



Snead State Community College

CATALOG

2014-2016

AMENDED FOR THE 2015-2016 ACADEMIC YEAR





Snead State Community College

www.snead.edu
256.593.5120

Join us on:



Mailing Address
P.O. Box 734
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.

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Equal Opportunity Policy

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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

Amanda Gunnels

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256.840.4113

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

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

Comments from the President

Snead State Community College, unique because of its history and heritage, was founded in 1898 and built upon a commitment to excellence in education for every single student. That commitment continues today! Quite simply – you and your future matter!

I know that we provide a first-rate college experience. You will find our faculty members to be caring, knowledgeable and available. You will find our campus to be beautiful and welcoming, and you will find our technology to be the state-of-art including multiple options for how to take classes (e.g., online, face-to-face, and hybrid/blended). You will find student life to be engaging and enjoyable from the Arts to Athletics and student organizations. In short, we are the complete college for you!

As you enroll for classes at Snead State, do so with your eye on the prize - achieving an Associate degree. A two-year degree opens doors of opportunity for you. It places you on the right path for entering the job market or continuing your education. Students with an Associate degree earn higher wages than students with just a high school diploma. Students transferring with the Associate degree in-hand significantly increase their odds of completing the Bachelor degree quickly.

We take our job – your academic success – seriously.

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



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

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2015-2016 Academic Calendar

FALL SEMESTER 2015

Aug. 17-Dec. 11

July 16-22	Parson Days
<i>Required for First-Time Students; By Appointment Only</i>	
July 8	Registration Opens/Returning Students
<i>Students must have completed 12 hours prior to summer 2015</i>	
July 16	Registration Opens/First-Time Students
July 20	Fee Assessment Begins
July 30	Schedule Drop for Non-Payment
Aug. 6-Oct. 26.....	Financial Aid Bookstore Charges
Aug. 10-11	*Professional Development
Aug. 12	*Faculty Duty Days
Aug. 13	Dormitory Opens
Aug. 16	Schedule Drop for Non-Payment
Aug. 17	Classes Begin
Aug. 20	Last Day to Register or Add a Class
Aug. ??	Schedule Drop for Non-Payment
Aug. 31	Pell Grant Check Release
Sept. 7	*Labor Day Holiday
Oct. 21	60% Day of the Term
Nov. 11	*Veterans Day Holiday
Nov. 23	Last Day to Withdraw from a Class
Nov. 23-24	*Professional Development
Nov. 25-27	*Thanksgiving Holidays
Dec. 4	Last Class Day
Dec. 7-11	Final Examinations
Dec. 14	Dormitory Closes
Dec. 14-16	*Faculty Duty Days

FALL MINI I TERM 2015

Aug. 17-Oct. 6

July 8	Registration Opens/Returning Students
July 16	Registration Opens/First-Time Students
July 20	Fee Assessment Begins
July 30	Schedule Drop for Non-Payment
Aug. 10-11	**Professional Development
Aug. 12	*Faculty Duty Days
Aug. 13	Dormitory Opens
Aug. 16	Schedule Drop for Non-Payment
Aug. 17	Classes Begin
Aug. 18	Last Day to Register or Add a Mini I Class
Aug. 31	Pell Grant Check Release
Sept. 7	*Labor Day Holiday
Sept. 17	60% Day of the Term
Sept. 28	Last Day to Withdraw from a Mini I Class
Oct. 5	Last Class Day
Oct. 6	Final Examinations

FALL MINI II TERM 2015

Oct. 8-Dec. 11

July 8	Registration Opens/Returning Students
July 16	Registration Opens/First-Time Students
July 20	Fee Assessment Begins
July 30, Aug. 16.....	Schedule Drop for Non-Payment
Oct. 6	Dormitory Opens for Mini II Students
Oct. 8	Classes Begin
Oct. 12	Last Day to Register or Add a Mini II Class
Oct. 22	Pell Grant Check Release
Nov. 11	*Veterans Day Holiday
Nov. 11	60% Day of the Term
Nov. 23	Last Day to Withdraw from a Mini II Class
Nov. 23-24	**Professional Development
Nov. 25-27	*Thanksgiving Holidays
Dec. 3	Last Class Day
Dec. 7-11	Final Examinations
Dec. 14	Dormitory Closes
Dec. 14-16	**Faculty Duty Days

* No classes will be held. No food service.

2015-2016 Academic Calendar

SPRING SEMESTER 2016

Jan. 11-May 5

Oct. 19 Advisement Begins
 Nov. 9 Registration Opens
 Nov. 23 Fee Assessment Begins
 Dec. 10 Schedule Drop for Non-Payment
 Dec.. 31-March 22 Financial Aid Bookstore Charges
 Jan. 4 *Professional Development
 Jan. 5-6 *Faculty Duty Days
 Jan. 7 Dormitory Opens
 Jan. 10 Schedule Drop for Non-Payment
 Jan. 11 Classes Begin
 Jan. 14 Last Day to Register or Add a Class
 Jan. 18 *Martin Luther King/Robert E. Lee Holiday
 Jan. 25 Pell Grant Check Release
 March 15 60% Day of the Term
 March 21-25 *Spring Break
 April 21 Last Day to Withdraw from a Class
 April 28 Last Class Day
 April 29-May 5 Final Examinations
 May 5 Commencement
 May 6 Dormitory Closes
 May 6-11 *Faculty Duty Days

SPRING MINI I TERM 2016

Jan. 11-Mar. 1

Oct. 19 Advisement Begins
 Nov. 9 Registration Opens
 Nov. 23 Fee Assessment Begins
 Dec. 10 Schedule Drop for Non-Payment
 Jan. 4 *Professional Development
 Jan. 5-6 *Faculty Duty Days
 Jan. 7 Dormitory Opens
 Jan. 10 Schedule Drop for Non-Payment
 Jan. 11 Classes Begin
 Jan. 12 Last Day to Register or Add a Mini I Class
 Jan. 18 *Martin Luther King/Robert E. Lee Holiday
 Jan. 25 Pell Grant Check Release
 Feb. 11 60% Day of the Term
 Feb. 22 Last Day to Withdraw from a Mini I Class
 Feb. 29 Last Class Day
 March 1 Final Examinations

SPRING MINI II TERM 2016

March 7-May 5

Oct. 19 Advisement Begins
 Nov. 9 Registration Opens
 Nov. 23 Fee Assessment Begins
 Dec. 10, Jan. 10 Schedule Drop for Non-Payment
 March 3 Dormitory Opens for Mini II Students
 March 7 Classes Begin
 March 8 Last Day to Register or Add a Mini II Class
 March 21 Pell Grant Check Release
 March 21-25 *Spring Break
 April 7 60% Day of the Term
 April 21 Last Day to Withdraw from a Mini II Class
 April 28 Last Class Day
 April 30-May 5 Final Examinations
 May 5 Commencement
 May 6 Dormitory Closes
 May 6-11 *Faculty Duty Days

* No classes will be held. No food service.

2015-2016 Academic Calendar

SUMMER SEMESTER 2016

May 31-Aug. 9

March 23..... Advisement Begins
 April 13..... Registration Opens
 April 25..... Fee Assessment Begins
 May 12 Schedule Drop for Non-Payment
 May 20-July 21 Financial Aid Bookstore Charges
 May 25 *Faculty Duty Day
 May 26 Dormitory Opens
 May 30 *Memorial Day Holiday
 May 30 Schedule Drop for Non-Payment
 May 31 Classes Begin
 June 1 Last Day to Register or Add a Class
 June 14..... Pell Grant Check Release
 July 4..... *Independence Day Holiday
 July 13 60% Day of the Term
 July 29 Last Day to Withdraw from a Class
 August 5 Last Class Day
 Aug. 8-9 Final Examinations
 Aug. 10..... Dormitory Closes
 Aug. 10..... *Faculty Duty Day

SUMMER MINI I TERM 2016

May 31-June 30

March 23..... Advisement Begins
 April 13..... Registration Opens
 April 25..... Fee Assessment Begins
 May 12 Schedule Drop for Non-Payment
 May 25 *Faculty Duty Day
 May 26 Dormitory Opens
 May 30 Schedule Drop for Non-Payment
 May 30 **Memorial Day Holiday
 May 31 Classes Begin
 May 29 Last Day to Register or Add a Mini I Class
 June 14..... Pell Grant Check Release
 June 19..... 60% Day of the Term
 June 22..... Last Day to Withdraw from a Mini I Class
 June 29..... Last Class Day
 June 30..... Final Examinations

SUMMER MINI II TERM 2016

July 6-Aug. 9

March 23..... Advisement Begins
 April 13..... Registration Opens
 April 25..... Fee Assessment Begins
 May 12, 30..... Schedule Drop for Non-Payment
 June 30..... Dormitory Opens for Mini II Students
 July 6..... Classes Begin
 July 7..... Last Day to Register or Add a Mini II Class
 July 4..... *Independence Day Holiday
 July 20 Pell Grant Check Release
 July 27 60% Day of the Term
 July 29 Last Day to Withdraw from a Mini II Class
 Aug. 4..... Last Class Day
 Aug. 8-9 Final Examinations
 Aug. 10..... Dormitory Closes

* No classes will be held. No food service.



General Information

2014

2016

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 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 2,300 students.

Vision

Snead State Community College is recognized as an outstanding comprehensive college of distinction where caring faculty and staff serve to awaken students' passion for learning. The College is a destination of choice known for its historical and state-of-the-art facilities, excellence in education, civic engagement, and citizenship development. Snead State is responsive to community needs by offering high quality, relevant educational programs and fosters educational innovation through cutting edge teaching-learning strategies and platforms. Through immersion in a welcoming learning environment that values diversity, experiential learning, and leadership development, our graduates become productive and engaged citizens who make a positive difference in their community.

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 these primary College goals to foster this growth:

- We will build upon our excellence academic reputation by expanding available programs of study to more effectively achieve our mission as a comprehensive community college.
- We will secure effective human capital through recruitment, training and re-training, and retention of highly skilled faculty and staff.
- We will upgrade, improve, expand and maintain high quality College facilities and grounds.
- We will grow and develop online learning to provide more opportunities for students and to increase the completion rate through quality assurance.
- We will leverage resources to maximize the College's strengths and efficiency.

Accreditations

Snead State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Snead State Community College.

Snead State is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, Ga., 30326; telephone 404.975.5000; www.acenursing.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
- League for Innovation in the Two-Year College
- Public Affairs Research Council of Alabama
- Rural Community College Alliance
- Southern Association of Colleges with Associate Degrees

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 Academic Success Center** was renovated in 2014 to house tutoring for students. With a purpose to help students graduate, the ASC provides academic support services, such as tutoring.
- **The Administration Building**, which occupies the eastern side of the quadrangle, houses classrooms, Fielder Auditorium, the College library, a Heritage Room, commons room, and Administrative 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 and was formerly the President's home.
- **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 chapel is located inside the cafeteria.
- **The Maintenance Building**, which is located on the north side of the campus next to the Academic Success Center, houses the Operations and Maintenance Department, and serves as a record storage facility.
- **The Norton Social Sciences Building** once served as the library and a museum to house the history of Snead State and the surrounding area. The renovated building reopened in 2010 to house classrooms and offices of the Social Sciences Division.
- **The 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** is your one-stop shop for Student Services. The building has two floors with Information Technology, Testing Office, and Business Offices located on the bottom floor. The top floor houses Admissions, Athens State Center, Campus Coordinator, Campus Engagement, Career Services, college transfer information, Financial Aid, Records, 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.

Arab Instructional Site

256.840.4116 | JEASTERWOOD@SNEAD.EDU

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

Alumni Association

256.840.4128 | SSMITH@SNEAD.EDU

The Snead State Alumni Association, active since 1920, 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

256.571.0600 | STUDENTSERVICES@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.

The Student Success and Career Center is a place where students can 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, 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 and general intake advising.

The Student Success and Career Center is staffed with a help desk to guide individuals in their pursuit for information and/or assistance. The center 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.

Snead State Cyber Library

256.840.4173 | JMILLER@SNEAD.EDU

The Snead State Cyber Library, which is located in room 105 of the Administration Building (directly to the left of the main entrance), offers online access to over 70 databases as well as over 50,000 electronic books thorough a state-of-the-art Integrated Library System, “Virgil.” In addition, the library also maintains a collection of over 5,000 print volumes. It offers both online and in-person library orientation and information literacy training. Online training includes instructional videos, “guest librarians” within Blackboard classes, and contact through email and social media. Within the library, students have access to study areas and can read or check out books as well as Nook eReaders.

Ten desktop computers as well as 10 laptop computers are available for students during the hours the library is open. Headphones are also available for listening to audio on computers. Reference Librarians are available to answer questions, help with the use of the online system and databases, and aid in locating materials.

Academic Success Center

256.840.4151 | ASC@SNEAD.EDU

The Academic Success Center (ASC) is part of Snead State Community College’s desire to create an atmosphere where every student feels connected to the College, understands that the purpose is to help them graduate, and has available services to help them progress towards graduation.

The Academic Success Center provides academic support services free of charge to all Snead State Community College students. Individualized tutoring is available. In addition to individualized tutoring, the ASC also offers on-line tutoring, group tutoring, career exploration software, and Student Success Workshops on topics such as Study Skills, Time Management, Note Taking, Resume Building, Blackboard Navigation, etc.

Programs and services offered through the ASC provide students with the individual and group opportunities needed to become successful, active learners and assist students in developing independent learning techniques that will contribute to their academic and personal growth. Located behind the baseball field in the former Cosmetology building, the Academic Success Center is well equipped with a computer lab, individualized tutoring space, small and large group tutoring space, and space to simply relax and study on your own.

Distance Education

256.840.4124 | JHANEY@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 Support Services

256.840.4219 | ADA@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 Office of Disability Services 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 the ADA coordinator before they begin classes.

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

Requests for reasonable accommodations should be directed to:

Lesley Kubik
Director of Admissions, Recruiting and Student Support/
ADA Coordinator
Snead State Community College
P.O. Box 734, Boaz, AL 35957
McCain Student Success and Career Center, Office 214
256-840-4219
ada@snead.edu

Snead State Bookstore

256.593.1861 | SNEAD.BNCCOLLEGE.COM

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

Student Housing

256.840.4146 | ASTONE@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 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

256.571.0600 | 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 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 play at university and professional levels.

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

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

Snead State offers the following athletic programs: Men's and Women's Basketball, 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 Jay 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 Matt Holaday - mattndana@nehp.net
- Men's Baseball Head Coach Gerry Ledbetter - gledbetter@snead.edu
- Women's Softball Head Coach Tracy Grindrod - tracy.grindrod@snead.edu
- Dance Team Coach Hannah Blackmon - hmbo42892@gmail.com
- Cheer Coach Adam Rhoden - arhoden@snead.edu

Clubs and Organizations

256.840.4208 | BGOBLE@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
- Environmental Sciences Club
- Fellowship of Christian Athletes
- Gay-Straight Alliance
- History@Snead
- Pan Latino Club
- Parson Pit
- Phi Beta Lambda
- Phi Theta Kappa
- Sigma Kappa Delta
- 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 sponsored by Snead State.

Some local businesses also provide discounts to students when they present the photo ID as proof of enrollment.

Parking permits are also required for students attending on-campus classes.

Student IDs and parking permits may be obtained at the McCain Student Success and Career Center, located at 102 Elder Street on the Boaz campus.

Social Media Sites

256.840.4207 | MCCOLLIER@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
- instagram.com/sneadstatecc
- flickr.com
- youtube.com/sneadstatemedia
- discoversneadstate.blogspot.com



Admission Information

2014

2016

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

Snead State Community College

Office of Student Services

P. O. Box 734

Boaz, Alabama 35957

Applications for admission may be submitted electronically via the mySnead portal found on the Snead State website. Upon electronic submission, students must also submit the following documents to the Office of Admissions before an application will be considered: (1) a signature/residency form and (2) an unexpired, government-issued photo ID. Documents may be presented in person, mailed, or a legible copy may be submitted electronically.

Admission Policies

256.571.0600 | ADMISSIONS@SNEAD.EDU

1. Primary Form of Identification

For admission to an Alabama Community College System institution, an applicant must provide one primary form of identification 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. An applicant who fails to satisfy the identification requirement will not be admitted to the College. Applicants should submit the identification referenced above in person or by submitting a legible copy by mail or via electronic submission.

2. Non-Citizens of the United States

Snead State Community College has an open-door admissions policy for all U.S. citizens and eligible Non-Citizens. Applicants who possess permanent resident status or deferred action status for childhood arrivals

will be admitted to the college after completing an admission application and submitting required documentation. Permanent residents should provide an unexpired U.S. permanent resident card along with their signature/residency form. Applicants who have been granted deferred action status must present Form I-797 that specifically states that the applicant has been granted deferred action status, along with an unexpired state-issued driver license or an unexpired state-issued identification card and the signature/residency form. At this time, Snead State does not grant admission to international students.

First-Time Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

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

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Official high school/GED transcript documenting graduation
- Official college transcript if attended as a dual enrollment student prior to graduating high school

Transfer Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

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

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Official high school/GED transcript documenting graduation
- Official college transcripts from all previously attended institutions of higher learning

*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need

to submit other transcripts for evaluation of transfer of credit.

Initial Academic Status of a Transfer Student

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

Returning Snead Student (Readmission)

256.571.0600 | ADMISSIONS@SNEAD.EDU

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

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Official high school / GED transcript documenting graduation
- Official college transcripts from all previously attended institutions after last attending SSCC

*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer of credit.

Transient Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

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

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Transient letter from primary college listing approved courses

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

High School Accelerated (Early Admission) Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

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

Minimum requirements:

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

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Accelerated Recommendation Form signed by the high school principal or designee

*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 Snead State Community College receives an official transcript documenting proof of high school graduation. Transcripts released prior to receiving the final high school transcript will be stamped CONDITIONAL CREDIT.

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

High School Dual Enrollment Student

256.571.0600 | ADMISSIONS@SNEAD.EDU

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

Minimum requirements:

- The student must meet the entrance requirements of the College.
- The student must have at least a “B” average (3.0 on a 4.0 scale) in completed high school courses.
- The student must have written approval of the appropriate principal and the local superintendent of education.
- The student must be in grade 10, 11, or 12.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Dual Recommendation Form signed by the high school principal and superintendent
- Copy of current high school transcript

*Dual Enrollment high school students are admitted on a “conditional” status. The conditional status remains in effect and an official college transcript cannot be released until Snead State Community College receives an official transcript documenting proof of high school graduation. Transcripts released prior to receiving the final high school transcript will be stamped CONDITIONAL CREDIT.

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

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 comply with the college admissions requirements by submitting an application for admission, one primary form of identification, an official high school transcript verifying date of graduation or GED certificate, official transcripts from all colleges attended, and a signature/residency form. A student with 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.

Conditional Admittance

256.571.0600 | ADMISSIONS@SNEAD.EDU

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

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

Placement Testing

256.840.4165 | TSHIELDS@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. - 12:00 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

256.840.4165 | TSHIELDS@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.

Intake Advising

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

Staff housed within the Student Success and Career Center at Snead State Community College are readily available to assist students with intake advising as well as academic advising for those students who are majoring in General Education. The Student Success and Career Center 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.

Students are encouraged to meet with their faculty advisor (generally by appointment) 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 | BGOBLE@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 Parson Days.

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.

Advising for Specific Programs of Study

256.571.0600 | WWW.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.

Academic Advising Policy

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

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 academic advisor.
 6. Develop educational and career goals.
 7. Be aware of College policies and procedures, program requirements, and graduation requirements of both SSCC and the intended transfer institution.
 8. Complete, print, and keep a copy of the 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 an intake 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

11. Provide advisors with accurate and complete information on College policies and procedures, programs of study requirements, and courses of instruction.
12. Provide advisors with all student data needed, accurate transcripts, and evaluation of transfer credit.
13. Provide advisors with forms and reference materials needed in the advising process.
14. Assign advisors and inform students of the identity, office location, telephone numbers, and email addresses of advisors.
15. Provide new students with an orientation to the College.
16. Administer placement tests to new students upon admission, including partial batteries of tests to transfer students when needed.
17. Provide advising services to students with special needs, particularly those students covered by the Americans with Disabilities Act (ADA).
18. Conduct advising orientation for new advisors and workshops for training and updating all advisors periodically.



Financial Information

2014

2016

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 Trustees.

Credit Hrs.	Tuition/Fees Alabama Resident	Tuition/Fees Out-of-State Resident
1	\$146	\$261
2	\$292	\$522
3	\$438	\$783
4	\$584	\$1,044
5	\$730	\$1,305
6	\$876	\$1,566
7	\$1,022	\$1,827
8	\$1,168	\$2,088
9	\$1,314	\$2,349
10	\$1,460	\$2,610
11	\$1,606	\$2,871
12	\$1,752	\$3,132
13	\$1,898	\$3,393
14	\$2,044	\$3,654
15	\$2,190	\$3,915
16	\$2,336	\$4,176
17	\$2,482	\$4,437
18	\$2,628	\$4,698
19	\$2,774	\$4,959
20	\$2,920	\$5,220
21	\$3,066	\$5,481
22	\$3,212	\$5,742
23	\$3,358	\$6,003
24	\$3,504	\$6,264

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
- Library Overdue Books Fine (per day library is open) - \$.10
- Collection cost - outstanding charges are subject to a collection cost of \$12-\$25

Housing Cost

- Private room per semester (Fall/Spring)* - \$1,400
- Semi-private room per semester (Fall/Spring)* - \$1,075
- Room deposit fee** - \$200
- Board (10 Meal Plan)* - \$518.40

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

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

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

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

Payment

- **Terms:** Student tuition/fees are due and payable when fee assessment begins. Please refer to the academic calendar each semester for the fee assessment dates and the drop dates. All classes will be dropped for students with outstanding charges; students must pay prior to midnight on the drop date listed in the academic calendar. For students utilizing the third party payment plan, allow 24 hours for the payment to process and apply to outstanding charges, so consider signing up prior to the day before a scheduled drop.
- **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 256.840.4104).
 3. Direct payment (cash, check, credit card) to Business Office in the McCain Student Success and Career Center.
 4. Third Party Payment Plan – Allow 24 hours for the payment plan to process and apply to outstanding charges. Go to www.snead.edu.
 - Click on “Current Students,” then Financial

Aid, and next the Payment Plan.

- If you have questions, call 256.840.4104.

- **Refunds**

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

After the Add/Drop period ends, students may receive a partial refund only if they completely withdraw from all classes (both full and mini-term) in which they are enrolled. Refunds for mini terms are based on prorated days. During the first three weeks, refunds for complete withdrawals will be made on the following basis:

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

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

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

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

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

Tuition Eligibility

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

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

The following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

- **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 is eligible to receive under the Alabama G.I. Dependent Scholarship Program; OR
- The student or the person(s) supporting the student is an accredited member of a consular

staff assigned to duties in Alabama.

A student is eligible for in-state tuition if the student resides in one of the following Georgia counties: Chattooga, Floyd, Polk, or Walker.

- **Out-of-State 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

256.840.4107 | FINAID@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

256.840.4107 | FINAID@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. 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 for new students 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.

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

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

1. **Presidential Honors Scholarship** applicants must be entering freshmen with a minimum 25 ACT composite 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 or the President's designee.
2. **Academic Achievement Scholarship** applicants must be entering freshmen with a minimum 22 ACT composite and 3.5 GPA. 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 time frame. 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.

- **Senior Adult Scholarship**

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

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

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

- **Endowment Scholarships**

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

In order to be considered for a scholarship award, a completed application for admission must be on file with the College. Students are also 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 for new students 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
- 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 Club
- 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
- J.R. Kimbrough Memorial
- Juanita Kinazlow Memorial
- Iva Verhine Knox
- Sharon Jordan Leach Memorial
- Lee-Mathis Student Aid Fund
- Legacy Campaign Scholarship
- David Mackey, Jr.
- Marshall County Medical Auxiliary
- Fred Martin
- Gerald Rae Mathis Memorial
- Glenn L. and Mary Wells Maze Memorial Music
- Ralph and Eloise McClendon Memorial
- Robert and Orlena McClesky
- Frank McDaniel
- 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
- John Howard Precise Memorial Music
- 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
- June Roberts Weathers
- Margaret Nelson White
- Judith Horton Whitt Memorial
- Sonya Wiley Memorial
- Bill and Sara Wilks
- John P. Willis, Jr. Memorial
- Richard Aubrey Wilson
- Minor E. Woodall, Jr.
- T. J. Worthy Memorial

Federal Financial Aid

256.840.4107 | FINAID@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 a letter from Snead State that outlines the next steps a student must take to complete the financial aid process. All applicants should have the 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.

NOTE: Students must be enrolled at least half-time in order to receive federal direct loans.

1. **Federal Subsidized Direct Loans** are awarded on the basis of financial need as established by the FAFSA application. The federal government pays the interest while the borrower is enrolled at least half-time (six credit hours) 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 Financial Aid Office) in an approved course of study, and
- Not in default on a student loan or owe a refund on a federal grant.

Financial Aid Policies/Requirements

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

Students who have attempted 1-22 semester hours must have a 1.5 overall GPA and must have successfully completed at least 58% of classes attempted.

Students who have attempted 23-32 semester hours must have a 1.75 overall GPA and must have successfully completed at least 62% of classes attempted.

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

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

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

Students are allowed a maximum of 12 semesters of Pell funds over the course of their lifetime. Students enrolled less than full-time will have the maximum allowable time extended proportionately. Students must maintain standards of progress to continue to receive the funds. Students receiving financial aid, who attended under the quarter system and then returned in the semester system, will have all grades converted to the semester hour credit and then academic progress will be determined. STUDENTS WILL NOT BE PENALIZED IF THERE IS A DISCREPANCY BETWEEN QUARTER AND SEMESTER HOURS.

- All hours accepted for transfer credit by SSCC will be considered as part of the hours attempted for Satisfactory Academic Progress (SAP) completion rate and maximum time frame calculations. Grades of F, W, or I are not accepted as transfer credit and therefore are not included in the SAP calculations for completion percentage or maximum time frame. Transfer hours are not included in GPA calculation for SAP.
- Developmental/Remedial courses that are deemed eligible for financial aid are counted in SAP calculations.
- The following grades earned at SSCC are not considered credit completed but are counted as

attempted credit in SAP completion percentage calculations and maximum time frame calculations:

F - Failure

W – Withdrawal

I - Incomplete

- Academic Bankruptcy: Financial Aid regulations do not have a provision for academic bankruptcy; therefore, all credits and grades earned in semesters for which academic bankruptcy is approved are included in financial aid SAP calculations.
- Repeated Coursework: All hours attempted (original and repeated) will count toward the completion rate and maximum time frame for SAP calculations. Grades replaced by the College's Course Forgiveness Policy (see Course Forgiveness Policy in the Academic Standards & Regulations section of this catalog) are not included in the GPA calculation for SAP purposes.

Satisfactory academic progress is monitored after each term. Students who do not meet 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.

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

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

Treatment of Repeated Courses for students receiving Financial Aid

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

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

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

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

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

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

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

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

- **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.

A student receiving financial aid who fails *all* classes attempted in the semester is considered an unofficial withdrawal for Title IV purposes and will have funds returned at 50%. (The calculation is based on semester

mid-point.)

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 fully disbursed. Students who register for a class that begins later than the first day of class for the semester cannot receive a refund for that course if the credit hours in the course change the amount of aid a student will receive. Federal regulations require a student to attend the course prior to being paid for the course.
2. **Direct Loans:** Students will receive the balance left in their account after tuition, books, dorm, and bookstore charges have been posted to the account after the 31st day of class in accordance with federal guidelines. Attendance in ALL classes must be verified before funds will be fully disbursed. Students must be **currently attending** 6 credit hours to received funds.

Benefits for Veterans

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

The Alabama Department of Veterans Affairs offers financial assistance to eligible dependents (child, stepchild, spouse or unremarried 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.

- **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

2014

2016

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."
- **Determination of Grade Point Average**

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

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

Example of Semester GPA

Course	No. Hrs. Attp.	Grade	Hrs. Earned	Calculation	No. Quality Pts.
ENG 101	3	B	3	3 hrs. X 3 Qual. 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

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

2. Dean's List

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

- **Grade Appeal Process**

The College has a policy whereby a student may appeal a final grade assigned for a course. Any student wishing to appeal a final grade should contact the 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.
- Nursing courses with a NUR prefix may only be granted with approval from the Director of Health Sciences in accordance with department compliance. Credit may not be given if over 12 months have elapsed since the student was enrolled in the nursing course.

Nontraditional College Credit

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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 have official scores sent to 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 Trustees.

A student must:

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

2014

2016

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. Login to mySnead 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. 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.
- Students taking courses that have an off-campus component (internships, observations, clinical placements, etc.) must follow all guidelines and expectations of the hosting site in addition to any course requirements related to the placement.

Forms of Academic Dishonesty

Note: Snead State Community College recognizes that when students make a good faith attempt to credit sources, some mistakes in citation format or use of quotations should

be viewed as errors in form and mechanics rather than true plagiarism.

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Cheating:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:
 1. Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
 2. Using a calculator, computer or other materials when not authorized by the instructor.
 3. Collaborating with another student or students during an academic exercise without the consent of the instructor.
- **Fabrication:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Multiple Submissions:** submission of academic work for which academic credit has already been earned (i.e. submitting the same essay in two different classes) and when such submission is made without authorization from the instructor.
- **Plagiarism:** intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. The following are considered to be forms of plagiarism:
 1. Word-for-word copying of another person's ideas or words.
 2. Interspersing one's own words within a document while, in essence, copying another's work.
 3. Rewriting another's work, yet still using the original author's fundamental idea or theory without giving credit to the original author using a proper citation.
 4. Inventing or counterfeiting sources.
 5. Submission of another's work as one's own.
 6. Neglecting quotation marks on material that is otherwise acknowledged.
- **Misuse Of Academic Materials:** the misuse of academic materials includes, but is not limited to, the following:
 1. Stealing or destroying college or library reference

materials, or computer equipment and/or programs.

2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
 3. Receiving assistance in locating or using sources of information in an assignment, when such assistance has been forbidden by the instructor.
 4. Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
 5. Unauthorized alteration, forgery, or falsification of academic records.
 6. Unauthorized sale or purchase of examinations, papers, projects or assignments.
- **Complicity In Academic Dishonesty Or Facilitating Academic Dishonesty:** intentionally or knowingly helping or attempting to help another to violate any provision of this policy or otherwise contributing to another's acts of academic dishonesty.
 - **Misconduct at off-campus placements:** Any issues related to an off-campus placement (e.g., clinical placements, observations, or internships) may be considered violations of the academic integrity policy. These include disruptive behavior, tardiness, or failure to abide by any expectations of the hosting site.

Academic Dishonesty Documentation

- The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, by writing down the time, date, place, and a description of the act.
- The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. The evidence may include various samples of the student's work showing a radical disparity in style or ability. The evidence may also include data from the learning management system (Blackboard) or other technology platforms used by the college (e.g., SafeAssign).
- The faculty member provides the student an opportunity to explain the incident.
- The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of this Academic Integrity Policy.
- The faculty member may resolve the matter by deter-

mining 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 beyond a failing grade on the assignment(s) in question (e.g. assign a lower grade or a grade of "F" for the course or recommend academic program dismissal based solely on academic dishonesty), the student is entitled to 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.
- A lower grade or a grade of "F" for the course, if the academic misconduct is particularly serious (not limited to a single assignment, misconduct at a clinical placement, etc.). In the event a numerical grade is required, the instructor should also assign an appropriate numerical grade for the assigned letter grade.

Any violations of the Academic Integrity Policy that are found to be serious enough to warrant a lower or failing course grade may also be considered disciplinary violations. Students found to be guilty of such violations may be subject to additional penalties by the Chief Academic Officer. Any penalties assigned by the Chief Academic Officer will be recorded in the student's discipline records, which are maintained by the Vice President for Student Services. 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.
- 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 hearing: 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. A copy of the decision will be sent to the Vice President for Student Services.

For questions or comments regarding the contents or procedures of this policy, please contact the office of the 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 to be released, he/she may so indicate by notifying the Director of Admissions and Records 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. The College does participate in enrollment reporting services to the National Student Clearinghouse in compliance with FERPA standards.

- **Release of Educational Records**

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

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

All requests must have the student's signature and the date. Copies of transcripts from other colleges or universities are not released to the student or other parties. A student may request to view his/her educational records under the supervision of the Director of Admissions 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 for Student Services and may file

a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

Registration and Course Schedules

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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 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.
- 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.

- **Withdrawal from a Class or College**

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

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

Students wishing to drop a course, withdraw from a course, or completely withdraw from a semester must take the appropriate steps prior to the deadlines published in the College calendar. Students who fail to attend class and do not 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 and Career 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. Students enrolled in the Nursing Program must receive the approval of the Director of Health Sciences prior to withdrawal. Notifying these staff does not withdraw the student. The withdrawal will not take place until the student completes the process.

- **Changing to Audit**

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

Examinations

- **Final Examinations**

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

- **Make-Up Examinations**

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

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

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

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



University Transfer Programs

2014

2016

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.

Associate in Science Degree Requirements

Area I: Written Composition I and II 6 Credit Hours

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, 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 (GEO 100 only), 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 Community 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 change of major form and submit it to the Office of Student Services located 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	FRN 101, 102, ENG 251, 252, 261, 262, PHL 106, 206		
	REL 100, 151, 152, SPA 101, 102, or SPH 106, 107	3-6	_____
Area III	Natural Science and Mathematics	11	
MTH	MTH 110, 112, 113, 120, 125, 126, 227, 237, 238.....	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

2014

2016

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 programs 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, Foreign Language, Music, Philosophy, Religion, Speech 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 (GEO 101 or GEO 102 only), 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.

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.

Snead State offers the following Associate in Applied Science Degrees:

- Applied Business
- Associate Degree (RN) Nursing
- Child Development
- Computer Science Technology
- Electronic Engineering Technology
- Industrial 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
- Industrial Technology

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
- Agri-Business
- Child Development
- CISCO
- Cyber Security
- Computer Technician
- Database Administrator
- Electronic Engineering Technology
- Enterprise Virtualization
- Finance
- General Business
- Health Care Management
- Basic Electricity
- Automation
- Logistics, Distribution, and Purchasing
- Management
- Marketing
- Medical Transcription
- Nursing Assistant / Home Health Aide
- Office Administration
- Social Media

**Applied Business
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	_____
HUM Elective.....	Art, Foreign Language, Music, Philosophy, Religion, Theater	3	_____
Area III.....	Natural Science and Mathematics	10	
MTH 100.....	Intermediate College Algebra	3	_____
MTH 116.....	Mathematical Applications	3	_____
Science.....	Natural Science with Lab (Biology, Chemistry, GEO 101, GEO 102, Physical Science, or Physics)	4	_____
Area IV	History, Social, and Behavioral Sciences.....	3	
SOC SCI Elective.....	GEO 100, History, Political Science, Psychology, or Sociology	3	_____
Area V.....	Pre-Professional, Major, and Elective Courses	45-48	
	Program Core (36 Hours - required of all students)		
ECO 231.....	Principles of Macroeconomics	3	_____
ECO 232.....	Principles of Microeconomics	3	_____
BUS 186.....	Elements of Supervision	3	_____
BUS 241.....	Principles of Accounting I	3	_____
BUS 242.....	Principles of Accounting II.....	3	_____
BUS 263.....	Legal/Social Environment of Business.....	3	_____
BUS 271.....	Business Statistics I	3	_____
BUS 272.....	Business Statistics II.....	3	_____
CIS 146	Microcomputer Applications.....	3	_____
Electives		9	_____

Choose from ART 180, BIO 120, CIS 130, CIS 147, CIS 151, CIS 160, CIS 161, CIS 196, CIS 207, CIS 212, CIS 251, CIS 255, HED 231, MCM 102, MCM 211, MCM 250, OAD 103, OAD 125, OAD 230, ... OAD 233, OAD 243, OAD 246, SPA 101, SPA 102, SPA 201, SPA 202, . or any course not already taken in Areas I-IV or any courses from any specialty track that isn't being used for degree completion. Students choosing the Childcare management track are required to take CHD 100, CHD 201 and either CHD 209, CHD 210, or CHD 222 as their electives.

Applied Business CONTINUED
Associate in Applied Science Degree

AND

Specialty Track 9-12 hours

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

Accountancy Track..... 12

ACT 249.....Payroll Accounting 3

ACT 253.....Individual Income Tax 3

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

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

To complete a short-term certificate in Accounting Technology, students must also complete
BUS 241, BUS 242, BUS 263, BUS 271 and ENG 101.

OR

Agri-Business Track..... 12

AGR 201 Agriculture Economics 3

AGR 215 Agribusiness Management 3

BUS 275.....Principles of Management 3

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

To complete a short-term certificate in Agri-Business, students must also complete
BUS 186, BUS 263, CIS 146 OR MTH 116, ENG 101 and SPH 106 or SPH 107.

OR

Childcare Management Track..... 12

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

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

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

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

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

OR

Finance Track 12

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

BUS 147.....Introduction to Finance 3

BUS 150.....Business Math 3

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

To complete a short-certificate in Finance, students must also complete BUS 263, CIS 146
or MTH 116, ENG 101, and SPH 106 or SPH 107.

CONTINUED ON THE NEXT PAGE

Applied Business CONTINUED
Associate in Applied Science Degree

OR

General Business Track.....	12	
BUS 215.....Business Communication.....	3	_____
BUS 275.....Principles of Management.....	3	_____
BUS 285.....Principles of Marketing.....	3	_____
BUS 296 or 298.....Business Internship I or Directed Studies I.....	3	_____
To complete a short-certificate in General Business, students must also complete BUS 263, CIS 146 or MTH 116, ENG 101 and SPH 106 or SPH 107.		

OR

Health Care Management Track	9	
BUS 275.....Principles of Management.....	3	_____
BUS 296 or 298.....Business Internship I or Directed Studies I.....	3	_____
HPS 107.....Trends and Issues Related to Health Sciences	1	_____
HPS 110.....Introduction to Health Care	2	_____
To complete a short-certificate in Health Care Management, students must also complete BUS 263, CIS 146 or MTH 116, ENG 101, and SPH 106 or SPH 107.		

OR

Logistics, Distribution, and Purchasing Track.....	12	
BUS 178.....Purchasing	3	_____
BUS 179.....Trends in Distribution	3	_____
BUS 296 or 298.....Business Internship I or Directed Studies I.....	3	_____
MST 209.....Physical Supply and Distribution Management.....	3	_____
To complete a short-certificate in Logistics, Distribution, and Purchasing, students must also complete BUS 263, CIS 146 or MTH 116, ENG 101 and SPH 106 or SPH 107.		

OR

Marketing Track	12	
BUS 175.....Retailing.....	3	_____
BUS 177.....Salesmanship.....	3	_____
BUS 285.....Principles of Marketing.....	3	_____
BUS 296 or 298.....Business Internship I or Directed Studies I.....	3	_____
To complete a short-certificate in Marketing, students must also complete BUS 263, CIS 146 or MTH 116, ENG 101 and SPH 106 or SPH 107.		

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Applied Business CONTINUED
Associate in Applied Science Degree

OR

Management Track.....	12	
BUS 275.....Principles of Management	3	_____
BUS 276.....Human Resource Management.....	3	_____
BUS 280.....Industrial Management.....	3	_____
BUS 296 or 298.....Business Internship I or Directed Studies I.....	3	_____
To complete a short-certificate in Management, students must also complete BUS 263, CIS 146 or MTH 116, ENG 101 and SPH 106 or SPH 107.		

**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	Introduction to Sociology	3	_____
Area V	Pre-Professional, Major, and Elective Courses	42	
CHD 100	Introduction to Early Care and Education	3	_____
CHD 201	Child Growth and Development Principles	3	_____
CHD 202	Children's Creative Experiences	3	_____
CHD 203	Children's Literature/Language Development	3	_____
CHD 204	Methods/Materials for Teaching Children	3	_____
CHD 205	Program Planning for Educating Young Children	3	_____
CHD 206	Children's Health/Safety	3	_____
CHD 209	Infant/Toddler Education Programs	3	_____
CHD 210	Educating 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.

CHILD DEVELOPMENT ASSOCIATE CREDENTIAL

This credential is designed for students wishing to obtain a CDA through the Council for Professional Recognition. A student may complete any three CHD courses to satisfy the requirements for the CDA. Infant/Toddler track candidates are encouraged to take CHD 100, CHD 209, and CHD 206. Preschool track candidates are encouraged to take CHD 100, CHD 204 and CHD 206. Although certain courses are recommended, ANY three courses will satisfy the requirements of the Council. For additional information on this credential, please contact Dr. Karen Watts at kwatts@snead.edu.

**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, 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, 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	31	
WKO 101.....	Workplace Skills Development I.....	1	_____
CIS 117	Database Management Software Applications	3	_____
CIS 130	Introduction to Information Systems.....	3	_____
CIS 161	Introduction to Networking.....	3	_____
CIS 207 or 284.....	Web Development or CIS Internship.....	3	_____
CIS 212 or 284.....	Visual BASIC Programming or CIS Internship.....	3	_____
CIS 251 or 284.....	C++ Programming or CIS Internship	3	_____
CIS 268 or 284.....	Software Support or CIS Internship.....	3	_____
CIS 269 or 284.....	Hardware Support or CIS Internship	3	_____
CIS 280 or 284.....	Network Security or CIS Internship.....	3	_____
CIS 284 or 294.....	Special Topics or CIS Internship.....	3	_____
AND			
Networking Option.....		16	
CIS 165	Network Lab	1	_____
CIS 270	CISCO CCNA I	3	_____
CIS 271	CISCO CCNA II.....	3	_____

Computer Science Technology CONTINUED
Associate in Applied Science Degree

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

CIS 272	CISCO CCNA III	3	_____
CIS 273	CISCO CCNA IV	3	_____
CIS 274	Advanced Networking Lab.....	1	_____
CIS 288	Networking Applications.....	1	_____
CIS 293	Special Topics	1	_____

OR

Cyber Security and Virtualization Option	18		
CIS 213	Advanced Visual Basic Programming	3	_____
CIS 214	Security Analysis (Pen Testing)	3	_____
CIS 245	Cyber Defense.....	3	_____
CIS 246	Ethical Hacking.....	3	_____
CIS 267	Enterprise Virtualization.....	3	_____
CIS 277	Network Services Administration	3	_____

OR

Database Administration Option	18		
CIS 209	Advanced Web Development.....	3	_____
CIS 213	Advanced Visual Basic Programming	3	_____
CIS 226	Oracle Database Administration I	3	_____
CIS 228	Oracle Database Administration II	3	_____
CIS 245	Cyber Defense.....	3	_____
CIS 287	SQL Server.....	3	_____

TOTAL HOURS REQUIRED FOR DEGREE.....68-71

**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, 252, 261, 262, FRN 101, 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	Math in General Education I	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	53	
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 109.....	Electrical Blueprint Reading.....	3	_____
EET 119.....	Circuit Fabrication.....	1	_____
EET 203.....	Electronic Circuits I.....	3	_____
EET 206.....	Digital Fundamentals	3	_____
EET 207 or 294.....	Introduction to Robotics or Co-op Education.....	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 276.....	Elements of Industrial Control II	3	_____
EET 277.....	Elements of Industrial Control II Lab.....	2	_____
EET 281 or 294.....	Special Topics in EET or Co-op Education	3	_____

CONTINUED ON THE NEXT PAGE

Electronic Engineering Technology CONTINUED
Associate in Applied Science Degree

EET 286 or 294.....Microcomputer Repair or Co-op Education 3

EET 290 or 294.....Electronics Project or Co-op Education 3

EET 294 can only be completed once for credit.

TOTAL HOURS REQUIRED FOR DEGREE.....74-75

Industrial Technology
Associate in Applied Science Degree

(Degree Option Available Beginning Spring 2016. Replaces Electronic Engineering Technology.)

Area I	Written Composition	3	
ENG 100	Vocational English	3	_____
Area II.....	Humanities and Fine Arts	6	
Elective	Literature, PHL, REL, FRN, SPA, SPH.....	3	_____
	Literature, PHL, REL, FRN, SPA, SPH.....	3	_____
Area III.....	Natural Science and Mathematics	9	
MTH 116	Mathematical Applications	3	_____
MTH 131	Math in General Education I	3	_____
CIS 146	Microcomputer Applications	3	_____
Area IV	History, Social, and Behavioral Sciences.....	3	
Elective	GEO 100, ECO, HIS, POL, PSY, SOC.....	3	_____
Area V.....	Pre-Professional, Major, and Elective Courses	52-55	
PROGRAM CORE			
ELT 118	Commercial/Industrial Wiring I	3	_____
INT 100	Mathematics for Industrial Technicians	3	_____
INT 114	Basic Electricity	3	_____
INT 112	Industrial Maintenance Safety Procedures.....	3	_____
INT 161	Blueprint Reading for Industrial Technicians	3	_____
INT 184	Introduction to PLCs	3	_____
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3	_____
INT 134	Principles of Industrial Maintenance, Welding and Metal Cutting Techniques.....	3	_____
WKO 101.....	Workplace Skills.....	1	_____
EET 207.....	Introduction to Robotics.....	3	_____

CONTINUED ON THE NEXT PAGE

Industrial Technology CONTINUED
Associate in Applied Science Degree

ELECTRONICS OPTION

EET 105.....Solid State Fundamentals.....	3	_____
ELT 117 AC/DC Machines	3	_____
EET 206.....Digital Fundamentals.....	3	_____
EET 258.....Basic Electronics Troubleshooting.....	3	_____
INT 276 Elements of Industrial Control II	3	_____
INT 277 Elements of Industrial Control II Lab.....	2	_____
INT 280 Special Topics in Industrial Maintenance Technology.....	3	_____
INT 292 Cooperative Education	3	_____
Elective Any course from any track not already taken.....	3	_____

MECHANICAL OPTION

INT 117 Principles of Industrial Mechanics.....	3	_____
INT 126 Preventive Maintenance	3	_____
INT 128 Principles of Industrial Environmental Controls.....	3	_____
INT 218 Special Lab in Hydraulics and Pneumatics	2	_____
INT 220 Special Topics in Industrial Maintenance Technology.....	3	_____
INT 232 Manufacturing Plant Utilities	3	_____
INT 280 Special Topics in Industrial Maintenance Technology.....	3	_____
INT 292 Cooperative Education	3	_____
Elective Any course from any track not already taken.....	3	_____

ELECTRICAL OPTION

ELT 110 Wiring Methods.....	3	_____
ELT 117 AC/DC Machines	3	_____
ELT 132 Commercial/Industrial Wiring II.....	3	_____
ELT 217 Transformers.....	3	_____
INT 113 Industrial Motor Control I.....	3	_____
INT 252 Variable Speed Motor Drives	3	_____
INT 280 Special Topics in Industrial Maintenance Technology.....	3	_____
INT 292 Cooperative Education	3	_____
Elective Any course from any track not already taken.....	3	_____

CONTINUED ON THE NEXT PAGE

Industrial Technology CONTINUED
Associate in Applied Science Degree

MULTI-CRAFT OPTION

Electives	Advisor-approved courses from any track not already taken	18	_____
INT 280	Special Topics in Industrial Maintenance Technology	3	_____
INT 292	Cooperative Education	3	_____

TOTAL HOURS REQUIRED FOR DEGREE.....73-76

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 or 242	Trends in Office Technology or Office Internship	3	_____
OAD 243.....	Spreadsheet Applications	3	_____
OAD 244.....	Database Applications.....	3	_____

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 HIT 230 or MTR 170.....	3	_____

OR

Medical Transcription and Coding	18	
OAD 214.....Medical Office Procedures	3	_____
OAD 215.....Health Information Management	3	_____
MTR 170 Beginning Medical Transcription.....	3	_____
MTR 270 Advanced Medical Transcription	3	_____
HIT 230 Medical Coding Systems I.....	3	_____
HIT 232 Medical Coding Systems II	3	_____

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

Accounting Technology Short-Term Certificate

ENG 101	English Composition I.....	3	_____
ACT 249.....	Payroll Accounting	3	_____
ACT 253.....	Individual Income Tax	3	_____
BUS 241.....	Principles of Accounting I.....	3	_____
BUS 242.....	Principles of Accounting II.....	3	_____
BUS 246.....	Microcomputer Accounting	3	_____
BUS 263.....	Legal and Social Environment of Business	3	_____
BUS 271.....	Business Statistics I	3	_____
BUS 296 or 298.....	Business Internship or Directed Studies	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		27	

Agri-Business Short-Term Certificate

ENG 101	English Composition I.....	3	_____
SPH 106 or 107.....	Fundamentals of Oral Communication or Public Speaking.....	3	_____
CIS 146 or MTH 116.	Microcomputer Applications or Math Applications	3	_____
AGR 201	Agriculture Economics	3	_____
AGR 215	Agribusiness Management	3	_____
BUS 263.....	Legal/Social Environment of Business.....	3	_____
BUS 275.....	Principles of Management	3	_____
BUS 296 or 298.....	Business Internship or Directed Studies	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	

Child Development CONTINUED

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

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

CHILD DEVELOPMENT ASSOCIATE CREDENTIAL

This credential is designed for students wishing to obtain a CDA through the Council for Professional Recognition. A student may complete any three CHD courses to satisfy the requirements for the CDA. Infant/Toddler track candidates are encouraged to take CHD 100, CHD 209, and CHD 206. Preschool track candidates are encouraged to take CHD 100, CHD 204 and CHD 206. Although certain courses are recommended, ANY three courses will satisfy the requirements of the Council. For additional information on this credential, please contact Dr. Karen Watts at kwatts@snead.edu.

Computer Science Technology Short-Term Certificate in CISCO Networking

CIS 165	Networking Lab	1	_____
CIS 270	CISCO CCNA I	3	_____
CIS 271	CISCO CCNA II	3	_____
CIS 272	CISCO CCNA III	3	_____
CIS 273	CISCO CCNA IV	3	_____
CIS 274	Advanced Networking Lab	1	_____
CIS 288	Networking Applications	1	_____
CIS 293	Special Topics.....	1	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		16	

**Computer Science Technology
Short-Term Certificate in Cyber Security**

CIS 214	Security Analysis (Pen Testing)	3	_____
CIS 245	Cyber Defense.....	3	_____
CIS 246	Ethical Hacking.....	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		9	

**Computer Technician
Short-Term Certificate**

CIS 161	Introduction to Networking.....	3	_____
CIS 268	Software Support.....	3	_____
CIS 269	Hardware Support	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		9	

**Database Administrator
Short-Term Certificate**

CIS 117	Database Management Software Applications	3	_____
CIS 226	Oracle Database Administration I	3	_____
CIS 228	Oracle Database Administration II	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		9	

**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	

**Enterprise Virtualization
Short-Term Certificate**

CIS 161	Introduction to Networking.....	3	_____
CIS 267	Enterprise Virtualization.....	3	_____
CIS 277	Network Services Administration.....	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		9	

**Finance
Short-Term Certificate**

ENG 101	English Composition I.....	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking.....	3	_____
CIS 146	Microcomputer Applications	3	_____
BUS 146.....	Personal Finance.....	3	_____
BUS 147.....	Introduction to Finance	3	_____
BUS 150.....	Business Math	3	_____
BUS 263.....	Legal/Social Environment of Business.....	3	_____
BUS 296 or 298.....	Business Internship or Directed Studies	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		24	

**General Business
Short-Term Certificate**

ENG 101	English Composition I.....	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking.....	3	_____
CIS 146 or MTH 116..	Microcomputer Applications or Math Applications	3	_____
BUS 215.....	Business Communications.....	3	_____
BUS 263.....	Legal/Social Environment of Business.....	3	_____
BUS 275.....	Principles of Management	3	_____
BUS 285.....	Principles of Marketing.....	3	_____
BUS 296 or 298.....	Business Internship or Directed Studies	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		24	

**Health Care Management
Short-Term Certificate**

ENG 101	English Composition I.....	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking.....	3	_____
CIS 146 or MTH 116..	Microcomputer Applications or Math Applications	3	_____
BUS 263.....	Legal/Social Environment or Business	3	_____
BUS 275.....	Principles of Management	3	_____
BUS 296 or 298.....	Business Internship or Directed Studies	3	_____
HPS 107	Trends and Issues Related to Health Science	1	_____
HPS 110.....	Introduction to Health Care	2	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		21	

**Industrial Technology
Short-Term Certificate
Basic Electricity**

(Option Available Beginning Spring 2016)

INT 100	Mathematics for Industrial Technicians	3	_____
INT 112	Industrial Maintenance Safety Procedures.....	3	_____
INT 114	Basic Electricity	3	_____
INT 161	Blueprint Reading for Industrial Technicians	3	_____
INT 184	Introduction to PLCs	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		15	

**Industrial Technology
Short-Term Certificate
Automation**

(Option Available Beginning Spring 2016)

EET 207	Introduction to Robotics.....	3	_____
ELT 118	Commercial/Industrial Wiring I	3	_____
INT 118	Fundamentals of Hydraulics and Pneumatics.....	3	_____
INT 134	Principles of Industrial Maintenance Welding and Cutting Techniques..	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		12	

**Industrial Technology
Long-Term Certificate**

(Option Available Beginning Spring 2016)

MTH 131	Math in General Education I.....	3	_____
CIS 146	Microcomputer Applications	3	_____
ENG 100	Vocational English	3	_____
Humanities	Choose an elective	3	_____
TOTAL GENERAL EDUCATION REQUIRED FOR CERTIFICATE		13	
EET 207	Introduction to Robotics.....	3	_____
ELT 118	Commercial/Industrial Wiring I	3	_____
INT 112	Industrial Maintenance Safety Procedures.....	3	_____
INT 114	Basic Electricity	3	_____
INT 118	Fundamentals of Industrial Hydraulics and Pneumatics	3	_____
INT 134	Principles of Industrial Maintenance Welding and Metal		
	Cutting Techniques	3	_____
INT 161	Blueprint Reading for Industrial Technicians	3	_____
INT 184	Introduction to PLCs	3	_____
INT 232	Manufacturing Plant Utilities	3	_____
INT 280	Principles of Industrial Environment Controls.....	3	_____
Technology.....	Choose an elective	3	_____
TOTAL TECHNICAL CORE REQUIRED FOR CERTIFICATE		33	
TOTAL HOURS REQUIRED FOR CERTIFICATE		46	

**Logistics, Distribution and Purchasing
Short-Term Certificate**

ENG 101	English Composition I.....	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking.....	3	_____
CIS 146 or MTH 116.....	Microcomputer Applications or Math Applications	3	_____
BUS 178.....	Purchasing	3	_____
BUS 179.....	Trends in Distribution	3	_____
BUS 263.....	Legal/Social Environment or Business	3	_____
BUS 296 or 298.....	Business Internship or Directed Studies	3	_____
MST 209.....	Physical Supply and Distribution Management.....	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		24	

**Management
Short-Term Certificate**

ENG 101	English Composition I	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking.....	3	_____
CIS 146 or MTH 116..	Microcomputer Applications or Math Applications	3	_____
BUS 263.....	Legal/Social Environment or Business	3	_____
BUS 275.....	Principles of Management	3	_____
BUS 276.....	Human Resource Management.....	3	_____
BUS 280.....	Industrial Management.....	3	_____
BUS 296 or 298.....	Business Internship or Directed Studies	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		24	

**Marketing
Short-Term Certificate**

ENG 101	English Composition I	3	_____
SPH 106 or 107	Fundamentals of Oral Communication or Public Speaking.....	3	_____
CIS 146 or MTH 116..	Microcomputer Applications or Math Applications	3	_____
BUS 175.....	Retailing.....	3	_____
BUS 177.....	Salesmanship.....	3	_____
BUS 263.....	Legal/Social Environment or Business	3	_____
BUS 285.....	Principles of Marketing.....	3	_____
BUS 296 or 298.....	Business Internship or Directed Studies	3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		24	

**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	

**Social Media
Short-Term Certificate**

ART 180	Introduction to Graphic Design	3	_____
MCM 102.....	Writing for the Mass Media	3	_____
MCM 211.....	Social Media Strategies	3	_____
MCM 250.....	Mass Communication Practicum.....	1-3	_____
TOTAL HOURS REQUIRED FOR CERTIFICATE		10-12	

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 prepare students for immediate employment in well-paying occupations. The special nature of Health Science programs necessitates additional admissions, progress, and program requirements beyond those for most programs.

Special Admission Requirements

- **Associate Degree Nursing (ADN) - Standard 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. Upon completion of the LPN to RN Mobility Program, 21 credit hours will be awarded for the LPN Program. Following graduation, the student may be eligible to take the National Council of State Boards of Nursing Licensure Examination-RN (NCLEX-RN) and to apply for a state registered nurse license. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

TRACK I - If two or more years have elapsed since the student's LPN graduation or if the student received the LPN certificate from an institution not following the Alabama Community College System Standardized Practical Nursing Curriculum. Track I students are required to take NUR 200 (Career Mobility Assessment) and begin coursework in the spring semester.

TRACK II - If less than two years have elapsed since the student's LPN graduation from an institution following the Alabama Community College System Standardized Practical Nursing Curriculum. Track II students are exempt from NUR 200 and begin coursework in the summer semester.

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 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. Possess and maintain a current, active, and unencumbered Alabama LPN license. Proof must be on file.

11. 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.
12. 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. Indi-

viduals 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:

Lesley Kubik
Director of Admissions, Recruiting,
and Student Support/ADA Coordinator
Snead State Community College
P.O. Box 734, Boaz, AL 35957
256.840.4219

• 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 stu-

dents and must be signed by the student and on file in the nursing office. Additional health criteria may be required by clinical agencies.

Students must notify the Director of Health Sciences of any significant changes in health, including pregnancy. The faculty reserves the right at any time to require an additional medical examination at the student's expense in order to evaluate the student's ability to perform the academic/clinical requirements.

3. A student who is hospitalized for any existing health problem must submit a statement from the physician/primary health care provider indicating ability to continue in the nursing program.
4. Students will be required, at their own expense, to have an annual drug and/or alcohol screen. Drug screening will be performed at a time and place determined by the Director/Faculty. In addition, a student may be required to submit to drug and/or alcohol screening for cause by a certified laboratory designated by the College. If a drug and/or alcohol screen is positive or if the Medical Review Officer documents that a student's prescribed medication could pose a safety risk in safety-sensitive positions, the student will be dismissed from the nursing program.
5. Students must show proof of background screen from a company designated by the College prior to beginning the first clinical nursing course. Students with positive background checks will be unable to continue in the nursing program.
6. Clinical agencies require students to pass drug screening and background checks. Compliance with this requirement and satisfactory findings are essential for clinical placement and progression.
7. Students must submit 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 HESI Testing fees each semester.
11. Possess current certification in cardiopulmonary resuscitation at the healthcare provider level (BCLS), prior to first clinical nursing course. Community CPR is not 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 eight semesters for ADN students
 - Within six semesters for Track I students
 - Within five semesters for Track II students
7. If a student withdraws from, makes a D, or F in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on space available.
8. Students whose progression through the nursing program is interrupted and who desire to be reinstated must schedule an appointment with the nursing director to discuss reinstatement. To be eligible for reinstatement, a student must:
 - Apply for readmission to the college if not currently enrolled;
 - Submit an application following normal admission guidelines. Readmission application should be received by the appropriate date

based on the following deadlines: Fall - June 1 at 4 p.m.; Spring - October 1 at 4 p.m.; and Summer - February 1 at 4 p.m.

- May be required to validate skills and knowledge;
 - Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.
9. Nursing non-progression is defined as failure of one or more courses in a semester OR withdrawal (for any reason) from one or more courses in two separate semesters. Students returning to repeat a course due to withdrawal will be allowed to register for said course(s) on a space available basis.
 10. Reinstatement to the nursing program is not guaranteed even if a student meets all requirements for reinstatement. Reinstatement may be denied due to, but not limited to, any of the following circumstances:
 - Space is unavailable in the course to which the student wishes reinstatement. (Students in regular progression have enrollment priority for clinical sites.)
 - Grade point average is less than 2.0 from courses completed at current College.
 - Refusal by clinical agencies to accept the student for clinical experiences.
 - Failure to demonstrate competency in all previous nursing courses successfully completed.
 - Over twelve months have elapsed since the student was enrolled in a nursing course.
 - Student has been dismissed from the program.
 11. A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.
 12. A student who withdraws from a specific program (ADN/Mobility) can apply for admission as a new student to any nursing program within the Alabama Community College System, provided:
 - The student meets current entry requirements;

- The student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.

13. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program

- **Nursing Transfer Policy**

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer to other institutions.

1. Criteria for Transfer

- Must meet minimum admission standards for the nursing program.
- Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer. (GPA is calculated only on the most recent 24 credit hours.)
- Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program by the application deadline.
- Must comply with all program policy requirements at accepting institution.
- Complete at least 25 percent of the nursing program required courses for degree/certificate at the accepting institution.
- Must meet acceptability criteria for placement at clinical agencies for clinical experience.
- Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
- Student selection for transfer is based on GPA in nursing program required courses.

- **Licensure Information RN**

Upon satisfactory completion of the requirements of the nursing program, the graduate will be eligible to apply to the State Board of Nursing for licensure as a nurse. Legal requirements for licensure in Alabama may be found in the 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, 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	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	

**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	26	
NUR 200.....	LPN Role Transition to RN	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.....		71	

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 placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of the certificate program, students may apply for certification with the National Nurse Aide Assessment Program (NNAAP) 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

2014

2016

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
AGR	Agriculture
ANT	Anthropology
ART	Art
AST	Astronomy
BIO	Biology
BUS	Business
CHM	Chemistry
CHD	Child Development
CIS	Computer Science
CRJ	Criminal Justice
ECO	Economics
ELT	Electrical Technology
EET	Electronic Engineering Technology
ENG	English and Literature
FRN	French
GEO	Geography
HED	Health Education
HIT	Health Information Technology
HIS	History
HPS	Health Sciences
HEC	Home Economics
HUM	Humanities
IDS	Interdisciplinary Studies
INT	Industrial Maintenance Technology
MCM	Mass Communications
MST	Management and Supervision
MTH	Mathematics
MTR	Medical Transcription
MUL	Music Class Performance Instruction and Music Ensembles
MUP	Music Individual Performance Instruction
MUS	Music
NAS	Nursing Assistant/Home Health Aide
NUR	Nursing
OAD	Office Administration
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

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: None.

ACT 253. INDIVIDUAL INCOME TAX 3 cr. hrs.

This course focuses on the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is on gross income determination, adjustments to income, business expenses, itemized deductions, exemption, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual. Prerequisite: None. (Online Only)

Agriculture (AGR)

256.840.4188 | VSCOTT@SNEAD.EDU

AGR 201. AGRICULTURAL ECONOMICS 3 cr. hrs.

Economic principles, with emphasis on farm-related production, marketing, prices, consumption, taxation, credit, finance, and public policies and tenure, are discussed. The course covers utilization of land, labor and capital. Prerequisite: None.

AGR 215. AGRIBUSINESS MANAGEMENT 3 cr. hrs.

This course focuses on practices essential to establishing and maintaining an agribusiness. Topics include personnel management, finance, customer service, insurance, and record keeping. Upon course completion, students will demonstrate

an understanding of the requirements to comply with mandated state and federal regulations, manage employees, and meet consumer demands. Prerequisite: None.

Anthropology (ANT)

256.840.4129 | ABATES@SNEAD.EDU

ANT 200. INTRODUCTION TO ANTHROPOLOGY

3 cr. hrs.

This course is a survey of physical, social, and cultural development and behavior of human beings. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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 creat-

ing two-dimensional compositions. Prerequisite: Determined by instructor. Prerequisite: None.

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 133. CERAMICS I

3 cr. hrs., Lab. 6

This course introduces methods of clay forming as a means of expression. Topics may include hand building, wheel throwing, glazing, construction, design, and the functional and aesthetic aspects of pottery. Upon completion, students should demonstrate through their work, a knowledge of the methods, as well as an understanding of the craftsmanship and aesthetics involved in ceramics. Prerequisite: None.

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: None.

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: None.

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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

ART 233. PAINTING I 3 cr. hrs., Lab. 6

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. 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: None.

ART 299. ART PORTFOLIO 3 cr. hrs., Lab. 3-12

This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills. Prerequisite: None.

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. Prerequisite: None.

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: None.

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: None.

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: None.

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 balance, 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 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: None.

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.

BIO 250. DIRECTED STUDIES IN BIOLOGY I**1-4 cr. hrs., Lab. 2-8**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor. Prerequisite: Permission of instructor.

Business (BUS)256.840.4188 | VSCOTT@SNEAD.EDU**BUS 146. PERSONAL FINANCE****3 cr. hrs.**

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases. Prerequisite: None.

BUS 147. INTRODUCTION TO FINANCE**3 cr. hrs.**

This course is a survey of monetary and credit systems. Topics include the role of the Federal Reserve System, sources of capital, including forms of long-term corporate financing, and consumer credit in the financial structure of our economy. Prerequisite: None.

BUS 150. BUSINESS MATH**3 cr. hrs.**

This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods, and present value. Prerequisite: None.

BUS 175. RETAILING**3 cr. hrs.**

This course is a study of the principles and practices of retailing. Topics include planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management. Prerequisite: None.

BUS 177. SALESMANSHIP**3 cr. hrs.**

This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior. Prerequisite: None.

BUS 178. PURCHASING**3 cr. hrs.**

This course provides an overview of the principles of purchasing for resale. Topics include buying techniques, market buying systems, financial management of purchasing departments, market information systems, and problems confronting retail and wholesale buyers. Prerequisite: None.

BUS 179. TRENDS IN DISTRIBUTION**3 cr. hrs.**

This course provides an overview of the distribution function. Topics include changing trends in distribution, problems created in areas of marketing, and ways to capitalize on latest distribution patterns. Prerequisite: None.

BUS 215. BUSINESS COMMUNICATION**3 cr. hrs.**

This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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.

BUS 275. PRINCIPLES OF MANAGEMENT**3 cr. hrs.**

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications. Prerequisite: None.

BUS 276. HUMAN RESOURCE MANAGEMENT**3 cr. hrs.**

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees. Prerequisite: None.

BUS 280. INDUSTRIAL MANAGEMENT 3 cr. hrs.

This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages, and employee motivation. Prerequisite: None.

BUS 285. PRINCIPLES OF MARKETING 3 cr. hrs.

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, Marketing research, and consumer behavior. Prerequisite: None.

BUS 296. BUSINESS INTERNSHIP I 3 cr. hrs.

This two-course sequence allows the student to work part-time on a job closely related to his or her academic major while attending classes on a full-time basis. Emphasis is placed on a student's work experience as it integrates academic knowledge with practical applications in the business environment. The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract. Prerequisite: Minimum of 6 semester hours in business and minimum GPA of 2.0 (C).

BUS 298. DIRECTED STUDIES I 1-3 cr. hrs.

This course offers independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need. Prerequisite: Instructor approval.

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

chemistry. 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 3 cr. hrs.

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings. Prerequisite: None.

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. Prerequisite: None.

CHD 202. CHILDREN'S CREATIVE EXPERIENCES

3 cr. hrs.

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math, and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children. Prerequisite: None.

CHD 203. CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT 3 cr. hrs.

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children. Prerequisite: None.

CHD 204. METHODS AND MATERIALS FOR TEACHING CHILDREN 3 cr. hrs.

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

CHD 210. EDUCATING EXCEPTIONAL YOUNG CHILDREN 3 cr. hrs.

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children. Prerequisite: None.

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. Prerequisite: None.

CHD 222. SOCIAL STUDIES FOR CHILDREN 3 cr. hrs.

This course takes a global approach to the theory and practice of teaching social studies to young children. It includes methods and materials used for teaching geography, history, the arts and multicultural education using an integrated curriculum approach. The application of theoretical and philosophical concepts will be emphasized, as students are required to participate in both in-class demonstrations and laboratory experiences. Prerequisite: None.

Computer Science (CIS)

256.840.4166 | GRANDALL@SNEAD.EDU

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. Prerequisite: None.

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. Prerequisite: None.

CIS 146. MICROCOMPUTER APPLICATIONS 3 cr. hrs.

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC3 certification. Prerequisite: None.

CIS 161. INTRODUCTION TO NETWORKING COMMUNICATIONS 3 cr. hrs.

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification. Prerequisite: None.

CIS 165. NETWORKING LAB 1 cr. hr.

This lab is designed to allow instructors to provide additional implementation of networking concepts as needed. This course may be duplicated with an alpha suffix added to the course number. Prerequisite: None. Corequisite: CIS 270 Cisco I.

CIS 207. 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. Prerequisite: None.

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. 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. Prerequisite: None.

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

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

CIS 214. SECURITY ANALYSIS (PEN TESTING) 3 cr. hrs.

This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions. Prerequisite: CIS 246.

CIS 226. ORACLE DATABASE ADMINISTRATION I 3 cr. hrs.

This course is designed to give students a firm foundation in basic administration of a database (i.e. Oracle Database 11g or higher). In this class, students learn how to install and maintain an Oracle Database. Students gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Students learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices. This course is the first of two courses required to acquire certification as Oracle Database Administrator - Oracle Certified Associate (OCA) - maps to Oracle Exam 1Z052. Prerequisite: CIS 117.

CIS 228. ORACLE DATABASE ADMINISTRATION II**3 cr. hrs.**

In this course, the concepts and architecture that support backup and recovery, along with the steps of how to carry it out in various ways and situations, are covered in detail. This includes how to define and test our own backup and recovery scenarios. Students learn to manage memory effectively and to perform some performance evaluation and tuning tasks, including using some of the advisors. All types of flashback technologies, scheduling jobs inside and outside of the database, and controlling system resource usage are covered. Topics are reinforced with hands-on practices. This course counts towards the hand-on course requirement for the Oracle Database 11g Administrator Certification. This course is the second of two courses required to acquire certification as Oracle Database Administrator - Oracle Certified Associate (OCA) - Maps to Oracle Exam 1Z0053. Prerequisite: CIS 117.

CIS 245. CYBER DEFENSE**3 cr. hrs.**

The course provides students with information on the concept of cyber defense. Topics include information relative to legal aspects of cyber attacks, threats to various levels of national and local social infrastructure, financial systems, personal data, and other direct and indirect threats. As part of this course students explore current and historical cyber threats and U.S. policy regarding infrastructure protection. Prerequisite: None.

CIS 246. ETHICAL HACKING**3 cr. hrs.**

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner. Prerequisite: None.

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. Prerequisite: None.

CIS 267. ENTERPRISE VIRTUALIZATION**3 cr. hrs.**

This course is designed to provide students with the knowledge and skills required to implement enterprise virtualization. Students will gain hands-on experience installing, configuring, and managing enterprise virtualization technologies. Prerequisite: CIS 161.

CIS 268. SOFTWARE SUPPORT**3 cr. hrs.**

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. Prerequisite: None.

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. Prerequisite: None.

CIS 270. CISCO CCNA 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. Prerequisite: None. Corequisite: CIS 165.

CIS 271. CISCO CCNA 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 and CIS 165. Corequisite: CIS 274.

CIS 272. CISCO CCNA 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 and CIS 274. Corequisite: CIS 288.

CIS 273. CISCO CCNA 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 and CIS 288. Corequisite: CIS 294.

CIS 274. ADVANCED NETWORKING LAB**1 cr. hr.**

This lab is designed to allow instructors to provide additional application of networking concepts as needed. Prerequisite: CIS 270 and CIS 165. Corequisite: CIS 271.

CIS 277. NETWORK SERVICES ADMINISTRATION**3 cr. hrs.**

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks. Prerequisite: CIS 161.

CIS 280. NETWORK SECURITY**3 cr. hrs.**

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication,

network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures. Prerequisite: None.

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.

CIS 287. SQL SERVER**3 cr. hrs.**

This course will provide students with the technical skill required to install, configure, administer, and troubleshoot SQL Server client/server database management system. At the completion of this series, student will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts uses in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server. Prerequisite: CIS 117.

CIS 288. NETWORKING APPLICATIONS**1 cr. hr.**

This course is designed to provide student opportunities to develop skills in networking. Specific course application will be determined by the instructor. Corequisite: CIS 272. Cisco III. Prerequisite: CIS 271 and CIS 274.

CIS 293. SPECIAL TOPICS**1 cr. hr.**

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills. Prerequisite: CIS 272 and CIS 288. Corequisite: CIS 273.

CIS 294. SPECIAL TOPICS**3 cr. hrs.**

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

Economics (ECO)

256.840.4129 | ABATES@SNEAD.EDU

ECO 231. PRINCIPLES OF MACROECONOMICS 3 cr. hrs.

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economics issues or problems including international trade. Prerequisite: None.

ECO 232. PRINCIPLES OF MICROECONOMICS 3 cr. hrs.

This course is an introduction to the microeconomics theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics. Prerequisite: None.

Electrical Technology (ELT)

256.840.4166 | GRANDALL@SNEAD.EDU

ELT 110. WIRING METHODS 3 cr. hrs., Lec. 1, Lab 4

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses. Prerequisite: INT 114.

ELT 117. AC/DC MACHINES 3 cr. hrs., Lec. 1, Lab 4

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab. Prerequisite: INT 114.

ELT 118. COMMERCIAL/INDUSTRIAL WIRING I**3 cr. hrs., Lec. 1, Lab 4**

This course focuses on principles and applications of commercial and industrial wiring. Topics include, electrical safety

practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles. Prerequisite: None.

ELT 132. COMMERCIAL/INDUSTRIAL WIRING II

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

This course is a continuation of ELT 131 and is all inclusive. Including the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations. Upon completion, students should be able to know how to size complete electrical commercial/industrial systems and know the NEC requirements for each system. Prerequisite: ELT 118.

ELT 217. TRANSFORMERS 3 cr. hrs., Lec. 1, Lab 2

This course is designed to train the student in the theory of operation, various connections, troubleshooting, and repair of single phase as well as three phase transformers. KVA load calculations and applications will also be covered in the class. Upon completion, the student should be able to perform calculations relating to transformers, make proper Delta and WYE connections, and understand the basic polarity and voltage test for each application. Prerequisite: INT 114.

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. Prerequisite: None.

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 the 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 103.

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 inter-

pret electrical, mechanical, and architectural drawing, and the ability to visualize the entire building structure in relationship to the electrical system. Prerequisite: None.

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 103.

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. Prerequisite: None.

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 103.

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 103. Corequisite: EET 229.

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 103 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 258. BASIC ELECTRONICS TROUBLESHOOTING

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

This course allows students to apply previously learned concepts to the diagnostic process of troubleshooting electronics equipment. Course topics include circuit characteristics, component characteristics, diagnostics, signal insertion, waveform analysis/tracing, finding opens and shorts, use of schematic diagrams, and the use of test equipment. Students will be able to determine equipment malfunctions in basic electronics equipment. Prerequisite: INT 114.

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. Prerequisite: EET 224 and 229. Corequisite: EET 276.

EET 281. SPECIAL TOPICS IN ELECTRONIC ENGINEERING TECHNOLOGY

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

This course provides specialized instruction in various areas related to electronic engineering technology. Emphasis is placed on meeting students' needs. Prerequisite: EET 103.

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. Prerequisite: Instructor approval.

EET 290. ELECTRONICS PROJECT 3 cr. hrs., Lab. 3

This course integrates skills and knowledge from other courses. Upon course completion, a student will be able to design, fabricate, analyze, program, and/or operate an electronic system under faculty supervision. Emphasis will be placed on skills identified by the instructor. Prerequisite: EET 105.

English and Literature (ENG)

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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. Prerequisite: Successful completion of ENG 093 or a score of 65 or better on the English section of COMPASS or a score of 20 or better on the ACT (or equivalent SAT score).

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 65 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 Romantic 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.

ENG 299. DIRECTED STUDIES IN LANGUAGE AND LITERATURE**1-3 cr. hrs.**

This course, which may be repeated for credit so long as the topics differ, provides the student the opportunity to study an English-language or literary topic chosen by the student in consultation with the instructor. Emphasis is placed on the student's investigating the topic and reporting the results of the investigation. The student will demonstrate knowledge of the topic through either a written or an oral presentation. Prerequisite: Permission of Instructor.

French (FRN)

256.840.4133 | CDEHAM@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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

HED 231. FIRST AID

3 cr. hrs.

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross and/or the American Heart Association. Prerequisite: None.

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). Prerequisite: None.

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 records 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.

Health Sciences (HPS)

256.840.4188 | VSCOTT@SNEAD.EDU

HPS 107. TRENDS AND ISSUES IN HEALTH SCIENCE

1 cr. hr.

This course is an overview of current trends and issues common to the health-related disciplines. Emphasis is placed on ethical, legal, educational, economic, cultural, social, and regulatory trends and issues influencing health care. Upon completion of this course, the student should be able to compare and contrast the effects that trends and issues have on health-related disciplines and client care. Prerequisite: None.

HPS 110. INTRODUCTION TO HEALTH CARE 2 cr. hrs.

This interdisciplinary course focuses on topics in health care which are common to health care disciplines. Emphasis is placed on communication, client/employee safety, psychosocial aspects of health care, health care delivery systems, professionalism, ethical/legal issues in health care, historical perspectives of various health care professions, and medical terminology. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

HIS 122. WORLD HISTORY II 3 cr. hrs.

This course is a continuation of HIS 121. It covers world history - both western and non-western - from the early modern era to the present. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

Home Economics (HEC)

256.840.4187 | DRHODEN@SNEAD.EDU

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

INT 100. MATHEMATICS FOR INDUSTRIAL TECHNICIANS 3 cr. hrs

This course is designed to provide an understanding of basic mathematical concepts used in an industrial setting. Topics include the arithmetic of whole numbers, fractions, and decimals; basic ration, proportion, and percent; application problems in industrial maintenance. Prerequisite: None.

INT 112. INDUSTRIAL MAINTENANCE SAFETY PROCEDURES 3 cr. hrs

This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, students will be able to implement health and safety practices in an industrial production setting. Prerequisite: None.

INT 113. INDUSTRIAL MOTOR CONTROL I 3 cr. hrs, Lec. 1, Lab 4

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams. Prerequisite: INT 184.

INT 114. BASIC ELECTRICITY 3 cr. hrs, Lec. 2, Lab 2

This course provides an introduction to direct current (DC) and alternating current (AC) electrical theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC and AC circuits are examined. Students are prepared to analyze complex circuits, solve for unknown circuit variables and use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot electrical circuits. Emphasis is placed on the use of a scientific calculator, the operation of common test equipment, and the physical wiring of electrical circuits. Prerequisite: None.

INT 117. PRINCIPLES OF INDUSTRIAL MECHANICS 3 cr. hrs, Lec. 2, Lab 2

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. Prerequisite: None.

INT 118. FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS 3 cr. hrs, Lec. 2, Lab. 2

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. Prerequisite: None.

INT 126. PREVENTIVE MAINTENANCE 3 cr. hrs, Lec. 1, Lab. 4

This course focuses on the concepts and applications of preventive maintenance. Topics include the introduction of alignment equipment, job safety, tool safety, preventive maintenance concepts, procedures, tasks, and predictive maintenance concepts. Upon course completion, students will dem-

onstrate the ability to apply proper preventive maintenance and explain predictive maintenance concepts. Prerequisite: None.

INT 128. PRIN INDUSTRIAL ENVIRONMENTAL CONTROLS 3 cr. hrs, Lec. 1, Lab. 4

This course focuses on basic knowledge and skills to service perform routine troubleshooting, maintenance, and adjustments of HVACR systems in an industrial environment. After completion, students will be able to perform routine, low-level maintenance on institutional environmental systems. Additionally, students receive instruction to complete the EPA 608 certification examination. Prerequisite: None.

INT 134. INDUST MAINTENANCE WELD/METAL CUT TECH 3 cr. hrs, Lec. 2, Lab 2

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. Prerequisite: None.

INT 161. BLUEPRINT READING FOR INDUSTRIAL TECHNICIANS 3 cr. hrs.

This course is designed to provide the student a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions. Prerequisite: None.

INT 184. INTRO TO PROGRAMMABLE LOGIC CONTROLLERS 3 cr. hrs., Lec. 2, Lab 2

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs. Prerequisite: None.

INT 218. SPECIAL LAB IN HYDRAULICS AND PNEUMATICS 2 cr. hrs., Lab 4

This course provides specialized instruction in maintaining and troubleshooting Hydraulic and Pneumatic systems. Topics include safe component removal and installation, schematic reading and diagramming, and theoretical calculations. Prerequisite: INT 118.

INT 220. SPECIAL TOPICS 3 cr. hrs., Lab 6

This course is designed to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge. Prerequisite: INT 118.

INT 232. MANUFACTURING PLANT UTILITIES 3 cr. hrs., Lec. 2, Lab 2

This course focuses on the theory of operating and maintaining plant utilities. Topics include the operation/ control and maintenance of boilers, HVAC systems, and air compressors. Upon course completion, students will demonstrate the ability to repair and maintain utilities systems in an industrial setting. Prerequisite: INT 112.

INT 252. VARIABLE SPEED MOTOR DRIVES 3 cr. hrs., Lec. 2, Lab 2

This course provides instruction in the fundamentals of variable speed drives, industrial motors, and other applications of variable speed drives. Topics include fundamentals of variable speed control, AC frequency drives, DC variable speed drives, installation procedures, and ranges. Upon course completion, students will understand the principles of operation of variable speed drive systems, function of components of each system, set-up and installation and troubleshooting techniques for variable speed drives. Prerequisite: INT 184.

INT 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: INT 184. Corequisite: INT 277.

INT 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: INT 276.

INT 280. SPECIAL TOPICS IN INDUSTRIAL MAINTENANCE TECH

3 cr. hrs.

This course provides specialized instruction in various areas related to industrial maintenance. Emphasis is placed on meeting students' needs. Prerequisite: INT 112.

INT 292. COOPERATIVE EDUCATION

3 cr. hrs., Lab 6

This course provides students work experience with a college-approved employer in an area directly related to the student's program of study. Emphasis is placed on integrating classroom experiences with work experience. Upon completion, students should be able to evaluate career selection, demon-

Interdisciplinary Studies (IDS)

256.840.4188 | VSCOTT@SNEAD.EDU

strate employability skills, and satisfactorily perform work-related competencies. Prerequisite: Permission of Instructor.

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.

Management and Supervision (MST)

256.840.4188 | VSCOTT@SNEAD.EDU

MST 209. PHYSICAL SUPPLY AND DISTRIBUTION MANAGEMENT

3 cr. hrs.

This interdisciplinary course focuses on topics in health care which are common to health care disciplines. Emphasis is placed on communication, client/employee safety, psychosocial aspects of health care, health care delivery systems,

professionalism, ethical/legal issues in health care, historical perspectives of various health care professions, and medical terminology. Prerequisite: None.

Mass Communications (MCM)

256.840.0650 | TNARRELL@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. Prerequisite: None.

MCM 102. WRITING FOR THE MASS MEDIA

3 cr. hrs.

Introduction to the technique, form, style, and content of writing for the mass media with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications. Prerequisite: None.

MCM 113-15. 213-15. STUDENT PUBLICATIONS:

1-2 cr. hrs. 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 211. SOCIAL MEDIA STRATEGIES

3 cr. hrs.

This course focuses on how social media can be an effective tool in the workplace. Topics covered include how to collect, analyze and share data from social media; what tools can be used to collect data; advertising on social media and measuring its effectiveness; and making social media interactive. Upon completion of the course, students will have a better understanding of how to use social media in advertising and marketing. Prerequisite: None.

MCM 250. MASS COMMUNICATION PRACTICUM

1-3 cr. hrs., Lab. 2-6

This course provides practical experience in media through supervised part- or full-time employment with a newspaper, radio, or television station, or public relations/advertising agency. Prerequisite: None.

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, DeMoiver'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. Prerequisite: MTH 091 with a grade of "C" or better or appropriate math placement score.

MTH 227. CALCULUS III **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. with a grade of "C" or better or appropriate math placement score.

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 with a grade of "C" or higher.

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 with a grade of "C" or higher.

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 mathematics placement score.

Medical Transcription (MTR)
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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. Prerequisite: None.

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 physician's dictation. Prerequisite: MTR 170.

Music Class Performance Instruction (MUL)

Group instruction is available in piano, voice, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in playing and a knowledge of music fundamentals.

MUL 101-02; 201-02 CLASS PIANO I, II, III, IV 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence.

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

Prerequisite: Courses in sequence.

MUL 121-122; 221-22 CLASS STRINGS 1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 131-32; 231-32 CLASS WOODWINDS I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 141-42; 241-42 CLASS BRASS I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 151-152; 251-52 CLASS PERCUSSION
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 160-161-261-62 CLASS FRETTED INSTRUMENTS
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Courses in sequence.

MUL 170-171-270-271 MUSIC WORKSHOP I, II, III, IV
1-3 cr. hrs. each, Lab. 2-6

Prerequisite: Courses in sequence.

MUL 172-173-272-273 MUSICAL THEATRE WORKSHOP I, II, III, IV
1-2 cr. hrs. 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. Courses in sequence.

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

Prerequisite: Permission of the instructor. Courses in sequence.

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

Prerequisite: Permission of the instructor. Courses in sequence.

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

Prerequisite: Permission of the instructor. Courses in sequence.

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

Prerequisite: Permission of the instructor. Courses in sequence.

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

Prerequisite: Permission of the instructor. Courses in sequence.

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

Prerequisite: Permission of the instructor. Courses in sequence.

MUP 163-64; 263-64 PRIVATE FRENCH HORN I, II, III, IV
1-2 cr. hrs. each, Lab. 2-4

Prerequisite: Permission of the instructor. Courses in sequence.

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

Prerequisite: Permission of the instructor. Courses in sequence.

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

Prerequisite: Permission of the instructor. Courses in sequence.

Music (MUS)

MUS 100. CONVOCATION **1 cr. hr.**

This course (required for music majors/minors each semester) is designed to expose students to a variety of repertory styles and to give students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students, and on personal performance(s) in class each semester. Prerequisite: None.

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. Prerequisite: None.

MUS 110. BASIC MUSICIANSHIP **3 cr. hrs.**

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony. Prerequisite: None. Corequisite: MUL 101.

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: MUS 110. 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.

MUS 296. DIRECTED STUDIES IN MUSIC I 1-2 cr. hrs.

This course deals with problems and practices associated with Music and Fine Arts performance and preparation. Activities and assignments may be arranged in conjunction with other disciplines in the Fine Arts. Students may be required to participate in and/or attend musical or other fine arts activities and productions.

MUS 297. DIRECTED STUDIES IN MUSIC II 1-2 cr. hrs.

This course deals with problems and practices associated with Music and Fine Arts performance and preparation. Activities and assignments may be arranged in conjunction with other disciplines in the Fine Arts. Students may be required to participate in and/or attend musical or other fine arts activities and productions.

Nursing Assistant/Home Health Aide (NAS)

256.840.4185 | ALANGLEY@SNEAD.EDU

**NAS 120. FUNDAMENTALS 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. Prerequisite: None.

**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 100.

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 100.

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 100.

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. LPN ROLE TRANSITION TO ASSOCIATE DEGREE NURSE (RN) 5 cr. hrs., Lec. 3, Lab 1, Clin. 1

This course focuses on application of nursing science to assist the Licensed Practical Nurse (LPN) transitioning into the role of the associate degree nurse (ADN). Emphasis in this course is placed on evidenced based clinical decision making and nursing care provided in a family and community context for a variety of health alterations across the lifespan. Upon successful completion of the course students will be able to articulate into the ADN program. 16 non-traditional credits will be awarded after successful completion of this course. Prerequisites: MTH 100 or higher level, BIO 201, BIO 202, and ENG 101.

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 lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. Prerequisite: None.

OAD 110. COMPUTER NAVIGATION 3 cr. hrs.

This course is designed to introduce the student to the MS Windows® environment through classroom instruction. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows

environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus. Prerequisite: None.

OAD 125. WORD PROCESSING 3 cr. hrs.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports. Prerequisite: None.

OAD 126. ADVANCED WORD PROCESSING 3 cr. hrs.

This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents. Prerequisite: OAD 125.

OAD 134. CAREER AND PROFESSIONAL DEVELOPMENT 3 cr. hrs.

This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes, improving interview techniques, participating in mock interviews, setting goals, conducting job searches, and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment. Prerequisite: None.

OAD 138. RECORDS AND INFORMATION MANAGEMENT 3 cr. hrs.

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. Prerequisite: None.

OAD 214. MEDICAL OFFICE PROCEDURES 3 cr. hrs.

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. Prerequisite: None.

OAD 215. HEALTH INFORMATION MANAGEMENT 3 cr. hrs.

This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently. Prerequisite: None.

OAD 218. OFFICE PROCEDURES 3 cr. hrs.

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. Prerequisite: None.

OAD 230. COMPUTERIZED DESKTOP PUBLISHING 3 cr. hrs.

This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents. Prerequisite: None.

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

This course is designed to research current trends in office technology. Emphasis is on advances in technology relevant to the office environment such as electronic mail,

multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office. Prerequisite: None.

OAD 242. OFFICE INTERNSHIP 3 cr. hrs., Lab. 6

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position. Prerequisite: Permission of Instructor.

OAD 243. SPREADSHEET APPLICATIONS 3 cr. hrs.

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets. Prerequisite: None.

OAD 244. DATABASE APPLICATIONS 3 cr. hrs.

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports. Prerequisite: None.

OAD 246. OFFICE GRAPHICS AND PRESENTATIONS 3 cr. hrs.

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

PED 103. WEIGHT TRAINING (BEGINNING)

1 cr. hr., Activity: 2

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. Prerequisite: None.

PED 105. PERSONAL FITNESS**1 cr. hr., Activity: 2**

This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

PED 200. FOUNDATIONS OF PHYSICAL EDUCATION**3 cr. hrs.**

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

POL 211. AMERICAN NATIONAL GOVERNMENT**3 cr. hrs.**

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. Prerequisite: None.

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. Prerequisite: None.

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. Prerequisite: None.

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 the western world. The student should have an understanding of the history and origins of the various religions of the world. Prerequisite: None.

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. Prerequisite: None.

REL 151. SURVEY OF THE OLD TESTAMENT 3 cr. hrs.

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course. Prerequisite: None.

REL 152. SURVEY OF THE NEW TESTAMENT 3 cr. hrs.

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings. Prerequisite: None.

Sociology (SOC)

256.840.4129 | ABATES@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. Prerequisite: None.

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. Prerequisite: None.

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 | CDEHAM@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. Prerequisite: None.

SPH 107. FUNDAMENTALS OF PUBLIC SPEAKING 3 cr. hrs.

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performance are emphasized. Prerequisite: None.

Theater Arts (THR)
256.840.4188 | VSCOTT@SNEAD.EDU

THR 113-115, 213-215 THEATER WORKSHOPS I, II, III, IV, V, VI 1-2 cr. hrs. 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. Prerequisite: None. Courses 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. Prerequisite: None.

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. Prerequisite: None.

THR 132. ACTING TECHNIQUES II 3 cr. hrs.

This course is a continuation of THR 131. Prerequisite: THR 131.

THR 236. STAGECRAFT 3 cr. hrs.

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting. Prerequisite: None.

THR 241. VOICE AND SPEECH FOR THE PERFORMER 3 cr. hrs.

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warm-up, dialect reduction, articulation, class performance, and written exams. Prerequisite: None.

THR 281. STAGE MOVEMENT I 3 cr. hrs.

This is the first in a two-course sequence which offer the student a basic introduction to movement for the stage for those interested in acting or dance. They also include consideration of role development through movement. Prerequisite: None.

THR 282. STAGE MOVEMENT II 3 cr. hrs.

This course is a continuation of THR 281. Prerequisite: THR 281.

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. Prerequisite: Permission of instructor.

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. Prerequisite: None.

Workforce Development

256.840.4211 | TWALKER@SNEAD.EDU

The Workforce Development Division at Snead State Community College offers training opportunities designed to give you the skills you need to succeed. We provide personal enrichment classes, professional development opportunities, business and industry specific training and short-term skill training programs aimed at helping you obtain those skills needed in today's workforce. For more detailed information on specific training being offered each semester, please visit www.snead.edu/workforce or contact the Workforce Development staff.

Cherri Barnard

Workforce Development Specialist

256.840.4152

cbarnard@snead.edu

Teresa Walker

Director of Workforce Development/

Arab Instructional Site

256.840.4211

twalker@snead.edu

Career Skills Training

Career skills training programs are designed to provide individuals with employable skills in an accelerated, condensed manner. These programs may be completed within 15 weeks to 11 months in a variety of career fields. Financial assistance is available for those who qualify through the Workforce Investment and Opportunity Act (WIOA) for a select number of programs.

Business and Industry Training

The Training for Existing Business and Industry Program at Snead State Community College provides company-specific training, and open-enrollment classes, to businesses in Marshall County and the surrounding areas. The College works with businesses to identify employee training needs and tailor services around those needs. The training can take place on location at the business or on the college campus.

Ready To Work Program

The Alabama Ready to Work is a program that tests and scores your job skills and work habits. It's a way for you to prove to employers that you are The One. Ready to Work is FREE. Upon successful completion of the program, you will receive two credentials: Alabama Certified Worker and National Career Readiness Certificate. The credentials complement other diplomas, certificates and degrees. It shows employers what you can do and measures the skills that employers and colleges seek. Whether looking for work or preparing for a better job, get ready! Snead State Community College can prepare you to be Career Ready! As an added benefit, graduates of Snead State's Ready to Work program will receive a FREE 3-hour credit class.. The curriculum for the Ready to Work program includes:

- Job Acquisition-Resumes, Applications, Interviews
- Computer Skills-Windows 7, Intro to Computers, Word, Excel, Access, PowerPoint, Technology to Communicate
- Problem Solving-Time Management, Decision Analysis, Problem Solving, Conflict Resolution
- Workplace Behavior-Diversity, Harassment, Workplace Violence, Work Ethics, Teamwork
- Operations- Quality, Lean/JIT, Workplace Safety
- Communication
- Customer Service
- Financial Literacy

Continuing Education

Personal enrichment classes and professional development opportunities are available through continuing education courses. We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Online classes are also available for those seeking professional CEUs in childcare. Snead also offers private music lessons on campus, as well as serving as host for the Alabama School of Gospel Music. In addition, Snead State is authorized to award professional continuing education units for childcare and nursing coursework.

Professional Certifications and Testing

Certification proves your commitment to your chosen profession and can help individuals obtain better pay, career opportunities and job security. Snead State offers several professional certifications to assist individuals with professional growth and career opportunities.

ACT WorkKeys and the National Career Readiness Certificate

WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce.

Career Seekers: Taking WorkKeys tests is an important first step to prepare for education, training, or a career. WorkKeys scores help you compare your skills to the skills real jobs require. Employers across the country are requiring the WorkKeys assessments or recommending the Career Readiness Certificate. These scores help employers choose the most qualified candidates for their jobs.

Employers: WorkKeys gives you a complete solution for employee selection and development. Our powerful solution offers both Foundational Skills and Soft Skills assessments, enabling you to assess the full potential of applicants and employees. The tools in this comprehensive system can be mixed and matched to meet diverse organizational needs including selection, screening, training & development and succession planning.

Successful completion of ACT WorkKeys assessments can lead to earning ACT's National Career Readiness Certificate. The Certificate is a portable credential that shows employers anywhere in the United States the achievement of a certain level of workplace employability skills in Applied Mathematics, and Locating Information, and Reading for Information. These workplace skills are highly important to the majority of jobs in the workplace.

Snead State Community College is a Workforce Solutions Provider with ACT WorkKeys, and offers the following assessments by appointment only:

Foundational Skills – Applied Mathematics*, Reading for Information*, Locating Information*, Applied Technology, Business Writing, Workplace Observation, and Listening for Understanding (*Also available in WorkKeys for Healthcare version)

Soft Skills – Fit, Performance and Talent

National Healthcareer Association (NHA) certification

Just as each patient is special, so is each patient care provider. By providing students with the support and certification needed to succeed in the allied health field, NHA is one of the nation's largest allied health certification providers. Snead State is an approved testing site with NHA (National Healthcareer Association) to provide the following certifications. The cost is \$199 per person and includes a study guide.

- Certified Phlebotomy Technician (CPT)
- Certified Medical Administrative Assistant (CMAA)
- Certified Clinical Medical Assistant (CCMA)
- Certified EKG Technician (CET)
- Certified Billing Coding Specialist (CBCS)

Multi-CraftTest Maintenance Testing

Improve your hiring, training and promotion process for maintenance employee selection. The Multi-CraftTest is for use in selecting maintenance employees who have knowledge in seven different craft areas. Categories tested include:

- Hydraulics & Pneumatics
- Welding & Rigging
- Power Transmission, Lubrication, Mechanical Maintenance, Shop Machines, & Tools & Equipment
- Pumps, Piping & Combustion
- Motors, Control Circuits & Schematics & Print Reading
- Digital Electronics, Power Supplies, Computers & PLC, & Test Instruments
- Basic AC/DC Theory, Power Distribution & Electrical Maintenance

Transcripts are available upon written request by a participant. The policy concerning confidentiality of student records extends to student records through Workforce Development's non-credit training programs, and continuing education courses. (Refer to the section on "Confidentiality of Student Records" in this catalog.) Documents and records are maintained in the Tom Beville 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

2014

2016

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
- Vice President for Student Services Mr. Jason Cannon
- Chief Financial Officer Mr. Mark Richard
- Chief Information Technology Officer Mr. Randy Maltbie
- Associate Dean for Academic Planning and Research Dr. Annette Cederholm
- Director of Workforce Development and Arab Instructional Site Ms. Teresa Walker
- Director of Marketing/Public Relations/Alumni Ms. Shelley Smith
- Director of Health Sciences Dr. Amy Langley
- Director of Quality Enhancement Plan Dr. Dustin Smith
- Director of Online Services Mr. John Haney
- Executive Administrative Assistant to the President/Development Coordinator Kelli Conley

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, Bob Weathers, Dr. Bobbie Glassco, SSCC President Dr. Robert Exley (ex-officio), SSCC Alumni Director Shelley Smith (ex-officio), SSCC Chief Financial Officer Mark Richard (ex-officio), Vice President for Student Services Jason Cannon (ex-officio), and Development Coordinator Kelli Conley (ex-officio).

The Snead State Advisory Board consists of community leaders whose purpose is to serve and promote the best interests of the College. The Advisory Board serves as an advocate of the College and is a critical part of the Strategic Planning process.

Current members of the Advisory Board include Mark Brickey, Greg Price, Jeremy Hays, 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

ARMSTRONG, CANDICE Admissions and Records
A.A.S., Jefferson State Community College

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

AYRES, DEE.....Women's Volleyball Coach
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BARNES, VICKIE Accountant
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BATES, ELIZABETH O. "LIBBY"
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BEARDEN, RONALD Maintenance

BEASLEY, STEVE.....Custodian

BLAKELEY, KATEY Biology
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CLOWDUS, TONYA.....Assistant to the Chief Academic Officer
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COLLIER, MIRANDA.....Graphic Design/Web Specialist
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EASTERWOOD, JANE Secretary, Arab Instructional Site <i>A.A.S., Snead State Community College</i>	HANEY, JOHN Director, Online Services <i>A.S., Alabama Technical College; B.T., M.A., Jacksonville State University</i>
EXLEY, ROBERT J..... President <i>A.A., San Jacinto College; B.A., M.S., University of Houston-Clear Lake; Ph.D., University of Texas at Austin</i>	HOLADAY, MATT.....Tennis Coach <i>A.S., Snead State Community College; B.S., Jacksonville State University; M.S., University of Alabama</i>
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FRESHWATER, MELISSA.....Nursing <i>M.S.N., University of Alabama, Birmingham</i>	HULGAN, TRACI..... Financial Aid <i>A.A.S., Snead State Community College</i>
GLOVER, MARCIA.....English <i>B.S., Jacksonville State University; M.A., University of Alabama</i>	HUMPHRIES, SUSIE.....Biology/Chemistry <i>B.S., M.Ed., University of Montevallo; Ed.S., University of Alabama-Birmingham; Ed.D., University of Alabama</i>
GOBLE, BRITTANY..... Director of Campus Engagement <i>B.A., University of Alabama</i>	HUNT, KEITH.....Maintenance
GOCKEL, TINA Theatre <i>B.F.A., Birmingham-Southern College; M.F.A., University of Houston</i>	JACKSON, MEREDITH.....Accounting/ Economics <i>B.S., University of Alabama; M.B.A., Jacksonville State University</i>
GORE, PAUL Director, Campus Security <i>B.S., M.S., Jacksonville State University</i>	JOHNSON, GLENNIS Custodian
GREEN, RACHEL Coordinator, Career Advising/Tutoring <i>B.S., M.Ed., University of Montevallo</i>	JONES, DELORIA.....Nursing <i>B.S., University of Alabama in Birmingham; B.S.N., Jacksonville State University; M.S.N., Samford University</i>

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KILPATRICK, BARBARA..... Alumni Assistant

KITCHENS, GROVER.....History
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LEDBETTER, GERRY Baseball Coach
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WELBORN, JAY Head Men's Basketball Coach
B.A., M.T.S., Samford University

WELCH, DAVID Audio/Visual Engineer

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WIGLEY, MADONNA.....Biology/Chemistry
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WILLIAMS, JEFF.....Maintenance

WILLIAMS, STEVE Director, Physical Plant
*Alabama Technical College Certificate; A.A.S., Snead State
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Appendices

ADA Complaint/Grievance Procedure

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

1. A complaint must be filed in writing to the ADA Coordinator within ten (10) business days of the alleged violation. It must contain the name and address of the person filing it, and it must briefly describe the alleged violation of the regulation.
2. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
3. A written determination as to the validity of the complaint and a description of the resolution shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than ten (10) business days after the completion of the investigation, via certified mail or personal delivery.
4. If the Plan of Resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a formal grievance by following the procedures outlined in “Grievance Procedures for Students.”

All complaints related to disabilities should be addressed to:

Lesley Kubik, ADA Coordinator
Snead State Community College
Office 214 of McCain Center
Boaz, AL 35957
lkubik@snead.edu
256.840.4219

Complaint/Grievance Procedures for Students

Snead State Community College promotes the open exchange of ideas among all members of the Snead State Community College community, students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Snead State Community College recognizes that in order to efficiently and effectively carry out its mission, its students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

1. Complaint

For purposes of this policy, a complaint shall mean a specific event, activity, or occurrence within the scope of the authority of the College’s administration or faculty about which an individual has a specific concern.

- a. Complaint Related to Academic Matters. All complaints involving academic disputes must follow the college Academic Appeal Process. The decision of the Chief Academic Officer is final.
- b. Complaint Related to Disability. Complaints related to a disability must follow the college ADA Complaint / Grievance Procedures. If a satisfactory resolution is not resolved, the complainant may choose to pursue a formal grievance as outlined in grievance procedures below.
- c. Other Types of Complaints. Complaints related to any matter other than academics or disability should be reported in writing to the Vice President for Student Services within ten (10) business days of the event prompting the complaint.

If, after discussion between the student and the respective college official, it is determined that the complaint can be resolved immediately, the college official will take action to resolve the complaint and will submit a report within ten (10) business days of the filing of the complaint to the College Grievance Officer for Students and such other appropriate college official(s) as the President may designate, detailing both the complaint and its resolve.

2. Grievance Procedures

- a. A student who submits a written complaint to the appropriate college official, and who is not informed of a satisfactory resolution or plan of resolution of the complaint within ten (10) business days, shall then have the right to file a grievance with the College

Grievance Officer for Students. The written grievance statement shall be filed using Grievance Form A, which may be obtained from the College website or from the Office of the Vice President for Student Services.

- b. The College shall have thirty (30) calendar days from the date of the receipt by the College Grievance Officer for Students to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the investigation. Grievance Form A shall be used to report both the grievance and the investigation/hearing findings. Copies of Form A must be provided to the College Grievance Officer for Students and the College President. A copy will also be delivered to the Grievant either through certified mail or personal delivery.

Investigation Procedure

The College Grievance Officer for Students, either personally or with the assistance of such other person(s) as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The College Grievance Officer for Students shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the grievance officer shall be stated in the written report which shall be submitted to the Grievant and to the party or parties against whom the grievance was made (the "Respondent or Respondents") and shall be made part of the hearing record, if a hearing is requested by the Grievant. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be prepared by the College Grievance Officer for Students for the grievance record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievant Officer's report, the Grievant and Respondent(s) shall have three (3) business days to notify the College Grievance Officer for Students whether or not the Grievant or Respondent(s) demand(s) a hearing on the grievance. The failure by the Grievant or Respondent(s), respectfully, to request a hearing by the end of the third business day shall constitute a waiver of the opportunity for a hearing. However, the College Grievance Officer for Students may, nevertheless, as his or her discretion, schedule a hearing on the grievance if to do so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall

be filed with the President, with a copy to be provided to the Grievant and each Respondent.

Hearing Procedure

In the event that the College Grievance Officer for Students schedules a hearing, the College President shall designate an unbiased person or committee to conduct the grievance hearing. The hearing officer and/or committee members will generally be employees of Snead State Community College. However, the President shall have the discretion to select other than SSCC employees to serve as a hearing officer or as a committee member. The hearing officer and/or committee shall notify the Grievant, and each Respondent, of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

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

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

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

Rules of Evidence

The hearing officer or committee shall make the participants aware that the rules relating to admissibility of evidence for the hearing will be similar to, but less stringent than, those which apply to civil trials in the Circuit Court of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excludable. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing officer or chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his or her affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing officer or committee chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding on the parties.

Report of Findings and Conclusion

Within five (5) business days following the hearing, there shall be a written report given to the College Grievance Officer for Students (with a copy to the President, the Grievant, and each Respondent) of the findings by the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report shall contain at least the following:

- a. Date and place of hearing;
- b. The name of the hearing officer or each member of the hearing committee, as applicable;
- c. A list of all witnesses for all parties to the grievance;
- d. Findings of fact relevant to the grievance;
- e. Conclusions of laws, regulations, or policy relevant to the grievance; and
- f. Recommendation(s) arising from the grievance and the hearing thereon.

Resolution of Grievance

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer for Students shall notify the Grievant of any appeal that may be available to the Grievant.

In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer for Students shall meet with the Grievant, the Respondent(s), and the appropriate college representative(s) and attempt to bring about resolution of the grievance.

c. Available Appeals

Presidential Appeal – If the grievance does not involve a claim of illegal discrimination based on gender, race, or disability, the findings of the hearing officer / committee shall be final and non-appealable. However, if the grievance involves such a claim, the Grievant shall have the right to appeal the

decision of the hearing officer or committee to the President of Snead State Community College, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer for Students and the College President within fifteen (15) calendar days following the Grievant's receipt of the committee report; and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), and/or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth (15th) day following the Grievant's receipt of the report, the Grievant's right to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

If an appeal is accepted by the President, the President shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appellate hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part of the findings, conclusions, and recommendations arising from the college grievance hearing. The President's report shall be served to the Grievant and Respondent(s) by certified mail or personal delivery.

Chancellor Appeal – Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions shall not be appealable. However, pursuant to policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Community College System for a review of the President's report and the findings arising from the college grievance hearing.

A Grievant who has grounds of appealing the findings of the President to the Chancellor may do so by:

1. Filing the notice of appeal, using Grievance Form C, to the Chancellor and the President of SSCC within fifteen (15) calendar days following the Grievant's receipt of the report of the President's findings; and
2. Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15th) day following the Grievant's receipt of the President's report, the Grievant's opportunity to

appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it shall be denied by the Chancellor.

If an appeal is accepted by the Chancellor, the Chancellor shall have thirty (30) calendar days following his or her receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the grievance, to review the reports to the President and the college hearing officer/committee, to hold an appellate hearing (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations of the President and/or the hearing officer/committee. The report of the Chancellor shall be served to the Grievant and Respondent(s) by personal service or by certified mail to the respective home address of the parties. The report of the Chancellor shall not be further appealable with the Alabama two-year college system. However, the Grievant shall not be precluded from filing his or her grievance with an appropriate court or administrative agency.

d. General Rule on Findings

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

List of Responsible Officials

Below is a list of officials who have been referenced herein as responsible for responding to complaints and grievances.

- President Dr. Robert Exley
- Vice President for Student Services Mr. Jason Cannon
- Chief Academic Officer Dr. Jason Watts
- Associate Dean for Academic Planning and Research Dr. Annette Cederholm
- Chief Financial Officer and Athletic Director Mr. Mark Richard
- Chief Information Technology Officer Mr. Randy Maltbie
- Director of Workforce Development and Arab Instructional Site Ms. Teresa Walker
- Director of Marketing/Public Relations/Alumni Ms. Shelley Smith
- Director of Online Learning Mr. John Haney

- Director of Health Sciences Dr. Amy Langley
- Coordinator of Quality Enhancement Plan Dr. Dustin Smith

ADA Coordinator

Lesley Kubik

Office: Room 214, McCain Center, Boaz

lkubik@snead.edu

256.840.4219

Grievance Officer for Students

Jason Cannon, Vice President for Students

Office: Room 215, McCain Center, Boaz

jcannon@snead.edu

256.840.4150

Grievance Officer for Employees

Amanda Gunnels, Director of Human Resources

Office: Room 115, McCain Center, Boaz

agunnels@snead.edu

256.840.4113

Each of these officials is charged with the responsibility of assisting in every reasonable way to resolve any valid complaint and to assist when one has been unable to resolve a complaint and desires to file a formal grievance. The President reserves the right to make such changes or substitutions to the above list of officials as he/she deems appropriate in order to avoid conflicts of interest or any potential appearance of bias or prejudice.

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 coworkers 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 Vice President for Student Services 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 256-840-4118, 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. SCCC 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 Vice President for Student Services.

Internal Guidelines on Control of Communicable Diseases

Because persons or animals with communicable diseases may not be identified in advance, the following safety guidelines shall be followed in handling blood and body fluids of any student, employee, or laboratory animal. The guidelines follow the recommendations of the United States Public Health Service.

- **Disinfection**

All surfaces which become contaminated with blood or other body fluids must be cleaned and disinfected with either a commercial disinfectant or with household bleach freshly diluted in a 1:10 dilution.

- **Equipment**

All equipment used in contact with mucous membranes or to puncture the skin shall be steam sterilized by autoclave before reuse or safely discarded. Needles or other sharp implements should be disposed of in a container that will not allow the instrument to penetrate the container and hence pose a hazard to the waste handler. Contaminated disposable materials must be disinfected or sterilized prior to disposal or incineration.

- **Teaching Laboratories**

Laboratory courses requiring exposure to blood shall use sterile blood-letting devices. Students should be instructed in the safe use and disposal of such devices. All equipment which comes in contact with blood or other body fluids shall be disinfected, steam sterilized, or disposed of by incineration. No student, except those in health care professions, shall be required to obtain or process their own blood or the blood of other persons.

- **Incident Reports**

If an incident occurs which requires assistance in complying with these guidelines, the situation should be reported immediately to the business office. If an accident results in failure to comply with these guidelines, the details of the accident should be reported in writing to the Vice President for Student Services.

Computer Resource Acceptable Use Policy

Introduction

These guidelines set forth standards for responsible and acceptable usage of all Snead State Community College (SSCC) computing resources. Computing resources are defined as all SSCC owned host systems, personal computers, laptops, printers, software, communications devices, peripherals and supplies. These guidelines 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”.

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