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Clarendon College

2000-2001
Catalog

Inquiries and correspondence concerning admission to the College should be addressed to:

Office of Admissions
Clarendon College
P.O. Box 968
Clarendon, Texas 79226
(806) 874-3571
(800) 687-9737

Inquiries and correspondence concerning residence halls and food service should be addressed to:

Director of Student Life
Clarendon College
P.O. Box 968
Clarendon, Texas 79226
(806) 874-3571 Ext. 239
(800) 687-9737

Clarendon College Web Site
www.clarendoncollege.net

EQUAL OPPORTUNITY STATEMENT

Clarendon College is an equal opportunity institution and employer. The College does not discriminate on the basis of age, gender, color, national or ethnic origin, race, religion, creed, and/or disability in the administration of its educational policies, admission policies, scholarships and loan programs, employment practices, and all institutional programs.

Clarendon College makes no pre-admission inquiry about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admission decision. If you need special services because of a disability, you may notify the Office of Student Services. This allows Clarendon College to prepare appropriate support services to facilitate your learning. This confidential information has no effect on your admission to the College. Inquiries or complaints concerning Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) of 1990 should be referred to the Office of Student Services or to the Dean of Students.

CLARENDON COLLEGE 2000-2001 CATALOG

Clarendon College is accredited by
the Commission on Colleges of the
Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097,
Telephone Number 404-679-4501)
to award associate degrees.

Approved by
Texas Higher Education Coordinating Board
The State Board of Vocational Nurse Examiners

Member of
American Association of Community Colleges
Association of Texas Colleges and Universities
High Plains Higher Education Council
National Junior College Athletic Association
Panhandle Information Network
Texas Association of Community Colleges
Texas Association of School Boards
Texas Community College Teachers Association
Western Junior College Athletic Conference

The Clarendon College Catalog for 2000-2001 contains policies, regulations, and procedures in effect at the time of printing. This catalog should be retained permanently since future program revisions will generally not apply to students already enrolled. Furthermore, the course descriptions provided herein may be valuable to potential employers reviewing a student's completed work.

While every attempt is made to ensure accuracy in its reporting of programs, course offerings, policies, fees, and other statements within this publication, the College reserves the right to make changes at any time without notice. This catalog is for informational purposes and does not constitute a contract.

A Message from the President

On behalf of the faculty, the staff, and the Clarendon College Board of Regents, welcome to Clarendon College, a college that exists for you, our students.

As a student at Clarendon College, you will have the opportunity to work with faculty and staff who are committed to your success and to helping you achieve your highest aspirations. I believe you will be impressed with the quality and dedication of the Clarendon College Faculty. Each of the faculty and staff is available to help you achieve the goals that you have set for yourself. Your success is our success.



As a student at Clarendon College, you will also have the opportunity to participate in extra-curricular activities, such as band, choir, rodeo, livestock judging, student government, yearbook, and athletics. We believe that your involvement in campus life will enrich your college experience and that the college community will be enriched by your presence and involvement.

Clarendon College is committed to offering quality programs and opportunities for you to learn and grow as an individual. If there is any way I can help to make your experience at Clarendon College more successful and more productive, please let me know.

Welcome to Clarendon College. We are glad that you are here!

Sincerely,

A handwritten signature in black ink, appearing to read "W. Myles Shelton". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Dr. W. Myles Shelton
President

Clarendon College Calendar 2000-2001

Fall 2000

Financial Aid priority deadline for Fall 2000	July 1
Employee In-service	August 23
Residence Halls Open	August 24
Quick TASP	August 24
Cafeteria Opens	August 25
Freshman Orientation	August 25-26
Parent Orientation	August 25
General Registration Clarendon/Pampa	August 24-25
General Registration Childress/Wellington	August 28
Classes begin	August 28
Late Registration; drop/add fees begin	August 29
Labor Day Holiday	September 4
(Cafeteria closes Sept.1; opens Sept.5)	
Last day to register and change schedule	September 8
Financial Aid priority deadline for Spring 2000	November 1
Thanksgiving Holiday	November 22-24
(Cafeteria closes 6 p.m. Nov. 21)	
Classes resume; Cafeteria Opens	November 27
Last day to drop	November 27
Priority registration for Spring 2000	November 27-December 1
Final Exams	December 11-14
End of Term	December 14
(Cafeteria closes at noon; residence halls close at 4 p.m.)	

Spring 2001

Employee In-service	January 12
Residence Halls open	January 13
General registration, cafeteria opens	January 15
Classes begin	January 16
Late registration, drop/add fees begin	January 17
Last day to register and change schedule	January 26
Last day to apply for Spring Graduation	March 2
Residence Halls close 6 p.m.; Cafeteria closes at noon	March 9
Spring Break	March 12-16
Classes resume; Cafeteria and Residence Halls open	March 19
Financial Aid priority deadline for Summer 2000	April 1
Easter Holiday (Cafeteria closes noon April 12)	April 13-15
Classes resume (Cafeteria opens)	April 16

Priority registration for Summer & Fall 2000 classes	April 16-20
Last day to drop.....	April 23
Commencement Practice	May 3
Commencement.....	May 4
Final Exams	May 7-10
End of Term	May 10
(Residence Hall close at 6 p.m.; Cafeteria closes at noon)	

SUMMER SESSIONS 2001

Summer 1

General Registration.....	May 29
Classes begin.....	May 29
Last day to register	May 30
Last day to drop.....	June 15
End of Session 1	June 29

Summer 2

General Registration.....	July 2
Classes begin.....	July 2
Last day to register	July 3
Independence Day Holiday	July 4
Last day to drop.....	July 27
End of Session 2.....	August 3

Note: Mini sessions and long sessions may be scheduled in addition to the two sessions described above.

TENTATIVE FALL 2001 CALENDAR

Fall 2001 Financial Aid Priority Deadline	July 1
Residence Halls open at noon	August 23
Freshman Orientation	August 24-25
Parent Orientation	August 25
Cafeteria opens.....	August 24
General Registration Clarendon/Pampa	August 24-25
General Registration Childress/Wellington	August 27
Classes begin.....	August 27
Late Registration; drop/add fees begin.....	August 28
Labor Day Holiday.....	September 3
Thanksgiving Holiday	November 21-23
Final Exams.....	December 10-13



General Information

CLARENDON COLLEGE

MISSION

Clarendon College is a comprehensive community college committed to providing equal access to opportunities that assist in the holistic development of its constituents and community. In pursuit of that mission, the college provides academic transfer programs, workforce education programs, student services, developmental education courses, continuing education/ community service courses, and diverse cultural enrichment opportunities.

PURPOSES

The purposes of Clarendon College shall be to provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. occupational programs leading directly to employment in semi-skilled and skilled occupations;
3. freshman and sophomore courses in arts and sciences;
4. continuing adult education programs for occupational or cultural upgrading;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs designed to meet local and statewide needs;
8. adult literacy programs and other basic skills programs; and,
9. such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards, in the best interest of postsecondary education in Texas.

Clarendon College exists to serve these purposes as they relate first to the local service areas, then to the State of Texas, and finally, to the nation. It has accepted the challenge of providing the resources, curricula, instructional support, and personnel required to best serve the many educational needs of its students.

Clarendon Campus

Clarendon College is the oldest institution of higher education in the Texas Panhandle, having been established in 1898 by the Methodist Episcopal Church, South. The college was successfully administered by the church through the first quarter of the 20th Century. The Clarendon Independent School Board purchased the college property and Clarendon College was re-established in 1927 as a non-sectarian junior college. It is maintained, in part, by property taxes in the Clarendon College District (Donley County). The college was recognized by the Texas Education Agency and the Association of Texas Colleges and Universities in 1927.

The college separated from the school district and moved to its present location in 1968. Clarendon College now operates from a beautiful 82-acre campus on the west edge of Clarendon. Eight counties comprise the college's service area. The college is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and is one of 50 state-supported community colleges in the Texas system.

Pampa Center

The Clarendon College Pampa Center is located at 1601 West Kentucky in Pampa, approximately 45 miles north of Clarendon. The Center was established in 1978 and moved into a new facility in the spring of 2000. The new facility was developed with the support of the Pampa Center Foundation and the Clarendon College Board of Regents. The Center now provides students with modern facilities for both academic and workforce programs. Students are able to complete two-year degree requirements at the Pampa Center.

Off-Campus Instruction

Clarendon College offers instruction at several other sites throughout its service area. A Nursing Program operates out of a leased facility in Shamrock. Academic courses at Childress and Wellington are offered in independent school district facilities. Limited course offerings are available at Claude, Matador, McLean, Memphis, Silverton, and Wheeler.

Distance Learning

Students who are unable to attend any of the regular service area sites may find a limited number of televised and web-based courses available to them. The college offers more web-based courses each year. Interactive television also makes college courses available at a limited number of sites. Students interested in distance learning should visit the Clarendon College web site: *<http://www.clarendoncollege.net>*.

Continuing Education — Community Service

Continuing Education and Community Service provide non-credit courses designed to achieve the goals of occupational proficiency, workforce development, self-fulfillment, improved home and community living, and recreation through non-credit courses. Classes may be designed for organizations or designed to fit the specific needs of individuals for employment, retention, and advancement. Special training programs are available for those in business and industry, professional organizations, governmental agencies, and other community groups. The college may grant Continuing Education Units (CEUs) for these courses. Courses are also offered for those interested in learning new skills for fun and personal enrichment.

Dining Hall

Food service is available in the Clarendon Campus Dining Hall seven days a week during the Fall and Spring semesters. Breakfast, lunch, and dinner are available Monday through Friday. Breakfast and lunch are served on Saturdays, and lunch only on Sundays. ***All students living in a residence hall must purchase the college meal plan.*** Food service is also available (on a per meal or meal ticket basis) for students living off campus, and other constituents of the college.

Ex-Students Association

The purpose of the Clarendon College Ex-Students Association is to keep alumni informed of the progress of the college; build interest in potential students; and promote a lasting spirit of loyalty to the institution. The organization is open to all alumni and other supporters of the college. The Association hosts a reunion each spring.

Learning Resource Center (LRC)

The LRC (Library) provides opportunities for study, research, recreational reading, listening and viewing educational materials. More than 20,000 books are arranged on open stacks for easy browsing. In addition to print and microfiche magazines and journals, computers provide access to periodicals, abstracts, and Internet searches. Interlibrary loan is available to all patrons.

Computers, television VCRs, laser disks, CD-ROMs, CDs and cassettes enable the LRC patron to access a growing collection of non-print items, encompassing a wide range of instructional materials, movies, and music. Students are introduced to the library during freshman orientation and receive further instruction with class assignments.

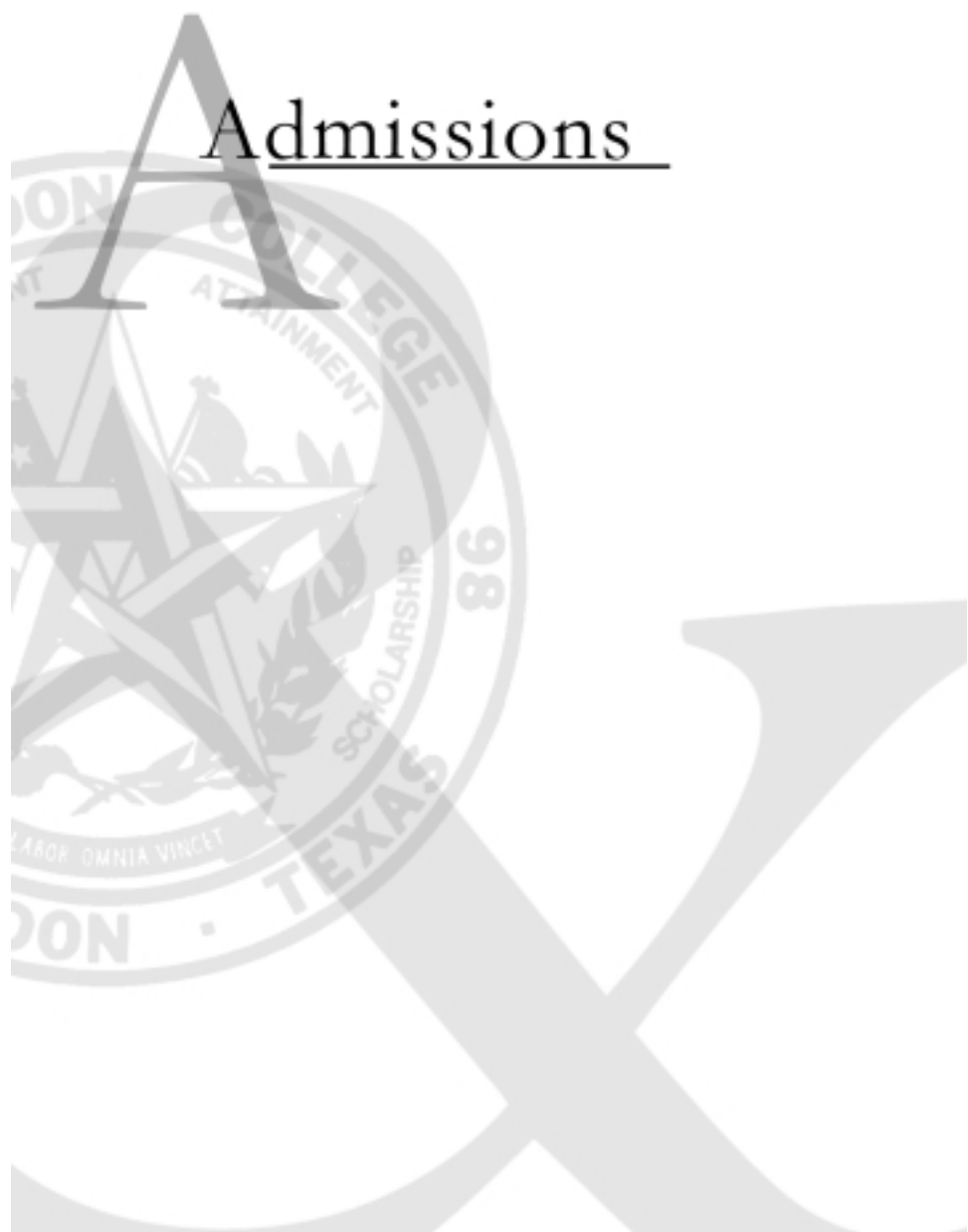
Bookstore

Clarendon College operates bookstores for the convenience of its students on the Clarendon Campus and at the Pampa Center. The Clarendon Campus Bookstore is on the west side of the Dining Hall and is open daily. The Pampa Center Bookstore is open during registration periods and at the end of the semester. At the end of each semester, the College Bookstores will buy back or repurchase a limited number of textbooks remaining in adoption at prices based on the period of use and the condition of the book.

Service Members Opportunity College (SOC)

Clarendon College has been designated as an institutional member of Servicemember Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary post-secondary education to members of the military throughout the world. As an SOC member, Clarendon College recognizes the unique nature of the military lifestyle and is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense, and a consortium of 13 leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

Admissions



ADMISSIONS & REGISTRATION INFORMATION

Clarendon College has an open admissions policy and works to provide beneficial programs to all persons who can benefit from higher education. Applications for admissions should be addressed to the Office of Admissions.

Admissions Categories

A student may be admitted through one of the following categories:

1. Graduation from an accredited high school
2. Admission by GED Certificate
3. Admission by transfer
4. Admission by individual approval
5. Early admission/concurrent enrollment of high school students
6. Readmission
7. International student admission

Required Documentation

Questions concerning admissions and registration should be addressed to the Registrar or Office of Admissions. Prior to registering, *every* student must file with the college office:

1. a completed admissions application packet
2. **official** transcripts from all high school or GED certificate or colleges previously attended
3. documentation of having taken the TASP or exemption from the TASP
4. a completed Certificate of Residence

Other elements that may be necessary, depending on the student's status, include:

1. a completed resident hall exemption form
(if applicable)
2. a residence hall deposit on account
(if living on campus)

Any exceptions to these requirements must be approved in advance by the appropriate Dean. An individual who does not have a high school diploma or GED may be admitted by individual approval of the Dean. Such individuals will automatically be placed on academic probation, and must achieve a minimum grade point average (gpa) of 2.0 in the first 12 credit hours of coursework at Clarendon to be eligible for continued enrollment.

SPECIAL PROGRAM ADMISSIONS

Applicants to certain programs may be required to submit to personal interviews, physical proficiency examinations, or other requirements as conditions for eligibility for admission to the program.

Admissions Procedures for Office Technology

When applying for admission to the Office Technology Program, students should be aware that a limited number of spaces are available. Application procedures are the same as for all programs, but early application is important to ensure that space is available and to be ready to start earlier than other programs. *This program begins August 14 this year -- two weeks before all other programs.*

Admissions Procedures for Ranch and Feedlot Operations

Applicants to the Ranch and Feedlot Operations Program must meet the Clarendon College general admissions requirements except for the TASP. Since there are a limited number of spaces available in the program, applicants submit applications in advance and go through the selection process.

Applicants with a background in agriculture may be given preference. The following steps must be followed.

1. Complete the regular Clarendon College application.
2. Contact RFO Program Director for interview between January 15 and May 1.
3. Visit the Clarendon campus for the scheduled interview. (Students may request a tour of the campus during this visit.)
4. If the RFO faculty determine the student is eligible for the program, the student must indicate acceptance by May 15 to ensure a spot in the program for Fall 2000.
5. Eligible students who are not able to get into the program will be placed on a waiting list in case another student drops out before the Fall 2000 starting date.

Admissions Procedures for Vocational Nursing

Applicants to the Vocational Nursing Program are competing for a limited number of spaces available. Any student who meets the Clarendon College admissions requirements may enroll in courses required for the first semester if they have completed any prerequisites.

Vocational Nursing Program applicants must complete the regular Clarendon College admissions process, including taking the TASP. In addition, they must prepare a LVN Program application file that includes the following:

1. Acceptable scores on the Nursing admissions test given in the Fall of each academic year.
2. A recent physical examination form signed by a qualified health care provider.

3. Three letters of reference mailed directly to the Nursing Director. These references may be from former teachers or employers but not from friends or relatives.
4. A completed LVN Program application form.
5. Results of the interview with the Nursing Admissions Committee. Interviews will be scheduled when students have completed all other parts of the admissions process but before the end of November.
6. Notation of any special circumstances that might affect their future licensure as an LVN.

Concurrent Enrollment and Early Admissions

Clarendon College provides opportunities for high-achieving high school students to begin college-level instruction prior to high school graduation. In keeping with the philosophy of Clarendon College, high school students may be accepted for enrollment into any course appropriate to their interests and capabilities.

High school students interested in **early admissions** must complete the regular application for admission, present a current copy of their high school transcript, and submit a recommendation from their high school principal or designee to take any course offered by Clarendon College for which they have completed the prerequisites. Early admissions students must also meet the TAAS and TASP requirements for concurrent enrollment listed below.

For high school students to be eligible to make application for the **concurrent enrollment program**, they must:

1. have completed the sophomore year in high school;
2. be in good standing,

3. be recommended by their high school principal or counselor;
4. have passed all exit-level TAAS exams.
5. have taken the TASP, and passed the appropriate sections of the TASP before enrolling in any college level course. If the student is deficient in an area, he/she will not be allowed to enroll in courses related to the deficient area.
6. complete the regular admissions application.

Concurrent enrollment students may be classified as full-time or part-time. Students enrolling concurrently must make regular application to Clarendon College. Final entry approval for each student rests with the Dean of Instruction.

Transfer from Another College

A student transferring from another college must submit an official transcript of his/her entire college record. Transcripts should be filed with the Registrar prior to registration. Transfer credit will be awarded for all passing work completed at regionally-accredited colleges and universities. All grades are accepted as transferred. Students admitted with a cumulative grade point average below 2.0 will be admitted on academic probation by the appropriate campus Dean. Failure to achieve a minimum grade point average of 2.0 for the first 12 credit hours taken at Clarendon College will result in academic suspension.

Individual Approval Admission

Students who do not meet the requirements for regular admission may be admitted on *individual approval*. Arrangements for admission for this admissions status must be made in advance with the appropriate campus Dean. Any individual admitted by individual approval by the Dean will be placed on academic probation. The student must achieve a

minimum grade point average of 2.0 in the first 12 credit hours of coursework to be eligible for continued enrollment.

Readmission

A student who has been not attended Clarendon College for one year must apply for readmission. The requirements for readmission are the same as those for initial admission.

International Student Admission

International students must meet the same entry requirements as all other entering students and submit the following no later than 60 days before the date they intend to enter Clarendon College:

1. A \$50 non-refundable application fee in U.S. funds.
2. A Certified English Translation of each transcript or mark sheets showing each course taken and the grades received from each school previously attended. This information should indicate that the student has the equivalent of a U.S. high school diploma.
3. A minimum Test of English as a Foreign Language (TOEFL) score of 525 if English is not their first language or the language of their secondary school.
4. Proof of financial support for the period of time necessary to complete degree requirements. This proof should be in the form of a letter from a bank that indicates the student is financially able to support himself/herself. If the student has a sponsor (parent, relative, business, or government agency), a statement confirming the sponsor's willingness to support the student during the period of study is necessary along with the bank statement.

5. Proof of insurance (medical and life) or funds to purchase insurance while at Clarendon College.

When all of the above have been completed by the student and received by the college, the student will be issued an I-20 form that will allow him/her to apply for an F-1 (Student) Visa from a U.S. Consulate. The student must bring the completed I-20 to Clarendon College business office upon arrival at the campus.

International students who may be in the U.S. on another type of Visa will have to take appropriate action to complete the I-20 before they may be enrolled.

ACADEMIC FRESH START

Texas State Law allows students who were enrolled in postsecondary education institutions 10 or more years ago to seek admission to Clarendon College without that work being considered for grade point average or graduation requirements. This is called **Academic Fresh Start**. Students must still submit all transcripts of previous college work and should be aware that all work 10 years old or older must be discarded. (The student cannot choose to save some course credits and not others.) On the other hand, students who are exempt from the TASP because of work completed before fall 1989 retain their TASP exemption.

To declare Academic Fresh Start the student should present his/her request in writing to the Admissions Office or the Registrar.

RESIDENCE CLASSIFICATION

Proof of residency is usually required before the first time a student registers and will be verified by the Registrar.

Texas Resident

An independent student is considered a Texas resident if he/she has resided in Texas, for other than educational purposes with the intent to make Texas his/her home for at least 12 consecutive months prior to enrollment at Clarendon College. A dependent student's residency depends upon the residency of his/her parent or guardian. Residency of the parent or guardian is determined by the same 12 month rule.

Dependent Student

A dependent student is one who is claimed as a dependent for federal income tax purposes by the student's parent or guardian at the time of registration and for the tax year prior to the year in which the student registers.

In-District Resident

An in-district student (or parent/guardian for dependent students) is one who:

1. Is a documented Texas resident and who has lived in Donley County for at least six months preceding his/her original registration at Clarendon College; or
2. Moved to Texas from another state with the intent to make Texas his/her permanent home and has been a documented resident for the 12 months preceding his/her original registration at Clarendon College and has not moved to Donley County for the purpose of attending college; or,
3. Can present to the college a copy of the receipt for payment of Donley County ad valorem taxes for the current or preceding tax year. (An independent student must have proof of his/her payment of taxes.

A dependent student may present the tax receipt of a parent or guardian.)

Out-of-District Resident

An out-of-district student is one who has a legal Texas residence, but is not a Donley County resident. Students will be classified as out-of-district as long as they attend school in consecutive years. A student who moves to Donley County will continue to be classified as out-of-district, unless he/she resides in Donley County for a 12-month period ***without attending*** Clarendon College. At that time the student may be reclassified as an in-district student.

Out-of State/Non-Resident Students

A non-resident of Texas is defined as:

1. A student of less than 18 years of age who lives away from his/her family and whose family resides in another state or whose family has not resided in Texas for the 12 months preceding the date of registration, or
2. A student of 18 years of age or older who resides out-of-state or who has not been a resident of the state 12 months subsequent to his/her 18th birthday or for the 12 months immediately preceding the date of registration.

TEXAS ACADEMIC SKILLS PROGRAM (TASP)

The Texas Academic Skills Program (TASP) was instituted to ensure that students enrolled in Texas public colleges and universities possess the necessary academic skills to perform successfully in three college skills areas – mathematics, reading, and writing. Any student who is TASP liable must take the

TASP prior to enrolling at Clarendon College, in accordance with Texas law.

Students seeking teaching certification will be required take the TASP before enrolling in upper division education courses regardless of their TASP liability.

A student who does not meet the established cut off scores for each section of the TASP is required by Texas State law to enroll in an academic skills or developmental education course until he/she has passed all sections of the TASP. A developmental course for a section of the TASP that the student has passed does not meet this requirement.

Academic skills/developmental courses are offered in all three skills areas each semester. Students are required to attend and to participate in the developmental education program until they have met their TASP requirements. Dropping or not attending a required development course before meeting the TASP requirements will cause the student to be dropped from all courses.

Students who successfully complete the prescribed remediation must then take the TASP at the first available time during the next semester. If they still do not meet the passing score requirement, they may apply to take the college-level course equivalent in an attempt to make a grade of “B” or better to satisfy the TASP requirements. The “B” or better option is not available until the student has successfully completed remediation and taken the TASP at least twice.

TASP Exemptions

A student may be exempt from taking the TASP when any of the following conditions are met:

1. Bachelor's Degree completed and awarded by an accredited institution;
2. Three (3) or more semester hours of college-level credit earned prior to the Fall Semester of 1989;
3. Enrollment in a TASP-waived certificate program;
4. An ACT Composite score of 23 or higher with individual mathematics and English scores of no less than 19. (The ACT scores must be no more than five years old.)
5. A SAT I (after April of 1995) composite score of 1070 or higher with a minimum of 500 on the verbal test and a minimum of 500 on the mathematics test. (The SAT scores must be no more than five years old.)
6. A SAT (prior to April 1995) composite score of 970 or higher with a minimum of 470 on mathematics test and a minimum of 420 on the verbal test. (The SAT scores must be no more than five years old.)
7. A TAAS scale score of 1770 on the writing test, a minimum Texas Learning Index (TLI) of 86 on the mathematics test and a minimum of 420 on the verbal test. (TAAS results must be no more than three years old.)
8. Students who are 55 years of age on or before the first day of class of the term and who are non-degree seeking or non-certificate-seeking; (Students applying for this exemption must sign a form requesting the exemption. Should the student sign the form indicating he/she is non-degree or non-certificate-seeking, that student becomes ineligible for financial aid. Further, should the student decide to become degree-seeking, the student becomes immediately TASP eligible.)
9. Student enrolled on a permanent basis at a private institution or an out-of-state institution may be exempt from the TASP; Students must:
 - a) present an official transcript from the preceding semester (evidence of concurrent

- enrollment is acceptable, if accompanied by an official transcript);
 - b) sign a form stating that he/she does not intend to enroll on a permanent basis or receive a certificate or degree from Clarendon College; and
 - c) not be currently barred from enrollment due to a previous TASP violation.
10. A student who is a citizen of a country other than the United States and is NOT seeking a degree or a TASP-required certificate.
 11. Students at Clarendon College who are deaf, who have dyslexia or a closely related disorder, or a specific learning disability in mathematics as diagnosed by a qualified professional, and who wish to apply for a TASP exemption should contact the College Counselor for specific details and guidelines prior to registration.

Once a student is exempt from TASP, he/she is always exempt with the exception of a student who enters a teacher education program.

PLACEMENT POLICY

Assisting students with basic skills deficiencies through developmental courses and tutorial services is a fundamental component of Clarendon College's mission. In keeping with this component of the college's mission, all students are required to undergo some form of skills assessment. Typically, this assessment is accomplished through the student's TASP scores.

All prospective students should check with their campus counselor or academic advisor. Once the student has been tested, the counselor will advise the student on what developmental courses, if any, should be taken and which college-level courses may not be taken before remediation.

CREDIT BY EXAMINATION/EXPERIENCE

Clarendon College students may receive college credit through examinations. The following are examples, but other avenues may be available. Check with the campus counselor or academic advisor. To receive credit through national examinations, the student must submit official scores and request credit.

College-Level Examination Program (CLEP)

The college will grant credit for the College-Level Examination Program (CLEP). These CLEP subject tests are offered regularly by the Clarendon College counselor, but credit for other CLEP tests may be evaluated and granted.

CLEP Subject Examinations

<u>CLEP Examination</u>	<u>Clarendon College Equivalent Course</u>	<u>Minimum Score</u>	<u>Credit Awarded</u>
Accounting	ACCT 2301	47	3 hours
	ACCT 2302	50	6 hours
American Government	GOVT 2301	47	3 hours
U. S. History			
**Before 1865 subscore	HIST 1301	50	3 hours
**Since 1865 subscore	HIST 1302	50	3 hours
College Algebra	MATH 1314	50	3 hours
Economics	ECON 2301 (Macro)	48	3 hours
	ECON 2302 (Micro)	48	3 hours
*College Composition	ENGL 1301	48	3 hours
	ENGL 1302	55	6 hours
*English Literature	ENGL 2332	46	3 hours
	ENGL 2333	48	6 hours
Psychology	PSYC 2301	47	3 hours
Sociology	SOCI 1301	48	3 hours
Spanish	SPAN 1411	46	8 hours
	SPAN 1412	46	8 hours
Trigonometry	MATH 1316	49	3 hours

*High score earns credit for both courses listed.

**Only one course may be earned through CLEP testing.

Advanced Placement (AP) Scores

The college will accept up to nine credit hours of Advanced Placement (AP) work; however, the credit must be awarded within a calendar year of the student's graduation from high school. Scores required for AP credit depend upon the subject area. Typically, scores of 4 and 5 will qualify. Check with the campus counselor or academic advisor if you have questions on AP.

American College Testing (ACT) Program

A score of 28 on the English portion of the ACT qualifies a student for six semester hours of credit in ENGL 1301/1302. A score of 25 on the English portion of the ACT qualifies a student for three semester hours of credit in ENGL 1301.

A score of 26 or above on the math portion of the ACT qualifies a student for three semester hours credit in MATH 1314.

Scholastic Aptitude Test (SAT)

A score of 620 on the verbal portion of the Scholastic Aptitude Test (SAT) qualifies a student for six semester hours of credit in ENGL 1301/1302. A score of 500 on the verbal portion of the SAT qualifies a student for three semester hours of credit in ENGL 1301.

A score of 550 or above on the math portion of the SAT qualifies a student for three semester hours of credit in MATH 1314.

To receive credit a student must submit an official copy of the test scores to the Registrar's Office. The results will be entered on the student's transcript as credit (CR) only. Credit will not be entered to the transcript until the student has completed a minimum of 12 hours satisfactorily. No more than 30 semester hours of credit through CLEP or other non-traditional training (ACE) may be awarded to any student.

Tuition & Fees



TUITION AND FEES

Tuition and fees are set by the Clarendon College Board of Regents and are payable in full at the time of registration unless prior arrangements have been made with the Business Office to participate in a payment plan. Tuition and fees are subject to change without notice by action of the State Legislature or action of the Board of Regents. A student is not officially registered until full payment of tuition and fees is made. Payment may be made by cash, check, money order, or credit card (Visa or MasterCard).

Tuition and Required Fees

Semester Credit Hours	In-District Resident	Texas Resident (Out-Of-District)	Non-Texas Resident
1	96	114	260
2	96	114	260
3	96	114	260
4	128	152	280
5	160	190	300
6	192	228	320
7	224	266	340
8	256	304	360
9	288	342	405
10	320	380	450
11	352	418	495
12	384	456	540
13	416	494	585
14	448	532	630
15	480	570	675
16	512	608	720
17	544	646	765
18	576	684	810

Figures above include tuition, building use fee, library fee, and general institutional fees for all categories. Out-of-district fee applies only to non-residents of Donley County who are Texas residents.

TUITION

	Per Credit Hour	Minimum
In-District Resident	\$18	\$ 54
Out-of-District Resident	18	54
Out-of-State Student	25	200

REQUIRED FEES

	Per Credit Hour	Minimum
Building Use Fees	3	9
Library Fee	3	9
General Institutional Fee	8	24
Out-of-District Fee	6	18
Distance Learning Fee/ Off-Campus Fee*	14	42

* The distance learning fee is charged only when the building use, library and general use fees have been waived.

COURSE FEES

Agriculture	24
Art (except ARTS 1301, 1303, & 1304)	15
Computer Information Systems (BCIS & COSC)	30
Computer Maintenance, Computer Networking, & Computer Technology (CPMT, CPNT, ITNW, ITSC, ITSE, LOTT)	30
Drama	15
Machining Technology	
MCHN 1230, 1319, 1343, 1391, & OSHT courses	30
RBTC and all other MCHN courses others except 1317	50
Mathematics (MATH1342 only)	15
Music - Individualized Instruction (MUAP)	
One 1/2 hour private lesson per week	75
Two 1/2 hour private lessons per week	150
Music - Guitar, Piano, or Voice Class (MUSI)	24

Music -	Music Ensemble Classes and MUSI 1216, 1217, 2216, & 2217	10
Nursing	VNSG 1423	25
Office Technology	(ACNT, POFI, POFL, POFM, POFT)	24
Physical Education		
	Rodeo PE	75
	All Other PE Activity Courses	12
Ranch and Feedlot Operations		
	AGMG 1303	30
	All Other AGAH, AGCR, AGEQ, & AGMG courses	10
Science	(Biology, Chemistry, Geology, & Physics)	30
Spanish	SPAN1411, SPAN1412	12

OTHER FEES

Graduation Fee	35
Transcript Fee	3
Late Registration Fee	10
Change of Schedule Fee	5
Nursing Insurance Fee	30
Nursing Seminar Fees (Per Semester)	30
Nursing Assessment/Technology Exam Fee	80
Nursing Permit Fee	102
State Board of Vocational Nursing Test Fee	88
Ranch and Feedlot Operations Transportation Fee	400
Ranch and Feedlot Specialized Schools and Seminars	650

When must students pay each semester?

All tuition, fees, charges for room and board, and other educational costs are due by the final day of general registration in each semester. ***Any exceptions to this policy must be approved in advance by the Business Office.***

Clarendon College does have a payment plan that students may use for tuition and fees. The plan requires that students pay room and board and 50 percent of tuition and fees by the first day of class; 25 percent by the end of the sixth week, and the remaining 25 percent by the end of the tenth week. The charge for using this plan is \$25 for the semester. Students interested in a payment plan should contact the Dean of Administrative Services.

What happens if a student doesn't pay on time?

Students who fail to pay tuition and fees by the final day of general registration will be removed from all class rolls, must re-register for all classes, and must pay a \$10 late registration fee.

Tuition and Fees Exceptions

The valedictorian of any accredited high school in Texas is exempt from the payment of tuition for the year following graduation from high school. This exemption applies only to tuition.

A Texas resident not living in Donley County who owns property in the Clarendon College taxing district which is subject to ad valorem taxation may have the difference in the rate of tuition for non-resident and resident students waived. This waiver can only be granted by the Registrar and requires documentation.

Senior Citizens Policy

A senior citizen (persons 65 years of age and older) may ***audit*** credit classes without paying tuition and fees, contingent upon space availability. Senior citizens may take ***up to six hours for credit*** by paying tuition only. All fees will be waived.

RESIDENCE HALL POLICIES/CHARGES

Clarendon College operates four air-conditioned residence halls. All students who are not established residents of Donley County are ***required*** to live on campus as long as space is available unless they are: (a) 21 years old by the first class day of the term, (b) married, (c) living with grandparents, parents or legal guardians who are Donley county residents, or (d) the legal guardian of a minor(s) with whom they reside. If residence halls are full, permission to live off campus is given on a first-come, first-served basis, as documented by a list maintained in the college office.

Knorpp Hall is designated for women. Vaughan and Phelan Halls are designated for men. Southwest Hall features individual units that are open to married couples and roommates of the same sex. Southwest Hall, because of its individual unit design, has traditionally been very popular with students and is assigned on a first-come, first-served basis. A waiting list for Southwest Hall reservations is maintained in the college office. Priority is given to married couples. Other criteria for Southwest Hall residency may be established by the Dean of Students.

Resident students must furnish their own sheets, pillows, pillowcases, blankets, towels, soap, etc. Coin-operated washers and dryers are available in each residence hall. A complete list of rules for residence halls is provided to students in the residence hall contract.

Residence Hall Charges Per Semester

<u>Dormitory</u>	<u>Double Occupancy*</u>	<u>Private*</u>
Knorpp Hall	\$400	\$800
Phelan Hall	\$400	\$800
Vaughan Hall	\$400	\$800
Southwest Hall	\$500	\$1,000

****For each semester add \$25 cable TV charge and \$40 for refrigerator rental. Students who want a private room must indicate that on their initial application. Requests for a private room are handled on a first-come, first-serve basis. Deposit for a private room is double that of a single room and non-refundable after August 1 for the Fall term and December 1 for the Spring term.***

A deposit of ***\$100*** is required to reserve a room. The deposit, which is in addition to the residence hall charge, is fully refundable up to ***August 1*** for the Fall term, and ***December 1*** for the Spring term. ***Thereafter, no refunds will be made by the college.***

When a student moves out of a dormitory room at the end of the semester or year, an inspection is made by a college representative. Any damage in the room is charged against the room deposit at the discretion of the college. If the cost to repair the damage exceeds the student's \$100 deposit, the balance is charged to the student.

NOTE: Students are charged for whatever individual damage they may cause to the residence hall, and share responsibility

with fellow residents for general damages (commons areas, equipment, etc.) that cannot be attributed to any individual.

If a student withdraws from college before the end of the term, ***no refunds are made by the college on room or board charges.*** The college has no opportunity to rent the room or recover projected meal plan revenues once the semester begins.

FOOD SERVICE CHARGES

Charges for Board for one semester (includes sales tax) . . . \$725

Clarendon College contracts with a outside corporation to provide low cost food service for its students. ***Residence hall students are required to participate in the meal plan.*** The meal plan provides for 18 meals per week. Breakfast, lunch, and dinner are served in the college dining hall Monday through Friday. Breakfast and lunch are served on Saturdays, and lunch is served on Sundays.

Approximate Breakdown on Meal Plan Cost Per Semester*

16 weeks X 18 meals = 288 meals $\$725 \div 288 \text{ meals} = \$ 2.52 \text{ per meal}$

**This rate is subject to increase depending upon the college's contract with its food service provider.*

REFUND POLICY (Tuition and Fees)

Withdrawal From College

Any student who officially withdraws from school during a semester with a written request to the Dean of Students or who is withdrawn by the college because of failure to comply with a condition upon which the enrollment was approved, ***may*** receive a refund of all tuition and mandatory fees in accordance with the following schedule established by the State of Texas:

NOTE: The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally taught.

FALL AND SPRING SEMESTER REFUNDS

Prior to the first class day	100%
During the first 15 class days	70%
During the 16th to 20th class days	25%
After the 20th class day	NONE

SUMMER SESSIONS REFUNDS

Prior to the first class day	100%
During the first five class days	70%
During the 6th and 7th class days	25%
After the 7th class day	NONE

NOTE: Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

Course Schedule Changes

If a student drops a course or courses prior to the first class day of a Fall or Spring semester or the first class day of a Summer semester, that student may receive a full refund. If the student adds or drops after general registration, a \$5 fee will be charged. Course refunds will be based on the same schedule as that for withdrawals explained above.

NOTE: Any refunds made to a Financial Aid recipient must first be cleared through the Office of

Financial Aid, and disbursed by the Business Office.

Refunds Are Not Automatic!

A student eligible for any kind of refund should request it at the time of withdrawal or program change by filling out the proper forms. Refunds are not processed until after the third week of classes. Some refunds may be made held until the end of the semester. Refunds to students are reduced by any amount owed to the college. The college reserves the right to make no refunds to students suspended or expelled from the institution.

WITHDRAWAL PROCEDURE

When a student wishes to withdraw from Clarendon College during a semester or summer term, that student should personally visit the Dean of Students, who checks clearance of the student's records and accounts. If all records are clear, the Dean certifies withdrawal in good standing. In the event a student cannot arrange for withdrawal in person, he/she should communicate immediately with the Dean by letter.

Any student who leaves school without officially withdrawing will automatically be awarded a grade of "F" in all courses in which he/she was enrolled during that semester. A student who withdraws by the "last day to drop," as stipulated by the college calendar will be awarded a grade of "W" for each course dropped.



Financial Aid

FINANCIAL AID

The Clarendon College Financial Aid Office is located in the Bairfield Activity Center on the Clarendon Campus and is normally open during the Fall and Spring semesters Monday through Friday, 8:00 a.m. to 4:30 p.m. Summer hours may vary.

Philosophy

The Office of Financial Aid is available to assist students who have difficulty meeting the cost of attending Clarendon College. The primary responsibility for financing an education rests with the student and his or her immediate family; however, many students will require additional assistance to finance their educational goals.

Awards from federal and state government are administered according to the laws and guidelines governing those programs. Priority is given to students with the greatest documented need and whose application for financial aid is received first.

Priority Deadlines

A priority deadline is the date an *eligible* student must meet to be reasonably assured of receiving financial assistance for the upcoming semester. If the student has submitted all appropriate processed forms (application and any other required forms) to the financial aid office by the priority deadline, he/she has reasonable assurance of receiving aid in time to enroll for the coming semester. ***All forms MUST be fully and accurately completed.*** Any incorrect or incomplete forms will delay the process.

Plan ahead! To meet the priority deadline, a student should start the process (picking up forms, gathering such information as parents' income tax records, filling out forms) eight to 12 weeks before the priority deadline.

PRIORITY DEADLINES

Fall Semester	July 1
Spring Semester	November 1
Summer Semesters	April 1

NOTE: Eligible students who apply after the priority deadline may not get their financial aid until after the start of the semester for which aid is awarded. Therefore, late applicants should be prepared to meet initial expenses (tuition, books, room, and board) from their own resources.

THE APPLICATION PROCESS

<i>Use the Clarendon College code number 003554 on all forms!</i>
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To be considered for financial assistance, a student must accomplish the following:

1. Obtain Free Application for Federal Student Aid Form (FAFSA) from the Clarendon College Financial Aid Office. **Each applicant must file a separate form. Siblings, for example, cannot file together.**
2. Complete the FAFSA and mail it directly to the processing center in the envelope provided.
3. Approximately three weeks after you mail the form, you will receive any additional forms from Clarendon College that may be required for processing your aid.
4. Accurately complete these forms and return them promptly to the Financial Aid Office.

Transfer Students

In addition to the five steps cited above, transfer students must:

1. Pick up a financial aid transcript form from the financial aid office.
2. Complete a form for *each* college previously attended. The student is responsible for submitting a financial aid transcript form to each previously attended college.
3. In addition to all financial aid transcripts, transfer students must also submit academic transcripts from all schools previously attended.

These forms are required whether or not a student received aid at other colleges.

General Eligibility

To be eligible for financial assistance, the student must:

1. Be in good standing and maintain satisfactory progress in the course of study he or she is pursuing (see Satisfactory Academic Progress section below).
2. Not be in default on any federal loan at Clarendon College or any other college or university.
3. Not owe a refund on grants previously received for attendance at Clarendon College or another college, under the Federal PELL Grant, the Federal Supplemental Educational Opportunity Grant, or the State Student Incentive Grant Program.

Satisfactory Academic Progress Standards for Recipients of Financial Aid and/or Veterans Benefits

To be eligible for student financial aid and Veterans Administration (VA) programs a student must be in good standing and maintain satisfactory academic progress as described below.

1. Any student receiving federal or state financial aid at Clarendon College is subject to the following time frame for completing degree or program requirements:
 - a. Three years for full-time students enrolled in 12 hours or more.
 - b. Four and one-half years for three-fourths time students enrolled in 9-11 hours.
 - c. Six years for one-half time students enrolled in 6-8 hours.
 - d. Students who are enrolled in a clock-hour program of one year in length must make satisfactory progress toward the degree by earning an appropriate amount of clock hours each quarter to complete the requirements of the program in one year.
2. Depending on his/her enrollment status (full-time, three-fourths time, one-half time, or less than one-half time), each student is required to complete a minimum number of hours each semester and maintain a minimum cumulative grade point average. For aid received in the summer semesters, the two summer semesters will be treated as one full semester:

- a. Full-time students must register and successfully complete at least 12 semester hours each regular semester and maintain a cumulative grade point average of 2.0 or higher.
 - b. $\frac{3}{4}$ -time students must register and successfully complete at least nine semester hours each regular semester and maintain a cumulative grade point average of 2.00 or higher.
 - c. $\frac{1}{2}$ -time students must register and successfully complete at least six credit hours and maintain a cumulative grade point average of 2.00 or higher.
 - d. part-time students must register and successfully complete the hours attempted and maintain a cumulative grade point average of 2.00 or higher.
3. Probation/Suspension Status - Students who fail to meet the requirements of either completing hours enrolled in and/or maintaining a cumulative average of 2.00 during a regular semester, will be placed on financial aid probation during the next regular semester of enrollment. During the semester that students are on financial aid probation, students who do not complete hours required and/or maintained a cumulative grade point average of 2.00, will be placed on financial aid suspension. To be cleared from financial aid suspension, students must attend one regular semester, successfully completing hours required and achieve a cumulative grade point average of 2.00 or higher. If this is achieved, a student will be eligible to reapply for financial aid and if eligible may receive financial aid on a probationary status.
4. A student may repeat a course only one time and receive student financial aid for it.

5. Students who feel an exception should be made to any requirement should submit a written appeal outlining the circumstances involved to the Director of Financial Aid who will review all pertinent data and render a decision. Students dissatisfied with this decision may appeal to the Financial Aid Committee.
6. All rules and regulations are subject to change by the Department of Education.

How Is Financial Need Determined?

Financial need is the difference between the cost of attending Clarendon College and the resources available to the student. Thus, financial need is the cost of attendance minus parental contribution minus student contribution minus other resources.

Once documented need is established, the office of Financial Aid will make every effort to meet this need. The financial aid award may include different types of funds. Awards are based on financial need, the program eligibility of the student, and the availability of funds.

In some instances, because of fund limitations, an extremely large student budget, program eligibility requirements, etc., the total award may be less than the documented need. In such a case, it is the student's responsibility to decide if he or she can supply the extra money needed to meet the cost of education prior to enrolling for that semester.

Financial aid is awarded on an individual basis, with the highest priority being given to students with the greatest financial need.

Financial Aid Payments & Sample Budgets

Financial aid payments are made by crediting a student's account and/or by check. If a student's award exceeds the total amount owed Clarendon College, the balance is disbursed to the student by the Business Office at the end of the first full class week, **providing all financial aid requirements have been met.** This is a sample budget for awarding financial aid only.

Sample Budget of Attendance for Fall & Spring Terms

Transportation	\$1,000
Clothing.....	342
Medical Care	450
Recreation	657
Miscellaneous	566
Room and Board	2,300
Tuition and Required Fees (based on 28 credit hours)	896
Books and Supplies	500
TOTAL	\$6,711

Regulations on Refunds and Repayments

If a student withdraws from school, the actual amount of the school's refund to the student is determined according to the school's policy. However, if the student received financial aid (except Federal Work-Study), a portion of the refund must be returned to the appropriate federal programs.

A "repayment" is the amount of the cash disbursement that a student must pay back to the school if the student withdraws. The college determines whether the cash disbursement was greater than the student's living expenses while he or she was still enrolled. If the student received financial aid (except Federal Work-Study or guaranteed loans), a portion of any repayment must be returned to the appropriate programs.

The regulations governing refunds and repayments apply only when the student has completely withdrawn, dropped out, or been expelled from school. Refund and repayment formulas are similar. The major difference is that guaranteed loan funds are not considered in the repayment formula.

Figuring the SFA Share of the Refund

If a refund is due a student under the school's refund policy and the student received any Student Financial Aid (SFA) funds (except Federal Work-Study), part or all of the refund must be returned to the SFA programs involved.

Formula used to determine what part of the refund must be returned

School refund to student	x	$\frac{\text{Total SFA funds (except FWS)}}{\text{Total Aid}}$	=	Amount to be returned to SFA programs
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Total aid includes all SFA Funds and scholarships awarded for the payment period. Total SFA Funds includes funds awarded to the student for the payment period.

Distribution among SFA Programs

Once a determination has been made on the amount of a refund that must be returned to the SFA programs, the refund should be distributed in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Other SFA Programs
7. Other Federal/State/Private/Institutional aid
8. The student *

**Students should remember that a portion of the refund can be paid to the student only if funds remain after the refund has been returned to the SFA program and other sources in the above order.*

Figuring the SFA Share of the Repayment

If the student's living expenses incurred up to the time he/she withdraws, drops out, or is expelled exceed the amount of cash disbursed, the student has not been overpaid. Living expenses are calculated on a per day cost.

Formula used to determine the cost per day

$$\begin{array}{ccccc} \text{Student maintenance} & \div & \text{Number of days in} & = & \text{Cost per day} \\ \text{cost} & & \text{semester} & & \end{array}$$

Formula used to determine living expenses

$$\begin{array}{ccccc} \text{Cost per day} & \times & \text{Number of calendar} & = & \text{Living expenses} \\ & & \text{days} & & \end{array}$$

Formula used to determine amount of repayment

$$\begin{array}{ccccc} \text{Cash disbursement} & - & \text{Living expenses} & = & \text{Amount of} \\ & & & & \text{repayment} \end{array}$$

Formula used to determine amount of the repayment to be returned to SFA Programs

$$\begin{array}{ccccc} \text{Amount of} & \times & \frac{\text{Total SFA Funds}}{\text{Total Aid}} & = & \text{Amount to be returned to} \\ \text{Repayment} & & & & \text{SFA Programs} \end{array}$$

As in the case of refunds, FWS are excluded. In addition, all guaranteed loan funds are excluded from the repayment formula. The amount to be returned to SFA programs should be distributed in the same order as the refund policies.

The college must return the SFA portion of a refund to the program accounts within 30 calendar days.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to know:

1. What financial aid programs are available.
2. The deadline for submitting applications for each program.
3. How financial aid is distributed.
4. How financial need is determined.
5. The cost of attending the institution.
6. What resources were considered in the calculation of financial need.
7. The institution's refund policy.
8. What portion of the financial aid received must be repaid and what portion is grant aid.
9. The good standing and satisfactory progress guidelines for aid recipients.

In accepting financial assistance a student MUST:

1. Complete all application forms accurately and submit them on time to the proper place.
2. Provide correct information. Misreporting information on financial aid forms is a violation of law and may be considered a criminal offense which could result in indictment under the U. S. Criminal Code.
3. Return all additional documentation, verification, corrections and or new information requested by either the Office of Financial Aid or the agency to which application was submitted.
4. Live up to all agreements that he or she signs.
5. Perform the work agreed on in accepting a College work study award.

6. Be aware of/comply with deadline for application or reapplication for aid
7. Report any changes in name and/or address to the office of Student Financial Aid.

VETERANS EDUCATION

The Veteran Readjustment Act of 1966 can help a veteran obtain education and training to fit a chosen career or better employment opportunities in civilian life. Veterans may train at Clarendon College under this act and should submit to the Financial Aid Office, prior to registration, a Certificate of Eligibility from the Veterans Administration. All Clarendon College Academic and Vocational courses are approved for Veterans training. For further information, contact the Financial Aid Office.

Program Progress Policies for Veterans

Satisfactory Progress

A student who is receiving Veterans educational benefits must maintain all requirements as listed in this catalog under *Satisfactory Academic Progress*.

Unsatisfactory Progress

A student who fails to achieve a cumulative GPA of 2.00 at the end of a second consecutive probationary semester, shall be reported to the Veterans Administration Regional Office as making unsatisfactory progress.

Qualifications for using Hazlewood Benefits

Hazlewood benefits are available to Texas veterans who might have used all other VA educational benefits available. Veterans must meet the following requirements in order to use benefits from the Hazlewood Act:

1. Be a resident of Texas at time entered service.
2. Have served at least 180 days active military duty (excluding training).
3. Received fewer than 150 credit hours using Hazlewood benefits at all institutions attended since Fall 1995.
4. Not be in default status on a federal loan guaranteed in the State of Texas.
5. Have received an honorable discharge or general discharge under honorable conditions.
6. Be a resident of Texas at the time of enrollment in college.
7. Have access to only limited Title IV (Pell & SEOG) benefits.

If a student receives a Federal Pell Grant or Supplemental Educational Opportunity Grant (SEOG), the Hazlewood exemption must be decreased proportionately. For instance, if a veteran who would have qualified for a \$750 Hazlewood exemption receives a \$200 Pell Grant, the student's exemption would be decreased to \$550. If a veteran who would have qualified for a \$750 Hazlewood exemption receives a \$750 Pell Grant, the student's exemption would be decreased to zero.

To determine eligibility for the Hazlewood exemption, the following documents must be submitted and approved by the Director of Financial Aid at least one week before the registration dates:

1. Complete application for admission to Clarendon College
2. A photocopy of the veteran's separation papers (DD-214)

3. A statement from the Veterans Administration certifying that the veteran is not eligible to receive benefits under any program administered by the VA
4. A completed formal application for Hazlewood Act benefits.

No exemptions of tuition and some fees are possible unless proper documentation of eligibility has been filed with and approved by the Director of Financial Aid prior to registration.

TYPES OF FINANCIAL AID

Federal Pell Grants

The Federal Pell Grant Program makes funds available to eligible students attending approved colleges, community/junior colleges, vocational schools, technical institutes, hospital schools of nursing, and other post-secondary institutions.

Anyone who is an undergraduate student enrolled in an eligible program may apply for a Federal Pell grant.

Federal Work-Study Program

The Federal Work-Study Program (FWS) provides jobs for students who have great financial need and who must earn a part of their education expenses.

Students may apply if they are enrolled as a graduate or undergraduate or vocational student in an approved postsecondary educational institution. Clarendon College, which participates in Federal Work-Study, administers jobs on-campus and off-campus with public or private non-profit agencies.

In determining the eligibility of a student under this program, the Financial Aid Officer will take into account:

1. Need for financial assistance.
2. Academic progress.

Generally, the salary received is at least equal to the current minimum wage.

Vocational Rehabilitation

The Texas Rehabilitation Commission (TRC) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a TRC counselor. Services are also available to assist the handicapped student to become employable. Application for such service should be made to the Texas Rehabilitation Commission.

Workforce Incentive Act (WIA)

Students may qualify for help in meeting their educational expenses through the Workforce Incentive Act. Prior to enrollment at Clarendon College, a student should have a personal interview with the area WIA coordinator to be certain of receiving assistance from the program. Information about WIA is available through the Financial Aid Office of Clarendon College or any office of the Texas Workforce Commission.

Texas Public Educational Grant (TPEG)

A limited number of grants are available under the Texas Public Educational Grant Program (TPEG). To be eligible for this type of grant, a student must show financial need. Once need is established, the student must contact the Financial Aid Officer to be considered for TPEG assistance.

Federal Supplemental Education Opportunity Grant (FSEOG)

The Federal Supplemental Education Opportunity Grant (FSEOG) is for students in exceptional financial need who must have the grant to continue their education. Students are eligible to apply if they are enrolled full time as an undergraduate or vocational student in an educational institution participating in the program.

Federal Stafford Student Loan Program

The Federal Stafford Student Loan Program provides loans from lending institutions to students that are participating in the program. This loan requires a recommendation by the Financial Aid Officer and an application made to the student's lending institution.

All rules and regulations are subject to change by the U.S. Department of Education.

SCHOLARSHIP OPPORTUNITIES

Clarendon College offers a range of scholarship opportunities for prospective and current students. Selection of scholarship recipients is based on a combination of factors that include academic achievement, major, leadership and personal need.

How to Apply for a Scholarship

Scholarship applications may be obtained by contacting the Admissions Office or Financial Aid Office. Scholarship applications are due **March 1** each year. Some scholarship applications have other deadlines. Check with the Financial Aid Office for additional deadlines.

The following are scholarships available at Clarendon College:

Malouf and Iris Abraham Business Scholarship -

available to students majoring in business.

Athletic Scholarships - The college fields intercollegiate teams in men's and women's basketball, volleyball and baseball. Athletic scholarships are available.

American Breeders Service Scholarship - available to students in the Ranch and Feedlot Operations Program. RFO students apply during the fall semester and awards are made in the spring.

Ballew Memorial Scholarship - awarded to students in the Agricultural Department.

Edith Ballew Memorial Scholarship - awarded to a student majoring in education. Awards are based on academic excellence and financial need.

Barnes Trust Scholarship - available to students attending Clarendon College who have been diagnosed with dyslexia.

Dusty E. Burleson Memorial - scholarships are for students in the Ranch and Feedlot Operations Program. RFO students apply during the fall semester and awards are made in the spring.

Development Endowment Scholarship - awarded to any student with no stipulations on major field of study.

Drama Club Scholarships - awarded to students majoring in fine arts or involved in the drama productions of Clarendon College.

Judge R.E. Drennan Memorial Scholarship - awarded to a student, chosen by the Clarendon College Board of Regents, who exhibits the high ideals for which Judge Drennan was known.

Elderhostel Scholarship - available to any student attending Clarendon College with no stipulations on major field of study.

Nolie Elliston Scholarship - is available to students in the RFO program. RFO students apply during the Fall semester and awards are made in the Spring.

Explorer Scouts Scholarship Fund - designated for an Eagle Scout from a Donley County chapter of Eagle Scouts who attends Clarendon College.

Ex-Students Endowed Scholarship Fund - Awards are based on academic excellence and financial need. Scholarships are available to all majors.

GTE Scholarship Fund - available to an outstanding student at Clarendon College who is in need of financial assistance.

Lamar Jackson Walker and Eula Jackson Scholarship - Awards are made to students taking general academics, business, or fine arts.

Judging Scholarships - The college features livestock, meats, and horse judging teams. Scholarships are available.

Memorial Scholarship Fund - available to any student regardless of major.

Ray and June Palmer Memorial Scholarship - designated as a Presidential Scholarship to be awarded to an outstanding student in any major.

Parker-Warner Scholarship - available to students majoring in the field of science or science education.

Plant Science Scholarship - awarded to students majoring in agriculture.

Don Smith Endowed Scholarship – available to a student majoring in mathematics.

Arthur W. SoRelle Endowed Scholarship - is designated as a Presidential scholarship and is awarded to an outstanding student with no stipulations on the field of study.

David Wiese Memorial Scholarship Fund - available to business/accounting majors.

Foundation Scholarships

The scholarships listed below are under the auspices of the Clarendon College Foundation. The Foundation works to add more scholarship offerings each year. This list may have additions annually.

Malouf and Iris Abraham Agriculture Scholarship

Fund – available to agriculture majors from the Texas Panhandle counties of Hemphill, Lipscomb, Ochiltree, Wheeler, Roberts and Gray counties. Interested high school seniors should contact the Admissions Office. Application deadline is March 1.

Ross Harwood Beville Memorial Endowment - available based on academic excellence and financial need.

Vera Dial Dickey Endowment - available to an outstanding student from Hall County attending Clarendon College.

Anna H. Dirkson Memorial - awarded to students of all majors taking classes at the Clarendon College Pampa Center.

David Guill Memorial Scholarship - available to students in the Ranch and Feedlot Operations Program.

Raymond W. Harrah, Sr. Endowment - Awards are based on academic excellence and financial need.

Hurn-Cox Scholarship - awarded to outstanding students in the Fine Arts Division.

Margaret Leftwich Scholarship Endowment - awarded to an outstanding student attending Clarendon College.

Panhandle Livestock Association Scholarship - available to a student in the Ranch and Feedlot Operations Program. RFO students apply during the fall semester and awards are made in the spring.

Claude & Edith Spivey Memorial Scholarship Fund – awarded to students from Hall and/or Donley County in any department or major except athletics.

Seibert and Frances Worley Endowment - awarded to students from any department or major.

West Texas Utilities Scholarship - Awarded annually (upon reaching a \$10,000 endowment) to a deserving student at the discretion of the Scholarship Committee.

S Student Life



CLUBS & ORGANIZATIONS

Athletics

Clarendon College is a member of the National Junior College Athletic Association, the Western Junior College Athletic Conference, and the National Small College Athletic Association (NSCAA). The college fields intercollegiate teams in men's and women's basketball, women's volleyball, and men's baseball.

Block & Bridle

Clarendon College is proud to be one of the few community colleges in America with its own Block & Bridle Chapter. Chapter members each year promote agriculture through community service and recreational activities.

Cheerleaders

The Clarendon College cheerleaders are the school spirit leaders at athletic events. Students interested in cheerleading should contact the Director of Student Life.

College Choir

The college choir provides recreational opportunities for anyone interested in singing. Previous choral experience is not required for membership. The choir presents Winter and Spring concerts and tours area schools.

Intramurals

Intramural sports activities taking place throughout the school year, include flag football, softball, sand volleyball, indoor volleyball, billiards, chess, and basketball.

Judging Teams

Clarendon College has a proud tradition in Livestock Judging. Its teams have won major titles in national-level competitions, such as the Houston and Fort Worth Livestock Shows. The college also features Meats and Horse Judging teams, giving Clarendon one of the most comprehensive judging programs in the nation.

In Livestock Judging, team members are selected from the Livestock Evaluation Course -- AGRI 2221. Students gain practical experience in livestock evaluation through supervised practice at area ranches, farms, and colleges. The animals evaluated by the judging team are horses, cattle, sheep, and swine. An important facet of the livestock judging skills acquired is the opportunity for students to learn to defend their placings with oral reasons.

Phi Theta Kappa

Phi Theta Kappa is a national junior college honorary scholastic society. To be eligible for membership students must achieve and maintain a 3.0 grade point average for all courses taken. A faculty committee recommends students for membership on the basis of character, citizenship and scholarship. The local Phi Theta Kappa Chapter was chartered in the Spring of 1958.

Rodeo Club

The purpose of the Rodeo Club is to provide students the opportunity to participate in the fellowship and recreation of competitive rodeo events. The Rodeo Club is a non-scholarship program and is not part of or associated in any way with the N.I.R.A. Clarendon College does pay N.I.R.A. club dues, allowing students the opportunity to participate in all N.I.R.A. functions. Clarendon College occasionally hosts a rodeo as well as several roping events. The program is open to all students

attending Clarendon College. The college's roping and riding arena is located on the college campus.

Student Ambassadors

Student Ambassadors is a group dedicated to the promotion of Clarendon College. Ambassadors are selected from among the college's foremost student leaders. Their activities traditionally include assisting with off-campus and on-campus recruiting efforts as well as freshman orientation, registration, and campus tours.

Student Bands

The college has traditionally featured Jazz, Country, and Pep bands. The Jazz Band is traditionally featured in a gala Christmas program and a Spring concert, as well as performing at other events.

Student Government Association

The Student Government Association (SGA) represents the study body. The president and secretary are elected from the sophomore class, and the vice president and treasurer are elected from the freshman class. A reporter is elected at-large. Other representatives are elected by campus organizations. The function of SGA is to promote a good relationship between the faculty, staff, and the students; to solve student problems; to encourage student participation in student activities; to promote good citizenship in college; and to provide an opportunity to develop individual initiative and leadership.

White Caps

The White Caps Club is an organization of student vocational nurses and others interested in promoting nursing at Clarendon College. The objectives of the club include community service, school publicity, nursing seminars, and career days for high school students interested in health care.

Yearbook

The Bulldog is the student yearbook that reflects, largely through pictures, the life of the current year and provides a record of activities at Clarendon College.

STUDENT HOUSING POLICIES

Housing Policy

The Clarendon Campus of the college is designed as a residential community college with four air-conditioned dormitories. Clarendon College requires that all students enrolled on the Clarendon Campus must live in a dormitory and participate in the meal plan. The only exceptions to this rule are:

1. Students who are married
2. Students 21 years of age by the first class day of the term
3. Students living with nuclear family members (grandparents, parents, legal guardian) in Donley County
4. Students who are the legal guardian of a minor with whom they reside
5. Commuters

Living Off Campus

When there is no room available in the college dormitories, the Dean of Students must give approval for students to live off campus. Should a student have approval to live off-campus and a room becomes available in the dormitory, the vacant room is to be filled accordingly:

1. The college maintains a current list of students who have been approved by the Dean to live off campus.

2. The student who was last approved by the Dean to live off campus will be the first required to move into the dormitory at the beginning of the next semester.

Residence Hall Reservations

Residence hall reservations should be made with the Admissions Coordinator. A deposit of **\$100** is required for a double occupancy room and **\$200** for a private room. This deposit, which is in addition to the room charge, is fully refundable if the Dean of Students is notified ***in writing*** by **August 1** for the Fall term and **December 1** for the Spring term. For students who put money on deposit after August 1 (for the Fall term) and December 1 (for the Spring term) and subsequently elect not to attend, no refunds are issued.

Check-in and Check-out: Students must go through formal procedures whenever checking into a residence hall room and whenever checking out of a room.

During check-in, existing damage to the room is surveyed. During check-out, any new damage for which the student is responsible will be noted. New damages are charged against the student's deposit. If the cost to repair the damage exceeds the amount on deposit, the student is responsible for the balance. In addition to being responsible for individual damage, each student-resident is proportionately responsible for general damages (hallways, equipment, bulletin boards, etc.) to the residence hall that is not attributable to any individual.

Failure to go through a formal check-out procedure will result in forfeiture of the student's dorm deposit.

For students who plan to return to the college for the next regular semester, deposits are retained by the Business Office; and the student is not required to put up a new deposit.

STUDENT DISCIPLINE & APPEALS

Student discipline is the responsibility of the Dean of Students on the Clarendon Campus and the Dean of the Pampa Center in Pampa. Any student charged with misconduct that may lead to suspension or expulsion shall be entitled to a hearing before the Student Appeals and Grievance Committee. More specific information is available in the *Clarendon College Student Handbook*. In general, the following process will be used.

1. ***Investigation by the appropriate dean.***
2. ***Disciplinary Action, if appropriate, that may include:***
 - a. ***Warning or reprimand.***
 - b. ***Restriction.***
 - c. ***Campus work assignments or community service.***
 - d. ***Probation.***
 - e. ***Suspension.***
 - f. ***Expulsion.***
 - g. ***Criminal charges.***
3. ***Student Appeal, if student feels disciplinary action unfair***

Status of a Student Awaiting Disciplinary Action

Normally, disciplinary penalties shall not begin until time for appeal has elapsed. However, should, in the judgment of the Dean of Students, the physical or emotional well-being of the student or the safety of other students, college employees, or

campus visitors be in doubt, the student can be temporarily suspended.

Equal Opportunity

Grievance and Appeal Process for Students

Clarendon College has an established policy of equal opportunity on the basis of age, sex, race, creed, color, national or ethnic origin, or disability. If a student feels he/she has been discriminated against, the *Clarendon College Student Handbook* includes the steps for grievance and appeal hearings established for students' benefit.

NOTE: *When any conflict or potential conflict arises at Clarendon College, the intent is to bring the matter to satisfactory resolution at the lowest appropriate level. Any hearings conducted at the college are not legal proceedings, rather institutional efforts to fairly resolve real or perceived problems.*



Academic Information

ACADEMIC INFORMATION

Classification Information

Students enrolled at Clarendon College may be classified in the following ways:

FRESHMAN	0 - 29 hours Earned
SOPHOMORE	30 or more hours Earned
FULL-TIME	Enrollment of 12 or more hours in a semester
PART-TIME	Enrollment of less than 12 hours in a semester

Student Load

The recommended regular course load for a full-time student is **15-18 credit hours per semester**. Any student who wants to take more than **18 credit hours** in a Fall or Spring semester must receive written authorization from the Dean of Instruction. In Summer I or II terms, a student must receive approval to take more than **eight credit hours** of coursework.

Schedule Changes (Drop/Add)

Students may make schedule changes after their initial registration each semester only during the designated "Drop and Add" period as scheduled in the calendar of this catalog. Students will be required to pay tuition and fees applicable to any class(es) added to the schedule, as well as a **\$5 fee** per schedule change.

Auditing Classes

Students may attend classes on an audit (non-credit) basis. Tuition and fees for auditing classes are the same as for credit courses. A student may change his/her registration from credit to audit during the drop/add period. A student who initially sought to audit classes may also change to credit status during drop/add, provided all requirements for regular admission are met.

Dropped Course Grades

A student who drops a course after the first 12 class days of instruction will receive a grade of "W." Students may not drop after the 14th week of a Fall or Spring term or the fifth week of a Summer term. To drop a class, the student must obtain the written consent of the instructor. Drop forms are available in the Registrar's Office.

Repeating Courses

When students repeat a course, the highest grade earned will be the grade that will factor into the student's cumulative grade point average.

Grades

A report of semester grades in all subjects may be mailed to the designated address of the student. Grades and grade points are computed on a 4-point scale.

Letter Grade		Numeric Grade	Grade Points
A	Excellent	90-100	4
B	Good	80-89	3
C	Average	70-79	2
D	Poor	60-69	1
F	Failure	59 and Below	0
I	Incomplete		
S	Satisfactory (Developmental courses)		
N	Need for Continued Remediation indicated(Developmental courses)		
W	Withdrew		

Incomplete

The conditional grade "I" for Incomplete may be assigned to a student only when he/she has a justifiable reason (the illness or death in the family) for not being able to complete the course within a given semester. For an "I" grade to be assigned, there

must be a written contract between the student and instructor, a copy of which has been filed with the Dean of Instruction. To remove the “I,” the student must complete all coursework by the deadline to be determined by the instructor and included in the contract. That date ***must not*** exceed the end of the next long (Fall or Spring) semester. Failure to complete the work by the deadline will result in the student receiving a grade of “F.”

Family Education Rights & Privacy Act of 1974

In compliance with the Texas Open Records Act and the Buckley Amendment (Public Law 93-579), Clarendon College will consider the following information to be “public or directory information” unless the individual student advises the Registrar in writing that his/her name should not be included or released as public information:

Student Name, Date and Place of Birth, Home Address, Home Telephone, e-mail address, Marital Status, Classification, Dates of Attendance, Major and Minor, Current Class Schedule, Degrees and Awards Received, Number of Hours Enrolled for Current Semester, Photographs, Previous Education Agencies/Institutions Attended, Participation in Officially Recognized Activities and Sports, Weights and Heights of Members of Athletic Teams

Transcripts

A student may obtain a copy of his/her transcript by written request to the Registrar's office. A **\$3** fee is charged for each copy. All financial obligations to the college must be met in full before a transcript will be issued.

Articulation And Transfer

Since Clarendon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, credits earned are generally equivalent to courses of the same description at other colleges and universities.

Students may encounter problems transferring course credit when they change their educational objectives. For example, students who change their majors after completing a two-year degree may find that credits earned will transfer but additional credits may be necessary to meet the requirements for the new major.

Resolution of Transfer Disputes in Texas

The following procedures have been established by the Texas Higher Education Coordinating Board for the resolving of disputes among public colleges and universities in Texas on the awarding of credit for lower-division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.

2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.

If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

Scholastic Honors

President's Honor Roll - Students who earn a 4.0 in at least 12 semester hours are listed on the President's Honor Roll at the end of each semester.

Dean's Honor Roll - Students who earn a 3.6 average in at least 12 semester hours are listed on the Dean's Honor Roll at the end of each semester.

Graduation with Honors - To be graduated with honors a student must have a cumulative average of 3.5 grade points on all work completed (including transfer credit). Students will be considered for honors who have completed at least 24 credit hours at Clarendon College.

Academic Standards of Progress

All students are expected to maintain a minimum grade point average of 2.0. If at any time a student's cumulative GPA falls below 2.0, the student is placed on ***academic and attendance probation*** for the subsequent semester. If the student fails to achieve a GPA of 2.0 or better in the semester in which he/she is on probation, the student may be placed on ***continuing academic probation*** or on ***academic suspension***. Under academic suspension, the student may not enroll the following term. Students are notified in writing of their status, whether probation or suspension, by the college office.

After a student has been on academic suspension, he/she must reapply for admission to Clarendon College through the Office of Admissions.

Academic Appeals Procedure

The following are the steps a student should follow in the event he/she feels there is reason to question the final grade

received in a course. More specific information is available in the *Clarendon College Student Handbook*.

1. **Informal Appeal.** Students should first contact the instructor and determine the reasons for the grade. If the student still feels the grade is in error, he/she should contact the Division Director.
2. **Formal Appeal.** The student may make a formal appeal to the Student Appeals and Grievance Committee by contacting the appropriate dean. The process for this appeal appears in the *Clarendon College Student Handbook*.
3. **The Hearing.** The Student Appeals and Grievance Committee will act as the hearing committee.
4. **Further Appeals.** Should the student not be satisfied with the committee's decision, further appeal should be addressed to (a) the college president and (b) the Board of Regents, in that order.
5. **Appeal Restrictions.** Only the final grade of the student involved will be considered. The instructor's teaching ability or expertise will not be considered during the hearing. No grade can be formally appealed after a period of 30 days from the end of the semester in which the grade was awarded.

Attendance

Clarendon College believes strongly that the greatest single predictor of student success is attendance!

Students are expected to attend all classes in which they are enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with all instructors when an absence occurs.

Instructors are responsible for keeping an accurate record of class attendance and for informing students of the importance of attendance.

Students who have attendance problems, for whatever reasons, are strongly encouraged to consult with each of their instructors as well as the campus/center counselor.

Clarendon College instructors have the right to drop an excessively absent student from a class at any time during the semester. What constitutes “excessive absenteeism” is determined by the individual instructor, but should be clearly defined to all students in the class at the beginning of each semester and in the course syllabus.

NOTE: An excused absence will not be counted against a student's attendance record in any class. An example of an officially excused absence is pre-approved participation in a school-sponsored activity. However, even when an absence is excused, the student is still responsible for any material covered in class during the time missed.

Religious Holy Days

In accordance with Section 51.911, Texas Education code, Clarendon College will allow a student who is absent from class for the observance of a religious holy day to take an examination

or complete an assignment scheduled for that day within seven (7) calendar days after the absence.

Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the semester in which the absence will occur. Forms for this purpose are available in the Dean of Students office along with instructions and procedures.

“Religious holy day” means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

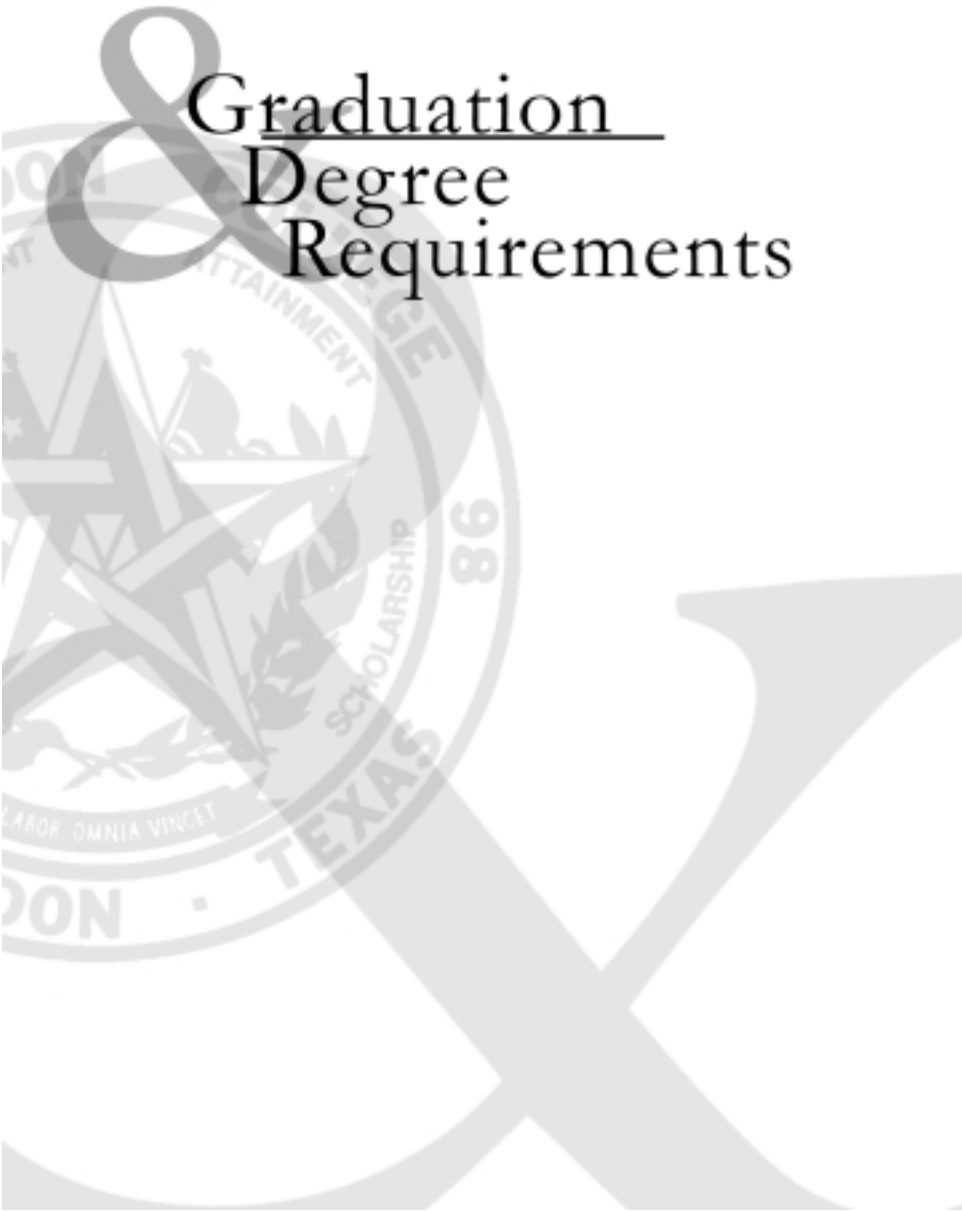
Final Examinations

A final examination is required for each course. Final examinations may not be given earlier than the time for which they have been officially scheduled. A final examination schedule is posted a minimum of three weeks in advance of the date of the first exam administered and/or announced by instructors administering the test.

Orientation and Guidance

Clarendon College provides students assistance in academic advisement and career counseling. A full-time counselor/advisor is available to assist at both the Clarendon Campus and the Pampa Center. Faculty in each department also assist in academic advisement.

Entering freshman are required to complete an orientation program during their first semester. This program is designed to assist students in adjusting to college, improving study habits, managing their time and enabling them to take advantage of college facilities and their own time.



Graduation Degree Requirements

CLARENDON COLLEGE CORE CURRICULUM

A core curriculum provides the student with a series of basic intellectual competencies in reading, writing, speaking, listening, critical thinking, and computer literacy that are essential to the learning process for any college major or field of study. A college has a core curriculum comprised of the courses the college's faculty has agreed will best provide these basic intellectual competencies.

Clarendon College has a core curriculum of 44 credit hours. Completion of the core curriculum will be indicated on each student's transcript. A student transferring to another Texas postsecondary institution will not be required to take the core curriculum required at the receiving institution in addition to or in place of the one completed at Clarendon College.

The Clarendon College Core Curriculum consists of six areas – Communications, Mathematics, Natural Sciences, Humanities and Visual and Performing Arts, Social and Behavioral Sciences, and Computer Literacy.

I. Communications – 9 credit hours

6 hours: ENGL 1301 and 1302

3 hours: SPCH 1315, 1318, 1321, 1342, or 2431

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

- B. To understand the importance of specifying audience and purpose and to select the appropriate communication choices.
- C. To understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication.
- D. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- E. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- F. To develop the ability to research and write a documented paper and/or to give an oral presentation.

II. Mathematics – 3 credit hours

3 credit Hours: Math 1314, 1324, or 2313 (Math 1332 and 1333 may be used together to replace any of the others.)

- A. To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real world problems.
- B. To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.

- C. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
- D. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
- E. To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
- F. To recognize the limitations of mathematical and statistical models.
- G. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

III. Natural Sciences – 8 credit hours

8 credit hours: Two courses chosen from BIOL 1406, 1407, 1411, 2401, 2402, 2420; and/or CHEM 1311 (with 1111) 1312 (with 1112), 2323 (with 2223, 2325 (with 2225); and/or PHYS 1401, 1402, 1411, 1412; and/or AGRI 2313

- A. To understand and apply method and appropriate technology to the study of natural sciences.
- B. To recognize scientific and quantitative methods and the differences between these approaches and

other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.

- C. To identify and recognize the differences among competing scientific theories.
- D. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
- E. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

IV. Humanities and Visual and Performing arts – 6 credit hours

3 credit hours: HUMA 1315

3 credit hours: ENGL 2331, 2332, or 2333

- A. To demonstrate awareness of the scope and variety of works in the arts and humanities.
- B. To understand those works as expressions of individual and human values within an historical and social context.
- C. To respond critically to works in the arts and humanities.
- D. To engage in the creative process or interpretive performance and comprehend the physical and

intellectual demands required of the author or visual or performing artist.

- E. To articulate an informed personal reaction to works in the arts and humanities.
- F. To develop an appreciation for the aesthetic principles that guide or govern the humanities and the arts.
- G. To demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

V. Social and Behavioral Sciences – 15 credit hours

**6 credit hours: HIST 1301 and HIST 1302
(HIST 2301 may substituted for either 1301 or 1302)**

6 credit hours: GOVT 2301 and 2302

3 credit hours: One course from PSYC 2301, 2308; SOCI 1301, 1306, 2301; ECON 2301, 2302; AGRI 2317

- A. To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- B. To examine social institutions and processes across a range of historical periods, social structures, and cultures.
- C. To use and critique alternative explanatory systems or theories.

- D. To develop and communicate alternative explanations or solutions for contemporary social issues.
- E. To analyze the effects of historical, social, political, economic, cultural, and global forces in the area of study.
- F. To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
- G. To understand the evolution and current role of the U.S. in the world.
- H. To differentiate and analyze historical evidence (documentary and statistical and differing points of view).
- I. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- J. To analyze, critically assess, and develop creative solutions to public policy problems.
- K. To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.

- L. To identify and understand differences and commonalities with diverse cultures.

VI. Computer Literacy – 3 credit hours

3 credit hours: COSC 1301 or 1401

- A. To demonstrate understanding and use of the key features of computer software that is widely used in academic and work settings.
- B. To understand and be able to use computer technology for communication and acquisition of information.
- C. To recognize the limits of computer technology.
- D. To demonstrate knowledge of the types of computer software necessary to accomplish specific tasks or to solve specific problems.
- E. To develop the ability to evaluate and use new computer technology as it becomes available.

DEVELOPING A MAJOR

Students who plan to transfer to a four-year college or university will want to decide upon a major or field of study that fits into their career plans. Examples of a major are Art, Theatre, Animal Science, Biology, Criminal Justice, Mathematics, and Education (elementary or secondary teaching). Students planning a professional career, such as law, medicine, or dentistry, usually consider themselves "pre-law" or "pre-med" students. Colleges don't give a "Pre-" degree, so students choose a major that might prepare them for law school or medical school, such as political science, psychology, or biology.

At the two-year college level, most of the student's efforts will be directed at completing the Core Curriculum and general studies courses required by all colleges and universities as a basis for most majors. Only a few courses taken at the two-year college will be within the major or field of study. These can be chosen as electives within either the AA or AS degree.

The best sources of information on what freshman and sophomore courses will fit into a particular major are Clarendon College faculty members teaching in that field and the college or university to which the student hopes to transfer. By the end of their freshman year, students should contact their college of choice for a catalog and application materials.

GRADUATION AND DEGREE REQUIREMENTS

The minimum requirements for all degrees at Clarendon College include the following:

- A. Completion of 62 semester credit hours.
- B. 18 credit hours earned at Clarendon College.
(One-half of all credit earned for a workforce

- education AAS degree must have been earned at Clarendon College.)
- C. A cumulative grade point average of 2.0.
 - D. Discharge of all financial obligations to the college.
 - E. Pass all sections of the TASP.

Criteria for Top Honor Graduate

In April of each year, the college's full-time faculty vote on a graduating student who will give the Student Address at commencement. This honor is based on two criteria: (a) the student's GPA; and (b) to what extent the student meets the following standards:

1. The student must be in compliance with all rules of conduct as outlined in the Student Handbook.
2. The student must have earned a minimum total of 24 credit hours at Clarendon College.
3. The student must have completed or have currently in progress all courses required for an associate degree.
4. The student must have all courses attempted (transfer credit included) evaluated for grade point average.
5. Grades from the final semester will not be included in the evaluation for this honor.

Associate in Arts Degree (AA)

To earn an Associate in Arts degree, the student must satisfactorily complete all Core Curriculum courses and the following requirements for the AA degree:

Credit Hours	
Core Courses	44
Additional literature	3
Physical Education	2
Electives	11

Associate in Science Degree (AS)

To earn an Associate in Science degree, the student must satisfactorily complete all Core Curriculum courses and the following requirements for the AS degree:

Credit Hours	
Core Courses	44
Additional Humanities or	
Fine Arts	3
Physical Education	2
Electives	13

Associate in Science with Specialization in Office Systems Technology

Students interested in this specialization will complete requirements for the AS degree but a total of 19 credit hours of electives and certain Core Courses will be selected from the list below. The courses will prepare students to take three of the nationally recognized tests for the MOUS certification (software) and the A+ certification (hardware).

COSC 1401 (core course)	ITSC 1313
SPCH 1321 (core course)	CPMT 1311
OFAD 2304 and 2305	CPMT 1445
POFI 1401	

Associate of Applied Science (AAS)

The Associate of Applied Science degree incorporates a course of study from a Workforce Education Program – Computer Technology, Machining Technology, Vocational

Nursing, Office Technology, or Ranch and Feedlot Operations – with academic courses to equal a minimum of 62 credit hours. To receive an AAS, the student must successfully complete all required courses in the Workforce Education Program and the following:

	Credit Hours
English	3
Math	3
Speech	3
Social/Behavioral Science	3
Elective	3 (minimum)

Workforce Education Certificate and Degree Programs

Workforce Education Programs are designed to provide the knowledge and skills necessary for a student to get a job immediately after completion of the program. Clarendon College supports this statement with this guarantee: If an employer finds that a Clarendon College graduate is lacking in the technical job skills identified as exit competencies for a specific degree or certificate program, the college will provide up to six credit hours, tuition free, for additional skills training. To learn more about this guarantee, contact the Dean of Instruction or any Workforce Education Program Instructor.

COMPUTER TECHNOLOGY

Computer Technology programs reflect a rapidly changing industry. The student may choose to pursue a one-year Certificate in either Computer Maintenance or Computer Networking. A two-year program of study provides the student with an Associate of Applied Science in Computer Maintenance and Networking Technology. Computer Technology Programs are located in downtown Clarendon at the Kearney Building. Students interested in the two-year Computer Technology

program must take the TASP before enrolling. The two one-year programs are TASP-waived certificates.

Computer Maintenance Technician Certificate 27 Credit Hours

First Semester	Credit Hours	Second Semester	Credit Hours
COSC 1401	3	ITSE 1313	3
INTW 1433	4	CPMT 1445	4
ITNW 2401	4	SPCH 1321 or 1315	3
CPMT 1311	3	ITNW 1347	3
	14		13

Computer Networking Administration Certificate 28 Credit Hours

First Semester	Credit Hours	Second Semester	Credit Hours
COSC 1401	3	ITSE 1329	3
INTW 1433	4	CPMT 1445	4
ITNW 2401	4	SPCH 1321 or 1315	3
CPMT 1311	3	ITNW 1313	3
	14		13

Associate of Applied Science in Computer Maintenance and Networking Administration 65 Credit Hours

First Semester	Credit Hours	Second Semester	Credit Hours
PSYC 1100	1	ITSC 1313	3
COSC 1401	3	CPMT 1445	4
ITNW 1433	4	SPCH 1321 or 1315	3
ITNW 2401	4	ITNW 2451	3
CPMT 1311	3	Social/Behavioral Science	13
ENGL 1301	3		
	18		17

Third Semester	Credit Hours	Fourth Semester	Credit Hours
ITSE 1329	3	ITNW 2409	4
ENGL 2311	3	ITNW 2421	4
ITSE 1329	3	ITSC 2386	3
ITNW 2456	4	MATH 1314 or 1332	3
Approved Elective	3		
	16		14

MACHINING TECHNOLOGY

Machining Technology is a new program at the Clarendon College Pampa Center. Students may complete a Certificate or an Associate of Applied Science in Machining Technology. There are many job opportunities available in the Texas Panhandle for machining graduates; but for those willing to move to urban areas of the state, opportunities are even better.

Students interested in Machining Technology should follow the regular application process. All students who enter the Machining Programs must take the TASP Test before they can officially enroll. To learn more about this program, contact Phil Grant at the Pampa Center or the Office of Admissions.

Machining Technology Certificate 49 Credit Hours

First Semester	Credit Hours	Second Semester	Credit Hours
OSHT 1401	4	MCHN 1432	4
MCHN 1317	3	MCHN 1230	2
MCHN 1343	3	MCHN 1319	3
MCHN 1320	3	MCHN 1538	5
	13	MCHN 1408	4
			18

Third Semester	Credit Hours
MCHN 1435	4
MCHN 1413	4
MCHN 1552	5
MCHN 1045	3
MCHN 1291	2
	18

OFFICE TECHNOLOGY

Office Technology has been updated to accommodate the many changes that the average office has undergone since the introduction of the computer. This program at the Clarendon College Pampa Center is offered in a “block” format. That is, students take certain courses in a concentrated period of time rather than as separate and distinct courses one at a time.

Apply early! This program begins two weeks before the regular semester begins. (See Admissions section.) Students may earn a Certificate in Office Technology or an Associate of Applied Science in Office Technology.

Office Technology 53 Credit Hours

First Semester

Block I	Credit Hours	Block II	Credit Hours
POFT 1429	4	ACNT 1403	4
ACNT 1403	4	POFI 2401	4
POFT 1331	3	POFI 1313	3
POFT 2401	3		11
	15		

Second Semester

Block III	Credit Hours	Block IV	Credit Hours
POFT 2401	4	POFT 2312	3
POFT 1302	4	POFI 1401	4
POFT 1319	3	POFT 1321	3
	11	POFL 2301	3
		POFM 1312	3
			16

RANCH AND FEEDLOT OPERATIONS

The Ranch and Feedlot Operations Program (RFO) accepts only a limited number of students for its one-year program. Students must apply and request an interview with the program faculty between January 15 and May 1 to be accepted into the following year's program. The RFO Certificate program is a TASP-waived program, and students are not required to take the TASP unless they want to seek an Associate of Applied Science Degree in Ranch and Feedlot Operations.

Ranch And Feedlot Operations Certificate 42 Credit Hours

First Semester	Credit Hours	Second Semester	Credit Hours
AGAH 1353	3	AGAH 1447	4
AGAH 2309	3	AGEQ 2311	3
AGAH 1343	3	AGAH 2313	3
AGCR 2313	3	AGMG 2406	4
AGCR 1307	3	AGAH 1341	3
AGMG 1444	4	AGMG 2301	3
AGMG 1303	3		20
	22		

Degree Options for Ranch and Feedlot Students

RFO students may choose from any of three options for degrees, depending upon their future plans.

Option I

Complete the RFO program successfully; follow the Associate of Applied Science Degree (AAS) requirements. An AAS in Ranch and Feedlot Operations will require a total of 20 additional academic credit hours – 3 credit hours each in English, math, and a behavioral or social science for 12 credit hours. The student may then select eight credit hours in electives that will contribute to his/her future career.

Option II

For students who plan to complete the requirements for a Bachelor of Applied Arts and Sciences (BAAS) Degree at a four-year college, up to 48 credit hour of occupational specialization may be accepted. If this is your plan, you should contact the college of your choice to determine which Clarendon College electives will meet that institution's requirements.

Option III

RFO students who want to complete requirements for a Bachelor of Science in Agriculture at a four-year college, should contact that institution to determine which requirements for the degree may be completed at Clarendon College.

VOCATIONAL NURSING

The Vocational Nursing Program offers a one-year program. Students enroll for a full year, starting at the same time as all other programs and continuing through spring semester and both summer sessions. Students apply to the program and complete their application requirements during the first semester. Final decisions on applicants are made before the end of that semester.

Vocational Nursing is located in the Courson Building on the Clarendon College Campus. An off-campus program is in Shamrock at the Clarendon College LVN Center. Clinicals take place at a number of different hospitals and health care facilities that meet the standards of the program and state requirements.

Certified Licensed Vocational Nursing 54* Credit Hours

Prerequisites: Students entering the Fall Semester of the LVN Program must have completed BIOL 2401 (Anatomy & Physiology I) and any prerequisites for that course.

Fall Semester	Credit Hours	Summer Session I	Credit Hours
BIOL 2402	4	VNSG 2331	3
BIOL 1322	3	VNSG 2261	2
VNSG 1423	4	VNSG 1231	2
VNSG 1227	2	VNSG 2262	2
	13		9

Spring Semester	Credit Hours	Summer Session II	Credit Hours
VNSG 1122	1	VNSG 1230	2
VNSG 1460	4	VNSG 2263	2
VNSG 1226	2	VNSG 1234	2
VNSG 1461	4	VNSG 2161	1
VNSG 1115	1		7
VNSG 1238	2		
VNSG 1236	2		
VNSG 1432	4		
VNSG 2160	1		
	21		

* The 54-credit hour requirement includes the prerequisite for BIOL 2402.



Course Descriptions

A GUIDE TO COURSE NUMBERS AND DESCRIPTIONS

Clarendon College uses the State of Texas common course numbering system for public colleges and universities. Each course is designated by a department title and a four digit number. The first of the four digits identifies the academic level of the course. Freshman or first year courses are identified by a "1", whereas sophomores or second year courses are designated by a "2." The second digit specifies the number of semester hours awarded for the completion of the course. The third and fourth digits distinguish the course within a program area. For example, ENGL 1301 would be a three semester hour credit English course normally taken during the freshman year.

*The three numbers to the far right of each course name indicate, in order, the number of credit hours; the number of lecture hours; and the number of lab hours. Example: a course with a value of **3-2-3** indicates that the course carries 3 semester hours of credit and meets for 2 hours of lecture and 3 hours of laboratory each week.*

COURSE DESCRIPTIONS

ACCOUNTING

ACCT 2301. Accounting I **3-3-0**

Fundamentals of double entry bookkeeping, journalizing, posting, adjusting entries, closing entries, and statement preparations. Sole proprietorship, accounting, practice sets.

ACCT 2302. Accounting II **3-3-0**

Continuation of ACCT 2301. Partnership and corporation accounting, budget and tapes, statements, analysis and interpretation, practice sets. Prerequisite: ACCT 2301.

AGRICULTURE

AGRI 1131. The Agricultural Industry **1-1-0**

An introductory course to the field of agriculture, nature of the industry, resource conservation, and the American agriculture system.

- AGRI 1307. Agronomy : Fundamentals of Crop Production** 3-2-2
Distribution, importance, characteristics, and uses of agronomic crops. Fundamentals of structure and improvement are also discussed.
- AGRI 1319. Animal Science** 3-2-2
An introductory course designed to orient the student in the modern field of animal culture; importance of livestock products; breeding, feeding, management, classes, grades, types, carcasses, markets, and products of livestock enterprises.
- AGRI 1325. Marketing of Agricultural Products** 3-3-0
Operations in movement of agricultural commodities from producer to consumer. Essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Prerequisite: AGRI 2317 or consent of instructor.
- AGRI 1329. Principles of Food Technology** 3-3-0
Food technology in relation to world and domestic food supply and demand. Classification of food systems; general processes.
- AGRI 1415. Principles of Horticulture** 4-3-2
Fundamentals, principles and practices of growth, maintenance, and use of horticulture plants. Landscape of small houses.
- AGRI 2221. Livestock Judging** 2-1-3
Instruction in selecting, evaluating, and judging of beef cattle, sheep, swine, and horses. The course will include the judging of both breeding and market animals with decisions being supported by oral reasons. May be repeated for credit with consent of instructor.
- AGRI 2313. General Entomology** 4-3-2
A basic study of insect classification, behavior, morphology, and growth. The relationship of insects to plants and other animals is emphasized. Includes instruction in controlling and preventing economic loss caused by plant pests and related environmental protection measures.
- AGRI 2317. Fundamentals of Agriculture Economics** 3-3-0
Analysis of fundamental economic principles and their application to farm and ranch problems. Basic economic laws.

ART

ARTS 1301. Art Appreciation 3-3-0

Designed to give the student a fundamental understanding of the creation and appreciation of diverse modes of communicating ideas and emotions through different mediums.

ARTS 1303. Art History I 3-3-0

Survey of painting, sculpture, architecture, and minor arts from prehistoric times to the 14th century.

ARTS 1304. Art History II 3-3-0

Survey of painting, sculpture, architecture and minor arts from the 14th century to present.

ARTS 1311. Design I 3-2-4

Emphasis on two-dimensional design, fundamentals of dots, line, color, form, texture, shape, space, and arrangement.

ARTS 1312. Design II 3-2-4

Continuation of ARTS 1311. Prerequisite: ARTS 1311.

ARTS 1316. Drawing I 3-2-4

Beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a development process as well as an end in itself.

ARTS 1317. Drawing II 3-2-4

Expansion of ARTS 1316 stressing expressive and conceptual aspects of drawing including the human figure. Prerequisite: ARTS 1316.

ARTS 1325. Drawing and Painting for Non-majors 3-2-3

Introductory course emphasizing basic skills for drawing, designing, and painting. Includes using a grid for transferring drawings to larger format.

ARTS 2311. Design III 3-1-5

A continuation of ARTS 1312 with problems in two and three dimensional design from set-up for individual student needs. Prerequisite: ARTS 1312 or permission.

- ARTS 2316. Introduction to Oil Painting** 3-1-5
A study of the techniques and media used in oil painting. Expression is unrestricted as is subject matter.
- ARTS 2317. Oil Painting** 3-1-5
A continuation of ARTS 2316. Prerequisite: Consent of instructor.
- ARTS 2323. Life Drawing** 3-1-5
A continuation of ARTS 1317. Life Drawing and basic study of the human form with special attention given to the head, hands, and feet. Emphasis on the structure and action of the human figure. Prerequisite: ARTS 1317 or consent of instructor.
- ARTS 2326. Introduction to Sculpture** 3-1-5
Experiences in sculpture in stone, metal, clay, wood, and plaster with emphasis on expression in three-dimensional form in space.
- ARTS 2327. Sculpture** 3-1-5
Continuation of ARTS 2326. Prerequisite: Consent of instructor.
- ARTS 2346. Introduction to Ceramics** 3-1-5
Preparation of clays for ceramics. Processes of making pottery, including hand building and throwing techniques, sculpting in relief and in the round, and an introduction to low firing and glazing.
- ARTS 2347. Ceramics** 3-1-5
A continuation of ARTS 2346. Prerequisite: Consent of instructor.
- ARTS 2356. General Photography I** 3-1-5
Instruction and practice in the use of various cameras, lighting, developing, printing and enlarging. Black and White photography will be utilized.
- ARTS 2357. General Photography II** 3-1-5
A continuation of ARTS 2356 with additional emphasis placed on color photography. Prerequisite: ARTS 2356 or consent of instructor.
- ARTS 2366. Introduction to Water Color Painting** 3-1-5
The water color medium as a means of artistic expression in the interpretation of still life, landscape, and figure subjects.

ARTS 2367. Water Color Painting**3-1-5**

A continuation of ARTS 2366. Prerequisite: Consent of instructor.

BIOLOGY

BIOL 1322. Principles of Nutrition**3-3-0**

A study of the principles of nutrition in health and disease. The modern concept of an adequate diet based upon the nutritional needs if the individual is stressed.

BIOL 1406. General Biology I**4-3-2**

Introduction to life sciences with emphasis on the importance of the scientific method. Concepts considered include cytology, principles of molecular biology, ecology, taxonomy, genetics, and evolution. Laboratory work reinforces lecture material.

BIOL 1407. General Biology II**4-3-2**

Continuation of BIOL 1406. Prerequisite BIOL 1406.

BIOL 1411. Botany**4-3-3**

Overview of plant science. Plant structure and function is considered, as well as plant evolution, ecology, and importance to man. Laboratory includes techniques of microscopy, examination of plant tissues, experiments in physiology, and consideration of the several plant groups. No prerequisite.

BIOL 1413. Zoology**4-3-3**

Topics include, a history of zoology, cell biology, genetics, evolution, and a taxonomic survey of the animal kingdom. Laboratory includes techniques of microscopy, experiments in physiology and genetics, observation of both vertebrates and invertebrates. No prerequisite.

BIOL 2401. Human Anatomy and Physiology I**4-3-3**

Introduction to basic biological principles applied to the human. Detailed studies of the human body plan, cells, tissues, and of the integumentary, skeletal, muscular, nervous, and endocrine systems. Prerequisite: BIOL 1406, 1411, 1413, or equivalent of 2 credit hours in Cytology.

BIOL 2402. Human Anatomy and Physiology II **4-3-3**

Continuation of BIOL 2401 with the study of digestive, respiratory, cardiovascular, lymphatic, urinary, and reproductive systems. Prerequisite: BIOL 2401.

BIOL 2420. Microbiology **4-3-3**

An introduction to the fundamental principles of microbiology. Lecture material treats taxonomy, life requirements, reproduction, growth, death, genetics, metabolism, and control of microorganisms. Laboratory involves techniques employed in the proper handling and identification of both pathogenic and non-pathogenic forms. No prerequisite.

BUSINESS ADMINISTRATION

BUSI 1301. Introduction to Business **3-3-0**

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

BUSI 1307. Personal Finance **3-3-0**

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

BUSI 2301. Business Law **3-3-0**

Principles of law which form the legal framework for business activity. Applicable statutes; contracts; agency.

CHEMISTRY

CHEM 1111. General College Chemistry I Lab **1-0-3**

The laboratory demonstrates appropriate laboratory skills and concepts as they relate to CHEM 1311. Co-requisite: CHEM 1311.

CHEM 1112. General College Chemistry II Lab **1-0-3**

The laboratory demonstrates appropriate laboratory skills and concepts as they relate to CHEM 1312. Co-requisite: CHEM: CHEM 1312.

CHEM 1311. General College Chemistry I **3-3-0**

Introductory course for science majors. Fundamental concepts of chemistry, including vocabulary, theory, and mathematical calculations are explored. Topics covered include atomic structure and chemical bonding. Prerequisite or co-requisite: MATH 1314; co-requisite: CHEM 1111.

CHEM 1312. General College Chemistry II **3-3-0**

A continuation of CHEM 1311. Additional chemical concepts will be covered which will serve as a prerequisite for more advanced chemistry courses. Topics covered include an introduction to such divergent areas as solution chemistry, acid/base chemistry, and organic chemistry. Prerequisites: CHEM 1111 and CHEM 1311; co-requisite: CHEM 1112.

CHEM 2223. Organic Chemistry I Lab **2-0-4**

The laboratory involves techniques employed in CHEM 2323. Co-requisite: CHEM 2323.

CHEM 2225. Organic Chemistry II Lab **2-0-4**

The laboratory involves techniques employed in CHEM 2325. Co-requisite: CHEM 2325.

CHEM 2323. Organic Chemistry I **3-3-0**

Comprehensive study of carbon compounds, including discussion of properties, stereochemistry, resonance, and reactions and preparations of hydrocarbons. Prerequisite: CHEM 1312. Co-requisite: CHEM 2223.

CHEM 2325. Organic Chemistry II **3-3-0**

Continuation of CHEM 2323. Halides, alcohols, ethers, carboxylic acids and functional derivatives, aldehydes, ketones, carbons, amines and sugars. Prerequisite: CHEM 2323. Co-requisite: CHEM 2225

COMPUTER INFORMATION SYSTEMS

COSC 1301. Computer Applications I **3-3-3**

Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. Emphasizes the use of application software and the Internet to develop technological skills in the areas of personal productivity, communication, and research. Prerequisite: Keyboarding skill of 25 net words a minute for three minutes or consent of instructor.

COSC 1318. Programming with PASCAL**3-3-3**

The study of logical operation and organization of a computer, fundamentals of structured design, testing, implementation, documentation, and file processing using the PASCAL language. Prerequisite: MATH 1314, COSC 1301 or consent of instructor.

COSC 1401. Computer Applications II**4-3-3**

Advanced features and integration of the end-user application programs most commonly used to accomplish contemporary personal and business tasks and of the Internet. Prerequisite: COSC 1301 or consent of instructor.

COSC 1415. Visual Basic Programming I**4-2-4**

Introduction to computer programming using Visual Basic. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Prerequisite: COSC 1301 or consent of instructor.

COSC 1420. C++ Programming I**4-2-4**

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

BCIS 2390. Systems Analysis and Design (BCIS)**3-3-0**

Analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. Includes instruction in information requirements analysis, specification development and writing, prototype evaluation, and network application interfaces. Prerequisite: COSC 2415 or COSC 2420.

COSC 2415. Visual Basic Programming II 4-2-4

Further applications of programming techniques using Visual Basic. Topics will include file access methods, data structures and modular programming, program testing and documentation, database design and other topics not normally covered in an introductory computer programming course. Prerequisite: COSC 1415.

COSC 2420. C++ Programming II 4-2-4

Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course. Prerequisite: COSC 1420.

COMPUTER TECHNOLOGY

CPMT 1311. Introduction to Computer Maintenance 3-2-3

A study of the information for the assembly of a microcomputer system. Emphasis on the evolution of microprocessors and microprocessor bus structures. Lab reinforces principles learned in lectures.

CPMT 1347. Computer System Peripherals 3-2-3

Principles and practices involved in computer system troubleshooting techniques, programs, and the use of specialized test equipment. Lab provides hands-on experience with peripherals.

CPMT 1445. Computer Systems Maintenance 4-2-4

Examination of the functions of the components within a computer system. Lab reinforces development of skills in the use of test equipment and maintenance aids.

ITNW 1433. Microsoft Networking Essentials 4-2-4

Instruction in networking essential concepts including the OSI reference model, network protocols, transmission media, and networking hardware and software. Lab incorporates hands-on work with networking.

ITNW 2401. Administering Microsoft Windows NT 4-2-4

Development of knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Windows NT based network. Lab reinforces concepts and provides hands-on.

ITNW 2409. Network Administration for Novell IntraNet Ware 4-2-4

Preparation to perform competently the role of network administrator or system manager in a Novell IntraNetWare network. Lab provides hands-on experience.

ITNW 2421. Networking with TCP/IP 4-2-4

Preparation to set up, configure, use, and support Transmission Control Protocol/ Internet Protocol (TCP/IP) on networking operating systems. Lab incorporates procedures.

ITNW 2451. Microsoft Windows NT Core Technologies 4-2-4

Foundation course for supporting a network operating system. Skill development in installing, configuring, customizing, optimizing, networking, integrating, and troubleshooting a network operating system is reinforced in lab.

ITNW 2456. Supporting Microsoft Windows NT Server 4.0 Enterprise Technologies 4-2-4

Prepares students to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment.

ITSC 1313. Internet/Web Page Development 3-1-4

Instruction in the use of Internet services and the fundamentals of web page design and web site development.

ITSC 2386. Internship - CAPSTONE 3-0-4

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are directly related to specific occupational outcomes.

ITSE 1329. Programming Logic and Design 3-3-3

A disciplined approach to problem solving with structured techniques and representation of algorithms using appropriate design tools. Lab includes methods for testing, evaluation, and documentation.

CRIMINAL JUSTICE

CRIJ 1301. Introduction to Criminal Justice 3-3-0

Historical and philosophical considerations of criminal justice, the nature and impact of crime, and an overview of the criminal justice system, law enforcement and the court system.

CRIJ 1306. The Courts and Criminal Procedure 3-3-0

The judiciary in the criminal justice system, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence, and sentencing.

CRIJ 1307. Crime in America 3-3-0

American crime problems in historical perspective, social and public policy factors affecting crime impact and crime trends, social characteristics of specific crimes, and prevention of crime.

CRIJ 1310. Fundamentals of Criminal Law 3-3-0

A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of crime, elements of crime, and penalties using Texas statutes as illustrations, and criminal responsibility.

DRAMA (Theater Arts)

DRAM 1120. Stage Craft Workshop 1-0-3

Laboratory course for students who are interested in the basic construction of props and sets. Designed for students who participate in theater activities.

DRAM 1121. Lighting Workshop 1-0-3

Study of computerized lighting systems. Hands-on experience working with electrical and lighting equipment as it pertains to concert and theatrical productions.

DRAM 1130. Make-up Workshop 1-0-3

Study of the techniques and application of make-up for the purpose of developing believable characters for the stage.

DRAM 1131. Costume Workshop 1-0-3

Study and preparation of costumes including principles and techniques of costume design and construction for theatrical productions.

DRAM 1220, DRAM 1221, DRAM 2220. Rehearsal and Performance 2-0-3

Practicum in theater with emphasis on the rehearsal of a play for stage performance.

DRAM 2120. Sound Technology Workshop 1-0-3

Study of all areas of sound equipment as it pertains to concert and theatrical productions. Students will gain hands-on experience operating mixing boards, and working with all types of audio equipment.

DRAM 1310. Introduction to Theater 3-3-0

Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in theater productions is required.

DRAM 1320, DRAM 1321. Musical Theater Performance 3-1-5

Practicum in theater with emphasis on technique and procedures with performance experience gained through the musical theater repertoire.

DRAM 1322. Stage Movement 3-2-2

Principles, practice, and exercises in body techniques and stage movement. Emphasis on character movement and body control. This course focuses on understanding the application of the performer's body as a creative instrument of effective communication.

DRAM 1323. Theater Performance 3-1-5

Practicum in theater with emphasis being placed on the participation in a performance. Students will experience techniques and procedures of a theater production. May be repeated for credit.

DRAM 1330 Stagecraft I 3-3-3

Study of the physical theater, scenery construction and painting, set design and construction, making of properties, use of lighting and sound, backstage organization and other theatrical duties.

DRAM 2331. Stagecraft II 3-3-3

Continuation of DRAM 1330.

DRAM 1351. Acting I **3-3-3**

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, script analysis and the principles of acting as an art.

DRAM 1352. Acting II **3-3-3**

Continuation of DRAM 1351. Prerequisite: DRAM 1351.

DRAM 2336. Voice for the Theater **3-3-0**

Application of the performer's use of the voice as a creative instrument of effective communication on the stage. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities from the theatrical stage.

DRAM 2351. Stage Management **3-3-0**

Designed as an introduction to the art and practice of managing a live production for theater. Styles of management and techniques used in professional and educational theater are explored. Emphasis on organization and communication.

ECONOMICS

ECON 2301. Macroeconomics **3-3-0**

An introduction to modern economic society and theories of production and exchange. Emphasis upon monetary and fiscal policy.

ECON 2302. Microeconomics **3-3-0**

Emphasis on theories of the firm, value and price determination and functional distribution, with the application of these theories to the problems of particular firms, industries, and markets.

ENGLISH

ENGL 0106. Writing Fundamentals **1-0-2**

A study of the basic elements of writing. Student must pass exit test. Enrollment in this class will be based on placement test scores.

ENGL 0207. Developmental Writing 2-1-2

A continuation of ENGL 0106. Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision. Student must pass exit test. Enrollment in this class will be based on test scores.

ENGL 0308. Preparatory English 3-1-4

A continuation of ENGL 0207. A further study of fundamental writing skills to learn to generate ideas, learn organization, style, standard English, and revision/editing skills.

ENGL 1301. English Composition and Rhetoric I 3-3-0

A study of the principles of effective writing through analysis of sentence structure, paragraph organization, and theme development. Includes analysis of model paragraphs and essays, essay writing, assigned library reading, and individual conferences.

ENGL 1302. English Composition and Rhetoric II 3-3-0

Further improvement of writing skills, including critical analysis and the library research paper. Prerequisite: ENGL 1301.

ENGL 2307. Creative Writing 3-3-0

A course for students with a serious interest in writing. Course content includes writing and oral presentations of original, imaginative compositions and applying critical and creative terminology to one's own work and the work of others.

Prerequisites: ENGL 1301, ENGL 1302.

ENGL 2311. Technical Writing 3-3-0

A course involving correctness and effectiveness in technical writing for students of agriculture, business, engineering, science, and other technical fields. Principles of exposition are applied to actual problems in these and other subjects. Offered on sufficient enrollment. Prerequisite: ENGL 1302 or consent of instructor.

ENGL 2331. Non-Western World Literature 3-3-0

Study of selections from literature of the non-western, non-European cultures. Prerequisite: ENGL 1302

ENGL 2332. World Literature I 3-3-0

A study of the masterpieces of Western World Literature from the Ancient Greeks through 1850. Prerequisite: ENGL 1302.

ENGL 2333. World Literature II**3-3-0**

A study of the masterpieces of Western World Literature from 1850 through the present. Prerequisite: ENGL 1302.

GEOLOGY

GEOL 1403. General Geology**4-3-3**

Physical and Historical Geology. A foundation course for all advanced work in Geology. Study of the earth's composition, structure, and internal and external processes.

GOVERNMENT

GOVT 2301. American and Texas Constitutions**3-3-0**

Included in the course will be a study of the Federal and Texas Constitutions, with emphasis in the Federal government. Supreme Court cases will be examined in light of how they have influenced American citizens. Consideration will be given to the Legislative, Executive, and Judicial branches of the Federal government.

GOVT 2302. American and Texas Governments**3-3-0**

Study of the operations of the United States and Texas governments. Operation of the Legislative, Executive, and Judicial branches of government and the relationship between the federal and state governments.

HISTORY

HIST 1301. United States History to 1865**3-3-0**

After analyzing events in this survey of American History from the pre-Columbian Period to 1865, the student will be able to identify developments in political, social, economic, religious, military, cultural, and intellectual areas.

HIST 1302. United States History from 1865 to Present**3-3-0**

Survey of the political, religious, social, economic, military, cultural, and intellectual history of the United States from 1865 to present. Student examines societal changes, urbanization, and conflicts and identifies events which impact the development of the United States.

HIST 2301. History of Texas**3-3-0**

Survey of Texas History from pre-Spanish exploration to the present, including the study of events and elements such as economics, politics, ethnicity, and the military with emphasis on the influence of Native American and Spanish heritage.

HIST 2311. Early Western Civilization**3-3-0**

Survey of the beginnings of civilization and of Eastern Cultures and their influence on the development of early Western Civilization, including political, social, economical, military, cultural, religious, and intellectual developments of Europe from prehistory to 1500.

HIST 2312. Modern Western Civilization**3-3-0**

Includes the study of the economic, social, political, religious, military, cultural, and intellectual developments of Europe since 1500.

HUMANITIES**HUMA 1315. Fine Arts Appreciation****3-3-0**

Provides understanding of purposes and processes in the visual and musical arts, including evaluation of selected works.

MACHINING TECHNOLOGY**MCHN 1230. Quality Control for Machinists****2-1-1**

Introduces the student to quality control techniques for the machine shop and their value to the organization.

MCHN 1317. Machine Shop Blueprint Reading**3-3-0**

Study of different types of manufacturing blueprints and application of each. Emphasis on machine blueprints.

MCHN 1319. Manufacturing Materials and Processes**3-3-0**

Study of various materials used in the metals industry and the chemical, physical and mechanical properties of various metals. Emphasis on manufacturing processes, including casting, forming, machining and molding.

MCHN 1320. Precision Tools and Measurement**3-3-2**

Introduction to the science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision

instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

MCHN 1343. Machine Shop Mathematics **3-3-0**

Technical, applied mathematics that will be necessary in future shop-related courses.

MCHN 1391. Special Topics for Machinists **3-3-0**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

MCHN 1408. Basic Lathe **4-3-6**

An introduction to the common types of lathes. Emphasis on basic parts, nomenclature, lathe operations, safety, machine mathematics, blueprint reading and theory.

MCHN 1413. Basic Milling Operations **4-3-6**

Introduction to the common types of milling machines, basic parts, nomenclature, basic operations and procedures, machine operations, safety, machine mathematics, blueprint reading, and theory.

MCHN 1432. Bench Work and Layout **3-3-6**

An introduction to bench work and layout. Application of the use and theory of tools, including hand tools, height gages, pedestal grinders, and layout tools.

MCHN 1435. Grinders, Outside, Internal, Surface **4-3-5**

Introduction to types and operation of O. D., I.D., and surface grinders. Emphasis on identification, selection and replacement of grinding wheels. Related topics include math, blueprint reading and safety.

MCHN 1538. Basic Machine Shop I **5-3-6**

Introduction to basic machine shop theory and terminology. Introduction to support tools of the shop such as bandsaw, post drill, radial drill and hydraulic press.

MCHN 1552. Intermediate Machine Shop I (Machining Projects) **5-2-7**

Introduces the student to the overall manufacturing process of parts from the blueprint stage through completion of a finished product.

OSHT 1401. Introduction to Machining and Machine Shop Safety 4-3-2
Introduces machine shop environment and safety aspects of the shop.

RBTC 2335. Computerized Numerical Control Programming (Basic CNC) 3-3-1
Introduces the student to CNC machining and the process of programming this equipment.

MATHEMATICS

MATH 0106. Developmental Mathematics 1-0-2
A study of basic mathematics. Student must pass exit text. Enrollment in this class will be based on placement test scores.

MATH 0207. Beginning Algebra 2-1-2
A continuation of MATH 0106. Topics in mathematics such as basic algebra concepts and notation, geometry, real and complex number systems will be studied. Student must pass exit text. Enrollment in this class will be based on placement test scores.

MATH 0308. Intermediate Algebra 3-1-4
A continuation of MATH 0207. Topics include basic mathematics, algebra concepts, and basic geometry. Enrollment in this class is based on placement test scores.

MATH 0310. Preparatory Algebra 3-3-0
Pre-college algebra for students who have passed the TASP but are not prepared to enter college algebra. Reinforcement of skills needed for entry into MATH 1314.

MATH 1314. College Algebra 3-3-0
Relations, functions, equations and inequalities, exponents and radicals, mathematical induction, progressions, binomial theorem and probability. Prerequisite: consent of instructor.

MATH 1316. Plane Trigonometry 3-3-0
Trigonometric functions, identities, trigonometric equations, logarithms and inverse trigonometric functions. Prerequisites: MATH 1314 or consent of instructor.

MATH 1324. Finite Mathematics **3-3-0**

Linear equations and applications, linear forms and systems of linear equations, matrix algebra and applications, probability and applications, linear programming and mathematics of finance. Prerequisite: consent of instructor.

MATH 1325. Business Calculus **3-3-0**

Derivatives, curve sketching, techniques of derivatives, logarithmic and exponential functions with applications, techniques and application of integrals, multivariate calculus. Prerequisites: MATH 1314 or MATH 1324.

MATH 1332. Modern Mathematics I **3-3-0**

A course designed to develop an understanding of the mathematical processes involving sets, logic, numeration systems, rational and real numbers, mathematical systems, algebra, graphing and geometry.

MATH 1333. Modern Mathematics II **3-3-0**

A course designed to analyze the mathematical concepts and applications of probability, statistics, consumer mathematics, computers and matrix algebra.

MATH 1342. Business Statistics **4-3-2**

Methods of collecting, analyzing, presenting, and interpreting numerical data for business purposes. General application of statistical principles. Prerequisite: MATH 1324, COSC 1407, or consent of instructor.

MATH 1348. Analytic Geometry **3-3-0**

Lines, circles and other conic sections, transformation of coordinates, polar coordinates, parametric equations. Prerequisite: MATH 1314 or consent of instructor.

MATH 2313. Calculus I **3-3-0**

Limits and continuity of functions, techniques of differentiation, applications of the derivative and antidifferentiation. Prerequisite: MATH 1314, MATH 1316, or consent of instructor.

MATH 2314. Calculus II **3-3-0**

Definite integral and applications, integration techniques, and derivatives, and antiderivatives of logarithmic, exponential, trigonometric and hyperbolic functions. Prerequisite: MATH 2313.

MATH 2315. Calculus III 3-3-0
Multivariate calculus and applications, indeterminate forms, multiple integrals, infinite series and approximation techniques. Prerequisite: MATH 2314.

MEDICAL TERMINOLOGY

MEDT 1301. Medical Technology 3-3-0
Introduction to medical terminology. Recognition, definition, and spelling of medical terms. Use of a medical dictionary.

MUSIC APPLIED MUSIC

MUAP 1271, MUAP 1272, MUAP 2271, MUAP 2272. 2-0-2
Private Piano Lessons
Instruction is based on the individual student's need and level of proficiency.

MUAP 1283, MUAP 1284, MUAP 2283, MUAP 2284. 2-0-2
Private Voice Lessons
Instruction is based on the individual student's need and level of proficiency.

MUAP 1263, MUAP 1264, MUAP 2263, MUAP 2264. 2-0-2
Private Guitar Lessons
The student will complete the material necessary to acquire the skills needed to advance to the next level of proficiency.

MUSI 1181, MUSI 1182, MUSI 2181, MUSI 2181. Piano Class 1-0-3
The study of musical notation, scales, keys, rhythm, intervals and triads, fingering for staff notation and reading techniques as applied to the keyboard.

MUSI 1183, MUSI 1184, MUSI 2183, MUSI 2184. Voice Class 1-0-3
Class instruction in correct breathing, tone production and diction. Designed for students with little or no previous voice training to aid in developing a pleasing tone quality produced with ease and proper enunciation.

MUSI 1192, MUSI 1193, MUSI 2192, MUSI 2193. Guitar Class 1-0-3
Provides student with basic knowledge of musical notation, scales, keys, rhythm, intervals and triads. Also included are guitar fingerings for staff notation, guitar fingering for chords and tablature notation.

MUSIC ENSEMBLES

MUSI 1121, MUSI 1122, MUSI 2121, MUSI 2122. College Band 1-0-3

Open to all students of the college who can demonstrate proficiency on a band instrument. Emphasis is on performance of a variety of band literature.

MUSI 1133, MUSI 1134, MUSI 2133, MUSI 2134. Country Band 1-0-3

Designed for students interested in dance band. This group performs country music for school dances, concerts, and special occasions.

MUSI 1151, MUSI 1152, MUSI 2151, MUSI 2152. Show Choir 1-0-3

The study and performance of a wide variety of choral literature, including popular and serious music. A small ensemble open to limited number of members of the College Choir. Selection made on the basis of auditions.

MUSI 1159, MUSI 2159. Musical Theater 1-0-3

Study and performance of works from the musical theater repertoire.

MUSI 1227, MUSI 1229, MUSI 2227, MUSI 2229. Jazz Band 2-0-3

A course designed for students interested in a small performance band. Jazz arrangements as well as popular music will be performed with supplementary pieces from Broadway and dance.

MUSI 1241, MUSI 1242, MUSI 2241, MUSI 2242. College Choir 2-0-3

Designed primarily as a medium of recreational and aesthetic expression, the course also provides a performing acquaintance with a wide variety of choral literature.

Music

Theory and Literature

MUSI 1216. Ear Training I 2-0-3

The study of rhythmic, melodic, and harmonic dictation. Rhythmic and melodic sight reading and diatonic harmonic progressions. Co-requisite: MUSI 1311.

MUSI 1217. Ear Training II 2-0-3

A continuation of MUSI 1216. Prerequisites: MUSI 1216, MUSI 1311. Co-requisite MUSI 1312.

MUSI 1301. Music Fundamentals **3-3-0**

Provides student with knowledge of musical notation, scales, keys, signatures, rhythm, clef signs, intervals, and triads. Designed as an elective for the general college student and recommended for prospective elementary teachers. No previous musical training required.

MUSI 1306. Music Appreciation **3-3-0**

A study of the elements of music necessary for enjoyment and understanding of music through recorded music; analysis of form and design and its relation to other subjects and activities. Designed as a fine arts elective for students with no previous musical training.

MUSI 1308. Music Literature I **3-3-1**

A survey of music from the Middle Ages to the present day, designed to give the music major or minor a general introduction to the history of music and to acquaint the student with the periods of music and the various aspects of styles as exemplified in the works of the most important composers of each major period.

MUSI 1309. Music Literature II **3-3-1**

Continuation of MUSI 1308. Prerequisite: MUSI 1308.

MUSI 1311 Music Theory I **3-3-0**

A study of scales, intervals and part writing, using triads, the dominant seventh chord, non-harmonic tones, and modulation. Correlated keyboard harmony, dictation, and sight singing. Required of music majors, recommended for music minors. Prerequisite: MUSI 1301 or consent of instructor. Co-requisite: MUSI 1216.

MUSI 1312. Music Theory II **3-3-0**

Continuation of MUSI 1311. Prerequisite: MUSI 1216, MUSI 1311. Co-requisite: MUSI 1217.

MUSI 2216. Ear Training III **2-0-3**

A continuation of MUSI 1216 and MUSI 1217, extending into seventh-chords and modulations, chromaticism, and contemporary idioms. Prerequisites: MUSI 1216, MUSI 1217, MUSI 1311, MUSI 1312. Co-requisite: MUSI 2311.

MUSI 2217. Ear Training IV**2-0-3**

A continuation of MUSI 1216, MUSI 1217, MUSI 2216. Prerequisites: MUSI 1216, MUSI 1217, MUSI 1311, MUSI 1312, MUSI 2216, MUSI 2311. Co-requisite: MUSI 2312.

MUSI 2311. Music Theory III**3-3-0**

A study of part-writing, including secondary seventh chords, borrowed chords, altered chords, and foreign modulation. Correlated keyboard harmony, dictation, and sight singing. Recommended for music minors, required for music majors. Prerequisite: MUSI 1216, MUSI 1217, MUSI 1311, MUSI 1312. Co-requisite MUSI 2216.

MUSI 2312. Music Theory IV**3-3-0**

Continuation of MUSI 2311. Prerequisites: MUSI 1216, MUSI 1217, MUSI 1311, MUSI 1312, MUSI 2216. Co-requisite: MUSI 2217.

NURSING

VNSG 1115. Disease Control and Prevention**1-1-0**

Study of the general principles of prevention of illness and disease, basic microbiology and the maintenance of aseptic conditions.

VNSG 1122. Vocational Nursing Concepts**1-1-0**

Introduction to the Nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional and psychosocial self-care of the learner/professional.

VNSG 1226. Gerontology**2-2-0**

Overview of the normal physical, psychosocial and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the elderly.

VNSG 1227. Essentials of Medication Administration**2-2-0**

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

VNSG 1230. Maternal/Neo-Natal Nursing **2-2-0**

Utilization of the nursing process in the assessments and management of the child bearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, child birth, and the neonatal period including abnormal conditions.

VNSG 1231. Pharmacology **2-2-0**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects, including nursing interventions utilizing the nursing process.

VNSG 1234. Pediatrics **2-2-0**

Study of childhood disease and child care from infancy through adolescence focus on the care of the well and the ill child utilizing the nursing process.

VNSG 1236. Mental Health **2-2-0**

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

VNSG 1238. Mental Illness **2-2-0**

Study of human behavior with emphasis on emotional and mental abnormalities and mode of treatment incorporating the nursing process.

VNSG 1423. Basic Nursing Skills **4-3-2**

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions.

VNSG 1432. Medical/Surgical I **4-4-0**

Application of the nursing process to the care of adult patients experiencing medical/surgical conditions in the health/illness continuum. A variety of health care settings are utilized.

VNSG 1460. Clinical I **4-0-12**

Clinical for basic nursing skills. Entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing intervention.

VNSG 1461. Clinical II **4-0-12**

Clinical for gerontology and mental health and mental illness. Care of the elderly experiencing medical/surgical conditions. Utilizing the nursing process. Observing human behavior with emphasis on emotional and mental abnormalities and mode of treatment.

VNSG 2160. Clinical III **1-0-3**

Clinical for Medical/Surgical I. Care of the elderly and adult patients experiencing medical/surgical conditions utilizing the nursing process.

VNSG 2261. Clinical IV **2-0-17**

Clinical for advanced nursing skills. Advanced level of nursing skills and competencies for a variety of health care settings.

VNSG 2262. Clinical V **2-0-6**

Clinical for Pharmacology. Medication administration, dosage and calculation, preparation, safe administration and documentation of multiple forms of drugs.

VNSG 2263. Clinical VI **2-0-16**

Clinical for maternal and neo-natal and pediatric nursing. Caring for patient and family during pregnancy, child birth, neo-natal from infancy through adolescence.

VNSG 2264. Clinical Practice VII **1-0-5**

Practical general training in the workplace clinical CAPSTONE.

VNSG 2331. Advanced Nursing Skills **3-3-0**

Mastery of advanced level nursing skills and competencies in a variety of health care setting utilizing the nursing process as a problem solving tool.

OFFICE ADMINISTRATION

OFAD 2304. Word Processing I **3-3-3**

The understanding of basic word processing concepts and development of proficient skills using word processing software. Prerequisite COSC 1301 or consent of instructor.

OFAD 2305. Word Processing II**3-3-3**

The understanding of advanced word processing concepts and the development of proficient skills using word processing software.

OFFICE TECHNOLOGY**ACNT 1403. Introduction to Accounting I****4-2-4**

Instruction and practice in bookkeeping and accounting in its simplest form is presented, emphasizing forms and procedures. Areas covered include journalizing and posting, special journals, and financial statements.

ACNT 1404. Introduction to Accounting II**4-2-4**

This is a continuation of the accounting cycle from Bookkeeping I. The accounting concepts learned in the first semester course are applied to accounting for receivables and payables, accruals and deferrals, merchandise inventory, and plant assets. Basic accounting procedures and principles for partnerships and corporations are introduced.

POFT 1127**1-0-2**

Introduction to keyboarding for those with minimal or no typing skills.

POFI 1402. Computer Applications I**4-3-3**

The course is designed to teach the most common spread sheet computer applications. Students will be given the opportunity to acquire hands-on experience using the software packages in these areas.

POFI 2401. Word Processing**4-2-4**

An overview of current word processing concepts and an introduction to word processing hardware. Hands-on experience for the refinement of word processing skills.

POFM 1309. Medical Office Procedures**3-1-4**

Designed to help student develop entry level skills in the use of machine transcription equipment to create medical documents through the use of office simulation sets.

POFT 1302. Business Communications I 3-2-4

A study of the fundamentals of grammar, punctuation, and sentence structure as employed in written business communications. Emphasis is on grammar, mailability, spelling, and sentence and paragraph analysis.

POFT 1312. Business Communications II 3-2-4

Grammar and mechanics of writing are emphasized, along with the ability to find and use reference material. Hands-on experience in composing various types of business letters and other typewritten communications, such as reports, bulletins memorandums, telegrams, and news releases.

POFT 1313. Professional Development for Office Personnel 3-2-2

Designed to provide an overview of skills needed in a receptionist office. Included are such topics as: time, stress and conflict management, communicating and getting along with customers and co-workers.

POFT 1319. Records & Information Management 3-2-2

A study of alphabetic, numerical filing and records control systems are introduced. Alphabetic correspondence and numerical filing of business correspondence are done through practice sets.

POFT 1321. Business Math 3-2-2

Designed to develop math skills for computational use in business offices and to develop an understanding of business situations which enable students to apply arithmetical skills.

POFT 1331. Office Equipment 3-2-2

Instruction and practice on the ten-key electronic calculator and to perform mathematical problems and their relation to the business world. processing skills.

POFT 1429. Keyboarding & Document Formatting 4-2-4

Mastery of the keyboard and application of typewriting skills in the production of manuscripts, business letters, and tabulation problems.

POFL 2301. Legal Document Processing 3-1-4

Designed to help student develop entry level skills in the use of machine transcription equipment to create legal documents through the use of office simulation sets.

POFT 2401. Document Formatting & Skill Building 4-2-3

An introduction to and refinement of typing procedures used business correspondence. Typewriter maintenance. Skills and techniques applied to typewriting of various office data, business correspondence, and word processing technology.

PHYSICAL EDUCATION

PHED 1101. Tennis 1-0-3

An introduction to tennis, including a brief history of and basic skills in the sport.

PHED 1102. Tennis/Volleyball 1-0-3

An introductory course of tennis and volleyball including a brief history of and basic skills involved in each sport.

PHED 1110. Lifetime Physical Activity 1-0-3

Participation and instruction in lifetime physical activities and skills: archery, dancing, fishing, skating, soccer, tumbling, swimming, handball/paddleball, or volleyball. Any one or a combination of the above adapted to the season. May be repeated for credit.

PHED 1111. Advanced Tennis 1-0-3

A continuation of PHED 1101 involving advanced shots and game strategy. Prerequisite: PHED 1101 or permission.

PHED 1112. Advanced Tennis/Volleyball 1-0-3

A continuation of PHED 1102 involving advanced shots and game strategy in each sport. Prerequisite: PHED 1102 or permission.

PHED 1114. Concepts of Cheerleading I 1-0-3

A course designed to assist students in becoming proficient at cheerleading skills. May be repeated for credit.

PHED 1115. Physical Fitness 1-0-3

A course designed to cover the various aspects of physical fitness including flexibility, strength, coordination, and endurance.

PHED 1116. Women's Varsity Basketball 1-0-3

Open only to members of the Women's Varsity Basketball team. May be repeated for credit.

PHED 1117. Men's Varsity Basketball **1-0-3**

Open only to members of the Men's Varsity Basketball team. May be repeated for credit.

PHED 1118. Men's Varsity Baseball **1-0-3**

Open only to members of the Men's Varsity Baseball team. May be repeated for credit.

PHED 1119. Women's Varsity Volleyball **1-0-3**

Open only to members of the Women's Varsity Volleyball. May be repeated for credit.

PHED 1161. Rodeo Timed Events for Men **1-0-3**

Fundamentals and skills involved in calf roping and steer wrestling. The basic methods and techniques of each event are presented. Students are taught the proper handling and care of the necessary equipment used. This course may be repeated for credit.

PHED 1171. Rodeo Timed Events for Women **1-0-3**

Fundamentals and skills in barrel racing, goat tying, and break-away roping. The basic methods and techniques of each event are presented and the students are taught the proper handling and care of necessary equipment. This course may be repeated for credit.

PHED 1181. Rodeo Riding Events **1-0-3**

Fundamentals and skills involved in bareback riding, saddle bronc riding, and bull riding. The basic methods and techniques of each event are presented and the students are taught the proper handling and care of the necessary equipment used. This course may be repeated for credit.

PHED 1301. Foundations of Physical Education **3-3-0**

Presentation of the need for physical and psychological basis of movement in physical education and the areas in which it can be pursued. Shows designs for physical education for grades K-12 and outlines how physical education can be pursued.

PHED 1304. Personal and Community Health **3-3-0**

Principles of personal health needs, community health, sanitation; local, state, and federal health agencies.

PHED 1306. First Aid 3-3-0

The study of first aid as recommended by the American Red Cross

PHED 1308. Officiating of Major Sports 3-3-0

Instruction and practice in interpreting rules for officiating major sports.

PHED 1321. Theory of Coaching Basketball 3-3-0

Breakdown of all phases of coaching basketball: pre-season, drills, offense, defense, post-season, and psychology.

PHED 1322. Theory and Concepts of Coaching 3-3-0

A study of the basic principles in developing a coaching philosophy, developing programs from minor to major sports.

PHED 1336. Introduction to Recreation 3-3-0

A course designed specifically for the student who desires a broader knowledge of major and minor sports. Rules, terminology, and the finer points of many sports are studied.

PHYSICS

PHYS 1401. College Physics I 4-3-3

A noncalculus based introductory physics course designed to provide students with a background for further study in the sciences. Concepts of mechanics and heat are covered. Problem solving is emphasized. Laboratory work will parallel lecture topics. Prerequisite or co-requisite: MATH 1314

PHYS 1402. College Physics II 4-3-3

This course is a continuation of PHYS 1401. Concepts of waves including sound and light, electricity and magnetism and modern physics are investigated. Problem solving is emphasized. Laboratory investigations will parallel lecture topics. Prerequisite: PHYS 1401.

PSYCHOLOGY

PSYC 1100. Freshman Orientation / College Study Skills 1-1-0

This course is designed to orient the student to college life. It is designed to help students adjust to college, learn to use the library, develop communication and study skills, and make future education and career choices. This course is required of all Clarendon Campus and Pampa Center entering freshmen.

PSYC 2301. General Psychology **3-3-0**

A survey of the field of psychology. Psychology as a science; studying heredity versus environment, emotions, behavior, learning, and the development of personality.

PSYC 2308. Child Psychology **3-3-0**

Psychological analysis of human development and growth from the earliest impacts through puberty.

RANCH AND FEEDLOT OPERATIONS

AGAH 1341. Sheep and Goat Production **3-2-2**

An overview of the sheep and goat industry. Topics include the organization and operation of sheep and goat enterprises, selection, breeding, reproduction, health, nutrition, management, and marketing of sheep and goats and their products.

AGAH 1343. Animal Health **3-2-3**

An overview of anatomy and physiology as it relates to animal health. Topics include disease symptoms, basic immunology, diagnosis, prevention, and control of infectious and non-infectious diseases of animals.

AGAH 1353. Beef Cattle Production **3-2-2**

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection, breeding, reproduction, health, nutrition, management, and marketing.

AGAH 1447. Animal Reproduction **4-3-3**

Study of organs, functions, endocrinology, and common management practices related to production; diseases affecting reproduction, bull management, heifer management, and calving management.

AGAH 2309. Ranch and Feedlot Jobs **3-2-3**

Study of the proper maintenance of livestock and facilities. Methods of livestock identification, dehorning, castration and controlling parasites, the planning and construction of fences, corrals and buildings to facilitate the handling of livestock.

AGAH 2313. Principles of Feeds and Feeding **3-2-4**

Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regiments.

AGAM 2406. Livestock and Meat Marketing **4-3-3**

Relationship of production to marketing, trends in marketing and consumption, meat processing and distribution; beef futures; seasonal and cyclical influences in prices, selection of time and place to market; handling and transportation of livestock for improved weight and minimized losses; merchandizing purebred livestock.

AGCR 1307. Range Management **3-2-4**

Study of the practical problems of managing native pastures and range lands. Includes range land ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing.

AGCR 2313. Soil and Water Conservation **3-2-2**

Study of physical and chemical soil deterioration and loss, water conservation, and principles for protection and maintenance of these resources. Topics include plant/water relationships, water conservation methods, basic terrace engineering principles, sediment loss, and land use plans.

AGEQ 2311. Equine Science II **3-2-2**

Study of advanced concepts in horse production. Emphasis on management practices utilized in the horse industry. Breeding, feeding, breaking, training, stabling, and shoeing. Gaits, care of stallions, brood mares, and foals. Parasites and disease, and selection for soundness.

AGMG 1303. Computers in Agriculture **3-2-2**

Examination of use of computers in agriculture application. Topics include programming languages, word processing, electronic spreadsheets, and agricultural software.

AGMG 1444. Agriculture Records Management **4-3-3**

Examination of the principles of agriculture records and bookkeeping with emphasis on utilization and interpretation of farm and ranch accounts.

AGMG 2301. Livestock Business Management 3-2-2

Instruction in contracts, leases (cattle and land), laws and regulations, estate planning, and applications of personal and management principles.

READING

READ 0106. Reading Fundamentals 1-0-2

Fundamental reading skills to develop primary skills of reading and comprehension. Student must pass exit test. Enrollment in this class will be based on placement test scores.

READ 0207. Developmental Reading 2-1-2

A continuation of READ 0106. A further study of fundamental reading skills to develop comprehension, vocabulary, and rate. Student must pass exit test. Enrollment in this class will be based on placement test scores.

READ 0308. Effective Reading 3-1-4

A continuation of READ 0207. A further study of fundamental reading skills to develop comprehension, vocabulary, and rate. Enrollment in this class will be based on placement test scores.

REAL ESTATE

REAL 1301. Real Estate Principles 3-3-0

A general course in the fundamental principles of real estate. The course will include the market forces affecting real estate, conveyancing, the use of deeds, deeds of trust, surveys, mortgages, leases, liens tax factors in real estate, property management, sources of funds, and title closing.

SOCIOLOGY

SOCI 1301. Introduction to Sociology 3-3-0

An introduction to the interpretations of current events influencing the social life of humans through analysis of community life, social change, and current social problems.

SOCI 1306. Social Issues 3-3-0

A general survey of major social trends and contemporary social problems in American society.

SOCI 2301. The Family in Society**3-3-0**

A study of problems of courtship, mate selection and marriage adjustment.

SPANISH**SPAN 1411. Beginning Spanish I****4-3-2**

Pronunciation, vocabulary building, grammar, reading, conversation, cultural background.

SPAN 1412. Beginning Spanish II**4-3-2**

Continuation of SPAN 1411 with emphasis on idiomatic languages and complicated syntax. Prerequisite: SPAN 1411 or permission of the instructor.

SPAN 2311. Intermediate Spanish I**3-3-0**

Review of grammar, conversation, composition, study of readings from representative authors, and supplementary reading. Prerequisite: One year of College Spanish or two years of high school Spanish.

SPAN 2312. Intermediate Spanish II**3-3-0**

Continuation of SPAN 2311 with added emphasis on writing and developing understanding, and speaking simple Spanish dealing with everyday life. Prerequisite: SPAN 2311.

SPEECH**SPCH 1144, 1145. Forensics****1-1-1**

Laboratory experience for students who participate in and/or judge forensics activities.

SPCH 1315. Public Speaking**3-3-0**

Research, composition, organization, delivery, and analysis of speeches for different purposes. Includes diction, poise, and self-confidence in conversational, classroom, and public speech.

SPCH 1318. Interpersonal Speech**3-3-0**

A study of the psychological, physical, and cultural barriers to interpersonal communication with an emphasis on overcoming these barriers in order to improve interpersonal communication.

SPCH 1321. Business and Professional Speaking**3-3-0**

Research, computer, organizations, delivery and analysis of speeches as applied to business and professional situations.

SPCH 2341. Oral Interpretation**3-3-0**

Oral presentation of materials from the printed page based upon the careful study of meaning and emotional content.

SPCH 1342. Voice and Diction**3-3-0**

A study in the physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.



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Rev. G. S. Hardy	1903-1906	Dr. Jerry D. Stockton	1989-1995
Rev. J. R. Mood	1906-1907	Dr. Scott D. Elliott	1995-1998
Dr. George S. Slover*	1907-1926	Dr. Raymond Hawkins	1998-1999
Dr. R. E. L. Morgan	1926-1927	Dr. W. Myles Shelton	1999-Present
H. T. Burton	1927-1953		

**Denotes those granted the title of President Emeritus by the CC Board of Trustees or the CC Board of Regents.*

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Ed.D., Baylor University
- Myrna Cassel**..... **Dean of Instruction**
B.S., Chadron State College
M.S., Chadron State College
M.S., University of Nebraska-Kearney
Ph.D., University of Nebraska-Lincoln
- Raymond Jaramillo** **Dean of Administrative Services**
A.A., Clarendon College
B.B.A., West Texas A&M University
M.B.A., Wayland Baptist University
- Joe Kyle Reeve** **Dean of the Pampa Center**
B.S., Texas Tech University
M.Ed., Texas Tech University
- Vacant** **Dean of Students**

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B.S., West Texas A&M University

M.Ed., West Texas A& M University

Charla CrumpDivision Director, Liberal Arts

A.A., Clarendon College

B.S., West Texas A&M University

M.A., West Texas A&M University

Gene DenneyPsychology, Sociology

B.S., Okahoma Christian College

M.A., West Texas A&M University

**Pamela Denney Business and Technology
Division Director**

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M.S.E., Oklahoma State University

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M.A., Northern Arizona University

Cynthia Ann EwingBusiness, Computer Science

B.S. Southwestern Oklahoma University

M.Ed., Southwestern Oklahoma University

Joseph M. Frazier History

B.A., Southwestern Oklahoma State University

M.Ed., Southwestern Oklahoma State University

Ed.D., Oklahoma State University

**Jerry C. Gage..... Ranch and Feedlot Operations
Program Director**

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James Phillip Grant Industrial Technology

B.S., West Texas A & M University

- Jerry Hawkins** **Chairperson, Agriculture**
 B.S., Texas Tech University
 M.Ed., Texas Tech University
- Theresa Jan Haynes** **Office Technology**
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 M.Ed., West Texas A&M University
- David Lowrie** **Chairperson, Science**
Biology
 B.S., West Texas A&M University
 M.S., West Texas A&M University
- Joe Mondragon**..... **Health and Physical Education**
Men's Basketball Coach
Athletic Director
 B.A., Western New Mexico University
 M.S., U.S. Sports Academy
- Vickie Moore** **Vocational Nursing Program Director**
 Registered Nurse
 Diploma, Northwest Texas School of Nursing
- Ethel Perez** **Vocational Nursing**
 A.D.N., Amarillo College
 B.S.N., West Texas A&M University
- Darryl L. Perryman** **Mathematics**
 B.S., West Texas A&M University
 M.Ed., West Texas A&M University
- Trent Petrie**..... **Health and Physical Education**
Baseball Coach
 A.S., Hill College
 B.S., Lubbock Christian University
 M.Ed., Wayland Baptist University

- Denise Reed**.....**Health and Physical Education**
Volleyball Coach
Women’s Basketball Coach
A.A., Clarendon College
B.S., Tarleton State University
M.Ed., Tarleton State University
- Lee Rippetoe** **Computer Maintenance,**
Networking Technology
A.S., Texas State Technical College
- Stacy Rogers** **Vocational Nursing**
A.D.N., Frank Phillips College
- Curtis A. Schaefer** **Agriculture, Economics**
B.S., Texas Tech University
M.S., Texas A&M University
- Terry Scoggin** **Chairperson, Language**
B.S. Texas Tech University **English**
M.A., West Texas A&M University
- Jim Stewart**.....**Chairperson, Fine Arts**
Music
B.S., West Texas A&M University
M.M.Ed., West Texas A&M University
- Michael A. Tibbets** **Political Science**
B.A., North Texas State University
M.A. Eastern New Mexico University
- Linda S. Thompson** **English**
B.A., West Texas A&M University
M.A., West Texas A&M University
- Laban W. Tubbs**..... **Division Director, Science & Health**
Ranch & Feedlot Operations
B.S., New Mexico State University
M.S., New Mexico State University

Larry M. Wiginton.....Chemistry, Physics
B.S., West Texas A&M University
M.S., West Texas A&M University

Ken Wilson..... English, Speech
B.S., Abilene Christian University
M.A.T., Angelo State University

Retired Faculty

Dixie Howard..... Spanish, English

Lee Jackson..... Electronics

Pat JohnsonBusiness

Jim HowardChemistry

Jack A. Moreman Ranch and Feedlot Operations

Wiley ReynoldsAuto Mechanics

William C. “Bill” Taylor History

College Staff

Office of the President

Barbi Dauer News and Information Coordinator
Darlene Spier Assistant to the President

Instructional, Student, and Administrative Services

James Anglin Childress Program Coordinator
Joyce Davis Bookstore Manager
Jeremy Doucette Network Engineer
Barbara Ford Payroll Clerk
Linda Frye Counselor
John Hawkins Residence Hall Director
Michal Hawkins Residence Hall Director
Carlene Hollar Office Assistant
Nena Hunt Office Assistant
Renessa Klink Wellington Program Coordinator
Ann Luttrell Financial Aid Assistant
Kema McQueary Financial Aid Coordinator
Wayne Miller Residence Hall Director
Linda Scott Office Assistant, Pampa Center
Leslie Smith Office Assistant, Pampa Center
Wanda Smith Accounts Payable Clerk
Markeeta Schnelle Admissions Coordinator
Pattanee Susomrith Registrar
Carl Watson Campus Security
Jana Wesson-Martin Academic Advisor, Pampa Center
Joel Zehr Director of Student Life

Library

Vacant Director
Jo Shaller Assistant Librarian
Annis Stavenhagen Assistant Librarian

Maintenance/Housekeeping

Kenneth Booth Custodian
Wayne Cole Maintenance Specialist
Sandy Cox Custodian
Bobby Ellerbrook Motor Pool Specialist
Earl Ford Maintenance Superintendent
Ramona Santos Custodian
Bobby Swearingen Groundskeeper
John Vick Custodian, Pampa Center
George Washington Maintenance Specialist
David Young Custodian

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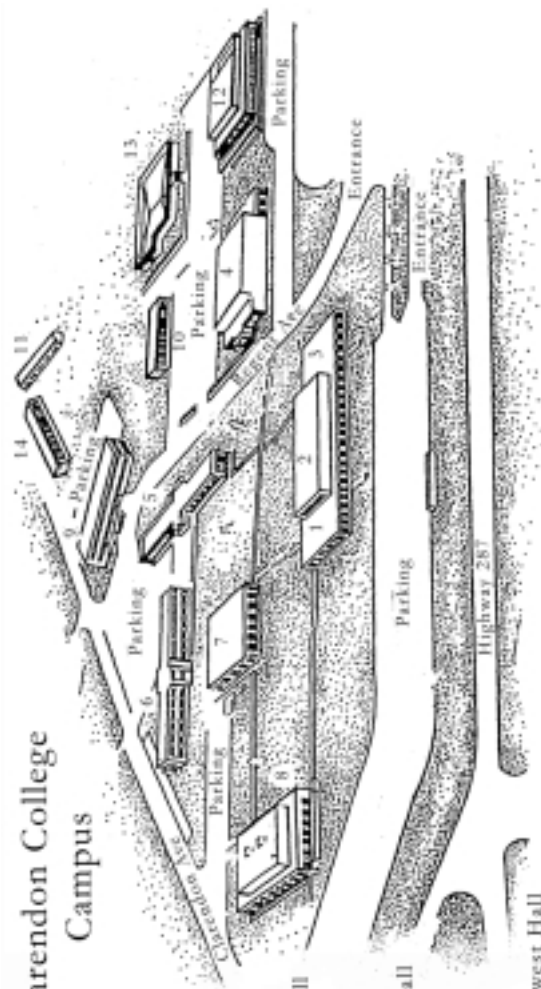
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Clarendon College Campus



Physical Addresses

- 1), 2), 3) 1122 College Dr.
- 4) 202 Regent Ave.
- 5) 215 Regent Ave - Phelan Hall
- 6) 1120 Clarendon Ave
- 7) 1104 Clarendon Ave
- 8) 1120 College Dr
- 9) 220 Regent Ave - Knorrp Hall
- 10) 214 Regent Ave
- 11) 1310 Clarendon Ave
- 12) 206 Regent Ave
- 13) 210 Regent Ave
- 14) 1306 Clarendon Ave - Southwest Hall

- | | | |
|------------------------------|------------------------------|-------------------------------|
| 1. Administrative Office | 6. Vaughan Hall (Men's Dorm) | 11. Maintenance Building |
| 2. Classrooms | 7. Dining Hall | 12. Bairfield Activity Center |
| 3. Library | 8. Fine Arts Center | 13. Courson RFO Center |
| 4. Physical Education Center | 9. Knorrp Hall | 14. Southwest Hall |
| 5. Phelan Hall (Men's Dorm) | 10. Education Center | |