paraphernalia – a fine of up to $6,000 and/or up to one year in jail (Code of Alabama 13A-5-7, 13A-5-12, 13A-12-260);
13. The sale, delivery of, or possession with the intent to sell or deliver drug paraphernalia – a fine of up to $15,000 and/or a prison sentence of not more than 10 years. If the delivery or sale is by a person 18 years or older to a person under 18 years of age, a fine of up to $30,000 and/or a prison sentence of up to 20 years (Code of Alabama 13A-5-6, 13A-5-11, 13A-12-260).

Penalties for subsequent violations and convictions of the above are progressively more severe than for initial convictions.

## Federal Laws and Sanctions Related to Controlled Substances

In a manner similar to the Code of Alabama, Title 21 of the United States Code, Section 812 (21 U.S.C. 812) establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. Substances are classified in one or more of five "Schedules," where Schedule I are substances often considered "street drugs" with a high potential for abuse, while Schedule V are substances considered to have a low potential for abuse when compared with substances in Schedules I – IV.

21 U.S.C. 841 makes it unlawful (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 possess with intent to distribute or dispense, a counterfeit substance. As specified in the provisions of 21 U.S.C. 841, the minimum penalties for the conviction of an individual in a first-offense violation of (a) or (b) are:

1. Schedule I or II substance – a fine not to exceed $1,000,000 and/or a term of imprisonment of not more than 20 years;
2. Schedule III substance – a fine not to exceed $500,000 and/or a term of imprisonment of not more than 15 years;
3. Schedule IV substance – a fine not to exceed $250,000 and/or a term of imprisonment of not more than 5 years;
4. Schedule V substance – a fine not to exceed $100,000 and/or a term of imprisonment of not more than one year.

Notwithstanding the above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one year and/or other penalties under Title 18 of the United States Code.

In addition, 21 U.S.C. 843 makes it unlawful for any person knowingly or intentionally to acquire or obtain possession of a controlled substance by misrepresentation, fraud, forgery, deception, or subterfuge. Penalties for the conviction for a first offense violation include a term of imprisonment of not more than 4 years and/or other penalties under Title 18 of the United States Code.

Penalties for subsequent violations and convictions of the above are progressively more severe than for initial convictions.

## Local Ordinances

Local authorities abide by state and federal laws concerning unlawful possession, use, and distribution of alcoholic beverages and drugs.

- **Health Risks Associated with Use and Abuse of Drugs or Alcohol**

The following is a summary of information on some of the effects, symptoms, and health risks associated with commonly abused substances. It is not intended to be the final word on the types of substances being abused since new drugs and drug use trends are constantly emerging. In addition, the scientific and medical communities continue to research health risks associated with the use and abuse of drugs or alcohol.

- **Marijuana**

Marijuana is a dry, shredded green and brown mix of leaves, flowers, stems and seeds from the hemp plant Cannabis sativa. In a

more concentrated form is it known as hashish, and as sticky black liquid, hashish oil. The main psychoactive (mind-altering) chemical in marijuana is tetrahydrocannabinol (THC).

According to the National Institute on Drug Abuse, as of December 2012 marijuana was the most common illicit drug used in the United States.

Regularly observed physical effects of marijuana are a substantial increase in heart rate, bloodshot eyes, dry mouth and throat, and increased appetite.

Marijuana use can have a variety of adverse short- and long-term effects, especially on cardiopulmonary and mental health. Use of marijuana 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.

Research has shown that, in chronic users, marijuana's adverse impact on learning and memory persists after the acute effects of the drug wear off; when marijuana use begins in adolescence, the effects may persist for many years. Motivation and cognition may be altered, making the acquisition of new information difficult.

Contrary to common belief, marijuana is addictive. Estimates from research suggest that about 9 percent of users become addicted to marijuana; this number increases among those who start young (to about 17 percent, or 1 in 6) and among daily users (to 25-50 percent).

- **Cocaine**

Cocaine is a powerfully addictive stimulant drug made from the leaves of the coca plant native to South America. Cocaine may be used in powder form and inhaled through the nose, dissolved in water and injected, or smoked when processed to form a rock crystal, often known as "crack" or freebase cocaine.

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 mucus membranes of the nose. Injecting cocaine with unsterile equipment leads to risk of contracting HIV, hepatitis C, and other blood-borne diseases.

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 cocaine is extremely addictive, since its effects are felt more rapidly but for a shorter time.

The health and physical risks of cocaine use include elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Cocaine use can cause death by disrupting the brain's control of the heart and respiration, leading to cardiac and respiratory arrest.

- **Methamphetamine and Other Stimulants**

Stimulants may include amphetamines, methamphetamine, phenmetrazine (Preludin), methylphenidate (Ritalin), and appetite suppressant (anorectic) drugs such as phentermine.

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, tremors, loss of coordination, and even physical collapse.

In particular, methamphetamine is generally a white crystalline powder that dissolves in water or alcohol and is taken orally, inhaled through the nose, by injection, or by smoking. Most of the methamphetamine abused in the United States comes from foreign or domestic "super labs", although it is also made in small, illegal "labs". Production of the drug in these small labs often endangers the people producing the drug, neighbors and the surrounding community, and the environment.

Long-term methamphetamine abuse has many negative health consequences, including addiction, extreme weight loss, severe dental problems ("meth mouth"), anxiety, confusion, insomnia, mood disturbances, and violent behavior. Chronic methamphetamine abusers can also display a number of psychotic features, including paranoia, visual and auditory hallucinations, and delusions (for example, the sensation of insects crawling under the skin). Research indicates that chronic abuse significantly changes how the brain functions and can lead to a reduction in motor skills and impairment of verbal learning.

- **Heroin**

Heroin is an opioid drug that is synthesized from morphine, a naturally occurring substance extracted from the seed pod of the Asian opium poppy plant. Heroin usually appears as a white or brown powder or as a black sticky substance ("black tar heroin"). Heroin can be injected, inhaled by snorting or sniffing, or smoked.

Heroin abuse is associated with a number of serious health conditions, including fatal overdose, spontaneous abortion, and infectious diseases like hepatitis and HIV for people who inject the drug. Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, constipation and gastrointestinal cramping, and liver or kidney disease. Pulmonary complications, including various types of pneumonia, may result from the poor health of the user as well as from heroin's effects on breathing.

Research shows that regular heroin use changes the functioning of the brain. One result is tolerance, in which more of the drug is needed to achieve the same intensity of effect. Another result is dependence, characterized by the need to continue use of the drug to avoid withdrawal symptoms.

- **Hallucinogens**

Hallucinogenic compounds are often found in plants and mushrooms or their extracts, and include LSD (d-lysergic acid diethylamide), PCP (phencyclidine), peyote (mescaline), and psilocybin.

LSD is usually taken orally and is frequently found in tablets, capsules, or added to absorbent paper. The effects on people who take it vary, but generally include dramatic emotional swings, and, in larger doses, delusions and visual hallucinations. LSD users can also experience flashbacks, or recurrences of certain aspects of the drug experience. Flashbacks occur suddenly, often without warning, and may do so within a few days or more than a year after LSD use. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. While prolonged use of LSD can produce tolerance, LSD is not generally considered an addictive drug since most users voluntarily stop its use over time.

PCP is a white crystalline powder, but is frequently sold illegally as a tablet, capsule, or dyed powder that is orally ingested, inhaled by snorting, or smoked. For smoking, PCP is often applied to a leafy material such as mint, parsley, oregano, or marijuana. The effects of PCP on users include delusions, hallucinations, paranoia, mood disturbances, memory loss, and difficulties with speech and thought. Physical effects may include elevated breathing rate, shallow breathing, increased heart rate and blood pressure, flushing and sweating, numbness and loss of muscular control. PCP users may become violent or suicidal, and high doses can cause seizures, coma, and death. PCP is very addictive and repeated abuse frequently leads to compulsive behavior in seeking the drug.

Peyote is a small cactus; disc-shaped buttons on the top of the cactus can be cut and dried. The buttons are generally chewed or soaked in water to produce a liquid. The principal active ingredient in peyote is mescaline, which can also be produced by chemical synthesis. According to the National Institute on Drug Abuse, the long term effects of mescaline remain poorly understood. The effects of peyote are sim-

ilar to LSD, and peyote abusers may also experience flashbacks.

Psilocybin is obtained from certain types of mushrooms found in tropical regions of South America, Mexico, and the United States. The mushrooms are typically taken orally, and may be brewed as tea or added to other foods. The psychological consequences of psilocybin use include hallucinations, an altered perception of time, and an inability to discern fantasy from reality. Physical effects can include excessive pupil dilation, nausea, vomiting, and drowsiness.

- **Inhalants**

Many legal substances found in the home, such as spray paints, hair sprays, paint thinners, markers, glues, cleaning and correction fluids, and lighter fluid, contain substances that have mind-altering properties when inhaled. Nitrites, such as amyl nitrite, are used medicinally to relieve pain of angina attacks, but are also sold for illicit use in small bottles or cap vials.

The effects of inhalants include slurred speech, lack of coordination, euphoria, and dizziness. Inhalant abusers may also experience light-headedness, hallucinations, and delusions. Physical effects of inhalants may include nausea, sneezing, coughing, nose bleeds, headache, fatigue, lack of coordination, and loss of appetite. Long-term effects may include liver and kidney damage, hearing loss, and damage to sheathing around nerve fibers which may result in loss of coordination and spasms. Inhaling highly concentrated amounts of the chemicals in solvents or aerosol sprays can cause heart failure, suffocation, and permanent brain damage.

- **"Club" Drugs**

So-called "club" drugs include MDMA (Ecstasy), GHB (gamma hydroxybutyrate), Rohypnol, and ketamine.

MDMA is generally taken orally as a capsule or tablet, and is frequently abused in combination with other drugs. It produces feelings of increased energy, euphoria, emotional warmth and empathy toward others, and distortions in sensory and time perception. MDMA can have many of the same physical effects as other stimulants like cocaine and amphetamines. Research on the addictive properties of MDMA has shown varying results, but dependence has been reported.

GHB and Rohypnol are both generally ingested orally – GHB in liquid or powder form, while Rohypnol is typically in pill form or ground up and inhaled by snorting. Both drugs have been used to commit sexual assaults (also known as "date rape," "drug rape," "acquaintance rape," or "drug-assisted" assault) due to their ability to sedate and incapacitate unsuspecting victims, preventing them from resisting sexual assault. Rohypnol may also produce amnesia, in which individuals cannot remember events they experienced while under the drug's influence. Repeated GHB use may lead to insomnia, tremors, sweating, and anxiety. Chronic use of Rohypnol can produce tolerance, dependence, and addiction.

Ketamine, a dissociative anesthetic often used in veterinary practice, is usually snorted or injected intramuscularly. Ketamine use may result in distortion in perceptions of sight and sound and may produce feelings of detachment from the environment and self. Low-doses can cause impaired attention, learning ability, and memory. At higher doses, ketamine can cause dreamlike states and hallucinations; and at higher doses still, ketamine can cause delirium and amnesia.

- **Prescription Drugs**

Many medications used for legitimate medical reasons have mind-altering properties and may be abused by those who take the medications for reasons or in ways or amounts not intended by a doctor, or by someone who takes them who is not the person for whom the medications are prescribed.

According to the National Institute on Drug Abuse, as of May 2013, prescription and over-the-counter drugs (such as cough and cold remedies) are, after marijuana and alcohol, the most commonly abused

substances by Americans 14 years of age or older. In addition, research indicates that 70% of the people who misuse prescription drugs get them from a friend or relative.

Some of the most commonly abused prescription drugs are: opioids, such as hydrocodone (e.g. Vicodin), oxycodone (e.g. Oxycontin), meperidine (e.g. Demerol), and hydromorphone (e.g. Dilaudid); depressants, such as pentobarbital sodium (e.g. Nembutal), diazepam (e.g. Valium), and alprazolam (e.g. Xanax); and stimulants, such as dextroamphetamine (e.g. Dexedrine), methylphenidate (e.g. Ritalin, Concerta), and amphetamines (e.g. Adderall).

Opioids can produce drowsiness, cause constipation, and in larger doses, depress breathing. Research has shown that more people die from overdoses of prescription opioids than from all other drugs combined, including heroin and cocaine. Depressants slow down brain activity and can cause sleepiness and loss of coordination. Stimulants can have strong effects on the cardiovascular system. Taking high doses of a stimulant can raise body temperature to dangerous levels and cause seizures, irregular heartbeat or even heart failure.

All of these drugs have the potential for addiction even when used as intended, and this risk is amplified when they are abused.

- **Alcohol**

Ethyl alcohol, a natural substance formed by the fermentation of yeast, sugars, and starches, is the major active ingredient in beer, wine, and liquor. Alcohol can produce feelings of well-being, but can lead to intoxication, sedation, unconsciousness, or death, depending on how much is consumed and how fast it is consumed.

Alcohol is mind-altering substance, and can alter moods, cause changes in the body, and become habit forming. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury.

Chronic use of alcohol has been associated with such diseases as alcoholism, stroke, 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 been linked to birth defects and other Fetal Alcohol Disorders.

## Where to Get Assistance

There are many resources and organizations that can provide information and assistance for persons who are in need of counseling or other treatment for substance abuse. The information below lists some additional resources and contact information for several local agencies and organizations which can assist persons in need of such services.

The Office of Student Services at Snead State Community College (256-593-5120) can also assist students and employees of the College with contact information on other local resources.

The information below is provided for informational purposes only, and does not constitute an endorsement of any of the agencies/organizations listed.

**Local Agencies/Organizations**

- Alcoholics Anonymous – North Alabama (Area 1 District 3)
  513 Baltimore Ave.
  Albertville, AL 35950
  (256) 894-0120
  http://www.northeastalaa.org/ This website provides links to information about meetings and other activities in the Marshall/DeKalb/Jackson County Area.)
- Bradford Health Services – Boaz Regional Office (provides treatment services for persons with alcohol and drug dependency)
  703 Medical Center Parkway
  Boaz, AL 35957
  (256) 593-9152
  www.bradfordhealth.com
- Mountain View Hospital
  3001 Scenic Highway

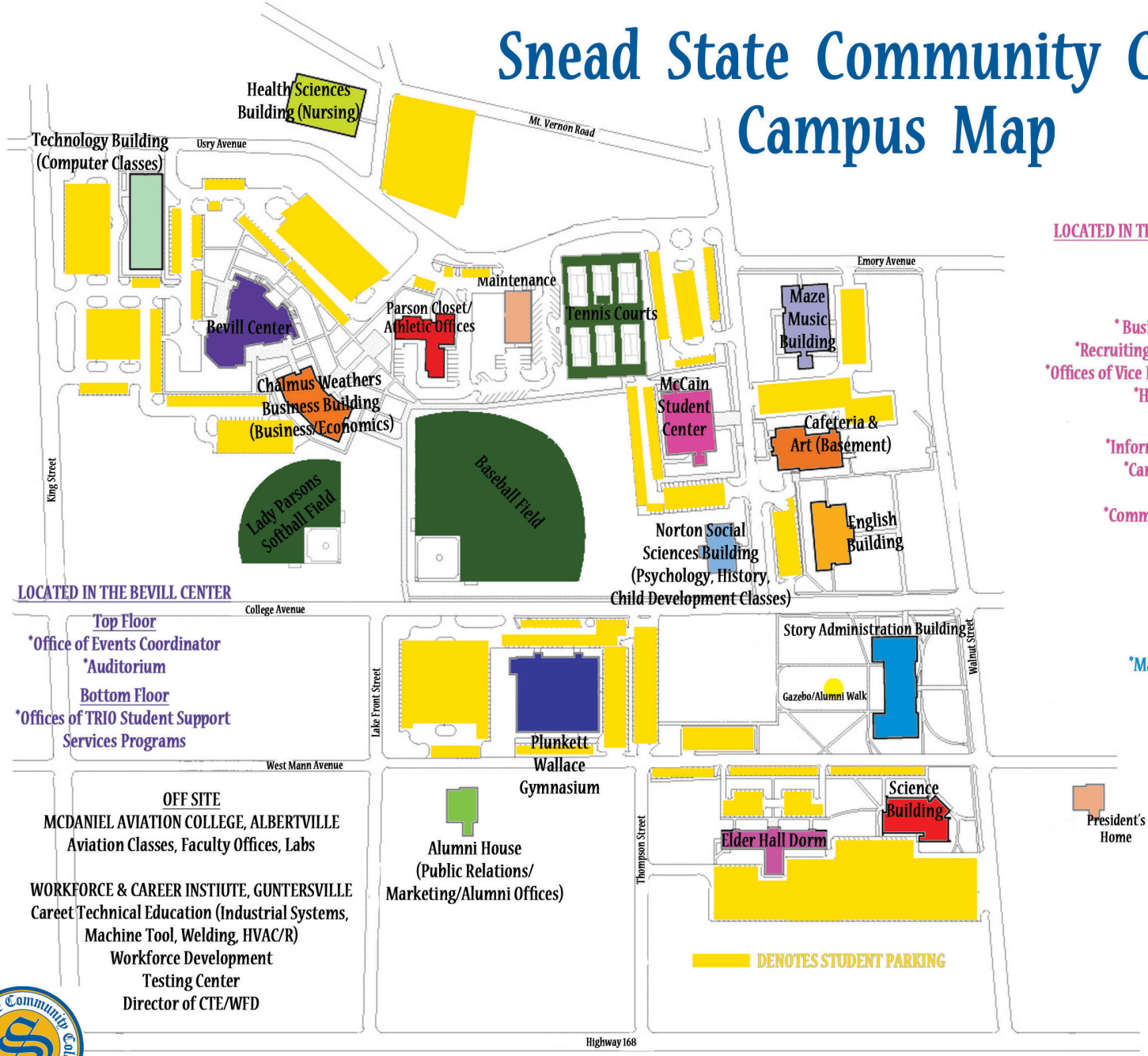
Gadsden, AL 35904
(256) 546-9265 ext 109
www.mtnviewhospital.com

- Cedar Lodge
  22165 US Hwy 431
  Guntersville, AL 35976
  (256) 582-4465
  Hotline: (256) 582-4465 ext 100
  www.mlbhc.com
- Family Life Center
  432 Gunter Avenue
  Guntersville, AL 35976
  (256) 582-1471
  www.familylifecenter.ws
- The Bridge, Inc
  3232 Lay Spring Road
  Gadsden, AL 35904
  (256) 546-6324
  www.bridgeinc.org
- Narcotics Anonymous – Northeast Alabama Area
  (800) 230-5109
  www.neaana.com

**Online Resources**

- Alcoholics Anonymous World Services
  www.aa.org
- AL-ANON Alabama Northwest Florida (Area 64)
  www.alnwfl-al-anon.org/
- Alabama Department of Public Health
  www.adph.org/
- Narcotics Anonymous World Services
  www.na.org/
- National Institute on Alcohol Abuse and Alcoholism
  www.niaaa.nih.gov/
- National Institute on Drug Abuse
  www.drugabuse.gov/

# Snead State Community College Campus Map




**LOCATED IN THE MCCAIN STUDENT CENTER**

Top Floor
- *Admissions
- *Financial Aid
- * Business Office/Cashier
- *Recruiting and Career Coach Offices
- *Offices of Vice President for Student Services
- *Human Resources

Bottom Floor
- *Informational Technology
- *Campus Engagement
- *Student Area
- *Community Meeting Room

**LOCATED IN THE BEVILL CENTER**

Top Floor
- *Office of Events Coordinator
- *Auditorium

Bottom Floor
- *Offices of TRIO Student Support Services Programs

**LOCATED IN THE STORY ADMINISTRATION BUILDING**
- *Math/Speech Classrooms & Faculty Offices
- *Advising Center
- *Margaret Story Cyber Library
- * Heritage Room
- *Fielder Auditorium
- *Commons
- *President's Office
- *Academic Offices
- Tutoring
- *Office of Institutional Research/ Institutional Effectiveness

**OFF SITE**

MCDANIEL AVIATION COLLEGE, ALBERTVILLE
Aviation Classes, Faculty Offices, Labs

WORKFORCE & CAREER INSTIUTE, GUNTERSVILLE
Careet Technical Education (Industrial Systems, Machine Tool, Welding, HVAC/R)
Workforce Development
Testing Center
Director of CTE/WFD

snead.edu

256-593-5120

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