



Snead State Community College

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256.593.5120

Join us on:



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Boaz, AL 35957

Boaz Campus
102 Elder Street
Boaz, AL 35957

Arab Instructional Site
261 S. Main Street
Arab, AL 35016

Catalog Publication

Snead State Community College electronically publishes the General Catalog every two years. Snead State Community College reserves the right to correct, alter, amend, or modify any item contained in the General Catalog as necessary to achieve factual accuracy. Possible changes include, but are not limited to, academic requirements for graduation. Changes may be made without actual notice to individual students, an effort will be made to keep students advised of such changes. Information on changes will also be available in the Office of Student Services. Each student should assume responsibility for keeping informed regarding academic regulations, requirements, and/or changes.

Statements presented in this catalog are for information purposes only and do not represent the basis of a contract between a student and Snead State Community College.

Although the College has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, printing errors, or errors occasioned by honest mistake. All information contained in this catalog is subject to change by the appropriate officials of Snead State Community College without prior notice.

Equal Opportunity Policy

It is the policy of the Alabama State Board of Education 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 130 for Snead State's Sexual Harassment Policy and page 132 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

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256.840.4171

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.

Comments from the President

Snead State Community College is unique because of a rich heritage, and a valuable part of our heritage is our students. The College was founded in 1898 and was built upon a commitment to excellence in education. That commitment continues today.

When you enroll for classes at Snead State, we want you to do so with your eye on the prize - achieving an Associate's degree. Having a two-year degree will open more doors of opportunity for you. It places you on the right path to entering the job market or continuing your education. Statistics show that students with an Associate's degree earn higher wages than students with just a high school diploma. When you are armed with an Associate's degree, you increase your potential to find employment and give yourself opportunities for advancement in any interesting career you choose.

No matter the situation, you are just the person we want to help "finish what you start." There is no better time than now to complete your degree. With your eyes on the "finish" line, you will achieve the milestones never before thought possible. With our eye on the "finish" line, we (Snead State) will find success through your accomplishments.

Snead State is the place for you, but don't solely take our word for it. We invite you to visit our campus and see firsthand the opportunities we have available for you.

Most of all, I encourage you to join us in preparing you for the future you have always wanted.



Dr. Robert J. Exley
President



State Board of Education

Snead State Community College is under the control of the State Board of Education. The President of the College is directly responsible to the State Board of Education through the Chancellor.

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Table of Contents

ACADEMIC CALENDAR 5

GENERAL INFORMATION

I.	Introduction to SSCC	10
A.	Mission and Goals.....	10
B.	Accreditations/Memberships	10
C.	Campus/Instructional Site.....	11
D.	Alumni Association.....	12
II.	Student Resources.....	12
A.	Student Success and Career Center	12
B.	Distance Education	13
C.	TRiO Programs.....	13
D.	ADA/Disability Services.....	13
E.	Bookstore	14
F.	Housing.....	14
G.	Cafeteria.....	14
H.	Athens State University	14
III.	Student Life	15
A.	Athletics	15
B.	Clubs and Organizations.....	15
C.	Student IDs and Parking Permits	16
D.	Social Media Sites	16

ADMISSION INFORMATION

I.	How To Apply	18
A.	Admission Policies	18
B.	First-Time Student.....	18
C.	Transfer Student.....	19
D.	Readmission Student	20
E.	Transient Student	20
F.	Accelerated High School Student.....	21
G.	Dual Enrollment/Dual Credit Student.....	21
H.	Audit Student	22
I.	Senior Adult Student.....	22
II.	Placement Testing	23
A.	Developmental Instruction.....	23
III.	Academic Advising.....	24
A.	New Student Orientation	24
B.	Advising for Specific Programs.....	24
C.	Academic Advising Policy.....	25

FINANCIAL INFORMATION

I.	Cost Information	28
A.	Tuition and Fees.....	28
B.	Housing Costs.....	28
C.	Payment	28
D.	Tuition Eligibility	29
II.	Financial Assistance	31
A.	Scholarships.....	31
B.	Federal Financial Aid.....	33
C.	Financial Aid Eligibility	34
D.	Financial Aid Policies/Requirements	34
E.	Benefits for Veterans	36

ACADEMIC POLICIES AND REGULATIONS

I.	Grading System.....	39
II.	Academic Standards of Progress.....	40
A.	Intervention for Student Success.....	40
B.	Standards for a Transfer Student.....	40
C.	Application of Standards of Progress	40
III.	Appeal Process.....	41
IV.	Definition of Terms	41
V.	Principles for Transfer of Credit.....	42
VI.	Nontraditional College Credit.....	42
VII.	College Forgiveness Policy	43
VIII.	Academic Bankruptcy Policy	44
IX.	Commencement.....	44
A.	Minimum Requirements.....	44
B.	Second Associate Degree Requirements.....	45
C.	Re-entry Requirements	45
D.	Basic Competency Requirements	45
E.	Graduation with Honors	45

STUDENT RECORD POLICIES/REGULATIONS

I.	Student Policies	47
A.	Transcript Policy	47
B.	Class Attendance Policy	47
C.	Academic Honesty Policy.....	48
II.	Student Records	51
A.	Confidentiality of Student Records	51
B.	Student Access to Records	51

Table of Contents

III. Registration and Course Schedules.....	53	COURSE DESCRIPTIONS	88
A. Registration.....	53	WORKFORCE DEVELOPMENT	121
B. Student Course Load	54	GOVERNANCE OF COLLEGE	
C. Student Classification.....	54	I. Administration.....	126
D. Schedule Changes.....	54	II. Foundation/Advisory Board.....	126
E. Examinations.....	54	III. Faculty and Staff.....	127
UNIVERSITY TRANSFER PROGRAMS		IV. Appendices	132
I. Academic Division	57	A. Drug-Free Workplace.....	132
A. Associate in Science Degree Requirements.....	57	B. Sexual Harassment.....	132
B. STARS Guide	58	C. Campus Security.....	134
C. Undecided about a Major?	58	D. Grade Appeal Process	135
II. General Education Program of Study	59	E. Contagious Disease Policy.....	136
HEALTH SCIENCES, CAREER/TECHNICAL PROGRAMS		F. Computer Resource Acceptable Use.....	137
I. Career Technical Degree Requirements.....	61	G. Alabama Supercomputer Authority.....	137
A. Associate in Applied Science.....	62	INDEX	139
B. Certificates.....	62	CAMPUS MAP	142
C. Short-Term Certificates.....	62		
II. AAS and Certificate Programs of Study	63		
A. Child Development AAS	63		
B. Computer Science Technology AAS.....	65		
C. Cosmetology.....	67		
D. Electronic Engineering Technology AAS	69		
E. Office Administration AAS	71		
F. Accounting Technology.....	73		
G. Child Development Certificate	74		
I. Computer Science Technology	75		
J. Drafting and Design Technology.....	76		
K. Electronic Engineering Technology Certificate	76		
L. Medical Transcription.....	77		
M. Office Administration Certificate	77		
III. Health Sciences Degree Requirements.....	78		
A. Special Admission Requirements	78		
B. Other Admission Requirements	78		
C. ACCS Nursing Programs Functions	79		
IV. Health Sciences Programs of Study.....	84		
A. Nursing.....	84		
B. Mobility LPN to ADN	85		
C. Nursing Assistant/Home Health Aide.....	86		

2012-2013 Academic Calendar

FALL SEMESTER 2012

Aug. 20-Dec. 14

July 16-18, July 23-28..... Parson Days

Required for First-Time Students; By Appointment Only

July 9.....Registration Opens/Returning Students

July 16.....Registration Opens/First-Time Students

Aug. 13-14..... *Professional Development

Aug. 16.....Dormitory Opens

Aug. 17..... *Faculty Duty Day

Aug. 20.....Classes Begin

Aug. 21.....Late Registration Fee Begins

Aug. 23.....Last Day to Register or Add a Class

Sept. 3..... *Labor Day Holiday

Oct. 23.....60% Day of the Term

Nov. 12..... *Veterans Day Holiday

Nov. 19-20..... *Professional Development

Nov. 21-23..... *Thanksgiving Holidays

Nov. 30.....Last Day to Withdraw from a Class

Dec. 7.....Last Class Day

Dec. 10-14.....Final Examinations

Dec. 17.....Dormitory Closes

Dec. 17-18..... *Faculty Duty Days

FALL MINI I TERM 2012

Aug. 20-Oct. 9

July 9.....Registration Opens/Returning Students

July 16.....Registration Opens/First-Time Students

Aug. 13-14..... **Professional Development

Aug. 16.....Dormitory Opens

Aug. 17..... **Faculty Duty Day

Aug. 20.....Classes Begin

Aug. 21.....Last Day to Register or Add a Mini I Class

Aug. 21.....Late Registration Fee Begins

Sept. 3..... *Labor Day Holiday

Sept. 19.....60% Day of the Term

Oct. 2.....Last Day to Withdraw from a Mini I Class

Oct. 8.....Last Class Day

Oct. 9.....Final Examinations

FALL MINI II TERM 2012

Oct. 11-Dec. 14

July 9.....Registration Opens/Returning Students

July 16.....Registration Opens/First-Time Students

Oct. 11.....Classes Begin

Oct. 12.....Last Day to Register or Add a Mini II Class

Oct. 12.....Late Registration Fee Begins

Nov. 8.....60% Day of the Term

Nov. 12..... *Veterans Day Holiday

Nov. 19-20..... **Professional Development

Nov. 21-23..... *Thanksgiving Holidays

Nov. 30.....Last Day to Withdraw from a Mini II Class

Dec. 6.....Last Class Day

Dec. 10-14.....Final Examinations

Dec. 17.....Dormitory Closes

Dec. 17-18..... **Faculty Duty Days

* No classes will be held. No food service.

2012-2013 Academic Calendar

SPRING SEMESTER 2013

Jan. 7-May 9

Nov. 13 Advisement Begins
Nov. 13 Registration Opens
Jan. 2 *Professional Development
Jan. 2 Dormitory Opens
Jan. 7 Classes Begin
Jan. 8 Late Registration Fee Begins
Jan. 10 Last Day to Register or Add a Class
Jan. 21 *Martin Luther King/Robert E. Lee Holiday
Jan. 22-23, March 1 *Faculty Duty Days
March 15 60% Day of the Term
March 25-29 *Spring Break
April 25 Last Day to Withdraw from a Class
April 25 *Faculty Duty Day
May 2 Last Class Day
May 3-9 Final Examinations
May 9 Commencement
May 10 Dormitory Closes
May 10-14 *Faculty Duty Days

SPRING MINI I TERM 2013

Jan. 7-Feb. 28

Nov. 13 Advisement Begins
Nov. 13 Registration Opens
Jan. 2 *Professional Development
Jan. 2 Dormitory Opens
Jan. 7 Classes Begin
Jan. 8 Late Registration Fee Begins
Jan. 8 Last Day to Register or Add a Mini I Class
Jan. 21 *Martin Luther King/Robert E. Lee Holiday
Jan. 22-23, March 1 *Faculty Duty Days
Feb. 7 60% Day of the Term
Feb. 21 Last Day to Withdraw from a Mini I Class
Feb. 27 Last Class Day
Feb. 28 Final Examinations

SPRING MINI II TERM 2013

March 5-May 9

Nov. 13 Advisement Begins
Nov. 13 Registration Opens
March 1 *Faculty Duty Day
March 5 Classes Begin
March 6 Last Day to Register or Add a Mini II Class
March 6 Late Registration Fee Begins
March 25-29 *Spring Break
April 11 60% Day of the Term
April 25 Last Day to Withdraw from a Mini II Class
April 30 Last Class Day
May 3-9 Final Examinations
May 9 Commencement
May 10 Dormitory Closes
May 10-14 *Faculty Duty Days

* No classes will be held. No food service.

2012-2013 Academic Calendar

SUMMER SEMESTER 2013

May 28-Aug. 2

April 8 Advisement Begins
 April 8 Registration Opens
 May 22 *Faculty Duty Day
 May 24 Dormitory Opens
 May 27 *Memorial Day Holiday
 May 28 Classes Begin
 May 29 Late Registration Fee Begins
 May 29 Last Day to Register or Add a Class
 July 4 *Independence Day Holiday
 July 9 60% Day of the Term
 July 26 Last Day to Withdraw from a Class
 Aug. 2 Last Class Day
 Aug. 5-6 Final Examinations
 Aug. 7 Dormitory Closes
 Aug. 7 *Faculty Duty Day

SUMMER MINI I TERM 2013

May 28-June 28

April 8 Advisement Begins
 April 8 Registration Opens
 May 22 *Faculty Duty Day
 May 24 Dormitory Opens
 May 27 **Memorial Day Holiday
 May 28 Classes Begin
 May 29 Last Day to Register or Add a Mini I Class
 May 29 Late Registration Fee Begins
 June 15 60% Day of the Term
 June 21 Last Day to Withdraw from a Mini I Class
 June 27 Last Class Day
 June 28 Final Examinations

SUMMER MINI II TERM 2013

July 2-Aug. 6

April 8 Advisement Begins
 April 8 Registration Opens
 July 2 Classes Begin
 July 3 Last Day to Register or Add a Mini II Class
 July 3 Late Registration Fee Begins
 July 4 **Independence Day Holiday
 July 22 60% Day of the Term
 July 26 Last Day to Withdraw from a Mini II Class
 Aug. 2 Last Class Day
 Aug. 5-6 Final Examinations
 Aug. 7 Dormitory Closes
 Aug. 7 *Faculty Duty Day

* No classes will be held. No food service.



General Information

2012

2014

Learn more about Snead State Community College. Founded in 1898, Snead State has a tradition of excellence in education. By reading more about the College as a whole, including the mission and goals, you can find out how you can become a part of the tradition.

Introduction

256.593.5120 | WWW.SNEAD.EDU

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 of 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 January 2008, Dr. Robert J. Exley became the 17th president of Snead State. The average enrollment for Snead State is 2300 students.

Mission

Snead State Community College, a member of the Alabama Community College System is dedicated to excellence in meeting the educational needs of those we serve through the completion of degree and certificate programs, workforce development, and community engagement.

College Goals

The focus of planning at Snead State Community College is continued growth. We must consistently grow the College in many ways including enrollment, the variety of academic programs of study, and collaborative partnerships with our community.

We remain committed to three primary College goals to foster this growth:

- **Expansion of Arab Instructional Site** – Located on Brindlee Mountain, the City of Arab is a growing, vibrant community. Snead State has made a commitment

to expand educational offerings in Arab. The expansion to date has included renovations that have more than tripled the available space and increased course offerings. The site also hosts Workforce Development offerings, including Office Administration and Ready-to-Work.

- **Student Success and Career Center** - The Success Center, located on the top floor of the McCain Building, provides a one-stop shop for help with admission, financial aid, advising, placement testing, and career coaching. Over the next year, the Success Center will seek to add tutoring, enhanced career services, and an early alert system to identify students at risk of failing a class or dropping out altogether.
- **College Completion Campaign** - Snead State has adopted the national College Completion Agenda. Although no two-year school in Alabama provides better preparation for a four-year university than Snead State, too many Snead students transfer without first receiving a Snead degree. An Associate Degree from Snead State not only leads to higher income over time, but also to a higher chance of success at a four-year college.

Accreditations

Snead State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033; Telephone 404.679.4501) to award the Associate Degree.

Snead State is also accredited by the National League for Nursing Accrediting Commission, Inc. (3343 Peachtree Road NE, Suite 850, Atlanta, Ga., 30326; telephone 404.975.5000; www.nlnac.org).

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
- National Institute for Staff and Organizational Development
- League for Innovation in the Two-Year College

Campus

The Snead State campus, one of the older and more attractive campuses in the State, is located on approximately forty-three 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 Administration Building**, which occupies the eastern side of the quadrangle, houses classrooms, Fielder Auditorium, a cyber library, a Heritage Room, commons room, and Administration offices. Originally built in 1920 and opened in 1921, the Administration Building was renovated and reopened in the summer 2012.
- **The Alumni House** is located on West Mann Avenue and houses the offices of Public Relations/Marketing/Alumni Affairs. The home includes a small conference room, full kitchen, and back patio area.
- **The Art Annex** adjoins the cafeteria and houses art classrooms and ceramics laboratories.
- **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** is a modern structure 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 classes.
- **The Claude M. Elrod Science Building** is one of the premier state-of-the-art science and mathematics 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.
- **Conway Boatman Hall** is a two-story complex located on the corner of Walnut Street and Mann Avenue that was formerly the President's home.
- **The Cosmetology Building** was renovated and opened in the spring 2007. It contains a classroom, hair stations, manicure and pedicure station, and a reception area for greeting clients.
- **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 and is used to host meetings and receptions.
- **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 Maintenance Building**, which is located on the north side of the campus next to the Cosmetology Building, 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 Robert B. Aderholt Health Sciences Building** is located on the North side of the campus and houses SSCC's nursing program.
- **The Student Union Building** contains the TRiO Upward Bound and Student Support Services Offices as well as meeting and classroom space. A cafe-type area in the SUB is used for special events or fundraisers. The main area contains recreational games, vending machines, and televisions for student use. It serves as a general gathering area for students.
- **The Technology Center** provides modern laboratories in computer graphics, electronics, engineering technology, office administration, and computer science.
- **The Tom Bevill Continuing Education Center**, a modern structure completed in the fall of 1992, is used for cultural, educational, and entertainment events. The facility encompasses almost 50,000 square feet and houses a banquet hall, meeting rooms, galleries, and a state-of-the-art auditorium.

- **The Virgil B. McCain Student Success and Career Center** once served as a library but now houses critical functions to aid students. The building has two floors with the Information Technology and Business Offices located on the bottom floor. The top floor houses the Student Services Office, the Office of the Chief Student Services Officer, the Office of Campus Engagement, Testing Office, and offices for Recruiting/Retention.
- **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.

Snead State Community College operates an instructional site for the College at 261 S. Main Street in Arab. Various

Arab Instructional Site

256.931.3790 | JEASTERWOOD@SNEAD.EDU

courses from academic/technical departments are offered at the site each semester. Courses offered at the instructional site meet the same academic requirements as on-campus courses. Faculty teaching at the site meets the same credentialing requirements as on-campus faculty. This site offers a convenience to SSCC students who live in the western part of the service area.

The Snead State Alumni Association, active since 1920,

Alumni Association

256.840.4128 | SSMITH@SNEAD.EDU

is open to current and former students, graduates of Snead, and friends of the College. Membership includes annual and lifetime members.

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.

Student Resources

256.571.0600 | WWW.SNEAD.EDU

Student success is our goal. Achieving this goal goes beyond a challenging curriculum and a 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.

Student Success and Career Center

256.840.4208 | BWILBORN@SNEAD.EDU

Snead State Community College is dedicated to the enrichment and success of our students. As a representation of Snead State's commitment to that success, we have created the Student Success and Career Center @ Snead State Community College (SSCC@SSCC).

The original intention behind SSCC@SSCC was to create a place where a new student could come and receive everything that they might need to do in order to attend College, as well as offering a space to provide exceptional student service to enrolled students. The Student Success and Career Center is located in the McCain Center and has many departments represented inside: Admissions, Records, Campus Engagement, Financial Aid, Testing, Career Services, Tutoring, and the Business Office. In addition to these, many services are available to students at the Student Success and Career Center. These services include access to multiple computer labs, an online career center, career interest testing, peer tutoring, intake advising, and general academic advising.

The Student Success and Career Center is staffed with a help desk to guide individuals in their pursuit for information and/or assistance. SSCC@SSCC has a large open area that is used for multiple events; including speakers, club meetings, study hall, receptions, and workshops. Success is the responsibility of the Student, but the Student Success and Career Center is available to provide the support necessary to achieve that goal.

Distance Education

256.840.4180 | JGUILLON@SNEAD.EDU

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. The distance education courses are based on the same instructional outcomes and objectives as on-campus courses. These courses have been developed using technologies to aid in student-teacher interaction and enhance learning experiences. A majority of on-campus courses have the ability to provide content via the Internet.

Blackboard (Online) Courses – Blackboard courses offer online instruction delivered through the World Wide Web directly to the student's home or corporate desktop. Students receive instruction, interact with instructors, and complete assignments and exams via the Internet. Not all courses are suitable for an online format. Certain online courses require on-campus meetings and/or examinations. Students should check the course schedule to determine whether on-campus meetings are required.

Students register for distance education courses during the regularly scheduled registration period.

TRiO Programs

256.840.4131 | MSMITH@SNEAD.EDU

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.

Upward Bound: TRiO Upward Bound is a federal college preparatory program designed to encourage high school students to develop the academic skills and motivation necessary for success in postsecondary education. Funded by the United States Department of Education and hosted by

Snead State Community College, the program serves eligible students from Asbury, Boaz, Brindlee Mountain, DAR, and Douglas High Schools.

Services available to active participants of the TRiO Upward Bound Program include academic instruction, tutoring, financial literacy, career assessment and planning, mentor and advising services, IEP (Individual Education Plan), and preparation for college enrollment and cultural enrichment activities. Services are provided throughout the year at the Snead State Community College campus but occur in two components - the TRiO Upward Bound Academic Year and the TRiO Upward Bound Summer Academy.

ADA/Disability Services

256.840.4151 | jhuffman@snead.edu

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 Director of Testing Office located on the top floor of the McCain Student Success and Career 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/student-services.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/student-services.aspx>)

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 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.

Snead State Bookstore

256.593.1861 | SNEAD.BNCOLLEGE.COM

The Snead State Bookstore is operated by Barnes and Noble College. Located in the Boaz Outlet Center, the bookstore provides textbooks and resources 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 techbooks, and more.

Student Housing

256.840.4146 | AHOLMES@SNEAD.EDU

Snead State provides a residence hall for students. Snead students living away from home are encouraged to live in the residence hall. Residence hall life can be a rewarding and educational experience. Lifelong friendships frequently begin among dormitory residents. Independence is fostered at the same time dependence upon others is being taught. Habits of health, cleanliness, study, and social living are established. It requires, however, a give-and-take attitude, a strong respect of the rights of others, a thorough knowledge of the rules required when people live together in close quarters, and a cooperative attitude that works for the general good of all residents.

Residents must furnish their own light bulbs, bed linens, blankets, pillows, toiletry articles, and lamps. Each room has a desk, chair, bed, mattress, and individual closets. The rooms have individual heating and air-conditioning units.

A room inventory record is made prior to the student's 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

256.593.5504

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.

Athens State University

256.840.4122 | ALECIA.WHITE@ATHENS.EDU

Athens State University partners with Snead State Community College to help students earn Bachelor's degrees. Many programs are available completely online. Athens State will offer some coursework for education majors on the Snead State campus in a blended (online/on-campus) format beginning Fall 2012. The manager of the Athens State University Center, Alecia White, has an office on the top floor of the McCain Student Success and Career Center at the Snead Boaz Campus and is available for student consultation Monday, Tuesday, Thursday and Friday. She is also at the Arab Instructional Site every Wednesday.

Student Life

256.840.4208 | STUDENTSERVICES@SNEAD.EDU

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 more than 20 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 service learning. 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.

Athletics

256.593.5120 | ATHLETICS@SNEAD.EDU

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 to play past Snead State and onto 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, 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. For more information on athletic programs, contact Mark Richard, athletic director, at mrichard@snead.edu, or one of the coaches:

- Men's Basketball Head Coach Jey Welborn - jwelborn@snead.edu

- Women's Basketball Head Coach Jarrod Plummer - jplummer@snead.edu
- Women's Volleyball Head Coach Dee Ayres - dayres@snead.edu
- Women's Tennis Head Coach Steve Machen - smachen@snead.edu
- Men's Baseball Head Coach Jay Welborn - jwelborn@snead.edu
- Women's Softball Head Coach Lisa Bright - lbright@snead.edu
- Dance Team Coach Lindsey Beck - lbeck@snead.edu
- Cheer Coach Adam Rhoden - arhoden@snead.edu

Clubs and Organizations

256.840.4208 | BWILBORN@SNEAD.EDU

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

- Ambassadors
- Art Guild
- College Bowl
- Collegiate Music Educators National Conference
- Digital Media Club
- Fellowship of Christian Athletes
- Gay-Straight Alliance
- Pan Latino Club
- Parson Pit
- Phi Beta Lambda
- Phi Theta Kappa
- Skills USA
- Snead State Campus Ministry
- Snead State College Democrats
- Snead State College Republicans
- Student Government Association
- Student Nurses Association

Student IDs and Permits

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

Students are required to have 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 sponsor 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 Student Success and Career Center, located at 102 Elder Street on the Boaz campus.

Social Media Sites

256.840.4128 | SSMITH@SNEAD.EDU

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 Facebook, Twitter, and the College's blog, The Snead State Experience.

Visit the sites at:

- facebook.com/sneadstatecc
- twitter.com/sneadstatecc
- sneadstateexperience.blogspot.com



Admission Information

2012

2014

Snead State Community College has an open-door admissions policy for all United States citizens to assure optimal higher educational opportunities for its citizenry. Applying for admission to Snead State is the first step on the journey toward receiving your Associate degree.

How to Apply

256.571.0600 | ADMISSIONS@SNEAD.EDU

Snead State Community College has an open-door admissions policy for all United States 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. Information may also be available in print upon request to the Student Success and Career Center. Requests for 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

Applications for admission may be submitted electronically via the mySnead portal found on the Snead State website. Upon electronic submission, students must also mail or hand deliver the following documents to the Office of Admissions before an application will be considered: (1) a signature/residency form and (2) a notarized copy of the applicant's unexpired ID. Faxed documents will not be accepted since the ID must be presented in person or notarized by a duly sworn Notary Public.

Admission Policies

256.571.0600 | ADMISSIONS@SNEAD.EDU

1. Proof of U.S. Citizenship

For admission to an Alabama Community College System institution, an applicant must provide the following:

- One primary form of documentation such as an unexpired state-issued driver license; an unexpired state-issued identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; OR
- Two secondary forms of documentation, one which must be a photo identification card, and one additional form of identification such as a Certificate of Naturalization; a U.S. social security card; or a certified copy of a U.S. birth certificate.

An applicant who fails to satisfy the requirements above

will not be admitted to the College. Applicants must submit the documentation in person or through a notarized copy by U.S. Mail.

2. Selective Service Act

Act No. 91-584 passed by the Alabama legislature requires that eligible individuals (males 18 - 26 years of age) must register with the U.S. Selective Service System before enrolling at an Alabama postsecondary college. All male students between the ages of 18 and 26 must provide proof of compliance with the U.S. Selective Service System in accordance with §36-26-15.1 of the Code of Alabama of 1974 (as amended). Applicants may visit www.sss.gov to register and/or print verification of registration with the U.S. Selective Service System.

3. Non-Citizens of the United States

Only applicants who are citizens of the United States or authorized permanent residents of the United States are considered for admission to Snead State Community College. Non-citizens who possess the Permanent Resident Card must present the documentation before being considered for admission to the College. In addition, the applicant must request that official transcripts from a high school and/or any college be translated into English and forwarded directly to the Office of Admissions.

First-Time Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

1. Admission to Courses Creditable toward an Associate Degree

To be eligible for admission to courses creditable toward an associate degree, a first-time college student must be a United States citizen or permanent resident, must comply with the Selective Service Act (if applicable), and must meet one of the following criteria:

- The student holds the Alabama High School Diploma or the Alabama High School Credit Based Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state-accredited high school;
- The student holds a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination;
- The student holds a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT

score of 16 or the equivalent score on the SAT;

- The student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
- The student holds a GED certificate issued by the appropriate state education agency.

2. Unconditional Admission of a First-Time College Student

For unconditional admission, an applicant must have on file at the College all of the following:

- A completed admission application, including proof of United States citizenship;
- An official high school / GED transcript documenting one of the criteria listed above and ACT/SAT scores if applicable;
- A signature/residency form;
- Certification of compliance with the Selective Service Act if applicable

3. Conditional Admission of a First-Time College Student

(Students who are conditionally admitted to the College are ineligible to receive financial aid benefits.)

An applicant may be admitted conditionally as long as the following items have been received:

- A completed admission application, including proof of United States citizenship;
- A signature/residency form;
- Certification of compliance with the Selective Service Act if applicable

If the applicant has not forwarded an official transcript documenting graduation with a high school diploma or GED certificate, he/she may be granted conditional admission. 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.

If all required admissions records have not been received by the College prior to issuance of the first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

NOTE: A student must be enrolled in a certificate/degree-

seeking program of study that is approved for financial aid, and all admission credentials must be complete to be eligible to receive Federal Student Financial Aid.

Transfer Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

An applicant who has previously attended a duly accredited postsecondary institution is considered a Transfer College Student.

1. Admissions to Courses Creditable Toward an Associate Degree

To be eligible for admission to courses creditable toward an associate degree, a transfer college student must be a United States citizen or permanent resident, must comply with the Selective Service Act (if applicable), and must furnish official transcripts of all work attempted from all previous postsecondary institutions.

NOTE: A student who possesses a baccalaureate or higher degree will be required to submit only the transcript from the college granting the highest degree if the student does not desire to receive a degree from Snead State Community College. In this case, the student shall be classified as a non-degree eligible student and shall not be eligible to receive Federal Student Financial Aid.

2. Unconditional Admission of a Transfer College Student

For unconditional admission, a transfer applicant must have on file at the College all of the following:

- A completed admission application, including proof of United States citizenship;
- Official transcripts from all postsecondary colleges attended;
- A signature/residency form ;
- Certification of compliance with the Selective Service Act if applicable

3. Conditional Admission of a Transfer College Student

(Students who are conditionally admitted to the College are ineligible to receive financial aid benefits.)

A transfer applicant may be admitted conditionally as long as the following items have been received:

- A completed admission application, including proof of United States citizenship;
- A signature/residency form ;
- Certification of compliance with the Selective Service Act if applicable

If all required admissions records have not been received by the College prior to issuance of the first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

NOTE: A student must be enrolled in a certificate/degree-seeking program of study that is approved for financial aid and all admission credentials must be complete to be eligible to receive Federal Student Financial Aid.

4. 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.

Readmission Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

A readmission student is one who has been previously enrolled at Snead State Community College but has not been in attendance for one or more academic years. The student must submit the following items for enrollment:

- A completed readmission application;
- Official transcripts of all course work attempted at other colleges since last enrollment at Snead State;
- A signature/residency form ;
- Certification of compliance with the Selective Service Act if applicable

NOTE: A student who was accepted for enrollment at the College for a particular semester but who did not enroll must submit a readmission application and any other required documents if he/she seeks enrollment at a later date.

Transient Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

A transient student is 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. Transient students must have the following items on file with the Admissions Office prior to registration:

- A completed admission application, including proof of United States citizenship;
- An official transient letter from the parent college that lists the specific approved courses and certifies that the credit earned at Snead State will be accepted as part of the student's academic program;
- A signature/residency form ;
- Certification of compliance with the Selective Service Act if applicable

NOTE: Transient students are classified as non-degree seeking and not eligible for federal student aid at Snead State.

Accelerated High School Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

A high school student who attends an accredited high school is eligible for early admission to the College if he or she meets all of the following criteria:

- The student has successfully completed the 10th grade.
- The student provides a certification form from the local principal or his/her official designee certifying that the student has a minimum cumulative "B" average (3.00 on a 4.00 scale) and recommends the student be admitted under this policy.
- The student may only enroll in postsecondary courses for which high school prerequisites have been completed. For example, a student may not take ENG101 until all required high school English courses have been completed.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to the first and third above requirements.

A high school student who attends a non-accredited high school is eligible for early admission as long as he or she meets all three of the above criteria and provides a minimum ACT composite score of 16 or the equivalent score on the SAT.

An accelerated student must have the following items on file with the Admissions Office prior to registration:

- A completed admission application, including proof of United States citizenship;
- The accelerated recommendation form signed by the high school principal or his/her official designee;
- A signature/residency form; and
- Certification of compliance with the Selective Service Act if applicable.

Accelerated high school students are admitted on a "conditional" status. The conditional status remains in effect and an official college transcript cannot be released until the student fulfills the general admission requirements (i.e. diploma from an approved high school, GED, etc.). Transcripts released prior to receiving the required admission credentials will be stamped "CONDITIONAL CREDIT." The notation will be removed from the transcript only upon receipt of the required admission records.

NOTE: Accelerated high school students are classified as non-degree seeking and not eligible for federal student aid.

Dual Enrollment/Dual Credit Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

The dual enrollment/ dual credit program allows certain high school students to enroll in college courses in order to concurrently earn credits for a high school diploma and a college degree. Students participating in the dual enrollment/ dual credit program shall pay the same tuition/fees set for all Snead State students.

A high school student is eligible for dual enrollment/ dual credit if he/she meets all of the following criteria:

- The student must meet the entrance requirements of the College.
- The student must have a "B" average (3.00 on a 4.00 scale) in completed high school courses.
- The student must have written approval of the high school principal and the local superintendent of education.
- The student must be grade 10, 11, or 12 or have an exception granted.
- The student may only enroll in postsecondary courses for which prerequisites have been met.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to the fourth above requirement.

Students who are not attending public school, but who are enrolled in private school or church school pursuant to §16-28-1 of the Code of Alabama or who are receiving instruction from a private tutor pursuant to §16-28-5 of the Code of Alabama, may also participate in the Dual Enrollment/Dual Credit Program. Student eligibility must be certified by the appropriate official at the private school or church school or by the private tutor. A high school student who attends a non-accredited high school is eligible for the dual enrollment/ dual credit program if he or she meets the above criteria and provides a minimum ACT score of 16 or the equivalent score on the SAT.

A dual enrollment/ dual credit student must have the following items on file with the Admissions Office prior to registration:

- A completed admission application, including proof of United States citizenship;
- The dual enrollment recommendation form signed by the high school principal and superintendent;
- A grade release form authorizing Snead State to communicate grades back to the high school;

- A signature/residency form; and
- Certification of compliance with the Selective Service Act if applicable.

Dual enrollment/ dual credit high school students are admitted on a “conditional” status. The conditional status remains in effect and an official college transcript cannot be released until the student fulfills the general admission requirements (i.e. diploma from an approved high school, GED, etc.). Transcripts released prior to receiving the required admission credentials will be stamped “CONDITIONAL CREDIT.” The notation will be removed from the transcript only upon receipt of the required admission records.

NOTE: Dual enrollment/ dual credit high school students are classified as non-degree seeking and not eligible for federal student aid.

Audit Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

An audit student is an applicant who wishes to enroll for classes only on an audit basis. The applicant must meet college admissions criteria, which consist of a completed admission application and high school transcript or GED certificate for a first-time student, or a completed admission application and official transcripts from all colleges attended for a transfer student and, if applicable, an in-state residency form and, if applicable, official documentation of compliance with the Selective Service Act. An applicant who has a baccalaureate degree will need to submit only the transcript from the college awarding the degree. 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.

Senior Adult Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

A senior adult 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.

- Comply with the college admissions requirements by submitting an application for admission, an official high school transcript verifying date of graduation or GED certificate, and an in-state residency form for first-time students or an application for admission, official transcripts from all colleges attended, and an in-state residency form for a transfer student. A student with a baccalaureate degree will need to submit only the transcript from the college awarding the degree.
- Be an Alabama resident.
- Enroll for college credit.

The scholarship covers tuition only. The student is responsible for fees, books, and supplies. Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive such waiver only one time per course. Senior citizen course enrollment under the Senior Adult Scholarship Program is restricted to a space available basis.

Placement Testing

256.840.4151 | JHUFFMAN@SNEAD.EDU

The COMPASS Exam, published by the American College Testing Program, has been developed to help persons entering two-year community and technical colleges succeed in their educational goals. The main purpose of this skill assessment is to help students identify their present strengths and needs so they may build solid plans for success in their educational options. Before enrolling in any college course, all students entering Snead State Community College must take the COMPASS Exam, which assesses English, reading, and math skills.

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 COMPASS Exam at another College within the last three years. The student must document COMPASS scores or course completion by having an official transcript and COMPASS 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 three years.
- Any student who has scored 480 or above on the SAT I verbal and 480 or above on the SAT I math, or any student who has scored 20 or above on the ACT English or 20 or above on the ACT math and enrolls within three years of high school graduation. Official documentation of these scores must be sent directly to the Snead State Student Services Office. Placement will be based on the assessment results.
- Audit students.
- Transient students unless taking math and English courses for the first time.
- Students wishing to challenge their COMPASS results may retest one time only for a fee of \$8.00. Students are allowed to test two times in a three year time frame. Assessment scores are valid for three years from the date of the original or re-test assessment. Students can take the COMPASS exam at the main campus or at the Arab Instructional Site at the following time:
 1. Boaz campus: The COMPASS exam is given Monday – Thursday anytime between the hours of 8:00 a.m. - 1:00 p.m. in the Student Success and Career Center. You DO NOT need to make an appointment or pre-register as long as you test anytime between these hours.

2. Arab Instructional Site: Students must call the Arab Instructional Site at 256.931.3790 to make an appointment to take the COMPASS exam.

Developmental Instruction

256.840.4142 | ACEDERHOLM@SNEAD.EDU

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, reading, 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 System will be set forth in guidelines established by the Chancellor. Colleges may establish higher cut scores than the recommended minimum. Each college of The Alabama Community College 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.

- Any student who scores below the college’s standard placement scores and is placed into developmental course instruction in a given discipline(s) must remain in the discipline(s) until academic competencies are developed. Readiness for college-level course work and successful completion of developmental course work will be determined by a college-wide comprehensive departmental exam for math, reading, or English to determine exit from remediation.
- Any student enrolled in developmental courses in two or more of the discipline areas (English, reading, and mathematics) shall receive a specialized advising focused on the student’s unique academic needs.
- Any student who scores below the standard placement score in reading must enroll in a developmental reading course during the first or second semester of his/her enrollment.
- The College shall maintain data files on each student enrolled in developmental courses.

Academic Advising

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

Staff housed within the Student Success and Career Center at Snead State Community College (SSCC@SSCC) are readily available to assist students with intake advising as well as academic advising for those students who are majoring in General Education. SSCC@SSCC is located on the top floor of the McCain Learning Resource Center and offers a wide range of services to students. Academic advising is an integral component of the educational experience. Advising 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.

The Student Success and Career Center has available many resources for student usage including the Occupational Outlook Handbook, college catalogs, and other career focused material. Each student has a program specific degree plan to follow while at Snead State. Additionally, transfer students are highly encouraged to print and follow a STARS Guide and the specific AREA V page of the institution they anticipate attending.

Every student is assigned an advisor within an advising group depending on the declared major of the student. Entering students are required to meet with their advisor or advising group prior to initial registration. Students are encouraged to meet with their faculty advisor (generally by appointment) or one of the advising staff at the Student Success and Career Center on a regular basis. A student who wishes to make a program of study/major change must complete necessary paperwork in the Student Success and Career Center. He/she will receive an updated degree plan and will be encouraged to complete a new STARS 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 email 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 email account.

The Statewide Articulation Reporting System (STARS) 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 AGSC/STARS Home Page at <http://stars.troy.edu> and obtain a guide and agreement for the major they intend to pursue. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one College to another. More information about the STARS Program may be obtained at the Student Success and Career Center.

New Student Orientation

256.840.4208 | BWILBORN@SNEAD.EDU

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 a student. Parsons Days introduce students to the services provided by the College to assist him/her in being a successful student. An emphasis is placed on the College Completion Campaign and the Complete College Experience. Once a student has applied for admission, the Student Services Office releases information regarding the Parson Days.

Advising for Specific Programs of Study

256.571.0600 | WWW.SNEAD.EDU

Upon admission to the College, each student is assigned an advisor who will assist the student in planning a program of study commensurate with the student's interests and abilities. A student may consult with his/her advisor or any faculty member 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 are seeking advisement or assistance in scheduling may contact the Advising staff at the Student Success and Career Center. It is the student's responsibility to make arrangements to meet with an advisor during the advisor's scheduled office hours.

Academic Advising Policy

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

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, advisor, 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 aca-

demic 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 STARS 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 STARS 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 a general advisor in the Student Success and Career 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 Advisor
 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 STARS 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 email 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

2012

2014

Snead State Community College offers a variety of options for students who need financial assistance - from scholarships to grants to loans. The staff in the Financial Aid Office is available to assist students with questions they may have about the financial aid process.

Cost Information

256.840.4115 | TSIMONS@SNEAD.EDU

Tuition and Fees

256.593.5120 | WWW.SNEAD.EDU

The fee schedule below includes a facility renewal fee of \$9 per credit hour, a technology fee of \$9 per credit hour, a building fee of \$12 per credit hour, and a \$1 bond surety fee per credit hour. The tuition schedule is subject to change upon approval by the State Board of Education.

Credit Hours	In-State Tuition	Out-Of-State Tuition
1	\$140	\$249
2	\$280	\$498
3	\$420	\$747
4	\$560	\$996
5	\$700	\$1,245
6	\$840	\$1,494
7	\$980	\$1,743
8	\$1,120	\$1,992
9	\$1,260	\$2,242
10	\$1,400	\$2,490
11	\$1,540	\$2,739
12	\$1,680	\$2,988
13	\$1,820	\$3,237
14	\$1,960	\$3,486
15	\$2,100	\$3,735
16	\$2,240	\$3,974
17	\$2,380	\$4,233
18	\$2,520	\$4,482
19	\$2,660	\$4,731
20	\$2,800	\$4,980
21	\$2,940	\$5,229
22	\$3,080	\$5,478
23	\$3,220	\$5,727
24	\$3,360	\$5,976

Additional fees:

- Late Registration Fee (incurred if registration is not completed on designated date) - \$25
- Returned Check - \$25
- Parking Violations - \$10-\$50
- Placement Test Retest Fee - \$8
- FAXED Document Fee - \$2
- Learning Resource Center Overdue Books Fine (per day LRC is open) - \$.10

Housing Cost

- Private room per semester (Fall/Spring)* - \$1,750
- Semi-private room per semester (Fall/Spring)* - \$975
- Room deposit fee** - \$200
- Board (10 Meal Plan)* - \$518.40

** Dorm residents are required to pay board fees.*

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

*** Students must submit a refund request within 30 days after leaving the dormitory. The full deposit fee is refundable if the student has no unpaid financial obligations and no assessed room damage.*

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

Payment

- **Terms:** Student tuition/fees are due and payable before midnight on the day the student registers. Any outstanding student financial obligations are subject to collection fees.
- **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 Success and Career Center.
 4. Third Party Payment Plan – “Nelnet Business Solutions”
 - Go to www.snead.edu.
 - Click on “Payment Plan” under the heading “Helpful Links.”
 - Click on the e-cashier logo.
 - If you have questions, call 256.840.4130.

- **Refunds**

Refunds are based on the first official day for the term and are not based on the first class day for individual courses. Before the official first day of class, students will receive a full refund when completely withdrawing from college and dropping a class. During the Add/Drop period, when dropping and adding of individual courses is allowed, students may drop a course and receive a partial refund for that course and its related fees.

After the Drop/Add period ends, students may receive a 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 drop/add 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.

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.

- **Resident Student - In-State Tuition**

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

1. Applicants must have resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission, OR
2. 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.
3. 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.

4. 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 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 Students**

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.

Financial Assistance

256.593.5120 | FINANCIALAID@SNEAD.EDU

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

256.840.4213 | FINANCIALAID@SNEAD.EDU

Snead State Community College offers a variety of institutional scholarships to students in recognition of their academic achievement, performance ability, and/or financial need. Only one institutional scholarship may be awarded per student. 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 www.fafsa.ed.gov. 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 is March 1st. Applications become available each January online at www.snead.edu. Only completed scholarship applications accompanied by the required documentation will be considered.

- **Types of Scholarships (subject to change)**

1. **Presidential Honors Scholarship** applicants must be entering freshmen with a minimum 25 ACT and 3.75 GPA. Each scholarship award equals full tuition and fees for up to 82 credit hours and includes a two-day leadership retreat and service learning experiences. Finalists will be interviewed by the College President.
2. **Academic Achievement Scholarship** applicants must be entering freshmen with a minimum 22 ACT composite and 3.5GPA. In addition, the student must also be eligible to enroll in college level math and English courses as evidenced by ACT subscores in the math and English sections of the ACT. A score of 20 in English and a 21 in math is required to meet this guideline. Each scholarship award varies.
3. **Service Scholarship** applicants must have a

minimum 3.0 GPA and a resume that reflects a demonstrated capacity for leadership and/or community involvement. Each scholarship award varies and may be used over the course of 1 academic year. Recipients may reapply for consideration in a subsequent academic year.

4. **General Scholarship** applicants must demonstrate a financial need as determined by the FAFSA (Free Application for Federal Student Aid). Each scholarship award varies and may be used over the course of 1 academic year. Recipients may reapply for consideration in a subsequent academic year..
5. **Performing Arts Scholarships** are awarded based on an audition process. Award amounts vary.
6. **Theatre Scholarships** are awarded to interested and deserving students via an audition process. These performing arts scholarships are designed to foster students in the areas of performance and technical theatre. Award amounts vary.
7. **Art Scholarships** are awarded on the basis of demonstrated artistic talent. A portfolio containing at least five works (charcoal, pencil, watercolor, chalk, pastel, etc.) must be submitted. Award amounts vary.
8. **Career/Technical Scholarships** are available for technology degrees offered on campus. Awards are based on technical interest and achievements. Awards are degree-specific and require the student to remain within the major to continue to use the funds. Award amounts vary.
9. **GED Scholarships** are available for students who completed their GED at Snead State within a specific timeframe. Award amounts vary.
10. **Athletic Scholarships** are awarded on the basis of athletic talent and performance in each sport. Each scholarship award varies. For additional information, applicants should contact the Athletic Department at athletics@snead.edu.

- **Endowment Scholarships**

Snead State Community College 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 required to apply for federal aid at www.fafsa.ed.gov. 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 is March 1st. Applications become available each January via www.snead.edu. Only completed scholarship applications accompanied by the required documentation will be considered.

- Ralph and Edna Ables Memorial
- Albertville Civitan Club/Olin Hearn Memorial
- Albertville Extension Homemakers
- Amberson Family Scholarship
- Paul Durande Arnold
- Byron Ashley Memorial
- JoAnn Austin/F.L. Packard
- The Tugalo E. and Isa M. Avery Legacy Scholarship
- John C. "Dad" Blackwell Memorial
- Timothy and Melinda Brooks
- John B. Brookshire, Jr. Memorial
- George Warren Brown
- Nell Brunetto/Boyd and Maude Rains Scholarship
- Alton Colby Bryson Memorial
- John Gurley Burden Memorial
- Guy W. and Hazel Lee Camp Memorial
- Lona Webb Casey Memorial
- Eugene H. Causey Memorial
- Harold O. Chitwood/Gold Kist, Inc.
- Tom Cooper Memorial Athletic
- Mary Corley
- Dorris Williams Courington Memorial
- Pat M. Courington
- George W. Cox Memorial/Boaz Civitan
- Ted Croft Memorial
- Cleo Teague Currie
- Josephine Cooper Dark
- Ray W. Davis Memorial
- Lola Tidwell Dees/Tiny Tidwell Strauss
- Joel E. Dickinson and Amoco Foundation, Inc.
- Claude M. Elrod
- Lila S. Elrod Memorial
- Nerine B. Elrod
- Reva Joyce Emert Memorial
- Epworth Methodist Church
- Ms. Mary Frank
- Clarence and Myra Jo Garry
- Dr. Bobbie Glassco
- Herbert and Alice Going
- Herschell G. Green Memorial
- Jennifer Garmany Hallmark Memorial
- Janet Murphree Hearne Memorial
- Highpoint Extension Homemakers
- Meagan E. Hoy Memorial
- A.L. Isbell Memorial
- Mozell Harris Jackson
- Ollin Hayes
- Bill Jenkins
- Marion and Mamie Kelley
- Luann Killian Memorial
- Juanita Kinazlow Memorial
- Walter Knowles
- Iva Verhine Knox
- Sharon Jordan Leach Memorial
- Lee-Mathis Student Aid Fund
- David Mackey, Jr.
- Marshall County Medical Auxiliary
- Fred Martin
- Gerald Rae Mathis Memorial
- Glenn and Mary Wells Maze
- Ralph and Eloise McClendon Memorial
- Robert and Orlena McClesky
- Gen. Lou Watts McDaniel
- Theodore B. and Sarah McLeod

- Jerry W. Mitchell/Provident Life
- Ada Honea Morefield
- James and Annie Murdock
- Robert Murphree Memorial
- Z.B. and Dora Johnson Osborn Memorial
- Millard Fillmore Parker Memorial
- Phi Theta Kappa
- Emmett and Olive Plunkett Athletic
- Linda Mashburn Pridgen/Rust International
- Charles A. and Jeanette Price Pruitt Memorial
- Congressman Albert M. Rains and Allison B. Rains Memorial
- Hazel Isbell Roberts Memorial
- Ernest M. and Gladys H. Robinson
- Carl Roebuck Memorial
- Nena G. Roebuck Memorial
- Dean J. Edwin Rush Memorial
- Sand Mountain Kennel Club
- Richard L. Sharpton/Hattie Sharpton Mizell
- Barbara Mathis Smith Memorial
- Conola Elrod Smith Memorial
- Lee H. Smith Memorial
- Snead Alumni Association Scholarship
- Snead Seminary, Class of 1933
- Snead State Junior College Explorers Club
- Snead State Junior College Faculty
- Maude Spencer Memorial
- SSCC General Endowment
- R. P. Steed Memorial
- Josie E. Thomas Memorial
- Alf-Miller Israel Thompson Memorial
- Alvin M. Townley Memorial
- Judith Horton Whitt Memorial
- Sonya Wiley Memorial
- John P. Willis, Jr. Memorial

- Minor E. Woodall, Jr.
- T. J. Worthy Memorial

Federal Financial Aid

256.840.4107 | FINANCIALAID@SNEAD.EDU

All Federal Financial Aid requires that the Free Application for Federal Student Aid (FAFSA) be completed. Applications must be completed online at www.fafsa.ed.gov. The college code for Snead State Community College is 001038. Once processed, the applicant will receive a Student Aid Report (SAR) from the Department of Education and an email from Snead State that outlines the next steps a student must take to complete the financial aid process. All applicants should have the application completed as soon as possible, after January 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.

• 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.
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 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. Checks are issued monthly for work performed.

- **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 (FAFSA-www.fafsa.ed.gov). Loans are awarded based on the level of courses completed in a student's program of study and cannot exceed SSCC established student budget, including other aid. A master promissory note must be e-signed by the borrower to officially document the obligation to repay the loan funds. (www.studentloans.gov) 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.

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) at an eligible institution and during deferment. Loan eligibility is based on the cost of education, less expected family contribution and 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. Interest rates are variable and origination fees are charged at the time of each disbursement.
2. Eligible students can receive the **Federal Unsubsidized Direct Loan** regardless of family income if within federal budget guidelines. Students must complete the Free Application for Federal Student Aid (FAFSA) 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 (www.studentaid.ed.gov). These loans have the same criteria for eligibility as the subsidized loan.

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,
- 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 Student Services Office) in an approved course of study, and
- Not in default on a student loan or owe a refund on a federal grant.
- If the student has attempted 33 or more hours they must maintain a 67% completion rate.
- Satisfactory Academic Progress (SAP)

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.

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.

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 timeframe 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.

- Credit hours from which a student withdraws will be counted in the SAP calculation.
- Grades of incomplete or F will also count.
- Developmental courses that are deemed eligible for financial aid will count toward SAP calculation.
- Transfer credit is also included in the SAP calculation.

Satisfactory academic progress is monitored after each term. Students who do not meet the Satisfactory Academic Progress guidelines at the time of review are not eligible for aid.

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. 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.

- **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 must 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. Any questions regarding the financial aid award may be addressed to the Financial Aid Office.

- **Release of funds to students**

1. **Pell Grant:** The balance award will be distributed to the student before the 14th day of the term. This will be the amount left in the account after tuition, fees, and bookstore purchases have been deducted. Attendance in ALL classes must be verified before funds will be 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 received 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 disbursed. Students must be **currently attending** 6 credit hours to received funds.

- **Benefits for Disabled Veterans and their Dependents**

The Alabama Department of Veterans Affairs offers financial assistance to eligible dependents (child, stepchild, spouse or un-remarried widow(er) of disabled veterans living or deceased) who were permanent civilian residents of Alabama prior to entry into military service. Special consideration is given to permanently and totally disabled veterans who are residents of Alabama or were prior to their death. Other qualifying categories are former prisoners-of-war (POW), declared missing-in-action (MIA), and those who died in service. Maximum educational benefits include free tuition, required textbooks, and

laboratory fees for four 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. For more information and application procedures, contact your nearest Veterans Affairs Office located in each county courthouse or you may write to Alabama G.I. Dependents' Scholarship Program, P.O. Box 1509, Montgomery, AL 36102-1509.

Benefits for Veterans

- **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. You can determine the status of your award or inquire about any problems with receiving your benefits by contacting the VA at 1-888-442-4551 or www.gibill.va.gov.

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 Officer of any change in enrollment status (i.e. pre-registration, adding or dropping a class, withdrawing from college, etc.). Failure to notify the VA Officer 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 or for repeat courses for which a satisfactory grade was received. In addition to notifying the VA Officer at the College, a monthly verification of enrollment may be required. This verification must be completed by the student through WAVE or by calling 1-877-823-2378.

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, under certain circumstances, be

awarded credit hours for prior military service. A copy of the veteran's DD214, with honorable discharge, must be submitted to the Office of Student Services for credit to be granted.

- **Tutorial Assistance**

Students who are receiving VA benefits and are 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. Please start this process early because it takes time to go through the Federal VA office for approval.

- **Application for Educational Benefits**

Application forms are available online at www.gibill.va.gov for veterans who would like to apply for educational benefits. The veteran must furnish a copy of the DD214 and eligibility of award certificate received from the National VA office.

- **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,
2. Failure to achieve required grade point average, or
3. Dropping courses without proper notification to the Student Services Office.

Lack of satisfactory academic progress and lack of regular class attendance will be reported to the Veterans Administration. The Veterans Administration will determine mitigating or extenuating circumstances.

- **Requirements of Academic Progress**

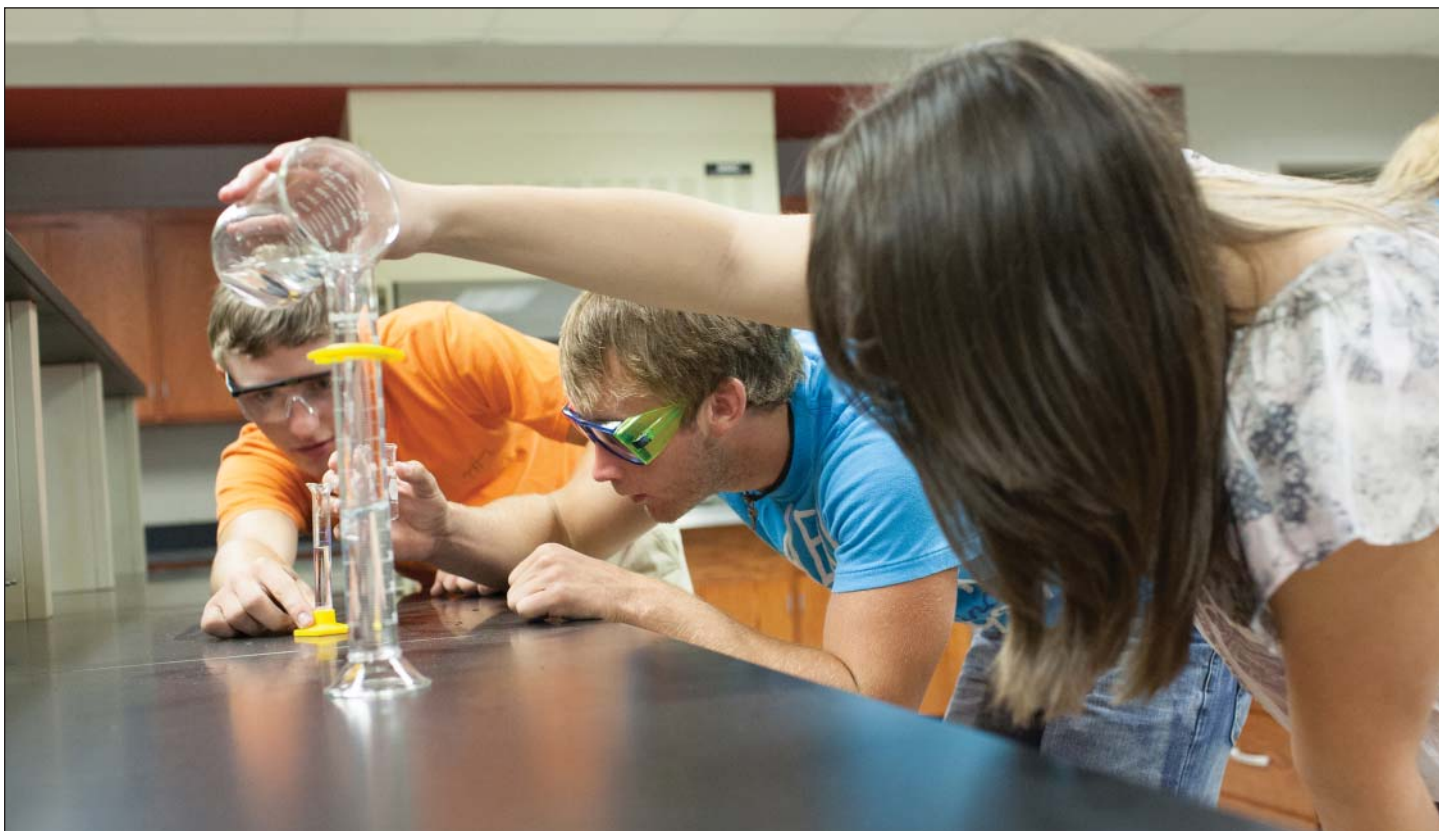
To be eligible for veterans' benefits, students who receive veterans' benefits must meet the standards of progress requirements applicable to all students at the College.

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 Veterans Administration.

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

1. The veteran may register only for courses in the degree program, which has been approved by the Veterans Administration.
2. The veteran must e-mail the Financial Aid Department at financialaid@snead.edu each semester to have their VA account certified online.
3. A veteran who must 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, P.O. 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 Veterans Administration. The Veterans Administration will determine mitigating or extenuating circumstances.



Academic Standards & Regulations

2012

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Snead State Community College holds a high standard of academic success for students. The quality instruction available at SSCC prepares students for their next step - transferring to another college or university or entering the work-force.

Grading System

Grading Legend

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.*

Grades

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

- Under the Current Student menu, select the mySnead option.
- Login to the secure site by entering your S number and PIN.*
- Select the Student tab.
- Select the Student Records menu.
- Click on "View Final Grades."

**Your S number is assigned to you by the College once your admission application has been processed. Your PIN is your birth date in this format: MMDDYY.*

• 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	Calcu-lation	No. Qual-ity Pts.
ENG 101	3	B	3	3 hrs. X 3 Qual-ity 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

• Academic Honor Recognitions

1. President's List

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 Chief Academic Officer.

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.

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

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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

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- 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. The college transcript of a student who has earned a baccalaureate or higher degree and does not wish to receive a degree from Snead State Community College is not evaluated for transfer credit. A student who possesses a baccalaureate or higher degree will be required to submit only the transcript from the College granting the highest degree unless a degree is desired from Snead State Community College. 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.

Non-Traditional College Credit

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Snead State Community College recognizes some types of non-traditional experiences and credit by examination: Advanced Placement (AP); College Level Examination Program (CLEP); Subject Proficiency Examinations; Credit for Specialized Military Service (SMT); United States Armed Forces Institute (USAF); Defense Activity for Non-traditional Education Support (DANTES); and Prior Learning Assessment (PLA)

NOT MORE THAN 25 PERCENT OF TOTAL CREDIT REQUIRED FOR ANY PROGRAM MAY BE AWARDED THROUGH NON-TRADITIONAL MEANS.

- **Procedure for Applying for Non-Traditional Credit**

To receive Advanced Placement or CLEP credit, an applicant must complete a request form in the Office of Student Services. If an applicant has the official documentation on file and the required test scores, official credit may be granted. The Director of Admissions and Records evaluates other types of non-traditional experiences or exams for awarding credit. Official documentation for all types of non-traditional credit awarded must be on file in the Student Services Office.

1. **Advanced Placement (AP):** Advanced Placement credit may be awarded by Snead State Community College to an entering freshman who has obtained a score of 3 or higher on the College Board Advanced Placement Examination. Requests for AP credit at Snead State must be submitted in the Office of Student Services.
2. **College Level Examination Program (CLEP):** Snead State Community College honors credit earned through CLEP examination provided appropriate scores are earned and adequate documentation is provided. A minimum score of 50 on the subject examination is required before specific course credit will be awarded. Credit awarded by any other accredited postsecondary college under the College Level Examination Program (CLEP) for a score of less than 50 will not be accepted by Snead State Community College. The policy of granting credit through CLEP/DANTES/USAF/ examinations may differ at Snead State Community College from policies at other colleges. The student is cautioned to check with other colleges to obtain additional information. Test scores must be documented by the official score sheet for the College Level Examination Program. Requests for CLEP credit should be submitted to the Office

of Student Services.

3. **Subject Proficiency Examinations:** The College may award credit for some courses in the specialized portion of an Associate in Applied Science Degree program to a student who successfully completes specific course examinations. The student must obtain the approval of the Chief Academic Officer in order to take a challenge examination. Official documentation of test results, appropriate approved for credit form, and award must be filed in the Office of Student Services.
4. **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. Physical Education credit may be awarded for military service as follows: Less than six months, no credit; six months to eleven months, two credit hours; and one year or more, three credit hours.
5. **Specialized Military Training - Reserve/National Guard:** Two hours of credit may be awarded for six months or more specialized military training (SMT). Official documentation of training is required. Snead State Community College is an institutional member of Service Members Opportunity Colleges (SOC) and admits students under the Concurrent Admissions Program (CONAP).
6. **Prior Learning Assessment (PLA):** Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses. Courses earned through prior learning shall be noted on the student's transcript as having been awarded through PLA. Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONS/CREDIT, ACE/MILITARY). Credit for experimental learning (portfolio review) may not be awarded for academic transfer courses. In the process of determining if credit can be awarded for prior learning, the College shall charge the student only for the cost of the PLA services and not for the amount of credit awarded. There shall be a

charge of \$25 for each portfolio review to assess experimental learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the \$25 fee applies to each review of documentation (e.g., individual is charged \$50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews in relation to those two courses). Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for PLA or for credit awarded through PLA. Not more than 25 percent of total credit hours required for any program may be awarded as a result of PLA. Credit awarded does not count toward the minimum 25 percent of semester credit hours that must be completed at the college granting the degree. Before receiving credit through PLA for a course, an individual must meet enrollment requirements of the course. Credit may not be awarded twice for the same learning.

Course Forgiveness Policy

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- If a student repeats a course, the last grade awarded (excluding grade of W) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average. Official records will list each course in which a student has enrolled.
- Some courses taken on the quarter system may not be eligible for course forgiveness on the semester system.
- The course forgiveness policy is automatically applied to the records of all students.
- Implementation of the course forgiveness policy at the College does not guarantee that other colleges will recognize such action. This determination will be made by the respective transfer college.

Academic Bankruptcy Policy

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- A student may request in writing to the Director of Admissions and Records to declare academic bankruptcy under the following conditions:
 1. If fewer than three (3) calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester/term provided the student has taken a minimum of 18 semester credit hours of course work at the College since the bankruptcy semester/term occurred. All course work taken, even hours completed satisfactorily, during the semester/term for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
 2. If three (3) or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 semesters/terms provided the student has taken a minimum of 18 semester credit hours of course work at the College since the bankruptcy semester/term occurred. All course work taken, even hours completed satisfactorily, during the semester(s)/term(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
- When academic bankruptcy is declared, the term “Academic Bankruptcy” will be reflected on the transcript for the semester/term affected. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and the transcript will be stamped “Academic Bankruptcy Implemented.”
- A student may declare academic bankruptcy only once.
- Implementation of academic bankruptcy at the College does not guarantee that other Colleges will approve such action. This determination will be made by the respective transfer Colleges.

Commencement

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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 State Board of Education.

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 courses. 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 State Board of Education.

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

In order to graduate with a second associate degree at Snead State Community College, 16 additional hours must be earned at Snead State in a specific program of study after the first degree is awarded. In addition, the student at Snead must have a cumulative grade point average of 2.0; be in good standing at the time requirements for the degree are completed; meet all requirements for graduation within a calendar year from the last semester of attendance; submit an application for graduation; and have no outstanding obligations in any of the administrative offices.

General catalogs are updated bi-annually and necessary changes in degree requirements are indicated.

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.

Basic Competency Requirements

To earn a degree, a student must demonstrate, through periodic examinations and other requirements as stated in course syllabi, competencies in the following areas: reading, writing, oral communication, fundamental math skills, and the basic use of computers.

- **Communication** (Speak, Read, Write, Listen) – Students at Snead State Community College will demonstrate effective communication skills in a variety of forms.
- **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 in attacking problem situations.

- **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, their rights, and responsibilities as citizens.
- **Quantitative Literacy** – Students at Snead State Community College will demonstrate competency at college-level mathematical concepts, tasks, and applications.
- **Information Literacy** – Students at Snead State Community College will demonstrate competency in locating, accessing, and analyzing relevant information using the internet and other technologies.

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.



Student Policies, Records and Regulations

2012

2014

Snead State Community College has an experienced faculty and staff who are available to assist students with questions and requests. Part of the emphasis on student success is making sure students are aware of College policies and regulations as they affect the educational process.

Student Policies

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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 written request of the student. The request for the transcript release must bear the signature of the student along with the identifying information. 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. Under the Current Student menu, select the mySnead option. Login to the secure site by entering your S number and PIN. Select the Student tab. Select the Student Records tab. Click on View Academic Transcript. Your S number is assigned to you by the College once your admittance application has been processed. Your PIN is your birthday in this format: "MMDDYY."

- Facsimile (FAX) Transmission of Records

The Office of Student Services will accept transcript requests by fax. Students wishing to send transcript requests by fax must furnish the following information:

1. full name and any previous names under which enrolled
2. social security number
3. date of birth
4. approximate dates of attendance
5. school or organization where transcript is to be forwarded
6. daytime phone number
7. copy of driver's license
8. signature

The fax number is 256.593.7180.

The Office of Student Services will honor requests to fax transcripts to other colleges provided a written request by the student is on file (a parent may not request the information). Telephone requests are not honored. A student should be aware that the receiving college has the right to decline faxed transcripts. Please be sure to provide the correct fax number when completing the request.

Snead State Community College will accept a faxed transcript only as an unofficial working document pending the receipt of an official transcript with the seal imprint and registrar's signature from the forwarding college. All faxed transcripts must come from the home institution and state on the cover page that "an official transcript is being mailed."

- 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 class meetings.

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.

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.

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 pos-

session 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.

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 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 Chief Academic Officer.
- 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 (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 a 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.

The Chief Academic Officer or designee 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.
- The assignment of a lower grade or a grade of "F" based solely on academic dishonesty.
- 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

A 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 Disciplinary Committee hearing: the student requesting the hearing must submit a Request for Disciplinary Committee Hearing to the office of the Chief Academic Officer within ten (10) days of the notification of academic dishonesty decision by faculty or division director.
- A faculty request for Disciplinary Committee hear-

ing: The faculty member must report the incident and provide evidence to the Chief Academic Officer 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 Disciplinary Committee hearing, the Chief Academic Officer or designee will notify all parties in writing of the date, time and location of the Disciplinary Committee hearing.

The Disciplinary Committee shall be appointed by the Chief Academic Officer 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 SGA
- In addition to the above Disciplinary Committee members, the faculty member who made the allegation shall also be invited to attend.

At the 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 Disciplinary Committee may proceed with the process to completion.

Following the Disciplinary Committee hearing, members shall make a recommendation for action to the Chief Academic Officer. This recommendation shall be in writing within five (5) working days of the Disciplinary Committee hearing. The Chief Academic Officer will determine if the action recommended by the Disciplinary Committee is appropriate, and will issue a final decision.

The Chief Academic Officer 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 Chief Academic Officer will issue written notification of the decision to the student, faculty member, and division director.

For questions or comments regarding the contents or procedures of this policy, please contact the office of the Chief Academic Officer at Snead State Community College.

Student Records

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

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.

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 and Records 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 and Records 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 and Records 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 and Records 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 and Records, 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 and Records.

- **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 Chief Student Services Officer, 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 Chief Student Services Officer 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 release, he/she may so indicate by notifying the Chief Student Services Officer 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.

- **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 (not printed name) in the space provided for the 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 and Records. 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/Chief Student Services Officer 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

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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 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 faculty advisor prior to or during early or regular registration the first semester to select classes and to be cleared for online registration. Students will register using mySnead. Students will need to use their "S" number and their passwords to log onto mySnead. S numbers are assigned by the College once admission paperwork has been processed. A student's password is the birth date in this format MMDDYY. 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 a faculty 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. A student is not officially registered until tuition and fees are paid or financial assistance has been applied. Classes are automatically cancelled for any student who fails to pay tuition and fees on the day that they register.
- 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

The student course load for a full-time student is 12 to 19 credit hours per semester. A student who wishes to enroll for more than 19 hours must secure the approval of the Chief Academic Officer. Any student who has a grade point average of less than 3.0 is discouraged from seeking approval to register for an overload. No student will be approved for more than 24 credit hours in any one term for any reason.

Student Classification

- Freshman - 0-32 Semester Hours
- Sophomore - 33-64 Semester Hours

Developmental courses (Below 100 Level) do not apply toward degree requirements, but count in sophomore standing.

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.

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 did not appropriate 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 either completing a form in the Office of Student Services (McCain

Student Success Center) or by completing the process online via the student's mySnead secure account.

A student receiving financial aid and/or veterans' benefits must 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 Dormitory 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. Notifying these staff does not withdraw the student. The withdrawal will not take place until the student completes the process.

- **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.

- **Withdrawal from a Class or College**

To withdraw from a class or college after the last day to register, a student must submit a request to the Office of Student Services. A student cannot drop a class online after the last day to register or withdraw from college online. A student must obtain approval of the Chief Academic Officer and Athletic Director and nursing faculty, if applicable. A student receiving financial aid and/or veterans' benefits must notify personnel in the Student Services Office - Financial Aid Division upon withdrawing from a class or college.

A student living in the residence hall should notify the Dormitory Manager of his/her intention to withdraw from college.

Examinations

- **Final Examinations**

Final examinations are administered in each course at the close of each semester/term. Attendance for examinations is required. Special delayed examinations may be taken during the following semester/term by those students whom the Chief Academic Officer excuses from the first examination. Special 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 Chief Academic Officer of the circumstances. The student has the right to appeal to the Chief Academic Officer.



University Transfer Programs

2012

2014

Snead State Community College has developed a quality academic transfer program. Students who begin their college career at Snead State before transferring to another university statistically perform better academically at their respective university than students who enter the schools as freshmen.

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 a STARS guide by visiting <http://stars.troy.edu>. The STARS Guide ensures maximum transferability of credits and to 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.

Area I: Written Composition I and II 6 Credit Hours

Associate in Science Degree Requirements

Area II: Humanities/Fine Arts 12 Credit Hours

- *Must complete 3 semester hours in Literature.
- Must complete 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: Art, Foreign Languages, Music, Philosophy, Ethics, Religious Studies, Speech, Theater.

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

- Must complete 3 semester hours in Mathematics at the Precalculus Algebra or Finite Math Level.
- 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 3 semester hours in History.
- Must complete 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

- Courses appropriate to the degree requirements and major of the individual student and electives.

Students completing courses that have been approved for the General Studies Curriculum 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 sequence in Area II and IV in Literature or History needs to follow the sequence requirements according to the students major and transfer plans.**

**** Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor's degrees, institutions in The Alabama College System will only be authorized to provide 50 percent of that total (60-64).**

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.

STARS Guide

The 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 Advising Office in the McCain Student Success and Career Center or online through the AGSC/STARS Home Page at <http://stars.troy.edu>. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one College to another. Students must present their STARS 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 STARS guide to ensure that the classes taken fit within the transfer institution's guidelines. Students should visit the AGSC/STARS website at <http://stars.troy.edu> for the most up-to-date listing of STARS 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 form provided by the Academic Advisor, whose office is in the McCain Student Success and Career Center.

**General Education
Associate in Science Degree**

Area I	Written Composition	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	Literature, Philosophy, Religion, Spanish.....	3-6
Area III	Natural Science and Mathematics	11
MTH	MTH 110 or higher level math	3
LAB SCI.....	AST 220, 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	ANT 200, ECO 231, ECO 232, GEO 100, POL 200.....	
.....	POL 211, PSY 200, PSY 210, SOC 200, SOC 210	6-9
Area V.....	Pre-Professional, Major, and Elective Courses	19-23
Electives.....	Any courses not already taken in Areas II-IV	19-23
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 STARS guides or contact their intended transfer institution for clarification.



Health Sciences, Career & Technical Programs

2012

2014

Students interested in pursuing a new career can learn job skills and enter directly into the workforce by successfully completing one of the Career and Technical program or a high-demand Health Sciences program.

A.A.S. Degree Requirements

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. The Associate in Applied Science degree requires a minimum of 18 semester hours of general education courses. The following outline of General Education requirements should be completed after review of particular technical degree plans and consultation with a technical advisor:

Area I: Written Composition I and II 3-6 Credit Hours

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

- In addition to Literature, disciplines include, but are not limited to Art, Music, Philosophy, Religion, Spanish and Theater.

Requirements Prescribe: Minimum of 9 hours in Area I and Area II which could include 6 hours in Written Composition I and II and 3 hours in Area II; or 3 hours in Written Composition I and 3 hours in Technical writing and 3 hours in Area II; or 3 hours in Area I and 6 hours in Area II; or 3 hours in Area I and 3 hours in Speech in Area II, plus 3 additional hours in Area I or II.

Area III: Natural Science/Mathematics 9-11 Credit Hours

In addition to Mathematics, disciplines in the Natural Sciences include Biology, Chemistry, Geography, Physics, and Physical Science. Requirements Prescribe: Distributed in Mathematics (100 or above) or Science or Computer Science. Minimum of 3 hours in Mathematics is required. One Computer Science course is required.

Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220 to assure the transfer of courses within parameters of the AGSC Minimum General Education Semester Hour Distribution.

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 Anthropology, Economics, Geography 100, Political Science, Psychology and Sociology.

Area I-IV: Minimum General Education Requirements.....
..... 18-29 Credit Hours

Area V: Maximum General Education Core, Technical Concentration and Electives 47-58 Credit Hours

- 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

Associate in Applied Science Degree Requirements

The Associate in Applied Science Degree is an undergraduate award designed for students planning to specialize in technical, business, semi-professional, and supervisory fields that are career-oriented, or in selected fields, to transfer to a senior institution. The AAS degree is at least 60 semester hours in length and may require a maximum of 76 semester hours.

- Associate Degree (RN) Nursing
- Child Development
- Computer Science Technology
- Cosmetology
- Electronic Engineering Technology
- Office Administration

Certificates

The Certificate Award is a formal award certifying the satisfactory completion of a prescribed program of study. The certificate is less than a degree, and its curriculum is related to the student's employment or professional advancement. A certificate requires a minimum of 30 semester hours and a maximum of 60 semester hours. Snead State offers the following Certificates:

- Child Development

Short-Term Certificates

The Short-Term Certificate Award is a formal award which prepares technicians and assistants for entry-level positions in business and industry. Short-term certificate programs must be a minimum of nine (9) semester credit hours in length and a maximum of 29 semester credit hours. Snead State currently offers the following Short-Term Certificates:

- Accounting Technology
- Child Development
- Computer Science Technology
- Design and Drafting Technology
- Electronic Engineering Technology
- Medical Transcription
- Nursing Assistant / Home Health Aide
- Office Administration

Child Development
Associate in Applied Science Degree

Area I	Written Composition	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	_____
ARTS	ART 100, 180, 203, 204, 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	Microcomputer Applications	3	_____
Area IV	History, Social, and Behavioral Sciences	6	
PSY 200	General Psychology	3	_____
SOC 200	Intoduction 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 Exceptional Young Children	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

Child Development CONTINUED
Associate in Applied Science Degree

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.

**Computer Science Technology
Associate in Applied Science Degree**

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

Area I	Written Composition	3	
ENG	ENG 100 OR 101.....	3	_____
Area II.....	Humanities and Fine Arts	6	_____
HUM/FA	ART, FRN, MUS, PHL, REL,SPH 106 or 107, SPA, THR	6	_____
Area III.....	Natural Science and Mathematics	9-10	
MTH 116 or higher level.....	MTH 100, 110, 112, 113, 116, 125.....	3	_____
CIS 146	Microcomputer Applications	3	_____
Elective	MTH 131, MTH 100, BIO, CHM, AST 220, GEO 101, PHS, PHY.....	3-4	_____
Area IV	History, Social, and Behavioral Sciences.....	3	
SOC SCI	ANT, ECO, GEO 100, HIS, POL, PSY, SOC.....	3	_____
Area V.....	Pre-Professional, Major, and Elective Courses	34	
WKO 101.....	Workplace Skills Development I.....	1	_____
CIS 117	Dbase Mgmt Software Apps	3	_____
CIS 130	Introduction to Information Systems.....	3	_____
CIS 147	Advanced Microcomputer Applications.....	3	_____
CIS 161	Introduction to Networking.....	3	_____
CIS 207	Introduction to Web Development.....	3	_____
CIS 212	Visual BASIC Programming	3	_____
CIS 213	Advanced Visual BASIC Programming.....	3	_____
CIS 251	C++ Programming.....	3	_____
CIS 268	Software Support	3	_____
CIS 269	Hardware Support.....	3	_____
CIS 280	Network Security	3	_____
CIS 284	CIS Internship (Elective may be substituted for any advanced course)...	3	_____
AND Networking Option.....		12	

CONTINUED ON THE NEXT PAGE

Computer Science Technology CONTINUED
Associate in Applied Science Degree

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

CIS 270	CISCO I	3	_____
CIS 271	CISCO II	3	_____
CIS 272	CISCO III	3	_____
CIS 273	CISCO IV	3	_____
OR Web Development/Graphic Design Option		12	
CIS 151	Graphics for the WWW	3	_____
CIS 160	Multimedia for the WWW	3	_____
CIS 196	Commercial Software Applications	3	_____
CIS 209	Advanced Web Development	3	_____
TOTAL HOURS REQUIRED FOR DEGREE		67-68	

Cosmetology
Associate in Applied Science Degree

Area I	Written Composition	3	
ENG	ENG 100 OR 101.....	3	_____
Area II.....	Humanities and Fine Arts	6	
SPH.....	SPH 106 OR 107	3	_____
ART.....	ART 100, 180, 113, 114, 203, 204, 233, 234	3	_____
Area III.....	Natural Science and Mathematics	9	
MTH 116 or higher level.....	MTH 100, 110, 112, 113, 116, 125.....	3	_____
MTH 131	Elementary Mathematics.....	3	_____
CIS 146	Microcomputer Applications	3	_____
Area IV	History, Social, and Behavioral Sciences.....	3	
SOC SCI	ANT, ECO, GEO 100, HIS, POL, PSY, SOC.....	3	_____
Area V.....	Pre-Professional, Major, and Elective Courses	52	
WKO 101.....	Workplace Skills Development I.....	1	_____
COS 111.....	Introduction to Cosmetology	3	_____
COS 112.....	Introduction to Cosmetology Lab	3	_____
COS 113.....	Theory of Chemical Services.....	3	_____
COS 114.....	Chemical Services Lab	3	_____
COS 115.....	Hair Color Theory.....	3	_____
COS 116.....	Hair Coloring Lab.....	3	_____
COS 117	Basic Spa Techniques	3	_____
COS 118.....	Basic Spa Techniques Lab	3	_____
COS 141	Applied Chemistry for Cosmetology.....	3	_____
COS 142.....	Applied Chemistry for Cosmetology Lab.....	3	_____
COS 143.....	Specialty Hair Preparation Techniques.....	3	_____
COS 144.....	Hair Shaping and Design	3	_____
COS 167	State Board Review.....	3	_____
COS 168.....	Bacteriology and Sanitation.....	3	_____
COS 190.....	Internship in Cosmetology	3	_____

CONTINUED ON THE NEXT PAGE

Cosmetology CONTINUED
Associate in Applied Science Degree

Electives (May be substituted for COS 141 and 142)

COS 123.....Cosmetology Salon Practices 3

COS 133.....Salon Management Technology 3

TOTAL HOURS REQUIRED FOR DEGREE.....67

**Electronic Engineering Technology
Associate in Applied Science Degree**

Area I	Written Composition	3	
ENG	ENG 100 OR 101.....	3	_____
Area II.....	Humanities and Fine Arts	6-7	
Elective	ART 100, 203, 204, MUS 101, THR 120, ENG 251, 255, 261, 262, FRN 101, 102, ...	PHL 106, 206, REL 100, 151, 152, SPH 106, 107, SPA 101	6-7 _____
Area III.....	Natural Science and Mathematics	9	
MTH 116 or higher level math	MTH 100, 110, 112, 113, 116, 125	3	_____
MTH 131	Elementary Mathematics.....	3	_____
CIS 146	Microcomputer Applications	3	_____
Area IV	History, Social, and Behavioral Sciences.....	3	
SOC SCI	ANT, ECO, GEO 100, HIS, POL, PSY, SOC.....	3	_____
Area V.....	Pre-Professional, Major, and Elective Courses	4-6	
WKO 101.....	Workplace Skills Development I.....	1	_____
EET 100.....	Introduction to Engineering Technologies	3	_____
EET 103.....	DC Fundamentals.....	3	_____
EET 104.....	AC Fundamentals.....	3	_____
EET 105.....	Solid State Fundamentals.....	3	_____
EET 119.....	Circuit Fabrication.....	3	_____
EET 186.....	Microprocessor Basics.....	3	_____
EET 203.....	Electronic Circuits I.....	3	_____
EET 206.....	Digital Fundamentals	3	_____
EET 225.....	Electronics Communications	3	_____
EET 142.....	Microcomputer Systems and Applications	2	_____
EET 207.....	Introduction to Robotics.....	3	_____
EET 213.....	Instrumentation	3	_____
EET 224.....	Elements of Industrial Control.....	3	_____
EET 229.....	Elements of Industrial Control Lab.....	2	_____
EET 238.....	Instrumentation Lab	2	_____
EET 242.....	Microcomputer System Principles	2	_____

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Electronic Engineering Technology CONTINUED
Associate in Applied Science Degree

EET 290.....Electronics Project 3

TOTAL HOURS REQUIRED FOR DEGREE.....64-70

**Office Administration
Associate in Applied Science Degree**

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

Area I	Written Composition	6	
ENG	ENG 100-101 or ENG 101-102.....	6	_____
Area II.....	Humanities and Fine Arts	6	
ART 180	Introduction to Graphic Design	3	_____
SPH.....	SPH 106 OR 107	3	_____
Area III.....	Natural Science and Mathematics	9-10	
MTH 116 or higher level.....	MTH 100, 110, 112, 113, 116, 125.....	3	_____
CIS 146	Microcomputer Applications	3	_____
Elective	AST, BIO, CHM, GEO 101, MTH 100, 112, 113, 125, 265, PHS, PHY		
(Medical Administrative Asst. & Medical Transcription and Coding 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	25	
WKO 101.....	Workplace Skills Development I.....	1	_____
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*.....	Trends in Office Technology.....	3	_____
OAD 243.....	Spreadsheet Applications	3	_____
OAD 244.....	Database Applications.....	3	_____
OAD 242*.....	Office Internship	3	_____

* OAD 242 may be substituted for OAD 233. Students will NOT be able to take both courses for credit toward a degree.

Office Administration CONTINUED
Associate in Applied Science Degree

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

AND General Business Administrative Assistant	18	
OAD 103.....Intermediate Keyboarding.....	3	_____
OAD 218.....Office Procedures.....	3	_____
OAD 230.....Computerized Desktop Publishing.....	3	_____
OAD 246.....Office Graphics and Presentations.....	3	_____
ACT 249.....Payroll Accounting	3	_____
BUS 241.....Principles of Accounting I	3	_____
OR Legal Administrative Assistant.....	18	
OAD 103.....Intermediate Keyboarding.....	3	_____
OAD 218.....Office Procedures.....	3	_____
OAD 230.....Computerized Desktop Publishing.....	3	_____
OAD 246.....Office Graphics and Presentations	3	_____
BUS 263.....Legal and Social Environment of Business	3	_____
ECO 231.....Principles of Macroeconomics	3	_____
OR Medical Administrative Assistant.....	18	
OAD 103.....Intermediate Keyboarding.....	3	_____
OAD 214.....Medical Office Procedures	3	_____
OAD 215.....Health Information Management	3	_____
OAD 230.....Computerized Desktop Publishing.....	3	_____
OAD 246.....Office Graphics and Presentations	3	_____
Elective	3	_____
OR Medical Transcription and Coding.....	18	
OAD 214.....Medical Office Procedures	3	_____
OAD 215.....Health Information Management	3	_____
MTR 170	3	_____
MTR 270	3	_____
HIT 230	3	_____
HIT 232	3	_____
TOTAL HOURS REQUIRED FOR DEGREE.....	67-68	

Accounting Technology Short-Term Certificate

ACT 249.....Payroll Accounting	3	_____
ACC 253.....Individual Income Tax	3	_____
ENG 100 or 101 Vocational Technical English or English Composition I	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 271.....Business Statistics I	3	_____
 TOTAL HOURS REQUIRED FOR CERTIFICATE	 24	

Child Development Certificate

ENG 101	English Composition I	3	_____
MTH	MTH 100 or higher level math	3	_____
SPH.....	SPH 106 or 107	3	_____
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 Exceptional Young Children	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	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		54	

Child Development Short-Term Certificate

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	

**Computer Science Technology
Short-Term Certificate in CISCO Networking**

CIS 270	CISCO I	3	_____
CIS 271	CISCO II	3	_____
CIS 272	CISCO III	3	_____
CIS 273	CISCO IV	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		12	

**Computer Science Technology
Short-Term Certificate in Web Design**

ART 180	Graphic Design	3	_____
CIS 151	Graphics for the WWW	3	_____
CIS 160	Multimedia for the WWW	3	_____
CIS 196	Commercial Software Applications	3	_____
CIS 207	Introduction to Web Development	3	_____
CIS 209	Advanced Web Development	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		18	

Design and Drafting Short-Term Certificate

DDT 104.....Basic CAD and Design	3	_____
DDT 124.....Basic Technical Drawing.....	3	_____
DDT 127.....Intermediate CAD and Design	3	_____
DDT 130.....Fundamentals of Drafting/Related Trades	3	_____
DDT 128.....Intermediate Tech Drawing.....	3	_____
DDT 231.....Advanced CAD	3	_____
DDT 233.....Three-Dimensional Modeling.....	3	_____
DDT 236.....Design Project.....	3	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 24

Electronic Engineering Technology Short-Term Certificate

EET 100.....Introduction to Engineering Technologies	3	_____
EET 103.....DC Fundamentals.....	3	_____
EET 104.....AC Fundamentals	3	_____
EET 105.....Solid State Fundamentals	3	_____
EET 203.....Electronic Circuits I.....	3	_____
EET 207.....Introduction to Robotics	3	_____
EET 213.....Instrumentation.....	3	_____
EET 224.....Elements of Industrial Control	3	_____
EET 229.....Elements of Industrial Control Lab	2	_____
EET 238.....Instrumentation Lab.....	2	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 28

**Medical Transcription
Short-Term Certificate**

This program is designed to prepare students for employment in medical/clinical settings.

Emphasis is upon developing competency in producing and processing various types of medical records.

BIO 120	Medical Terminology.....	3	_____
HIT 230	Medical Coding Systems I	3	_____
HIT 232	Medical Coding Systems II.....	3	_____
MTR 170	Medical Transcription	3	_____
MTR 270	Advanced Medical Transcription.....	3	_____
OAD 125	Word Processing	3	_____
OAD 214	Medical Office Procedures.....	3	_____
OAD 215	Health Information Management.....	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		24	

**Office Administration
Short-Term Certificate**

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	Trends in Office Technology	3	_____
OAD 243	Spreadsheet Applications.....	3	_____
OAD 244	Database Applications.....	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		24	

Health Science Degree Requirements

256.840.4185 | ALANGLEY@SNEAD.EDU

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. These programs prepares 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 Degree Nursing (ADN) - Generic option**

The Associate 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 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 Program**

The Mobility LPN to ADN program provides opportunity for the LPN to obtain an Associate in Applied Science Degree. This program allows qualified LPNs to enter the third semester of the ADN curriculum and complete the program in three semesters. 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 Degree Nursing (ADN) program and the Practical Nursing (PN) program annually in the fall. Applicants to the Mobility LPN to Associate Degree Nursing program are admitted in the Spring and Summer (if exempt from NUR 200). 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 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 for students for the last 24 hours of college credit for students with previous college work.
 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.
 - BIO 201 during the first term of nursing courses.
7. Good standing with the College.
8. Meeting the essential functions required for nursing throughout the program.
9. Completion of the Test of Essential Academic Skills (TEAS) must be taken prior to application. Scores are valid for three years.
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 Degree Nursing (ADN) Program include:
 1. Unconditional admission to Snead State Community College.
 2. Meet the appropriate Mobility deadline: October 1 at 4:00 p.m. for Track I and Track II applicants.
 3. Applications received after the deadline will not be considered.
 4. A minimum of 2.50 GPA for students, based on their most recent 24 hours of college work.
 5. Good standing with Snead State Community College.
 6. Meeting the essential functions required for nursing throughout the program.
 7. Completion of the Test of Essential Academic Skills (TEAS) must be taken prior to application. Scores are valid for three years.
 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. A minimum GPA of 2.5 in BIO 201, BIO 202, and MTH 100 is required. A grade of "D" in these courses will not be accepted.
- ENG 101 English Composition
9. Completion of NUR 200 (for applicants who have been licensed as an LPN greater than two years and/or graduated from a non-ACCS LPN program)
10. Must have documentation of employment as an LPN for a minimum of 500 clock hours within the previous 12 months. August LPN graduates applying October 1st of the same year of graduation will have until May 1st to complete their 500 clock hours.
11. Possess and maintain a current, active, and unencumbered Alabama LPN license. Proof must be on file.
12. Students are selected for admission into the Mobility PN 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.
13. 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 withdrawn from 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:

Jessamine Huffman, Director of Testing
Snead State Community College
P.O. Box 734, Boaz, AL 35957
256.840.4151

- **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 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 evidence of the following (at the student's expense) prior to beginning the nursing program:
 - MMR (Measles, Mumps, Rubella) - proof of immunizations or positive titers. If given prior to 1969, must be repeated.
 - Varicella (Chickenpox) - must have titer or proof of immunization.
 - Hepatitis B Vaccination - proof of three injections or a signed Refusal of Hepatitis B vaccination form.
 - Two-Step PPD (tuberculin test) required for initial TB screening. After the initial screening, a PPD test must be completed once yearly.
 - Tetanus - Proof of immunization within 5 years.
 - Influenza immunization within the first semester of the program.
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 ATI 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 acceptable. 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. Not be eligible for wages or workers compensation from either college or the healthcare facility since the student is not an employee of either party.
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 attending clinical. Students will be given two attempts to score an 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 acceptable 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 48 months from initial semester for ADN students; or
 - Within 24 months from initial semester for PN and 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. If a student withdraws from the associate degree nursing program, the student may apply for admission to the practical nursing program. If a student withdraws from the mobility program, the student may apply for admission to the generic program.
13. 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.
14. 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
15. In addition to the Alabama Community College System Progression Policy, Snead State Nursing Department requires the following:

As a method of evaluation for NUR 204 or NUR 109, all nursing students registered for these courses will have one attempt to pass the RN or PN ATI Comprehensive Predictor Assessment. The student's score must reflect at least an 90% predicted probability of passing the NCLEX, or the student will receive an "Incomplete" grade for the course. Remediation will be required to remove the incomplete and will consist of documented proof of completing the Virtual RN or PN ATI NCLEX Review course by June 30 following graduation. Failure to complete the Virtual RN or PN ATI NCLEX Review course by the deadline will result in failure of the course.

- **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 for LPN and 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 Code of Alabama, 1975, as amended, Sec. 31-21-21, 34-21, 25. 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.state.al.us.

The nursing student shall comply with legal, moral and legislative standards, in accordance with the Alabama Law Regulating Practice of Registered Nursing as stated below:

“The Board shall have the power to deny, revoke, or suspend any license issued by it or to otherwise discipline a licensee upon proof that the licensee: is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations.”

Nursing (RN/ADN)
Associate in Applied Science Degree

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, FRB 191M 102, PHL 106, 206, REL 100, 151, 152, ...SPA 101, 102	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.....	6	
PSY 200	General Psychology.....	3	_____
PSY 210	Human Growth and Development.....	3	_____
Area V.....	Pre-Professional, Major, and Elective Courses	42	
NUR 102*	Fundamentals of Nursing.....	6	_____
NUR 103*	Health Assessment.....	1	_____
NUR 104*	Pharmacology.....	1	_____
NUR 105*	Adult Nursing	8	_____
NUR 106*	Maternal and Child Nursing.....	5	_____
NUR 201.....	Nursing Through the Lifespan I.....	5	_____
NUR 202.....	Nursing Through the Lifespan II.....	6	_____
NUR 203.....	Nursing Through the Lifespan III	6	_____
NUR 204**	Role Transition for the Registered Nurse.....	4	_____
TOTAL HOURS REQUIRED FOR DEGREE.....		72	

* LPNs entering through the Mobility program receive credit for first level courses. LPNs who enter the Mobility program more than two years after receiving the LPN certificate must take NUR 200.

** As a method of evaluation for NUR 204, all nursing students registered will be required to take the RN Comprehensive Predictor Assessment, which is an NCLEX Preparation Exam, prior to course completion. Students will be given one attempt on a scheduled day in NUR 204 to take the Assessment Exam.

Mobility LPN-To-Associate Degree Nursing Associate in Applied Science Degree

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, frn 101, 102, PHL 106, 206, REL 100, 151, 152, ...SPA 101, 102	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.....	6	
PSY 200	General Psychology.....	3	_____
PSY 210	Human Growth and Development.....	3	_____
Area V.....	Pre-Professional, Major, and Elective Courses	27	
NUR 200*.....	Nursing Career Mobility Assessment.....	6	_____
NUR 201.....	Nursing Through the Lifespan I.....	5	_____
NUR 202.....	Nursing Through the Lifespan II.....	7	_____
NUR 203.....	Nursing Through the Lifespan III	6	_____
NUR 204**.....	Role Transition for the Registered Nurse.....	3	_____
TOTAL HOURS REQUIRED FOR DEGREE.....		72	

* Required for graduates of non-standardized curriculum. LPNs entering through the Mobility program receive credit for first level courses. LPNs trained under the non-standardized curriculum must pass NUR 200 to receive first level credit. All LPNs who enter the Mobility program more than two years after receiving the LPN certificate must take NUR 200.

** As a method of evaluation for NUR 204, all nursing students registered will be required to take the RN Comprehensive Predict Assessment, which is an NCLEX Preparation Exam, prior to course completion. Students will be given one attempt on scheduled dates in NUR 204 to take the Assessment Exam.

Nursing Assistant/Home Health Aide Short-Term Certificate

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 long-term care Nursing Assistant/Home Health Aide. Emphasis is place 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) and take the NNAAP examination. Students that have completed the certificate must pass both the written and skills portions of the NNAAP examination 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 120.....Fundamentals of Nursing Assistant/Home Health Aide..... 7 _____

NAS 121.....Fundamental of Nursing Assistant/Home Health Aide Clinical 3 _____

TOTAL HOURS REQUIRED FOR CERTIFICATE 10



Course Descriptions

2012

2014

Snead State offers a diverse and challenging curriculum that provides the education and training students need to pursue their careers. Classes are available both on-campus and online to offer flexibility to students juggling their coursework with their life responsibilities.

Official Symbols

The following course abbreviations are the official symbols used by Snead State Community College:

ACT	Accounting Technology
ANT	Anthropology
ART	Art
BIO	Biology
BUS	Business
CHM	Chemistry
CHD	Child Development
CIS	Computer Science
COS	Cosmetology
CRJ	Criminal Justice
DDT	Drafting and Design
ECO	Economics
EET	Electronic Engineering Technology
ENG	English and Literature
GEO	Geography
HED	Health Education
HIT	Health Information Technology
HIS	History
HEC	Home Economics
IDS	Interdisciplinary Studies
MCM	Mass Communications
MTH	Mathematics
MTR	Medical Transcription
MUL	Music Class Performance Instruction and Music Ensembles
MUP	Music Individual Performance Instruction
MUS	Music
NAS	Nusing Assistant/Home Health Aide
NUR	Nursing
OAD	Office Administration
ORI	Orientation
PHL	Philosophy
PED	Physical Education
PHS	Physical Science
PHY	Physics

POL	Political Science
PSY	Psychology
RDG	Reading
REL	Religion
SOC	Sociology
SPA	Spanish
SPH	Speech Communication
THR	Theater Arts
WKO	Workplace Skills Development

Course Descriptions

Accounting Technology (ACT)

256.840.4163 | MJACKSON@SNEAD.EDU

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: BUS 241.

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: BUS 242. (Online Only)

Anthropology (ANT)

ANT 200. INTRODUCTION TO ANTHROPOLOGY 3 cr. hrs.

This course is a survey of physical, social, and cultural development and behavior of human beings.

Art (ART)

256.840.4188 VSCOTT@SNEAD.EDU

ART 100. ART APPRECIATION 3 cr. hrs.

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art and the materials used and have a basic overview of the history of art.

ART 113. DRAWING I 3 cr. hrs., Lab. 6

This course provides the opportunity to develop perceptual and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects.

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. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings. Prerequisite: ART 113.

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 and principles of design with emphasis on the arrangement and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. Prerequisite: Determined by instructor.

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. Upon completion students should demonstrate basic technical skills and a personal awareness of creative potential inherent in three-dimensional art forms. Prerequisites: ART 113 or ART 121.

ART 173. PHOTOGRAPHY I 3 cr. hrs., Lab. 6

This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetics aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history. Prerequisite: As required by program.

ART 176. FILM MAKING 3 cr. hrs., Lab. 6

This course provides a knowledge of the basics of film-making. Emphasis is placed on procedure, equipment, editing and sound. Upon completion, students should demonstrate a basic knowledge of film making through critical analysis and film projects. Prerequisite: As required by program.

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. This course is designed for Technical majors and is not intended to transfer to a higher educational institution.

ART 203. ART HISTORY I 3 cr. hrs.

This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion students should be able to communicate knowledge of time period and chronological sequence including knowledge of themes, styles and of the impact of society on the arts.

ART 204. ART HISTORY II 3 cr. hrs.

This course covers a study of the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts.

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 fun-

damentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting. Prerequisite: ART 113, ART 121, and/or as required by program.

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.

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: As required by program.

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: As required by program.

Astronomy (AST)

256.840.4137 | DRHODEN@SNEAD.EDU

AST 220. INTRODUCTION TO ASTRONOMY

4 cr. hrs., Lec. 3, Lab. 2

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required.

Biology (BIO)

256.840.4137 | DRHODEN@SNEAD.EDU

BIO 103. PRINCIPLES OF BIOLOGY I

4 cr. hrs., Lec. 3, Lab. 2

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. A 120-minute laboratory is required. Prerequisite: Regular admission status.

BIO 104. PRINCIPLES OF BIOLOGY II

4 cr. hrs., Lec. 3, Lab. 3

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required. Prerequisite: BIO 103.

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: Regular admission status.

BIO 201. HUMAN ANATOMY AND PHYSIOLOGY I

4 cr. hrs., Lec. 3, Lab. 2

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute lab is required. Prerequisite: BIO 103

BIO 202. HUMAN ANATOMY AND PHYSIOLOGY II

4 cr. hrs., Lec. 3, Lab. 2

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base bal-

ance, and the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute lab is required. Prerequisite: BIO 103 and BIO 201.

BIO 220. GENERAL MICROBIOLOGY

4 cr. hrs., Lec. 2, Lab. 4

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture identification, and control. Two 120-minute laboratories per week are required. Prerequisite: BIO 103

BIO 230. HUMAN PATHOPHYSIOLOGY

4 cr. hrs., Lec. 3, Lab. 2

Human Pathophysiology covers the nature, etiology, prognosis, prevention, and therapeutics of human disease. A 120-minute laboratory is required. Prerequisite: BIO 201, BIO 202, and BIO 220.

BUS 241. PRINCIPLES OF ACCOUNTING I 3 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 preparation analysis.

Business (BUS)

256.840.4188 | VSCOTT@SNEAD.EDU

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 places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making. Prerequisite: BUS 241.

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: BUS 242.

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 with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

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, elementary probability, sampling, estimation and introduction of hypothesis testing. Prerequisite: MTH 100 or equivalent placement score.

BUS 272. BUSINESS STATISTICS II 3 cr. hrs.

This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory. Prerequisite: BUS 271.

Chemistry (CHM)

256.840.4137 | DRHODEN@SNEAD.EDU

CHM 104. INTRODUCTION TO INORGANIC CHEMISTRY

4 cr. hrs., Lec. 3, Lab. 3

This is a survey of general chemistry for students who do not intend to major in science or engineering and 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, pH, and equilibrium reactions. Laboratory is required. Prerequisite: MTH 098 or equivalent math placement score.

CHM 105. INTRODUCTION TO ORGANIC CHEMISTRY

4 cr. hrs., Lec. 3, Lab. 3

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required. Prerequisite: CHM 104 or CHM 111.

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 strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. Prerequisite: MTH 112 or equivalent math placement score.

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 chemical kinetics, chemical equilibrium, acids and bases, ionic equilibrium of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry,

and introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. Prerequisite: CHM 111.

CHM 221. ORGANIC CHEMISTRY I

4 cr. hrs., Lec. 3, Lab. 3

This course 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 aliphatic, alicyclic, and aromatic compounds, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Prerequisite: CHM 112.

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 aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. Prerequisite: CHM 221.

CHM 250 DIRECTED STUDIES IN CHEMISTRY 3 cr. hrs.

This course is designed for independent study in specific areas of chemistry, chosen in consultation with a faculty member, and carried out under faculty supervision. This course may be repeated three times for credit. Prerequisite: Permission of the instructor.

Child Development (CHD)

256.840.4193 | KWATTS@SNEAD.EDU

CHD 100. INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN

2 cr. hrs., Lec. 1, Lab. 2

This course introduces the child care profession including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. Upon completion, students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control and self-motivation.

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. Emphasis is placed on principles underlying physical, mental, emotional and social development, and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children.

CHD 202. CHILDREN'S CREATIVE EXPERIENCES

3 cr. hrs., Lec. 2, Lab. 2

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. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

CHD 203. CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT

3 cr. hrs., Lec. 2, Lab. 2

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.

CHD 204. METHODS AND MATERIALS FOR TEACHING CHILDREN

3 cr. hrs., Lec. 2, Lab. 2

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 should be able to demonstrate basic methods of creating learning experiences using appropriate techniques, materials and realistic expectations.

CHD 205. PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN

3 cr. hrs.

This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completion students should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

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 setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. Upon completion, students should be able to prepare a healthy, safe environment, plan nutritious meals and snacks, and recommend referrals if necessary.

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. Upon 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.

CHD 209. INFANT AND TODDLER EDUCATION PROGRAMS

3 cr. hrs.

This course focuses on child development from infancy to thirty months of age with emphasis on planning programs using

developmentally appropriate material. Emphasis is placed on positive ways to support an infant's social, emotional, physical and intellectual development. Upon completion, student should be able to plan infant-toddler programs and environments which are appropriate and supportive of the families and the children.

CHD 210. EDUCATING EXCEPTIONAL YOUNG CHILDREN
3 cr. hrs., Lec. 2, Lab. 1

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 young exceptional children.

**CHD 215. SUPERVISED PRACTICAL EXPERIENCE IN
EARLY CHILDHOOD** **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. Emphasis is placed on performance of daily duties which are assessed by the college instructor and the cooperating teacher. Upon completion, students should be able to demonstrate competency in a child care setting. Prerequisite: CHD 100.

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.

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.

Computer Science (CIS)
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**CIS 117. DATABASE MANAGEMENT SOFTWARE
APPLICATIONS** **3 cr. hrs.**

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

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 the computer to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.

CIS 146. MICROCOMPUTER APPLICATIONS **3 cr. hrs.**

This course is an introduction to the most common software applications of microcomputers and includes "hands-on" use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites, such as word processing, spreadsheets, database systems, and other features found in current software packages. Upon completion, students will understand common applications and be able to utilize selected features in these packages.

CIS 147. ADVANCED MICRO APPLICATIONS **3 cr. hrs.**

This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification. Prerequisite: CIS 146.

CIS 151. GRAPHICS FOR THE WORLD WIDE WEB**3 cr. hrs.**

This course will provide an overview to the theory, tools, and techniques necessary for creating high-quality graphics using design software tools.

CIS 160. MULTIMEDIA FOR THE WORLD WIDE WEB**3 cr. hrs.**

This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia.

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.

CIS 196. COMMERCIAL SOFTWARE APPLICATIONS**3 cr. hrs.**

This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to repeat for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered.

CIS 207. INTRODUCTION TO WEB DEVELOPMENT**3 cr. hrs.**

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

CIS 209. ADVANCED WEB DEVELOPMENT 3 cr. hrs.

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web

sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification. Prerequisite: CIS 207.

CIS 212. VISUAL BASIC PROGRAMMING**3 cr. hrs., Lec. 2, Lab. 2**

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 213. ADVANCED VISUAL BASIC PROGRAMMING**3 cr. hrs.**

This course is a continuation of CIS 212, Visual Basic Programming. Prerequisite: CIS 212.

CIS 251. C++ PROGRAMMING:**3 cr. hrs.**

This course is an introduction to the C programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macros, simple data structures, and using files for input and output. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

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. This course is a suitable substitute for CIS 239, Networking Software. If used this is a CORE course for the AAT and AAS CIS programs.

CIS 269. HARDWARE SUPPORT**3 cr. hrs.**

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

CIS 270. CISCO I**3 cr. hrs.**

This course is the first part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on the physical part of networking including basic electronics, computer basics, network basics, addressing, number conversions, cabling, and planning. After completing this course the student will be able to: identify the functions of each layer of the OSI reference model; describe data link and network addresses; define and describe the function of the MAC address; explain the five conversion steps of data encapsulation; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP network-layer protocols.

CIS 271. CISCO II**3 cr. hrs.**

This course is the second part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on router configuration. After completing this course the student will be able to: prepare the initial configuration of a router and enable IP; control router passwords and identification; configure IP addresses; add the RIP and IGRP routing protocols to a configuration. Prerequisite: CIS 270.

CIS 272. CISCO III**3 cr. hrs.**

This course is the third part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on LAN design, routing, switching, and network administration. After completing this course the student will be able to: describe LAN segmentation using bridges, routers, and switches; distinguish between cut-through and store and forward LAN switching; describe the operation of the Spanning Tree Protocol and its benefits; describe the benefits of virtual LANs. Prerequisite: CIS 271.

CIS 273. CISCO IV**3 cr. hrs.**

This course is the fourth part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on WANs and WAN design. After completing this course the student will be able to: differentiate between LAPB, Frame Relay, ISDN, HDLC, PPP, and DDR; list commands to configure Frame Relay LMIs, maps, and sub-interfaces; identify PPP operations to encapsulate WAN data on CISCO routers; identify ISDN protocols, function groups, reference points, and channels; describe CISCO's implementation of ISDN BRI. Prerequisite: CIS 272.

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.

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.

Cosmetology (COS)

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COS 111. INTRODUCTION TO COSMETOLOGY 3 cr. hrs.

In this course, students are provided a study of personal and professional image, ethical conduct, sanitation, hair styling, and nail care. Topics include personal and professional development, bacteriology, decontamination, infection control, draping, shampooing, conditioning, hair shaping, and hair styling. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course. Corequisite: COS 112.

COS 112. INTRODUCTION TO COSMETOLOGY LAB

3 cr. hrs., Lab. 6

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, hair styling, and nail care. Emphasis is placed on sterilization, shampooing, hair shaping, hair styling, manicuring, and pedicuring. Upon completion, the student should be able to perform safety and sanitary precautions, shampooing, hair shaping, hair styling, and nail care procedures. Corequisite: COS 111.

COS 113. THEORY OF CHEMICAL SERVICES 3 cr. hrs.

This course focuses on the theory of hair and scalp disorders, permanent waving, chemical relaxers, and the composition of the hair. Topics include disorders and analysis of the scalp and hair, permanent waving, chemical hair relaxing, and soft curling. Upon completion, the student should be able to write procedures for permanent waving, and chemical relaxing, identify the composition of the hair, safety and sanitary precautions and steps for scalp and hair analysis as well as the disorders. Corequisite: COS 114.

COS 114. CHEMICAL SERVICES LAB 3 cr. hrs., Lab. 6

In this course, students are provided the practical experience of permanent waving, chemical relaxing, and hair analysis. Topics include permanent waving, chemical relaxing, soft curl, and scalp and hair analysis. Upon completion, the student should be able to analyze the scalp and hair and perform these chemical services using safety and sanitary precautions. Corequisite: COS 113.

COS 115. HAIR COLOR THEORY 3 cr. hrs.

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application,

laws, levels and classifications of color and problem solving. Upon completion, the student should be able to identify all phases of hair coloring and the effects of the hair. Corequisite: COS 116.

COS 116. HAIR COLORING LAB 3cr. hrs., Lab. 6

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all phases of hair coloring and lightening. Upon completion, the student should be able to perform procedures for hair coloring and hair lightening. Corequisite: COS 121115.

COS 117. BASIC SPA TECHNIQUES 3 cr. hrs., Lab. 6

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care. Corequisite: COS 118

COS 118. BASIC SPA TECHNIQUES LAB 3 cr. hrs., Lab. 6

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care. Corequisite: COS 117

COS 123. COSMETOLOGY SALON PRACTICES

3 cr. hrs., Lab. 6.

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

COS 133. SALON MANAGEMENT TECHNOLOGY**3 cr. hrs., Lec. 1, Lab 4**

This course is designed to develop entry-level management skills for the beauty industry. Topics include job-seeking, leader and entrepreneurship development, business principles, business laws, insurance, marketing, and technology issues in the workplace. Upon completion, the student should be able to list job-seeking and management skills and the technology that is available for use in the salon.

COS 141. APPLIED CHEMISTRY FOR COSMETOLOGY**3 cr. hrs., Lab. 6**

This course focuses on chemistry relevant to professional hair and skin care products, hair and its related structures, permanent waving, chemical hair relaxing, and hair coloring. Topics include knowledge of basic chemistry, pH scale measurements, water, shampooing and cosmetic chemistry, physical and chemical changes in hair structure. Upon completion, the student should be able to define chemistry, types of matter, and describe chemical and cosmetic reactions as related to the hair and skin structure. Corequisite: COS 142.

COS 142. APPLIED CHEMISTRY FOR COSMETOLOGY LAB**3 cr. hrs., Lab. 6**

This course provides practical applications of the knowledge and skin learned in reference to chemical reactions, as well as the chemical application to the hair and skin. Emphasis is placed on knowledge of basic chemistry, pH scale, cosmetic chemistry, and physical and chemical changes in the hair and skin structure. Upon completion, the student should be able to determine the proper chemical product for each prescribed service. Corequisite: COS 141.

**COS 143. SPECIALTY HAIR PREPARATION
TECHNIQUES****3 cr. hrs., Lec. 1, Lab. 4**

This course focuses on the theory and practice of hair designing. Topics include creating styles using basic and advanced techniques of back combing, up sweeps and braiding. Upon completion, the student should be able to demonstrate the techniques and procedures for hair designing.

COS 144. HAIR SHAPING AND DESIGN**3 cr. hrs., Lec. 1, Lab. 4**

In this course, students learn the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design

lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs.

COS 151. NAIL CARE**3 cr. hrs., Lec. 1, Lab. 4**

This course focuses on all aspects of nail care. Topics include salon conduct, professional ethics, sanitation, nail structure, manicuring, pedicuring, nail disorders, and anatomy and physiology of the arm and hand. Upon completion, the student should be able to demonstrate professional conduct, recognize nail disorders and diseases, and identify the procedures for sanitation and nail care services. Corequisite: COS 152.

COS 152. NAIL CARE APPLICATIONS **3 cr. hrs., Lab. 6**

This course provides practice in all aspects of nail care. Topics include salon conduct, professional ethics, bacteriology, sanitation and safety, manicuring and pedicuring. Upon completion, the student should be able to perform nail care procedures. Corequisite: COS 151.

COS 153. NAIL ART**3 cr. hrs., Lec. 1, Lab. 4**

This course focuses on advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion the student should be able to identify the different types of sculptured nails and recognize the different techniques of nail art. Corequisite: COS 154.

COS 154. NAIL ART APPLICATIONS **3 cr. hrs., Lab. 6**

This course provides practice in advanced nail techniques. Topics include acrylic, gel, fiberglass nails, and nail art. Upon completion, the student should be able to perform the procedures for nail sculpturing and for nail art. Corequisite: COS 153.

COS 163. FACIAL TREATMENTS **3 cr. hrs., Lec. 1, Lab. 4**

This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.

COS 164. FACIAL MACHINE**3 cr. hrs., Lab. 6**

This is a course designed to provide practical experience using the vapor and facial machine with hydraulic chair. Topics

include the uses of electricity and safety practices, machine and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

COS 165. RELATED SUBJECTS ESTHETICIANS

3 cr. hrs., Lab. 6

This course includes subjects related to the methods for removing unwanted hair. This course includes such topics and electrolysis information and definitions, safety methods of permanent hair removal, the practice of removal of superfluous hair, and the use of depilatories. Upon completion of this course, students will be able to apply depilatories and practice all safety precautions.

COS 167. STATE BOARD REVIEW 3 cr. hrs., Lec. 1, Lab. 4

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

COS 168. BACTERIOLOGY AND SANITATION

3 cr. hrs., Lec. 1, Lab. 4

In this skin care course, emphasis is placed on the decontamination, infection control and safety practiced in the esthetics facility. Topics covered include demonstration of sanitation, sterilization methods and bacterial prevention. Upon completion, the student will be able to properly sanitize facial implements and identify non-reusable items.

COS 190. INTERNSHIP IN COSMETOLOGY

3 cr. hrs., Lab. 6

This course is designed to provide exposure to cosmetology practices in non-employment situations. Emphasis is on dependability, attitude, professional judgment, and practical cosmetology skills. Upon completion, the student should have gained skills necessary for entry-level employment.

Criminal Justice (CRJ)

256.840.4129 | ABATES@SNEAD.EDU

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 discusses the history and philosophy of the system and introduces various career opportunities.

CRJ 110. INTRODUCTION TO LAW ENFORCEMENT

3 cr. hrs.

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

CRJ 150. INTRODUCTION TO CORRECTIONS 3 cr. hrs.

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

CRJ 160. INTRODUCTION TO SECURITY 3 cr. hrs.

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security is covered.

Design and Drafting (DDT)

256.840.4166 | GRANDALL@SNEAD.EDU

DDT 104. BASIC COMPUTER AIDED DRAFTING AND DESIGN 3 cr. hrs., Lec. 1, Lab. 4

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using “hands-on” applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

DDT 124. INTRODUCTION TO TECHNICAL DRAWING 3 cr. hrs., Lec. 1, Lab. 4

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views and basis space geometry.

DDT 127. INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN 3 cr. hrs., Lec. 1, Lab. 4

This course covers intermediate-level concepts and applications of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

DDT 128. INTERMEDIATE TECHNICAL DRAWING 3 cr. hrs., Lec. 1, Lab. 4

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include dimensioning concepts and pictorial drawings.

DDT 130. FUNDAMENTALS OF DRAFTING FOR RELATED TRADES 3 cr. hrs., Lec. 1, Lab. 4

This course covers the theory for an overview of related trades drafting. Topics include civil, piping, electronic and welding drawings. Upon completion, students should be able to identify the basic information used to produce drawings related to these fields.

DDT 231. ADVANCED CAD 3 cr. hrs., Lec. 1, Lab. 4

This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply

competencies identified and agreed upon between the student and instructor.

DDT 233. SOLIDS MODELING 3 cr. hrs., Lec. 1, Lab. 4

This course provides instruction in 3D design modeling utilizing the 3D capabilities of CAD software. Emphasis is placed on 3D wire frame, surface and solid modeling along with the development of 2D working drawings from 3D models.

DDT 236. DESIGN PROJECT 3 cr. hrs., Lec. 1, Lab. 4

This course allows the student to plan, execute, and present results of an individual design project. Emphasis is placed on attainment of skills related to a project agreed upon by the Instructor and student. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

Economics (ECO)

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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.

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.

Electronic Engineering Technology (EET)

256.840.4166 | GRANDALL@SNEAD.EDU

EET 100. INTRODUCTION TO ENGINEERING TECHNOLOGIES

3 cr. hrs.

This course is designed to introduce the student to the basic concepts, terminology, and procedures associated with applied analytical skills needed to succeed in higher level courses. To include: engineering notation, use of scientific calculators, triangulation methods, and the basic laws of electricity.

EET 103. DC FUNDAMENTALS 3 cr. hrs., Lec. 2, Lab. 2

This course provides an in depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. Prerequisite: EET 100.

EET 104. AC FUNDAMENTALS 3 cr. hrs., Lec. 2, Lab. 2

This course provides an in depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems. . Prerequisite: EET 103.

EET 105. SOLID STATE FUNDAMENTALS

3 cr. hrs., Lec. 1, Lab. 4

This course provides instruction in basic solid state theory beginning with atomic structure and includes devices such as

diodes, bipolar transistors, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing, and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits. Prerequisite: EET 104.

EET 109 ELECTRICAL BLUEPRINT READING I

3 cr hrs.

This course will enable the student to obtain a working knowledge of the elements of blueprint reading, the ability to interpret electrical, mechanical, and architectural drawing, and the ability to visualize the entire building structure in relationship to the electrical system.

EET 119. CIRCUIT FABRICATION I 1 cr. hr., Lab. 2

This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting, cases and chassis, printed circuit board design, layout, fabrication and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction. Prerequisite: EET 203

EET 203. ELECTRONIC CIRCUITS I 3 cr. hrs., Lec. 1, Lab. 4

This course covers the commonly utilized circuits found in all areas of electronics. These include the various rectifier, filter, voltage regulating circuits, and linear solid-state amplifier circuits. The entire course emphasizes the typical circuits, their principles of operation, and troubleshooting defective circuits. This course has an embedded lab with laboratory exercises designed to develop the skills listed in the Industry competencies. Prerequisite: EET 105.

EET 206. DIGITAL FUNDAMENTALS**3 cr. hrs., Lec. 1, Lab. 4**

This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulations and storage. This course also has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits. Prerequisite: EET 105.

EET 207. INTRODUCTION TO ROBOTICS 3 cr. hrs.

This course provides an introduction to robots for students preparing to work in environments using robots. Topics covered include the service and repair of robots plus applications and uses of robots. Upon completion of this course and EET 212 a student will be able to program and operate a simple robot.

EET 213. PRESS CONTROL AND INSTRUMENTATION 3 cr. hrs.

This course provides introduction to the field of process control and instrumentation. Topics covered include sensors, transducers, signal conditioning, control devices, an introduction to ladder logic, and PLC's. Upon completion of this course and EET 238 a student will be able to analyze a simple industrial process control system. Prerequisite: EET 105

EET 224. ELEMENTS OF INDUSTRIAL CONTROL 3 cr. hrs.

This course covers the basics of automatic control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, and the development of ladder logic using software. Upon completion of this course and EET 229 a student will be able to configure and program a PLC. Prerequisite: EET 203 or advisor approval.

EET 229. ELEMENTS OF INDUSTRIAL CONTROL LAB**2 cr. hrs., Lab. 4**

This course covers the basics of automatic control of industrial systems using the programmable logic controller. Topics include relay logic, ladder logic, motor controls, and the development of ladder logic using software. Upon completion of this course and the associated theory course a student should be able to configure and program a PLC. Prerequisite: EET 203 or advisor approval. Corequisite: EET 224.

EET 238. PRESS CONTROL AND INSTRUMENTATION LAB 2 cr. hrs., Lab. 4

Companion to EET 213. Emphasizes hands-on experience for the student using transducers and sensors as well as control of processes. Upon completion of this course and EET 213 a student will be able to analyze a simple industrial process control system. Corequisite: EET 213.

EET 276 ELEMENTS OF INDUSTRIAL CONTROL II 3 cr. hrs.

This course includes the advanced principals of PLC's including hardware, programming, variable speed drives, 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: EET 224 and 229

EET 277 ELEMENTS OF INDUSTRIAL CONTROL II LAB 2 cr. hrs., Lab. 4

This course includes the advanced principals of PLC's including hardware, programming, variable speed drives, 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. Corequisite EET 276 (Prerequisite: EET 224 and 229)

EET 286 MICROCOMPUTERS REPAIR**3 cr. hrs., Lec. 2, Lab 2.**

An introduction to microcomputer repair. Topics include microcomputer architecture, clocks, microprocessors, BUS lines, memory maps, input/output boards, monitors, disk drives, and power supplies. Upon completion of this course a student will be able to locate and replace a defective microcomputer circuit board or device. Instructor approval

English and Literature (ENG)256.840.4133 | CDENHAM@SNEAD.EDU**ENG 093. BASIC ENGLISH II****3 cr. hrs.**

This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures and the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays. A grade of "C" or better is required to advance to ENG 101.

ENG 100. VOCATIONAL TECHNICAL ENGLISH I**3 cr. hrs.**

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

ENG 101. ENGLISH COMPOSITION I**3 cr. hrs.**

English Composition I provides instruction and practice in the writing of at least six (6) extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. Prerequisite: Successful completion of ENG 093; or a score of 70 or better on the English section of COMPASS, or a score of 20 or better on the ACT (or equivalent SAT score).

ENG 102. ENGLISH COMPOSITION II**3 cr. hrs.**

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of

which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition may include instruction and practice of library usage. Prerequisite: A grade of "C" or better in English 101 or equivalent.

ENG 251. AMERICAN LITERATURE I**3 cr. hrs.**

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Prerequisite: ENG 102 or equivalent.

ENG 252. AMERICAN LITERATURE II**3 cr. hrs.**

This course is a survey on American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Prerequisite: ENG 102 or equivalent.

ENG 261. ENGLISH LITERATURE I**3 cr. hrs.**

This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Prerequisite: ENG 102 or equivalent.

ENG 262. ENGLISH LITERATURE II 3 cr. hrs.

This course is a survey of English literature from the Roman-tic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Prerequisite: ENG 102 or equivalent.

ENG 271. WORLD LITERATURE I 3 cr. hrs.

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Prerequisite: ENG 102 or equivalent.

ENG 272. WORLD LITERATURE II 3 cr. hrs.

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Prerequisite: ENG 102 or equivalent.

French (FRN)

256.840.4133 | CDENHAM@SNEAD.EDU

FRN 101 INTRODUCTORY FRENCH I 4 cr. hrs.

This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

FRN 102 INTRODUCTORY FRENCH II 4 cr. hrs.

This continuation includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas. Prerequisite: FRN 101 or Equivalent.

FRN 201 INTERMEDIATE FRENCH I 4 cr. hrs.

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. Prerequisite: FRN 102 or Equivalent

FRN 202 INTERMEDIATE FRENCH II 4 cr. hrs.

This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. Prerequisite: FRN 201 or Equivalent.

Geography (GEO)

256.840.4137 | DRHODEN@SNEAD.EDU

GEO 100. WORLD REGIONAL GEOGRAPHY 3 cr. hrs.

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

**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 including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required.

GEO 102. PRINCIPLES OF PHYSICAL GEOGRAPHY II
4 cr. hrs., Lec. 3, Lab. 2

Physical Geography II is the second in a two part sequence including topics such as landforms, landscapes, soil, and vegetation of the earth. Laboratory is required. Prerequisite: GEO 101.

Health Education (HED)
256.840.4141 | LBATES@SNEAD.EDU

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.

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.

Health Information Technology (HIT)
256.840.4178 | KSNYDER@SNEAD.EDU

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 diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and 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).

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 diagnostic and procedure codes. Instruction includes coding diagnoses and procedures; sequencing codes, analyzing actual medical re-

cords to identify data elements to be coded; validating coded clinical information, DRG assignment and case mix/severity of illness data. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted). Prerequisite: HIT 230.

History (HIS)
256.840.4129 ABATES@SNEAD.EDU

HIS 101. WESTERN CIVILIZATION I
3 cr. hrs.

This course is a survey of social, intellectual, economic, and political developments, that have molded the modern western world. This course covers the ancient and medieval periods and concludes in the era of the Renaissance and Reformation.

HIS 102. WESTERN CIVILIZATION II
3 cr. hrs.

This course is a continuation of HIS 101, and it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

HIS 121. WORLD HISTORY I
3 cr. hrs.

This course surveys social, intellectual, economic, and political developments that have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

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.

HIS 201. UNITED STATES HISTORY I
3 cr. hrs.

This course surveys United States history during colonial, Revolutionary, early national and antebellum periods. It concludes with the Civil War and Reconstruction.

HIS 202. UNITED STATES HISTORY II
3 cr. hrs.

This course is a continuation of HIS 201, and it surveys United States history from the Reconstruction era to the present.

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 to man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. Prerequisite: None.

Humanities (HUM)

256.840.4133 | CDENHAM@SNEAD.EDU

HUM 299. PTK HONORS COURSE 1 cr. hr.

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The specific topics will be determined by the interests of the students and faculty.

Industrial Maintenance Technology (INT)

256.840.4166 | GRANDALL@SNEAD.EDU

INT118. 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.. Prerequisites: EET 224 and 229.

Interdisciplinary Studies (IDS)

256.840.4188 | VSCOTT@SNEAD.EDU

IDS 200. COLLEGE SCHOLARS BOWL WORKSHOP 1 cr. hr.

This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS may be repeated for credit. Prerequisite: Permission of instructor.

Mass Communications (MCM)

256.840.4142 | ACEDERHOLM@SNEAD.EDU

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.

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.

MCM 113-15. 213-15. STUDENT PUBLICATIONS: 1-2 cr. hr. each, Lab. 2-4

These courses offer practical experience in journalism skills through working on the staff of student publications. Prerequisite: Permission of instructor.

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: As required by program.

Mathematics (MTH)

256.840.4170 | BLEETH@SNEAD.EDU

MTH 091. DEVELOPMENTAL ALGEBRA 3 cr. hrs.

This developmental course provides the student with a review of arithmetic and algebraic skills designed to provide sufficient mathematical proficiency necessary for entry into Elementary Algebra. Prerequisite: Appropriate mathematics placement score.

MTH 098. ELEMENTARY ALGEBRA 3 cr. hrs.

This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs. Prerequisite: MTH 091 with a grade of "C" or better

or appropriate mathematics placement score.

MTH 100. INTERMEDIATE COLLEGE ALGEBRA 3 cr. hrs.

This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics. Prerequisite: MTH 098 with a "C" or better or appropriate mathematics placement score.

MTH 110. FINITE MATHEMATICS 3 cr. hrs.

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications. Prerequisite: All core mathematics courses in Alabama must have a minimum Prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher (S if taken as pass/fail) MTH 100 Intermediate College Algebra.

MTH 112. PRECALCULUS ALGEBRA 3 cr. hrs.

This course emphasizes the algebra of functions – including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction. Prerequisite: All core mathematics courses in Alabama must have a minimum Prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher (S if taken as pass/fail) MTH 100 Intermediate College Algebra.

MTH 113. PRECALCULUS TRIGONOMETRY 3 cr. hrs.

This course includes the study of trigonometric (circular

functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems. Prerequisite: All core mathematics courses in Alabama must have a minimum Prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher (S if taken as pass/fail) MTH 112.

MTH 116. MATHEMATICAL APPLICATIONS 3 cr. hrs.

This course provides applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metrics system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree or Certificate and is not intended to transfer and does not meet the general core requirements for mathematics. Prerequisite: MTH 091 with a "C" or better or appropriate mathematics placement score.

MTH 120. CALCULUS AND ITS APPLICATIONS 3 cr. hrs.

This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications). Prerequisite: All core mathematics courses in Alabama must have a minimum Prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher MTH 112.

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: All core mathematics courses in Alabama must have a minimum Prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher MTH 113 or MTH 115.

MTH 126. CALCULUS II

4 cr. hrs.

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines, and planes in space, applications of integration (such as volume, arch length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations. Prerequisite: All core mathematics courses in Alabama must have a minimum Prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher MTH 125.

MTH 131. MATHEMATICS IN GENERAL EDUCATION I

3 cr. hrs.

This course is designed for general education and for all students in education programs except those who will concentrate on science or mathematics. Emphasis is on the structure of the number system from the integers to the real numbers, logic, numeration systems, prime numbers, basic concepts of algebra, elementary probability and statistics, graphs, informal geometry, and the metric system. This course does not apply toward the general core requirement for mathematics for the Associate in Science program and is not intended to transfer. This course is intended to satisfy the mathematics requirement for students seeking an AAS degree or a Certificate.

MTH 227. CALCULUS II

4 cr. hrs.

This course is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem. Prerequisite: MTH 126 with a "C" or better.

MTH 231. MATH FOR THE ELEMENTARY TEACHER I

3 cr. hrs.

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient in performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learning teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. Prerequisite: MTH 100.

MTH 232. MATH FOR THE ELEMENTARY TEACHER II

3 cr. hrs.

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals, and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade. Prerequisite: MTH 231.

MTH 237. LINEAR ALGEBRA

3 cr. hrs.

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations. Prerequisite: MTH 126 with a "C" or better.

MTH 238. APPLIED DIFFERENTIAL EQUATIONS I

3 cr. hrs.

This course includes an introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; and the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous. Prerequisite: MTH 227.

MTH 265. ELEMENTARY STATISTICS

3 cr. hrs.

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included. Prerequisite: MTH 100 with a "C" or better or appropriate

Medical Transcription (MTR)

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mathematics placement score.

MTR 170. BASIC MEDICAL TRANSCRIPTION

3 cr. hrs., Lec. 2, Lab. 2

This course introduces transcription equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, use of reference materials, correct punctuation, capitalization, spelling, editing, proofreading, and report formatting. Upon completion, students should be able to demonstrate competence in transcribing physician's dictation.

MTR 270. ADVANCED MEDICAL TRANSCRIPTION

3 cr. hrs., Lec. 1, Lab. 2

This course involves word processing of highly complex medical reports common to acute care and other health care facilities. Emphasis is placed on speed and accuracy of medical transcription. Upon completion, students should be able to demonstrate speed and competence in transcribing

Music Class Performance Instruction (MUL)

physician's dictation. Prerequisite: MTR 170.

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 playing and a knowledge of music fundamentals.

MUL 101-02; 201-02 CLASS PIANO I, II, III, IV

1-2 cr. hr. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 111-12; 211-12 CLASS VOICE I, II, III, IV

1-2 cr. hr. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 121-122; 221-22 CLASS STRINGS

1-2 cr. hr. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 131-32; 231-32 CLASS WOODWINDS I, II, III, IV

1-2 cr. hr. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 141-42; 241-42 CLASS BRASS I, II, III, IV

1-2 cr. hr. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 151-152; 251-52 CLASS PERCUSSION

1-2 cr. hr. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 160-122-261-62 CLASS FRETTED INSTRUMENTS

1-2 cr. hr. each, Lab. 2-4

Prerequisite: Courses in sequence.

Music Ensembles (MUL)

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.

MUL180-81; 280-81 CHORUS I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL184-85; 284-85 JAZZ/SHOW CHOIR I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 192-93; 292-93 INSTRUMENTAL ENSEMBLE I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence

MUL 196-97; 296-97 JAZZ/SHOW BAND I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence.

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.

MUP 111-12; 211-12 PRIVATE VOICE I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor.

MUP 133-34; 233-34 PRIVATE GUITAR I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor.

MUP 141-42; 241-42 PRIVATE FLUTE I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor.

MUP 143-44; 243-44 PRIVATE CLARINET I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor.

MUP 145-46; 245-46 PRIVATE SAXOPHONE I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor.

MUP 161-62; 261-62 PRIVATE TRUMPET I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor.

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.

MUP 171-72; 271-72 PRIVATE TROMBONE I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor.

MUP 181-82; 281-82 PRIVATE PERCUSSION I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor.

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.

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 knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.

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: Permission of instructor. Corequisite: MUS 113.

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.

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: MUS 110 or suitable placement score or permission of the instructor. Corequisite: MUS 111.

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.

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.

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.

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.

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 chromatic harmony and simple twentieth-century chord structures. Prerequisite: MUS 213. Corequisite: MUS 212.

Nursing Assistant/Home Health Aide (NAS)

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**NAS 120. FUNDAMENTAL OF NURSING ASSISTANT/
HOME HEALTH AIDE**

7 cr. hrs., Theory 5, Lab 4.

This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care 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 this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care.

**NAS 121. FUNDAMENTALS OF NURSING ASSISTANT/
HOME HEALTH AIDE CLINICAL**

3 cr. hrs, Clin. 9

This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care settings. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation.

Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings. Corequisite: NAS 120

Nursing (NUR)

256.840.4185 | ALANGLEY@SNEAD.EDU

NUR 102. FUNDAMENTALS OF NURSING

6 cr. hrs., Lec. 3, Lab. 6, Clin. 3

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course, students demonstrate competency in performing basic nursing skills for individuals with common health alterations. Prerequisite: None. Corequisites: NUR 103, NUR 104, BIO 201, MTH 116 for PN students, MTH 100 for RN students.

NUR 103. HEALTH ASSESSMENT

1 cr. hr., Lab. 3

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses and documenting findings appropriate to nursing. Prerequisite: None. Corequisites: NUR 102, NUR 104, BIO 201, MTH 116 for PN students, MTH 100 for RN students.

NUR 104. PHARMACOLOGY

1 cr. hr., Lab. 3

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics,

calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications. Prerequisite: None. Corequisites: NUR 102, NUR 103, BIO 201, MTH 116 for PN students, MTH 100 for RN students.

NUR 105. ADULT NURSING

8 cr. hrs., Lec. 5, Lab 3, Clin. 6

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated. Prerequisites: NUR 102, NUR 103, NUR 104, BIO 201, MTH Requirement. Corequisites: ENG 101, BIO 202, NUR 106.

NUR 106. MATERNAL AND CHILD NURSING

5 cr. hrs., Lec. 4, Clin. 3

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course, students will be able to provide and manage care for maternal and pediatric clients in a variety of settings. Prerequisites: NUR 102, NUR 103, NUR 104, BIO 201, MTH Requirement. Corequisites: ENG 101, BIO 202.

NUR 200. NURSING CAREER MOBILITY ASSESSMENT

6 cr. hrs., Lec. 3, Clin. 9

This course is designed to provide LPN mobility students self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory process, and skills covered in NUR 102, 103, 104, 105, and 106. Upon successful completion of assessments, students are eligible for entry into NUR 201. Students who successfully completed NUR 200 will be awarded 15 non-traditional hours at the completion of the

LPN mobility curriculum. Prerequisites: ENG 101, BIO 201, BIO 202, MTH 100, LPN Certificate, Valid unencumbered AL LPN license, minimum of 500 clock hours.

NUR 201. NURSING THROUGH THE LIFESPAN I

5 cr. hrs., Lec. 3, Clin. 6

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated. Prerequisites: NUR 105, NUR 106, BIO 202, ENG 101. Corequisites: PSY 200, BIO 220.

NUR 202. NURSING THROUGH THE LIFESPAN II

6 cr. hrs., Lec. 3, Clin. 12

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated. Prerequisites: NUR 201, BIO 220, PSY 200. Corequisites: SPH 106 or 107, PSY 210.

NUR 203. NURSING THROUGH THE LIFESPAN III

6 cr. hrs., Lec. 4, Clin. 6

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts,

advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated. Prerequisites: SPH 106, 107, PSY 210, NUR 202. Corequisites: NUR 204, Humanities elective.

NUR 204. ROLE TRANSITION FOR THE REGISTERED NURSE 4 cr. hrs., Lec. 2, Precep., 6

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN. Prerequisites: SPH 106 or 107, PSY 210, NUR 202. Corequisites: NUR 203, Humanities elective.

Office Administration (OAD)

256.840.4178 | KSNYDER@SNEAD.EDU

OAD 103. INTERMEDIATE KEYBOARDING 3 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 outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. 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.

OAD 110. COMPUTER NAVIGATION 3 cr. hrs.

This course is designed to introduce the student to the Windows environment through classroom instruction and outside lab. 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.

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 memos, letters, and reports.

OAD 126. ADVANCED WORD PROCESSING 3 cr. hrs.

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. 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.

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, and conducting job searches and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment and improved self-confidence.

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.

OAD 214. MEDICAL OFFICE PROCEDURES 3 cr. hrs.

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and outside lab. Emphasis is on medical terms, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

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 through classroom instruction and outside lab. Emphasis is on filing and managing medical 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.

OAD 218. OFFICE PROCEDURES**3 cr. hrs.**

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional. 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.

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 outside lab. 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.

OAD 233. TRENDS IN OFFICE TECHNOLOGY 3 cr. hrs.

This course is designed to address current trends in office technology through classroom instruction and outside lab. Emphasis is on 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.

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.

OAD 243. SPREADSHEET APPLICATIONS 3 cr. hrs.

This course provides the student with skills needed in performing spreadsheet tasks. Emphasis is on spreadsheet terminology and design, common formulas, proper file and disk management procedures. Upon completion, the student should be able to design, format, and graph effective spreadsheets.

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.

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.

Philosophy (PHL)

256.840.4133 | CDENHAM@SNEAD.EDU

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 ethical decision making. The student should have an understanding of major philosophical ideas in a historical survey from the early Greeks to the modern era.

PHL 206. ETHICS AND SOCIETY 3 cr. hrs.

This course involves the study of ethical issues that confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

Physical Education (PED)

256.840.4141 | LBATES@SNEAD.EDU

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.

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.

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.

PED 126. RECREATIONAL GAMES

1 cr. hr., Activity: 2

This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.

PED 133. TENNIS (BEGINNING)

1 cr. hr., Activity: 2

This course emphasized the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

PED 160. SOCIAL DANCE

1 cr. hr., Activity: 2

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.

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.

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.

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.

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.

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.

PED 258. VARSITY VOLLEYBALL 1 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.

Physical Science (PHS)

256.840.4137 | DRHODEN@SNEAD.EDU

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 091.

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 091.

PHS 230. INTRODUCTION TO METEOROLOGY

4 cr. hrs., Lec. 3, Lab. 2

This course is an introductory survey of meteorology emphasizing the hydrologic cycle, cloud formation, weather maps, forecasting, and wind systems. Local weather systems will be given detailed study. Laboratory is required.

Physics (PHY)

256.840.4137 | DRHODEN@SNEAD.EDU

PHY 115. TECHNICAL PHYSICS 4 cr. hrs., Lec. 3, Lab. 2

Technical physics is an algebra based physics course designed to utilize modular concepts to include motion, forces, torque, work energy, heat wave/sound, and electricity. Results of physics education research and physics applications in the workplace are used to improve the student's understanding of physics in technical areas. Upon completion, students will be able to define motion and describe specific module concepts; utilize microcomputers to generate motion diagrams; understand the nature of contact forces and distinguish passive forces; work cooperatively to set-up laboratory exercises; and demonstrate applications of module-specific concepts. Prerequisite: MTH 100.

PHY 201. GENERAL PHYSICS I - TRIG BASED

4 cr. hrs., Lec. 3, Lab. 2

This course is designed to cover general physics at a level that assures previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required. Prerequisite: MTH 113 or equivalent.

PHY 202. GENERAL PHYSICS II - 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 wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. Prerequisite: PHY 201.

PHY 213. GENERAL PHYSICS WITH CAL I

4 cr. hrs., Lec. 3, Lab. 2

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy. Laboratory is required. Prerequisite: MTH 125.

PHY 214. GENERAL PHYSICS WITH CAL II

4 cr. hrs., Lec. 3, Lab. 2

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required. Prerequisite: PHY 213.

Political Science

256.840.4129 | ABATES@SNEAD.EDU

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 Colleges 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 Colleges of contemporary political systems.

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.

POL 220. STATE AND LOCAL GOVERNMENT **3 cr. hrs.**

This course is a study of the forms of organization, functions, Colleges, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S. and function as more informed participants of state and local political systems.

Psychology

256.840.4129 | ABATES@SNEAD.EDU

PSY 200. GENERAL PSYCHOLOGY

3 cr. hrs.

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological bases for behavior, thinking, emotion, and motivation, and the nature and development of personality.

PSY 210. HUMAN GROWTH AND DEVELOPMENT

3 cr. hrs.

This course is the study of psychological, social, and physical factors that affect human behavior from conception to death. Prerequisite: PSY 200.

Reading

256.840.4122 | CDENHAM@SNEAD.EDU

RDG 085. DEVELOPMENTAL READING III

3 cr. hrs.

This course is designed to assist students whose placement scores indicate serious difficulty with decoding skills, comprehension, vocabulary and study skills. Prerequisite: Appropriate ACT or equivalent COMPASS placement score. A grade of "C" or better is required to pass RDG 085. All students must complete RDG 085 or pass the COMPASS test.

Religion

256.840.4125 | DJWATTS@SNEAD.EDU

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 western world. The student should have an understanding of the history and origins of the various religions of the world.

REL 108. INTRODUCTION TO PREACHING MINISTRY

3 cr. hrs.

This course is a study of the meaning of preaching, the importance of the sermon. Included in the course is an introduction to the textual and topical resources for sermons. The student should understand and be able to prepare sermons.

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.

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.

Sociology (SOC)

256.840.4141 | LBATES@SNEAD.EDU

SOC 200. INTRODUCTION TO SOCIOLOGY 3 cr. hrs.

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

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.

Spanish (SPA)

256.840.4133 | CDENHAM@SNEAD.EDU

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.

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.

SPA 201. INTERMEDIATE SPANISH I 3 cr. hrs.

This course includes a review and further development of communication skills. Topics include reading of literary, historical, and/or cultural texts. Prerequisite: SPA 102 or equivalent.

SPA 202. INTERMEDIATE SPANISH II 3 cr. hrs.

This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. Prerequisite: SPA 201 or equivalent.

Speech Communication (SPH)

256.840.4133 | CDENHAM@SNEAD.EDU

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. It surveys current communication theory and provides practical application.

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.

Theater Arts (THR)

256.840.4199 | JBREWER@SNEAD.EDU

THR 113-115, 213-215 THEATER WORKSHOPS I, II, III, IV, V, VI 1-2 cr. hr. each

This is a six-course sequence which provides practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production. (Must be taken in sequence.)

THR 120. THEATER APPRECIATION 3 cr. hrs.

This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions of modern media. Importance of playwright, actor, director, designer and technician to modern media is emphasized. Attendance at theater productions may be required.

THR 131. ACTING TECHNIQUES I**3 cr. hrs.**

This is the first of a two-sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes.

THR 132. ACTING TECHNIQUES II**3 cr. hrs.**

This course is a continuation of THR 131.

THR 236. STAGECRAFT**3 cr. hrs.**

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.

THR 296. DIRECTED STUDIES IN THEATER 2 cr. hrs.

This course deals with problems in theater and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts.

Workplace Skills (WKO)

256.840.4166 GRANDALL@SNEAD.EDU

WKO 101. WORKPLACE SKILLS DEVELOPMENT I 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.

Workforce Development

256.840.4211 | TWALKER@SNEAD.EDU

Snead State's Workforce Development Division offers non-credit training opportunities designed at enabling persons to obtain the skills needed for success in work, life and play. Personal enrichment classes and professional development opportunities are available through Continuing Education (CE) courses while company & industry specific training are facilitated through Training for Existing Business & Industry (TEBI) classes. Short-term training programs aimed at equipping students with those skills needed in today's workforce are addressed in the courses.

In addition, Snead State is authorized to award professional continuing education units for childcare, nursing, and real estate coursework.

Training for Existing Business & Industry classes are customized training programs offered in a classroom and online format. The classes are designed to meet specific company/industry needs. TEBI staff works in conjunction with local industry representatives to identify skill gaps, develop curriculum, determine training timeline and teach those employees selected by the company. Topics may include, but aren't limited to, welding, industrial maintenance, computer software, supervisor and soft skills.

TEBI non-customized training programs available through Workforce Development include:

- **INDUSTRIAL ELECTRICITY**

1. **Industrial Electricity I** - This course is designed to allow students in a manufacturing or service environment to become familiar with basic OSHA safety guidelines, proper use of hand tools, fundamentals of Ohms law and the correct use of digital and analog multi-meters. The students will learn what electricity is, how it is generated and how it behaves in AC and DC circuits with hands-on lab experiences that will sharpen their industrial maintenance abilities.
2. **Industrial Electricity II** - This course is designed to allow students in a manufacturing or service environment to become familiar with three phase motors and power, relay logic and controls. This course covers basic elementary wiring diagrams and procedures with hands-on lab experiences that will enhance their industrial maintenance abilities.

3. **Industrial Electricity III** - This course is designed to allow students in a manufacturing or service environment to become more familiar with power distribution systems, sub-stations, feeders, switch gears and power transformers that may be in their respective work environment. Variable frequency drives, solid state and magnetic motor starters, DC power supplies and techniques on how to troubleshoot each component will be discussed with hands on lab experience.

4. **Industrial Electricity IV** - This course is designed to allow students in a manufacturing or service environment to become more efficient in their troubleshooting skills. In this course the students will be required to perform advanced troubleshooting procedures using a digital multimeter to search, diagnose and repair the source of the problem. The hands-on labs will greatly enhance their industrial maintenance abilities.

- **INDUSTRIAL REFRIGERATION**

1. **Industrial Refrigeration I** - This course is primarily for refrigeration plant personnel. It is specifically designed as a foundation course to help individuals become knowledgeable and proficient in the safe, effective and efficient operation of industrial refrigeration systems. The following areas are addressed: fundamental items and concepts used by the refrigeration plant operator in the course of duty, the refrigeration cycle, physical properties of various refrigerants, refrigerant performance tables, compressor types, compressor operation and maintenance, lubrication, cooling units, condensers and high pressure receivers and purging non-condensable gases from the refrigeration system. Diagrams, tables, study questions, exams and a glossary help the student bring key concepts into focus.

2. **Industrial Refrigeration II** - This course builds on concepts in Industrial Refrigeration I, including liquid feed to evaporators and vessels, direct expansion evaporators, gravity flooded evaporators, pumped liquid recirculation systems, secondary refrigerants, heat exchangers and pressure enthalpy diagrams, and two-stage and defrost systems.

3. Industrial Refrigeration III - This course includes diagrams and tables devoted to the maintenance, service and installation of industrial refrigeration equipment. It is a guide to the proper care and installation of equipment and the startup of replacements or additions to the refrigeration system. Topics include compressor installation fundamentals, compressor alignment, compressor service and maintenance, vertical single acting compressors, v/w multi-cylinder compressors, screw compressors, evaporative condensers, unwanted liquid slop, troubleshooting and energy savings.

4. Industrial Refrigeration IV - This course provides guidance for refrigeration plant engineers and operators in important areas of day-to-day operations, record-keeping, preventive maintenance, safety, and disaster planning.

- **PROGRAMMABLE LOGIC CONTROLLERS (PLC)**

1. PLC I - This course is designed to allow students in a manufacturing or service environment to become familiar with basic PLC operation, application and programming. This course will cover hardware components, number systems and codes (decimal, binary, octal, etc.) and fundamentals of logic and basic RS logic programming language and hands-on lab experiences with Allen Bradley SLC 500 PLC. These will be used throughout all of the classes.

2. PLC II - This course is designed to allow students in a manufacturing or service environment to become familiar with developing the fundamentals of PLC wiring diagrams and ladder logic programs. The course will cover relays, latching and unlatching relays, input and output control devices, timers (on delay, off delay, retentive and cascading) and counters (up, down and cascading). The hands-on lab experiences will enhance the student's abilities to troubleshoot and repair these components.

3. PLC III - This course is designed to allow students in a manufacturing or service environment to become more familiar with troubleshooting PLC's utilizing the input and output functions and components. The course will cover math instructions, sequencer and shift register instructions and PLC installation practices, editing and troubleshooting. The hands-on lab experiences will sharpen the student's abilities

to upload, debug and troubleshoot equipment utilizing PLC's.

4. PLC IV - This course is designed to allow students in a manufacturing or service environment to become proficient in PLC programming and troubleshooting. The course will consist of learning process control, data acquisition, computer controlled machines (CNC) and robotic systems and processes and how they are controlled by PLC's. This course will have intense hands-on lab experiences that will greatly enhance the student's ability to troubleshoot these systems.

The Alabama Workforce Training System was established by the Alabama Department of Postsecondary Education to better align all of the workforce training resources that support business and industry in the state. Included are workforce development and training programs available through the Alabama Community College System, the Alabama Technology Network, AIDT and the Governor's Office of Workforce Development.

In addition, the AWTTS has created a three-click system that makes it easier to quickly identify workforce training and the appropriate contact information for the professional in your area of the state who can assist your company. We encourage you to visit the website, access the three-click system and begin using it to locate workforce training resources offered through Postsecondary Education.

Alabama Workforce Resources website:
<http://alabamaworkforcetraining.accs.cc/WorkforceTraining.aspx>

The entities under the Alabama Department of Postsecondary Education have always been important partners to Snead State Community College and the state's local industry. Now, this new tool will make it even easier to identify and access the valuable resources our Alabama Community College System can offer.

Programs are designed to provide individuals with employable skills in an accelerated, condensed manner. Program topics include, but aren't limited to, health care, office administration, electrician, manufacturing technology, and welding.

In an effort to reach those individuals who have recently experienced a layoff or are otherwise economically disadvantaged, staff partners with the One-Stop Career Centers to aid those individuals in reaching their employment goals. By partnering with the CareerLink consortium, Snead is able to facilitate training for those individuals who qualify for tuition assistance via the Workforce Investment Act.

Career Skills Training programs available through Workforce Development include:

- **MEDICAL ADMINISTRATIVE & CLINICAL ASSISTANT WITH BILLING & CODING CERTIFICATE** (Each program can be taken individually) - This comprehensive course prepares students to function effectively in many of the administrative/clerical & medical assistant clinical positions in the healthcare industry. Administrative Medical Assistants, Medical Secretary, Medical Records Clerk, Medical Coders, Health Unit Coordinators, & Medical Assistants are all positions in great demand. The Medical Administrative/Clinical Assistant Program covers important background information on anatomy & physiology, medical terminology, clinical knowledge, insurance billing & coding, medical ethics, customer service & legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required - to either obtain or advance to a health care administration position. The Medical Billing & Coding program provides skills needed to solve insurance billing problems, how to manually file claims, complete common insurance forms, trace delinquent claims, appeal denied claims & use generic forms to streamline billing procedures, determining accurate codes for diagnoses & procedures, coding diagnoses by applying coding clinic guidelines using ICD-9, CPT & HCPCS codes. Upon completion of the program, students will be certified in CPR, obtain an Alabama Career Readiness Certificate & sit for the Certified Billing & Coding Specialist (CBCS) & the Certified Medical Administrative Assistant (CMA) exams given through NHA (National Healthcareer Association). *(WIA Approved Course)*
- **OFFICE ADMINISTRATION CERTIFICATE TRAINING** - The Office Administration Certificate puts you in high demand with employers. Today's companies need highly skilled men and women who can organize, manage, and distribute information in the fast-paced business world. Snead State Community College helps you gain the special skills and prepare for the challenges you'll face with hands-on training in:
 1. Keyboarding
 2. Introduction to PC using Windows 7
 3. Word 2010
 4. Excel 2010

5. PowerPoint 2010
6. Outlook 2010
7. QuickBooks accounting software
8. Bookkeeping fundamentals & principles
9. Fundamentals of customer service
10. Career and professional development skills
11. WorkKeys Testing for the Alabama Career Readiness Certificate

(WIA Approved Course)

- **PHLEBOTOMY TECHNICIAN + EKG TECHNICIAN CERTIFICATE PROGRAM** (Each program can be taken individually) - This comprehensive program is designed to allow students to become trained as an EKG Technician, as well as a Phlebotomy Technician within one program. Having skills sets from both career paths will create an individual that is more marketable within the healthcare field. 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; CPR 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. EKG Technician: students will be prepared to perform electrocardiogram tests in order to monitor & record electrical impulses transmitted by the heart. These tests include basic EKGs, Holter Monitoring (portable EKG which records activity for 24-48 hrs.), 12 lead placement & Stress Tests (treadmill). EKG technicians assist a physician in diagnosing & treating cardiac & blood vessel irregularities. Upon completion of the program, students will obtain an Alabama Career Readiness Certificate (CRC) & sit for the Certified Phlebotomy Tech (CPT) and the Certified EKG Tech (CET) exams given through NHA (National Healthcareer Association). *(Background check required for admittance to program; tuition is \$39 and does not include cost of background check cost. Background check cost is processed online through Verified Credentials) (WIA Approved Course)*

- **WELDING TECHNOLOGY** - Welding is a high-tech industry that can take you places all over the world. Welds are everywhere, from ladders to aircraft carriers, from NASCAR to national defense, and from laboratory to sales and repair, the varied welding industry impacts virtually every industry. Few career choices offer so many options for employment and opportunity for growth. In this program, Snead State Community College's Welding Technology will prepare students to enter the high-tech industry of welding. The curriculum includes training in Stick, MIG (solid wire & flux core) and TIG welding. The program also covers 10 hour OSHA safety training, some job acquisition and basic computer skills, plus much more. Upon completion of this program, and in addition to the welding certificate, students will obtain an Alabama Career Readiness Certificate, Alabama Certified Worker Certificate, and the OSHA 10 hour safety training. *(WIA Approved Course)*

Ready to Work is a grant funded job skills program that is operated by the Alabama Governor's Office of Workforce Development in cooperation with the AIDT. The training curriculum is set to standards cited by business and industry employers throughout the state. The curriculum is delivered in modules and labs as follows:

- Job Acquisition
- Resume Writing, Applications, Interviewing
- Computer Skills
- Windows 7 and Mac operating systems
- Intro to Computers, Word, Excel, Access, PowerPoint & Technology to Communicate
- Problem Solving
- Time Management, Decision Analysis, Problem Solving & Problem Solving Tools, Conflict Resolution
- Workplace Behavior
- Diversity, Harassment, Workplace Violence, Teamwork, Work Ethics
- Manufacturing
- Precision Measurement, Quality, Lean/JIT, Workplace Safety
- Basic Education
- Communication Skills, Math and Reading
- Customer Service
- ACT WorkKeys (Career Readiness Certificate)
- Applied Mathematics

- Reading for Information
- Locating Information

Upon successful completion, the students will receive two certificates: Alabama Certified Worker and Alabama Career Readiness Certificate. The CRC is a credential based on ACT's WorkKeys that gives employers and career seekers a uniform measure of key workplace skills.

The graduates of Snead's Ready to Work program are eligible for any AIDT project workforce recruiting activities.

Transcripts are available upon written request by a participant. The policy concerning confidentiality of student records extends to continuing education records. (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.



Governance of the College

2012

2014

The administration, faculty and staff of Snead State Community College are committed to promoting student success. Our goal is to assist students in earning their Associate degree as an important step toward achieving their goals.

Administration

256.593.5120 | WWW.SNEAD.EDU

The President's Cabinet is the administrative cabinet of Snead State Community College.

The President's Cabinet consists of:

- President Dr. Robert Exley
- Chief Academic Officer Dr. Jason Watts
- Interim Chief Student Services Officer Mr. Jason Cannon
- Chief Financial Officer Mr. Mark Richard
- Chief Informational Technology Officer Mr. Randy Maltbie
- Associate Dean for Academic Planning and Research Dr. Annette Cederholm
- Director of Community Education Ms. Teresa Walker
- Director of Marketing/Public Relations Ms. Shelley Smith

The President's 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.

Foundation/Advisory Boards

256.593.5120 | WWW.SNEAD.EDU

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, Dean Strickland, Harold Chitwood, Sharon Ainsworth, Pat Courington Jr., Craig Wilks, Frank McDaniel, Senator Clay Scofield, Randy Jones, Tom Gilbreath, Liz Moore, SSCC President Dr. Robert Exley, SSCC Alumni Director Shelley Smith (ex-officio), SSCC Chief Financial Officer Mark Richard (ex-officio), and Interim Chief Student Services Officer Jason Cannon (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, Scott Bobo, Tammy Davis, Andrea Oliver, Lana Hawkins, Joan Noel, and Dianne Prestridge.

Faculty and Staff

256.593.5120 | WWW.SNEAD.EDU

ABLES, WES.....Campus Courier
A.S., Snead State Community College.

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A.A.S., Snead State Community College

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B.S., University of North Alabama

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A.S., Snead State Community College; B.S., Athens State University

BARNES, VICKIE Assitant Accountant
A.S., Snead State Community College; B.S., Athens State University

BARRETT, SUZANNE.....Student Success Representative

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..... Social Science Division Director/Psychology
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BEARDEN, RONALD Maintenance

BEASLEY, STEVE.....Custodian

BECK, LINDSEY Recruiter/Dance Coach
B.S., University of Alabama

BODINE, GARY Recruitment/Retention Specialist
A.S, Snead State Community College; B.S., Athens State University; MLIS, University of Alabama

BOWEN, STEPHEN Electronic Engineering Technology
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B.S., Belhaven College

BROCK, LISA.....Nursing
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FOXX, MARTHA Custodian

FREEMAN, BRIDGETT.....Custodian

FRESHWATER, MARK E. History/Philosophy/Religion
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HOLMES, AMY Secretary, Student Services
A.A.S., Snead State Community College

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JOHNSON, GLENNIS Custodian

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KILPATRICK, BARBARA..... Alumni Assistant

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LANGLEY, AMY Director of Health Sciences
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LEDBETTER, GERRY Baseball Coach
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B.S., Jacksonville State University

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<i>University</i>	<i>University; M.E., East Tennessee State University</i>
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	TRiO Student Support Services Academic Coordinator
SHADINGER-SNYDER, KELLY L.....	<i>A.A.S., Snead State Community College; B.S., Athens State</i>
..... OAD/Computer Science/Medical Transcription	<i>University</i>
<i>A.S., Snead State Community College; B.S., M.S., Auburn</i>	
<i>University.</i>	TURNER, RANDY.....Custodian
SHIELDS, JARROD Chemistry/Geography/Physical Science/Physics	
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	<i>M.A. Div., New Orleans Baptist Theological Seminary; Ph.D.,</i>
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WALKER, GEORGE Maintenance
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WATTS, KAREN Child Development
*B.A., Southern Wesleyan University; M.S., Jacksonville State
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WELCH, DAVID Bevill Center/Events Specialist

WELBORN, JAY Head Men's Basketball Coach
B.A., M.T.S, Samford University

WEST, SUSAN Admissions Clerk
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*B.S., M.S., Jacksonville State University; Ed.S., University of
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WILBORN, BRITTANY Director of Campus Engagement
B.A., University of Alabama

WILLIAMS, JEFF.....Maintenance

WILLIAMS, STEVE
.....Director, Physical Plant

WILLIAMSON, JUDY Financial Aid Specialist
A.A.S., Snead State Community College

WINTON, JOHNEEN.....Custodian

Appendices

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.

Harassment and Discrimination Policy

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

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at Snead State Community College. A nondiscriminatory environment is essential to the mission of the College. An abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee and creates a hostile work environment. It is essential that Snead State maintains an environment that affords equal protection against discrimination, including sexual harassment.

Snead State Community College shall take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority as to the severity of the offense with final approval from the President.

Employees and students of Snead State Community College shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students.

Definition of Harassment

For these purposes, the term "harassment" includes, but is not necessarily limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient.

Any contact solicited during non-traditional business hours may be perceived as harassment by recipient unless it is specifically associated with work related duties.

Reporting harassment

Harassment of employees or students by non-employees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

What is considered sexual harassment?

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Conduct of employees

The employees of Snead State Community College determine the ethical and moral tone for the institution through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between institution personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an

element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

Reporting Procedure

This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the College Grievance Officer/Title IX Coordinator or other appropriate official at the institution where the alleged incident occurred. Any reprisals shall be reported immediately to the College Grievance Officer/Title IX Coordinator or other appropriate official. The Director of Human Resources serves as the College Grievance Officer/Title IX Coordinator for employees at Snead State. The Chief Student Services Officer serves as the Title IX Coordinator for students at Snead State Community College.

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 Office of Security in Elder Hall Dormitory at 256-840-4167, 256-264-5060 (cell), and/or the Boaz Police Department at 256-593-6812. Notifications should include the Chief Financial Officer, 256-840-4110, and/or Chief Academic Officer 256-840-4111, if 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.

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 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 Chief Academic Officer.
- The decision of the committee shall be final.

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 Chief Student Services Officer.

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 Chief Student Services Officer.

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 supplement 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 state-wide 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 state-wide 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".

Index

A

Academic Advising	24
Academic Bankruptcy	44
Academic Calendar	5
Academic Division	57
Academic Honesty Policy	48
Academic Progress	40
Accelerated High School Students	21
Accounting Technology	
Certificate	73
Courses	88
Accreditations	10
Admission Policies	18
Non-Citizens of the U.S.	18
Administration (College)	126
Administration Building	11
Advanced Placement (AP)	42
Advising Services	24
Advisory Board	126
Alumni Association	12
Alumni House	11
Anthropology Courses	88
Arab Instructional Site	12
Art Annex	11
Art Courses	89
Associate in Science Degree	57
Associate in Applied Science Degree	62
Astronomy Courses	90
Athens State University Center	14
Athletics	15
Attendance Policy	47
Auditing Courses	22

B

Bevill Center (Tom Bevill Continuing Education)	11
Biology Courses	90
Board of Education, Alabama	3
Boatman Hall	11
Bookstore	14
Business Building (Chalmus Weathers)	11
Business Courses	91

C

Cafeteria	11, 14
Career/Technical Programs	61
Catalog Publication	2
Certificates	62

Chapel (Joe Starnes Memorial)	11
Chemistry Courses	92
Child Development	
AAS Degree	63
Certificate	74
Courses	93
Class Attendance Policy	47
Classification (Students)	54
Clear Academic Status	20
Clubs (Students)	15
College Calendar	5
College Level Examination	
Program (CLEP)	42
Commencement	44
COMPASS Exam	23
Computer Resource Use Policy	137
Computer Sciences Courses	94
Computer Science Technology	
AAS Degree	65
Certificate	75
Confidentiality of Student Records	51
Contagious Disease Policy	136
Cosmetology	
AAS Degree	67
Courses	97
Cosmetology Building	11
Course Descriptions	88
Course Load	54
Courses Dropped	54
Course Forgiveness Policy	43
Criminal Justice Courses	99

D

Dean's List	39
Developmental Instruction	23
Design and Drafting	
Certificate	76
Courses	100
Disability Services	13
Distance Education	13
Drug-Free Workplace Policy	132
Dual Enrollment/Dual Credit Students	21

E

Economics Courses	100
Elder Hall	11

Index

Electronic Engineering Technology		
AAS Degree.....	69	
Certificate.....	76	
Courses.....	101	
Elrod Hospitality Center	11	
English Building (William H. Osborn).....	12	
English/Literature Courses	103	
Equal Opportunity Policy	2	
Examinations	54	
F		
Faculty and Staff.....	127	
Federal Aid Eligibility.....	34	
Final Examinations.....	54	
Financial Aid	31	
Eligibility	34	
Policies	34	
Appeal.....	35	
Release of Funds	35	
First-Time Students (Admission).....	18	
Foundation Board	126	
French Courses	104	
G		
General Education	59	
Grade Appeal Policy.....	41	
Grades	39	
Grants.....	33	
Geography Courses	104	
Goals of Snead State.....	10	
GPA, Determination of	39	
Grade Appeal Process	41	
Grade Report.....	39	
Grading System (General)	39	
Graduation Requirements.....	44	
Graduation with Honors	45	
Gymnasium (Plunkett-Wallace).....	11	
H		
Health Education Courses.....	105	
Health Sciences Building (Robert B. Aderholt).....	11	
Health Sciences Degree	78	
Admission Requirements.....	78	
Program Requirements.....	79	
Nursing Transfer Policy	79	
History Courses	105	
Home Economics Course	106	
Housing (Students)	14	
I		
Incomplete Grades.....	35	
In-State/Out-of-State Tuition.....	28	
Interdisciplinary Studies Courses.....	106	
L		
Loans	34	
M		
Maintenance Building	11	
Make-up Exams.....	54	
Map (Campus)	142	
Mass Communications Courses.....	106	
Mathematics Courses	106	
Medical Transcription		
Certificate.....	77	
Courses.....	109	
Memberships for Snead State.....	10	
Military Service Credit.....	36	
Mission of Snead State.....	10	
Mobility LPN to Associate Degree Nursing.....	85	
Music Building (Glenn L. Maze).....	11	
Music Courses.....	111	
Music Ensemble Courses	110	
Music Performance Courses.....	109	
N		
Non-Traditional College Credit.....	42	
Nursing (RN/ADN)		
AAS Degree.....	84	
Courses.....	112	
Nursing Assistant Home Health Aide.....	86	
O		
Office Administration		
AAS Degree Program.....	71	
Certificate.....	77	
Courses.....	114	
P		
Parking Permits	16	
Parson Days.....	24	
Payment Options.....	28	

Index

Personnel.....	127
Philosophy Courses.....	116
Photo IDs	16
Physical Education Courses.....	116
Physical Science Courses.....	117
Physics Courses	117
Political Science Courses	118
President's List.....	39
Probation (Academic).....	20
Programs of Study	57
Psychology Courses.....	118

Q

Quality Points	39
----------------------	----

R

Reading Courses.....	118
Readmission (process of appeal for).....	41
Readmission Student.....	20
Records (Students).....	51
Student Access	51
Release of Information/Records.....	52
Refund of Fees (Time Schedule).....	29
Registration	53
Religion Courses.....	118
Return of Title IV Funds	35

S

Satisfactory Academic Progress	34
Schedule Changes	54
Scholarships	31
Science Building (Claude M. Elrod).....	11
Security	134
Senior Adults.....	22
Sexual Harassment Policy	132
Social Media	16
Social Sciences Building (Norton)	11
Sociology Courses.....	119
Spanish Courses	119
Specialized Military Training.....	43
Speech Courses	119
Standards and Regulations	38
Standards of Progress.....	40
Policy.....	40
Application of Standards	40
Intervention for Student Success.....	40
For Transfer Students	40

STARS Guides.....	58
Student Success and Career Center.....	12
Student Support Services (TRiO).....	13
Student Union Building.....	11

T

Technology Center.....	11
Theater Arts Courses.....	119
Transcript Policy	47
Transfer College Credit.....	42
Transfer Students (Admission).....	40
Transient Student	20
TRiO Programs.....	13
Tuition and Fees	28

U

Upward Bound (TRiO).....	13
--------------------------	----

V

Veterans Benefits	36
-------------------------	----

W

Workforce Development.....	121
Workplace Skills Courses	120
Work-Study	33

Snead State Community College

