

# CLARENDON COLLEGE

## 2004-2005 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  
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 2004-2005 contains policies, regulations, and procedures in effect at the time of printing. Although the information is subject to change, the published program requirements for students who enter Clarendon College during 2004-2005 school year must be satisfied by the student for the successful completion of any program.

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.

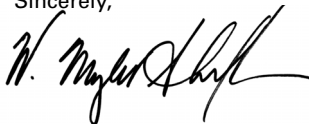
As a student at Clarendon College, you will have the opportunity to work with faculty and staff who are committed to your success and to helping you achieve your highest aspirations. I believe you will be impressed with the quality and dedication of the Clarendon College Faculty. Each of the faculty 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, year-book, 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,



Dr. W. Myles Shelton  
President



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# CLARENDON COLLEGE 2004-2005 CALENDAR

## Fall 2004

Evening Registration at Pampa (6 - 8 p.m.)	Wednesday & Thursday, August 18 & 19
Registration at Childress (6 - 8 p.m.)	Wednesday, August 18
Registration at Wellington (6 - 8 p.m.)	Thursday, August 19
Faculty Report	Thursday, August 19
Dormitories Open at 2 p.m.	Sunday, August 22
Cafeteria Opens	Monday, August 23
Registration at Clarendon and Pampa	Monday & Tuesday, August 23 - 24
Evening Registration at Clarendon (6 - 8 p.m.)	Monday, August 23
Evening Registration at Pampa (6 - 8 p.m.)	Monday & Tuesday, August 23 - 24
Classes Begin	Wednesday, August 25
Late Registration Begins	Wednesday, August 25
Labor Day (College Holiday)	Monday, September 6
Last Day to Register and/or Add/Drop	Tuesday, September 7
12th Class Day	Friday, September 10
Last Day to Drop a Class with a 'W'	Tuesday, November 16
Pre-Registration for Spring 2005 Semester	Wednesday, November 17
Cafeteria Closes after Noon Meal for Thanksgiving	Tuesday, November 23
Thanksgiving Holidays	Wednesday - Friday, November 24-26
Cafeteria Re-opens after Thanksgiving Holidays	Monday, November 29
Dead Week*	November 29 - December 3
Final Exams	Monday - Thursday, December 6 - 9
Cafeteria Closes for the Semester after Noon Meal	Thursday, December 9
Residence Halls Close at Noon	Friday, December 10
Final Grade Rolls due in Registrar's Office at 10:00 a.m.	Friday, December 10
Administrative Offices Close for Christmas Break	Thursday, December 16

\* A period of no examinations except make-up exams or scheduled lab exams.

## Spring 2005

Administrative Offices Open	Monday, January 3
Registration at Childress (6 - 8 p.m.)	Tuesday, January 11
Registration at Wellington (6 - 8 p.m.)	Wednesday, January 12
Faculty Report	Wednesday, January 12
Dormitories Open at 2 p.m.	Sunday, January 16
Cafeteria Opens	Monday, January 17
Registration at Clarendon and Pampa	Monday, January 17
Evening Registration at Clarendon and Pampa (6 - 8 p.m.)	Monday, January 17
Classes Begin	Tuesday, January 18
Late Registration Begins	Wednesday, January 18
Last Day to Register and/or Add/Drop	Friday, January 28
12th Class Day	Wednesday, February 2
Cafeteria Closes after Noon Meal	Friday, March 4



Spring Break .....	Monday - Friday, March 7 - 11
Cafeteria Re-opens .....	Monday, March 14
Cafeteria Closes after Noon Meal .....	Thursday, March 24
Easter Holidays .....	Friday - Sunday, March 25 - 27
Cafeteria Re-opens .....	Monday, March 28
Last Day to Drop with a 'W' .....	Wednesday, April 13
Pre-Registration begins Summer 2005 and Fall 2005 Sessions .....	Monday, April 18
Dead Week* .....	Monday - Friday, May 2 - 6
Commencement .....	Friday, May 6
Final Exams .....	Monday - Thursday, May 9 - 12
Cafeteria Closes for the Semester after Noon Meal .....	Thursday, May 12
Final Grade Rolls due in Registrar's Office at 10:00 a.m. ....	Friday, May 13
Residence Halls Close at Noon .....	Friday, May 13
End of Spring Semester .....	Friday, May 13

\* A period of no examinations except make-up exams or scheduled lab exams.

## Summer I 2005

Summer I Registration .....	Thursday, May 26
Memorial Day (College Holiday) .....	Monday, May 30
Classes Begin .....	Tuesday, May 31
Late Registration Begins .....	Tuesday, May 31
Last Day to Add/Drop or Register .....	Thursday, June 2
Census Date .....	Monday, June 6
Last Day to Drop with a 'W' .....	Tuesday, June 21
Independence Day (College Holiday) .....	Monday, July 4
Final Exams .....	July 5 & 6

## Summer II 2005

Summer II Registration .....	Thursday, July 7
Classes Begin .....	Monday, July 11
Late Registration Begins .....	Monday, July 11
Last Day to Add/Drop or Register .....	Tuesday, July 12
Census Date .....	Thursday, July 14
Last Day to Drop with a 'W' .....	Tuesday, August 2
Final Exams .....	August 10 & 11

\* Vocational Nursing Summer Session begins Monday, May 16, 2005 and ends Thursday, August 11, 2005



## II

# GENERAL INFORMATION

## **PHILOSOPHY OF CLARENDON COLLEGE**

The faculty, Board of Regents, and administrators at Clarendon College are committed to the concept that our College be an open door to learning. With this goal in mind, we extend an educational opportunity to students of all ages who can profit from instruction. Every effort is made to provide equal access to the educational opportunities offered at Clarendon College without regard to age, gender, color, national or ethnic origin, race, religion, creed, and/or disability.

In keeping with this philosophy, Clarendon College recognizes and accepts the responsibility for providing curricula for university-bound students, for students seeking career opportunities in a variety of occupations, and for persons of the community seeking cultural enrichment, short-term skill training, or personal improvement opportunities. The College will seek to achieve these goals within the limits of its legal responsibilities and available fiscal resources.

## **MISSION**

Clarendon College is a comprehensive community college committed to teaching and learning and 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 the following:

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.

## **HISTORY OF CLARENDON COLLEGE**

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 107-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.

## **CLARENDON COLLEGE - 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 25,000 square foot 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. Academic courses at Childress and Wellington are offered in independent school district facilities. Limited course offerings are available at Claude, McLean, Memphis, Shamrock, 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.edu>.

## **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 for 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.

## **LIBRARY / LEARNING RESOURCE CENTER (LRC)**

The Library, conveniently located in the center of campus, provides an attractive atmosphere for study, research, recreational reading, listening and viewing educational materials. The collection currently contains over 18,000 books in print which are accessible through open stacks for easy browsing and 24,496 e-books which are accessible electronically. The collection which can be accessed through an online catalog system reflects a diversity of viewpoints that encourages research and recreational reading. In addition, the Library receives more than 90 magazines, journals, and newspapers in print format and additionally provides electronic access to more than 10,000 full-text magazines, journals, and newspapers.

Computer workstations located in the Library, all computers located throughout the campus, the Pampa Center, other satellite locations, or wherever a student has access to the internet provide students easy access to the College's and Library's websites, online databases, e-mail, other internet resources, and various software and microcomputer applications.

Students are introduced to the Library during freshman orientation and receive further instruction with various class assignments. Together with the faculty, the librarians design and deliver instructional subject-specific sessions that help students develop independent research and lifelong learning skills.

The Library/LRC is a member of the Harrington Library Consortium (HLC), a group of more than 55 college, university, public, and school libraries in the Texas Panhandle sharing resources through a common computerized system with holdings estimated at 29 million items. Clarendon College students, faculty, and staff may check out materials directly by visiting any HLC Library or may request the materials through interlibrary loan.

## **COMPUTER SERVICES**

Current faculty, staff, and students have access to various types of microcomputers and computing systems for use in their education, research, and administrative activities. In addition, Internet access is available for use by computing account holders. For additional information on systems and software supported by the College, please contact the Office of Information Systems and Computer Operations.

## **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 Bookstore 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.

## **SERVICEMEMBER OPPORTUNITY COLLEGE (SOC)**

Clarendon College has been designated as an institutional member of Servicemember Opportunity Colleges (SOC), a group of over 1,700 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).

## **TRANSCRIPT SERVICES**

Copies of a student's transcript, a student's permanent record of classes taken at Clarendon College, are available upon written request from the Office of the Registrar. Adequate advance notice is required for a transcript. The cost is \$5 per copy, payable in advance, for each official transcript issued. Contact the Office of the Registrar, Clarendon College, P.O. Box 968, Clarendon, Texas 79226.

Official transcripts may be withheld if a student has an administrative hold on his or her record or if a student has an outstanding financial obligation with the institution. Official transcripts will be released after all administrative holds have been released and all financial obligations to the institution have been discharged.





### **III**

## **ADMISSIONS AND REGISTRATION**

## **ADMISSIONS AND REGISTRATION**

Clarendon College maintains an open admissions policy and constantly works to provide programs beneficial to all students.

### **ADMISSION AND REGISTRATION INFORMATION**

Questions concerning admissions should be addressed to the Director of Admissions and questions concerning registration should be addressed to the Registrar. To begin the admissions process the student should:

1. Complete and return to the Office of Admissions the following forms and or documents. (Forms are available from the Office of Admissions.)
  - a. A completed Application for Admission.
  - b. A completed Student Data Form.
  - c. A completed Certificate of Residence.
  - d. All required official transcripts. If you are a first-time college student, request your high school transcript be sent to the Office of Admissions at Clarendon College. If you are a transfer student, request each college attended to send a complete transcript of credits directly to the Office of Admissions at Clarendon College. (If not a high school graduate, send your G.E.D. scores)
  - e. Request academic assessment scores for the Texas Success Initiative (TSI, formerly TASP) be forwarded to Clarendon College. Approved assessments include: Compass THEA, Asset, or Accuplacer.
2. Depending on the student's status, additional forms and/or documents may be necessary. Applicants should complete and forward appropriate documents.
  - a. A residence hall application and residence hall deposit (\$100).
  - b. A completed residence hall exemption form, if applicable.
  - c. International students - see Admission Requirements-International Students.

### **ADMISSIONS REQUIREMENTS**

Applications for admission and other documents necessary for admission should be addressed to the Office of Admissions. Students may be admitted to Clarendon College by any one of the following methods:

1. High School Graduate. Graduates of accredited high schools will be admitted upon completion of an Application for Admission and presentation of an official transcript. Clarendon College defines an accredited high school as a Texas public high school authorized through the Texas Education Agency, the Texas Private School Accreditation Commission, the Southern Association of Colleges and Schools, or if located in a state other than Texas, that state's comparable agencies and/or regional accrediting association. Graduates from a non-accredited high school may be admitted under items 3 or 4 below.
2. College Transfer. Transfer students must be eligible for readmission to the institution in which the student was last enrolled and must meet the academic requirements of Clarendon College. Only credits from accredited institutions will be accepted.
3. General Education Development Test. An individual who has passed the General Education Development Test (GED) will be admitted.
4. Individual Approval. A person who is at least eighteen (18) years of age and who did not graduate from a accredited high school, or an individual who graduated from a high school program not recognized by the Texas Education Agency, Texas Private School Accreditation Commission, or the Southern Association of Colleges

and Schools, or an individual who graduated from a home school program may be considered for admission by Individual Approval. A request for admission by Individual Approval should be submitted to the Admissions Office. The student's ability to benefit from the college's curricular offerings may be considered. Individuals graduating from an unaccredited high school or home school must submit a notarized transcript or listing of studies. Other limitations and conditions of admission may be established by the College. Students admitted under Individual Approval shall be subject to the same policies and regulations as all other students.

5. **Early Admission of High School Students.** Students who are currently attending high school may apply for the Early Admissions program at Clarendon College by completing an Application for Admission, submitting a recommendation from their high school principal or designee, and a current copy of their high school transcript. Other admission requirements apply: See Specialized Admissions - Early Admissions Program. For additional information interested individuals should contact the Office of Admissions.
6. **Readmission.** A Clarendon College student who has not attended the previous long semester (fall or spring) must apply for readmission through the Office of Admissions. If the student has attended another college since his/her previous enrollment at Clarendon College, a current transcript of all college credits is required.
7. **International Students.** Clarendon College is authorized under federal law to enroll non-immigrant students. International students seeking admissions should submit the following:
  - a. **Application for Admission.** The Application should be submitted along with a \$100 application fee at least ninety (90) days prior to the beginning of registration for any given semester.
  - b. **An official transcript of the last four years of secondary school.** The official transcript must be an original copy translated into English and must show each course completed and the grade earned.
  - c. **An official transcript from each college or university attended (translated into English).**
  - d. **Test of English as a Foreign Language (TOEFL).** The minimum recommended score for this test is 525. An application and a list of test centers for the test of English as a Foreign Language may be obtained by writing to:

**Test of English as a Foreign Language  
Testing Service, Box 899  
Princeton, New Jersey 08540, U.S.A.**

- e. **Statement of financial support.** Proof of financial support for the period of time necessary to complete the degree requirements. This proof should be in the form of a letter from a bank that indicates the students 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 appropriate bank statement.
- f. **Individuals must have proof of insurance (medical and life) or purchase appropriate insurance.**
- g. **Upon acceptance for admission, an international student applicant must complete an application for the dormitory and forward a \$100 dormitory deposit.** All items should be on file sixty (60) days prior to the beginning of registration. A decision cannot be reached on the application for admission until each of the items requested above are on file in the Office of Admissions.

- h. All international students are required to live on campus. Any exception must be approved by the Dean of Students.
8. Applicants not eligible for enrollment under one of the methods listed above should contact the Admissions Coordinator. The Admissions Coordinator may refer the applicant to the Admissions Committee and/or the Dean of Instruction for further review.

## **SPECIALIZED ADMISSIONS**

Admission to Clarendon College does not guarantee admission to specific courses or programs of study. Prerequisites are required for some courses and some programs of study require special approval. In addition, program approval/accreditation requirements, program costs, and/or availability of facilities make it necessary for some programs to require specialized admission procedures in addition to those outlined above for general enrollment at the College.

### **Office Technology**

In addition to the general admission requirements to Clarendon College, applicants to the Office Technology Program must meet the following requirements:

1. Applicants must complete an application form for the Office Technology Program.
2. Applicants may be required to participate in an interview with the Office Technology Program Director.

Clarendon College maintains an open admission policy; however, the Office Technology Program is a limited enrollment program. Since there are often more applicants for the program than spaces available, applications for the program will be screened by a selection committee. Students will be recommended for admission to the program by the selection committee. Applicants are notified of their acceptance into the program, placement on a waiting list, or rejection of their application. Clarendon College reserves the right to refuse admission to the program to any applicant. Applicants should be advised that classes for this program start about two weeks ahead of the regular Fall Semester Schedule.

### **Ranch and Feedlot Operations (RFO)**

In addition to the general admission requirements to Clarendon College, applicants to the Ranch and Feedlot Operations Program must meet the following requirements:

1. Applicants must complete an application form for the Ranch and Feedlot Operations Program.
2. As part of the application, applicants should be able to: a) demonstrate a background in agriculture (i.e. preference is given to those who can demonstrate a background in agriculture); b) demonstrate an ability to benefit from the program; and, c) demonstrate an aptitude.
3. Applicants must interview with the Ranch and Feedlot Program Director or Assistant Director.

Clarendon College maintains an open admission policy; however, the Ranch and Feedlot Operations Program is a limited enrollment program. Since there are often more applicants for the program than spaces available, applications for the program may be screened by a selection committee. Students may be recommended for admission to the program by the selection committee. Applicants are notified of their acceptance into the program, placement on a waiting list, or rejection of their application on or about June 1 of each year. Clarendon College reserves the right to refuse admission to the program to any applicant.

### **Vocational Nursing**

In addition to the general admission requirements to Clarendon College, applicants to the vocational nursing program must meet the following requirements:

1. The student must complete an application form for entry into the program.
2. The student must be a high school graduate or have completed a GED. This must be verified by an official transcript or GED transcript.
3. The student must achieve an acceptable score on the nursing admissions entrance test.
4. The student must submit three (3) letters of reference prior to the interview date. The letters of reference should be sent to the Vocational Nursing Program Director from teachers, professors, or past employers. Letters of reference should not be obtained from friends or relatives and should not be hand delivered.
5. The student must demonstrate qualifications and an aptitude that are acceptable.
6. Applicants must participate in a personal interview with the selection committee.

Clarendon College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nurse Examiners and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces available, applications for the nursing program may be screened by a selection committee. Students may be recommended for admission to the nursing program by the selection committee. Clarendon College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

Note: The Board of Nurse Examiners (BNE) may refuse to approve persons to take the licensure examination, may refuse to issue or renew a license or certificate of registration, or may refuse to issue a temporary permit to any individual that has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in the revocation of probation imposed pursuant to such a conviction.

Students may seek additional clarification from the director of the nursing program.

### **Early Admissions Program**

Clarendon College sponsors an Early Admissions Program for the benefit of qualified high school students. Students who participate in the Early Admissions Program have the opportunity to accelerate their college program to save both time and money. Students enrolled in high school may be admitted under the following conditions:

1. Students who have completed their sophomore or junior year in an accredited high school and who seek to enroll in an academic course(s), a transfer course(s), or an Associate Degree Program may be admitted based on successful completion of the following:
  - a. For the high school class of 2004, present exit-level TAAS scores in all areas (successfully have passed all parts of the exit-level Texas Assessment of Academic Skills (TAAS) test.) For the high school class of 2005, present passing scores on the English/Language Arts, and/or Mathematics sections (as applicable) of the tenth (10th) grade Texas Assessment of Knowledge and Skills (TAKS) test established by the State Board of Education.
  - b. Present a passing score on a Texas Higher Education Coordinative Board (THECB) approved assessment instrument in at least one area (mathematics, reading or writing) as deemed applicable by the college for the intended course or program. (Members of the high school class of 2005 who present passing scores on the English/Language Arts and/or Mathematics sections (as applicable) of the tenth (10th) grade Texas Assessment of Knowledge and Skills (TAKS) are exempt from this requirement.

- c. Present a recommendation from the high school principal or designee.
  - d. Submit an application for admission and a current high school transcript (prior to graduation).
  - e. Be enrolled in four or more instructional clock hours (i.e., 4 -50 minute periods) of high school credit-only courses on a daily basis in an accredited or public high school and no more than two college courses each semester. The Dean of Instruction may grant a waiver to students who request the opportunity to enroll in more than two college courses.
  - f. Obtain the approval of the Dean of Instruction or designee.
2. Students who have completed their sophomore or junior year in an accredited high school and who seek to enroll in an occupational-technical program course leading to a certificate of one year or less may be admitted based on the successful completion of the following:
- a. For the high school class of 2004, present exit-level TAAS scores in all areas (successfully have passed all parts of the exit-level Texas Assessment of Academic Skills (TAAS) test.) For the high school class of 2005, present passing scores on the English/Language Arts, and/or Mathematics sections (as applicable) of the tenth (10th) grade Texas Assessment of Knowledge and Skills (TAKS) test established by the State Board of Education.
  - b. Present a recommendation from the high school principal or designee.
  - c. Submit an application for admission and a current high school transcript (prior to graduation).
  - d. Be enrolled in four or more instructional clock hours (i.e., 4 -50 minute periods) of high school credit-only courses on a daily basis in an accredited or public high school and no more than two college courses each semester. The Dean of Instruction may grant a waiver to students who request the opportunity to enroll in more than two college courses.
  - e. Obtain the approval of the Dean of Instruction or designee.
3. Students who have been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who have successfully completed their sophomore or junior year as determined by the School must satisfy the following:
- a. For the high school class of 2004, present exit-level TAAS scores in all areas (successfully have passed all parts of the exit-level Texas Assessment of Academic Skills (TAAS) test.) For the high school class of 2005, present passing scores on the English/Language Arts, and/or Mathematics sections (as applicable) of the tenth (10th) grade Texas Assessment of Knowledge and Skills (TAKS) test established by the State Board of Education.
  - b. Present a passing score on a Texas Higher Education Coordinative Board (THECB) approved assessment instrument in at least one area (mathematics, reading or writing) as deemed applicable by the college for the intended course or program. (Members of the high school class of 2005 who present passing scores on the English/Language Arts and/or Mathematics sections (as applicable) of the tenth (10th) grade Texas Assessment of Knowledge and Skills (TAKS) are exempt from this requirement.
  - c. Present a letter of recommendation from the superintendent, the high school principal, or designee.
  - d. Submit an application for admission, and an official current high school transcript (prior to graduation).

- e. Be enrolled in four or more instructional clock hours (i.e., 4 -50 minute periods) of high school credit-only courses on a daily basis in an accredited or public high school and no more than two college courses each semester. The Dean of Instruction may grant a waiver to students who request the opportunity to enroll in more than two college courses.
- f. Obtain the approval of the Dean of Instruction or designee.

All students who participate in the Early Admission Program must maintain at least a 2.0 GPA to remain in good standing. Students will be enrolled provisionally on a semester-by-semester basis. Credit will be awarded according to state, local, and institutional policies in effect at the time of enrollment. Students participating in the Early Admission Program must submit a final high school transcript upon graduation from their high school, or a GED certificate.

### **Veterans**

Veterans are admitted on the same basis as other students. Clarendon College is approved for Veterans Training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws.

## **ACADEMIC FRESH START FOR ADMISSIONS DECISIONS**

Texas Senate Bill 1321 (1993) allows students who were enrolled in a postsecondary institution 10 or more years ago to seek admission to Clarendon College without consideration of that work. Should the student seek admission under this option, then no college courses or credits ten (10) years or older will be evaluated. This option does not relieve students from notifying the college of attendance at previous institutions, nor of the need to submit transcripts indicating all previous course work attempted. For additional information on Academic Fresh Start, contact the Office of Admissions.

## **THE TEXAS SUCCESS INITIATIVE (TSI)**

The Texas Success Initiative established in 2003 by the Texas Legislature as part of Senate Bill 286 requires the assessment of the academic skills of each entering student prior to enrollment and requires the College and the student to develop an individual plan for developmental education for those who demonstrate a need for skill development in the areas of reading, writing and/or mathematics. (The Texas Success Initiative replaces the Texas Academic Skills Program (TASP) which was first implemented in 1987.)

Although the results or the assessment of academic skills are not used for admission purposes, results are used in advising and course placement. Students planning to attend Clarendon College are encouraged to take an approved test (THEA, ASSET, COMPASS or ACCUPLACER) prior to enrollment. For students who are unable to take assessment of academic skills or who do not attempt an assessment, Clarendon College will offer an assessment of academic skills test during the registration process. (Testing fees for an assessment of academic skills must be paid by the student.)

All full-time and part-time students must participate in the Texas Success Initiative and the assessment of academic skills prior to enrollment unless exempt or waived based on one of the following:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
  - a. ACT: composite score of 23 with a minimum of 19 on both the English and mathematics tests; or,

- b. SAT: a combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and the mathematics tests.
- 2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
- 3. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
- 4. A student who transfers to Clarendon College from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level course work as determined by Clarendon College.
- 5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
- 6. A student who is enrolled in a certificate program of one year or less (Level-One Certificates).
- 7. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of reserve component of the armed forces of the United States and has been serving for at least three (3) years preceding enrollment.
- 8. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard, or service as a member of a reserve component of the armed forces of the United States.
- 9. Students who are non-degree seeking or non-certificate seeking may be exempt. Students should contact the Office of Admissions and Records for additional information.

## **REGISTRATION FOR CREDIT COURSES**

Registration for college credit courses scheduled for the Fall and Spring semesters and for summer terms must be completed during the designated priority, regular, or late registration periods at the beginning of each semester or summer term. Registration includes completion of required forms, preparation of a class schedule, and payment of all tuition and fees (or completion of a Tuition and Fee Installment Plan Agreement). Registration for courses beginning at irregular times during the semester or terms is completed at the time specified for the particular course(s).



## **ADMISSIONS AND REGISTRATION INFORMATION FOR CONTINUING EDUCATION CLASSES**

Clarendon College is committed to the educational and cultural development of citizens throughout its service area. The Continuing Education Program is a major expression of the college's orientation toward our mission and public service. It recognizes that people do not outgrow their need and desire to learn but rather continue throughout life to want and to seek new knowledge, understanding, and skills. The specific goals of the program are to:

1. Provide opportunities for people of all ages to enrich their cultural lives and pursue their personal interests;
2. Provide workforce education and training to adults, and to assist them in acquiring or upgrading vocational-technical skills leading to employment or job advancement;
3. Sponsor in-service training opportunities for area employers and professionals to satisfy organizational needs and educational requirements for licensing or credentialing; and,
4. Provide other instruction as required to meet community needs.

These programs typically consist of non-credit experiences such as short courses, seminars, workshops, and lectures. They can be custom tailored for the convenience of the student or an employer and may be offered at a variety of locations. Enrollment is open to all interested individuals regardless of education background; however, some certification courses may have additional admission requirements. These include certain specialized courses. Each continuing education course normally requires the payment of a fee which is determined by the length and nature of the learning activity.



# **IV**

## **TUITION AND FEES**

## **TUITION, FEES, AND FINANCIAL AID**

### **RESIDENCE STATUS**

The legal residence of each applicant for admission and registration at Clarendon College will be determined by the Office of the Registrar. For purposes of tuition, students will be classified as in-district residents, out-of-district residents, or as out-of-state/non-residents. A student's residency classification will be based on the following:

1. A student is considered an IN-DISTRICT resident if he/she has resided in Donley County for at least 12 months prior to the student's first registration at Clarendon College for other than educational purposes.
2. A student is considered an OUT-OF-DISTRICT resident if he/she has resided in the State of Texas for at least 12 months prior to the student's first registration at Clarendon College for other than educational purposes and is not a resident of Donley County.
3. A student is considered an OUT-OF-STATE / NON-RESIDENT student if he/she has NOT resided in the State of Texas for at least 12 months prior to the student's first registration at Clarendon College for other than educational purposes.

The Board of Regents of Clarendon College has authorized the waiver of the difference in the rate of tuition for nonresident and resident students for a person, or his or her dependents, who owns property which is subject to ad valorem taxation by the district. The person, or his or her dependents, applying for such a waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the district, or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the district.

The responsibility of registering under the proper residence classification is that of the student; and if there is any question regarding the student's correct residency classification, it is the responsibility of the student to discuss this matter with the Office of Registrar.

### **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 an installment payment plan for tuition and fees. 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\***

<b>SEMESTER CREDIT HOURS</b>	<b>IN-DISTRICT RESIDENT</b>	<b>TEXAS RESIDENT (OUT-OF-DISTRICT)</b>	<b>NON-TEXAS RESIDENT</b>
1	165	210	405
2	165	210	405
3	165	210	405
4	220	280	440
5	275	350	475
6	330	420	510
7	385	490	595
8	440	560	680
9	495	630	765
10	550	700	850
11	605	770	935
12	660	840	1020
13	715	910	1105
14	770	980	1190
15	825	1050	1275
16	880	1120	1360
17	935	1190	1445
18	990	1260	1530

*\* Includes tuition, building use fees, and where applicable out-of-district / non-resident fees. (Out-of-District fees are applicable to individuals classified for tuition purposes as out-of-district residents and out-of state / non-residents.)*

**SCHEDULE OF TUITION AND REQUIRED FEES****TUITION**

In-District Resident . . . . .	\$35 per credit hour (\$105 minimum)
Out-of-District Resident . . . . .	\$35 per credit hour (\$105 minimum)
Out-of-State/Non-Resident. . . . .	\$50 per credit hour (\$300 minimum)

**BUILDING USE FEES**

Per semester hour. . . . .	\$ 20
Minimum per student per semester . . . . .	\$ 60

**OUT-OF-DISTRICT / NON-RESIDENT FEES\***

Per semester hour. . . . .	\$ 15
Minimum per student per semester. . . . .	\$45

*\* Out-of-District fees are applicable only to individuals classified for tuition purposes as out-of-district residents and out-of state / non-residents.*

### OTHER FEES AND DEPOSITS

#### DISTANCE LEARNING FEE\*

Per semester hour. . . . . \$20

Minimum per student per semester . . . . . \$60

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

GRADUATION FEE . . . . . \$50

DIPLOMA REPLACEMENT FEE . . . . . \$40

TRANSCRIPT FEE . . . . . \$ 5

LATE REGISTRATION FEE . . . . . \$25

CHANGE OF SCHEDULE FEE . . . . . \$15

MATRICULATION FEE (Withdraw prior to the first class day) . . . . . \$15

RETURN CHECK FEE . . . . . \$35

RESIDENCE HALL DEPOSIT . . . . . \$100

### COURSE FEES

#### Agriculture

AGRI2471,AGRI2372,AGRI2373,AGRI2374 . . . . . \$75

All other Agriculture courses (Except AGRI 2317) . . . . . \$24

Art (Except ARTS1303 and 1304) . . . . . \$15

Computer Science and Business Computer Information Systems . . . . . \$30

Computer Technology . . . . . \$30

Developmental Studies (ENGL, ESOL, MATH, and READ) . . . . . \$24

Drama . . . . . \$15

Mathematics (MATH1342, 2413, 2414, and 2415) . . . . . \$15

#### Music

##### Individualized Instruction

One 1/2 hour private lesson per week . . . . . \$75

Two 1/2 hour private lessons per week . . . . . \$150

Class Voice, Piano, Guitar. . . . . \$24

Music Ensembles . . . . . \$10

Office Technology . . . . . \$24

#### Physical Education

Bowling . . . . . \$30

Rodeo . . . . . \$100

Golf . . . . . \$50

All other PE Activity Classes . . . . . \$12

Ranch and Feedlot Operations. . . . . \$15

Science (Biology, Chemistry, and Physics) . . . . . \$30

Spanish (SPAN1411 & SPAN1412 only) . . . . . \$12

Vocational Nursing . . . . . \$30

**SPECIAL FEES****EMERGENCY MEDICAL TRAINING**

Insurance Fee for EMT Basic .....	\$100
Insurance Fee for EMT Intermediate .....	\$100
Insurance Fee for EMT Paramedic .....	\$100

**FITNESS CENTER**

Individual Memberships .....	\$25/Month or \$100/long Semester
Family Memberships .....	\$50/Month or \$100/long Semester

**LIVESTOCK AND EQUINE CENTER**

Horse Stall Rental .....	\$60/Month or \$240/Semester
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**RANCH AND FEEDLOT OPERATIONS**

Specialized Schools and Seminars .....	\$775
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**TESTING**

Accuplacer .....	\$49
General Education Development (GED) .....	\$85
Quick THEA .....	\$49
Course Challenge Fee .....	\$280

**VCT/ITV/Internet Distance Education / Course Licensing Fee\* .....** \$0 to \$500

- *The VCT/ITV/ Internet distance education / course licensing fee is imposed only when the College incurs charges and/or fees for accessing the Virtual College of Texas, an instruction television site, and/or an internet course on behalf of a student. These charges vary by course and by site. The actual charges and/or fees are then passed through to the student in the form of a course fee.*

**VOCATIONAL NURSING**

Insurance Fee (VN and CNA) .....	\$35
Seminar Fee (per semester) .....	\$45
Assessment / Technology Exam Fee (per semester) .....	\$175
Permit Fee ( <i>Payable to Board of Nurse Examiners</i> ) .....	\$200
Board of Nurse Examiners Testing Fee* .....	\$120

*\*Subject to change at the discretion of the Board of Nurse Examiners*

**ROOM AND BOARD CHARGES****Residence Hall Charges per Semester**

Clarendon College operates five air-conditioned residence halls. Knorpp Hall is designated for women. Vaughan and Phelan Halls are designated for men. Regents and Southwest Halls feature apartment style units. Due to popularity and uniqueness of Regents and Southwest Halls, the Dean of Students may establish special criteria for students who want to live in these halls.

**Knorpp Hall**

Double Occupancy .....	\$500*
Single (Private) Occupancy .....	\$1000*

**Phelan Hall**

Double Occupancy .....	\$500*
Single (Private) Occupancy .....	\$1000*

**Regents Hall**

Double Occupancy .....	\$600*
Single (Private) Occupancy .....	\$1200*

**Southwest Hall**

Double Occupancy .....	\$600*
Single (Private) Occupancy .....	\$1200*

Vaughan Hall

Double Occupancy .....	\$500*
Single (Private) Occupancy .....	\$1000*

*\* All rooms are equipped with cable TV; the charge for cable TV is \$35 per semester.*

**Food Service Charges**

Clarendon College has an eighteen (18) meal plan, which provides three meals a day, Monday through Friday, two meals on Saturday, and lunch on Sunday. All students living in Clarendon College residence halls are required to participate in the meal plan.

Board (Meal) Plan for one semester (includes sales tax) ..... \$990

**Housing**

Students who wish to request a private room must so indicate their request on their initial application. Requests will be handled on a first-come first-serve basis. Deposit for a private room is double that of a single room.

A deposit of \$100 is required to reserve a room (\$200 for a private room). The deposit, which is in addition to the residence hall charges, is fully refundable up to August 1 for the Fall term, and December 1 for the Spring term.

When a student moves out of the dormitory room at the end of the semester or year, an inspection is made by a college representative. At the discretion of the College, any damage in the room is charged against the room deposit. If the cost to repair the damage exceeds the student's deposit, the balance is billed to the student. Students are charged for damage to the individual room, and they share responsibility with fellow students for damages in common areas that cannot be attributed to any individual.

If a student withdraws from the College prior to the end of the term, no refunds are made for room and board charges, as the College has no opportunity to rent the room or recover projected meal plan revenue once the semester begins.

**INSTALLMENT PAYMENT PLAN FOR TUITION AND FEES**

Tuition and fees are payable at the time of registration, except as provided for under the Installment Payment Plan for Tuition and Fees. A student has not officially enrolled until tuition and fees are paid or an installment payment plan has been executed.

Any student interested in the installment plan must complete and sign a promissory note and pay 50 percent of the tuition and fees plus a non-refundable service fee of \$35 prior to the start of classes.

A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester. The following conditions apply for the installment payment plan for tuition and fees.

1. A full-time student (12 semester hours or more) may pay for tuition and mandatory fees for the regular fall and spring semester by one of two methods: (1) payment of tuition and fees in full (one payment) or (2) payment of tuition and fees in three payments. Once a payment plan has been chosen, it may not be changed.
2. All scholarships and awards provided by the College and all federal and state grants and loans will be applied toward the full amount due the College for the payment of tuition, fees, and other charges before installment payments are scheduled.



3. The installment payment plan for tuition and fees may be used only for the initial registration at the beginning of the fall and spring semesters. Installment may not be used for any other registration periods.
4. The three payment plan will consist of a one-half payment of tuition and fees plus the \$35 service fee before the beginning of the semester, a one-quarter payment prior to the start of the sixth class week, and a final one-quarter payment before the beginning of the eleventh class week.
5. It will be the student's responsibility to pay on time. Installment payments may be made in the Business Office any time during regular business hours.
6. The total installment payment must be paid in full on or before the date due.
7. Students who fail to make the second payment:
  - a. Will have a hold placed on their records;
  - b. Will be prohibited from registering for classes;
  - c. Will still be responsible for the full amount due under the contract; and,
  - d. Will receive no awards, diplomas, and records, including but not limited to official transcripts to which they would otherwise be entitled.
  - e. Upon full payment of the amount due, the hold will be released.
8. Students who fail to make full payment of all charges prior to the end of the semester are subject to the conditions listed above in seven (7) and may be denied credit for the work done that semester.
9. Students adding courses will be required to pay the full cost for the additional courses at the time the courses are added.
10. Students dropping hours will pay installments on the basis of the original installment contract. Any and all refunds will be applied to the installment payment. (For students receiving Title IV aid, refunds will be applied in accordance with federal refund guidelines.)
11. Students withdrawing from the College must pay all tuition and fees owed. Withdrawal does not cancel or void the installment payment plan contract.

## REFUND POLICY

Clarendon College, as soon as practicable, shall refund tuition and mandatory fees collected for courses from which the student drops or withdraws. (The indicated percentages are applied to the tuition and mandatory fees collected for each course from which the student is withdrawing.) Any student officially withdrawing from Clarendon College before the first day classes of any semester will be assessed a \$15 matriculation fee. (Class days refers to the number of calendar days the institution normally meets classes, not the days a particular course meets.)

1. For semester-length courses for which semester credit hours are awarded:
  - a. 100 percent refund is to be made for courses dropped prior to the first class day.
  - b. During the fall or spring semester or comparable trimester:
    - i. during the first fifteen class days, 70 percent
    - ii. during the sixteenth through twentieth class days, 25 percent
    - iii. after the twentieth class day, none; and
  - c. Six-week summer semester:
    - i. during the first five class days, 70 percent
    - ii. during the sixth and seventh class days, 25 percent
    - iii. after the seventh class day, none.

2. For non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
- A. prior to the first class day, 100 percent
  - B. after classes begin, see table:

<b>Drops and Withdrawals</b>		
Length of Class Term in Weeks	Last day for 70 percent refund	Last day for 25 percent refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Tuition and fees paid directly to Clarendon College by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student. The refund for all students receiving Title IV financial aid will be based on the last date of attendance and must be allocated in the following order: Federal Loans, Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant Program, Student. All other refunds will be made in accordance with the stated refund policy.

## **STUDENT FINANCIAL AID REFUND/REPAYMENT POLICY**

A student receiving financial aid affirms that any funds received under the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, or the Federal Work-Study programs will be used solely for expenses related to attendance at Clarendon College. Financial aid recipients who terminated their enrollment may be subject to either the refund policy, the repayment policy or both.

When a financial aid recipient terminates his/her enrollment and is due a refund from the institution (refer to policies concerning the refund of tuition and fees in this catalog), all or some portion which is to be refunded must be returned to the financial aid fund from which it was awarded. Any funds the student may have received by cash or check that can no longer be considered attributable to educational purposes must be repaid. The order of refund distribution prescribed by regulations is: Federal Loans, Federal Pell Grant, FSEOG, other federal sources of aid, then other state, private or institutional aid and the student.

Likewise, when a student receives a check or cash payment of financial aid and then withdraws from school, some or all of the payment may have to be repaid and returned to the financial aid fund from which it was awarded. The order of distribution would be the same as mentioned in the preceding paragraph.

Due to the on-going clarification of the refund and repayment guidelines under Federal Title IV reauthorization statutes, changes may be necessary due to new rulings or interpretations and may be made without prior notice. Examples of the refund policy are available through the Financial Aid Office or the Business Office.

## RETURN OF TITLE IV FUNDS

Federal regulations require each institution of higher education to have a written policy for the refund and repayment of federal aid received by students who withdraw during a term for which payment has been received. These policies are effective only if the student completely terminates enrollment (i.e. officially withdraws, is dismissed or stops attending classes before completing 60 percent of the enrollment period).

### Treatment of Title IV Aid When a Student Withdraws from a Credit Hour Program

Steps for Determination of Repayment or Disbursement

#### Step 1 Students Title IV Aid Information

- A. Identify Title IV aid disbursed for the enrollment
- B. Identify total amount of Title IV aid disbursed plus the Title IV aid which could have been disbursed for the enrollment period

#### Step 2 Percentage of Title IV Aid Earned

- C. Number of days completed up to official withdrawal date divided by the total days in the semester equals the percent of aid earned

#### Step 3 Amount of Title IV Aid Earned by the Student

- D. The percent of Title IV aid earned (c) times the total Title IV aid which could have been disbursed (b) ( $c \times b$ )

#### Step 4 Total Title IV Aid to Be Disbursed or Returned

If (D) Is Greater Than (A), Go to (E). If (D) Is less than (A), Go to (F). If (D)=(A), Stop

- E. Amount from (D) - Amount from (A) (D-a)
- F. Amount from (A) - Amount from (D) (A-d)

#### Step 5 Amount of Unearned Title IV Aid Due from the School

- G. Total Institutional Charges
- H. Percent of Title IV Aid Unearned ( $100\% - C$ )
- I. Multiply Institutional Charges for the Payment Period (G) Times the Percent of Title IV Aid Unearned (H)
- J. Compare the Amount of Title IV Aid to Be Returned (F) to (I) and Determine the Lesser Amount

#### Step 6 Return of Funds by the School

The school must return unearned aid (J) in the following order: Federal Loans, Federal Pell Grant, Federal SEOG, LEAP (formerly SSIG), or other up to the total net amount disbursed from each source excluding federal work-study.

#### Step 7 Initial Amount of Unearned Title IV Aid Due from the Student

- K. Subtract the amount of Title IV aid due from the school (J) from the amount of Title IV aid to be returned (F).

**Step 8 Return of Funds by Student**

The student must return unearned aid for which the student is responsible (k) by repaying fund to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%. The order is federal pell grant, federal seog, or leap (formerly ssig) excluding federal work-study. Loan amounts are returned in accordance with the terms of the promissory note.

Any student who received Title IV aid and withdraws, is dismissed or stops attending classes prior to the 60% point in the semester, may owe a repayment of Title IV aid back to the Department of Education and to the college. Students owing a repayment will be notified within 30 days after determination of the withdrawal date. The student will then have 45 days to pay the debt or make satisfactory arrangements with the institution for repayment before eligibility for Title IV aid is lost. If the student fails to make satisfactory payments, the amount owed will be sent to the Department of Education for collection, and the student would lose eligibility for any Title IV aid at any school. The department of education will notify the institution by activating a new student aid report if the student becomes eligible after the amounts were sent to the department.

After the 45 day grace period and arrangements have not been made, the student will receive a second notification that they have lost their eligibility for Title IV aid at any school and their repayment amount will be sent to the Department of Education for collection. The Department of Education will notify the institution if the student becomes eligible after this time by activating a new student aid report.

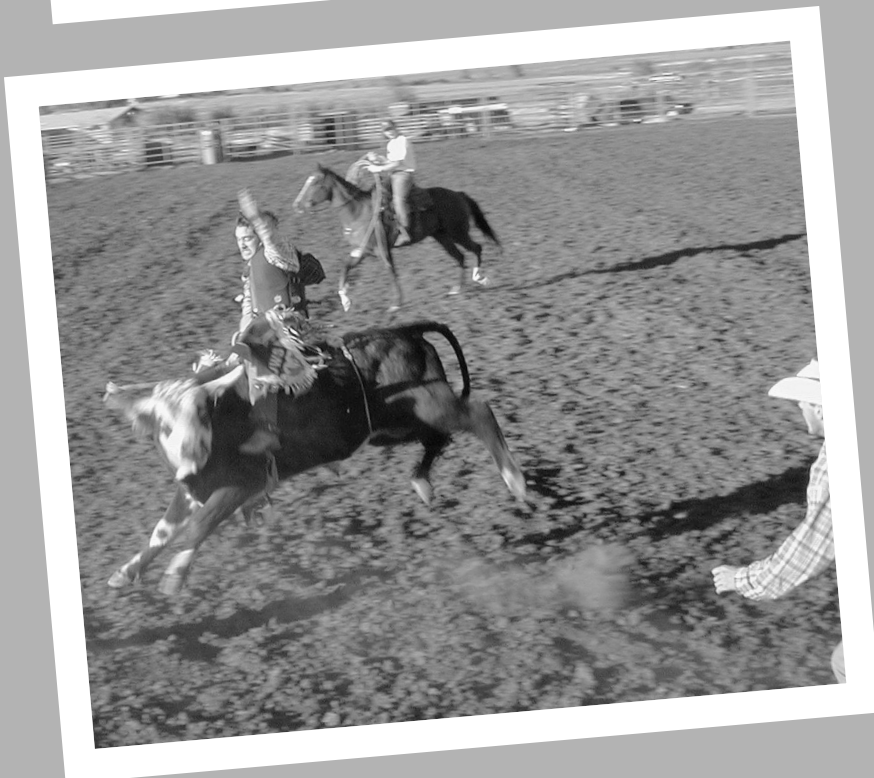
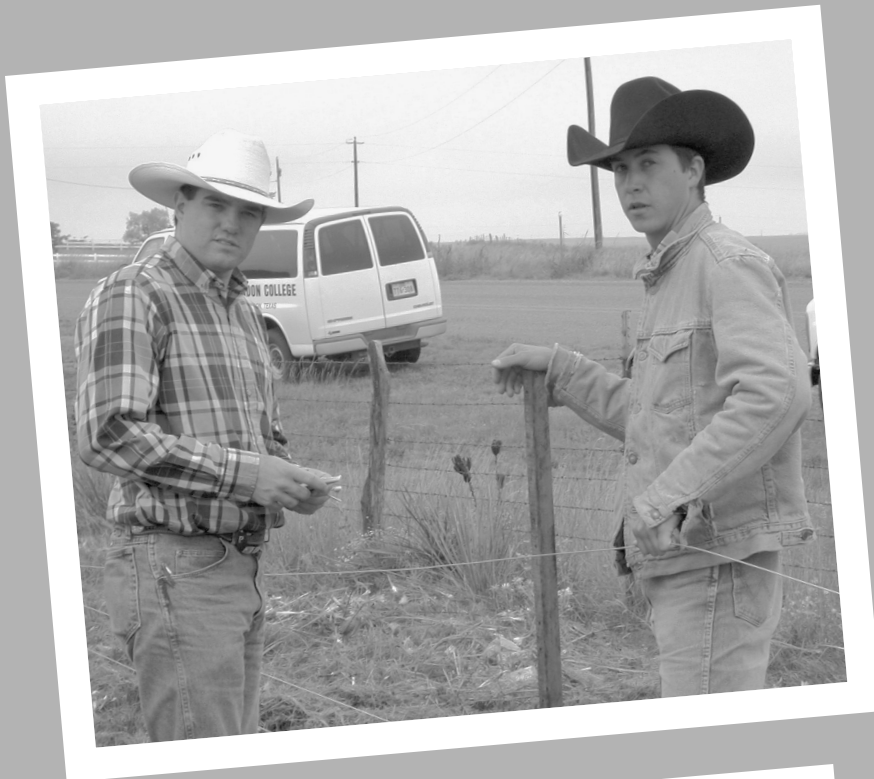
Due to the ongoing clarification of the refund and repayment guidelines under federal Title IV reauthorization (higher education act: section 484b) statutes, changes may be necessary due to clarification and interpretations and may be made without prior notice. Examples of the refund policy are available through the financial aid office.

**OVERDUE FINANCIAL OBLIGATIONS**

All accounts must be paid when due. Before the end of each semester or term, each student should determine that all accounts are paid. Non-payment of such accounts will be entered on the student's record, and the Office of Registrar will withhold official transcripts, awards, diplomas, and other benefits until the obligation is discharged. The student is responsible for all attorney or collection fees for accounts in default.

The student may be dropped from the rolls for nonpayment of any financial obligation. A \$35 service fee is charged for each returned check.





# **V**

## **FINANCIAL AID AND SCHOLARSHIPS**

## FINANCIAL AID

The purpose of financial aid at Clarendon College is to assist students in meeting the cost of attending Clarendon College and to help provide financial assistance to any student who might be denied a college education because of insufficient funds. Although the primary responsibility for financing an education rests with the student and his or her family; Clarendon College understands that many students will require financial assistance, and is committed to helping students achieve their educational goals.

### FINANCIAL AID 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.

Applications for Federal Financial Aid should be completed by **July 1** for the Fall Semester, **November 1** for the Spring Semester and **April 1** for the Summer Semester. (For the purpose of Federal Financial Aid, summer is treated as one term, and the Federal Aid used will be considered as a continuation of the prior award year.)

Clarendon College and the Clarendon College Foundation offer a number 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. The priority deadline for Clarendon College and Clarendon College Foundation Scholarship applications is **April 1** of each year. Scholarship applications are available online at [www.clarendoncollege.edu](http://www.clarendoncollege.edu). Interested students should check with the Financial Aid Office for additional information on available scholarships and scholarship requirements.

If the student's financial aid is not available on the date of registration, the student is then held responsible for payment of tuition and fees. Students needing financial assistance should return the application on or before the stated deadlines.

## FEDERAL ASSISTANCE

### The Federal Pell Grant

The Pell Grant, a program through the federal government, is available to eligible undergraduate students who have not yet received a bachelors degree or a professional degree, are enrolled in a degree or certificate program, and meet program eligibility requirements, and who have submitted a valid Student Aid Report.

Eligibility criteria is demonstrated by financial need. Students planning to attend Clarendon College must complete the Free Application for Federal Student Aid. The results of this application will produce a dollar amount that the student and/or the families are reasonably expected to contribute toward their educational expenses. This amount is called the "Expected Family Contribution" or EFC. It is subtracted from the estimated cost of education determined by the school resulting in an amount called demonstrated need. The EFC, along with a student's enrollment status and the length of his or her program of study, determine the student's award. Students may receive up to this amount of need, but may not exceed this amount with any and all types of aid. These funds do not have to be repaid.



For purposes of federal financial aid the two summer terms are considered one semester. Summer grants are available to continuing students. Eligibility criteria are established by the U.S. Department of Education and are subject to change.

### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

FESOG is a supplemental grant available to Pell Grant qualifiers. Eligibility for the 2004-2005 year gives priority to students accepted into technical programs and/or residing on campus. Funding is limited and qualifications are subject to change.

### **Federal Work-Study Program (FWS)**

The purpose of the Federal Work-Study Program is to give part-time employment to students who need the income to help meet the costs of post-secondary education and to encourage FWS recipients to participate in community service activities. A student must have "financial need" to be eligible for a FWS job - the student's cost of attendance must be more than the amount of his or her Expected Family Contribution (EFC) as calculated by the Federal Need Analysis Methodology. The pay rate is the minimum required by law. A portion of Federal Work-Study funds will be used to fund workers for community service employment. A small percentage of Federal Work-Study money is made available to less than full-time students.

The general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance package are available for inspection in the Financial Aid Office, and a copy is given to those students who apply for and/or receive Federal Work-Study.

All awards from financial assistance programs funded by the federal or state government are administered according to the laws and regulations governing those programs. Policy and guidelines are subject to change as required by federal, state, or institutional policy and guidelines.

### **How to Apply for a Pell Grant, FSEOG, or the Federal Work Study Program**

The Pell Grant, the FSEOG program, and the Federal Work Study Program use a common application process which is free to the student. At Clarendon College, this process is administered by the Office of Financial Aid. To be considered for federal financial aid the student must accomplish the following:

#### New Students

1. Use the Clarendon College code number **003554** on all forms!
2. Obtain a pin number for student and parent at <http://www.pin.ed.gov>.
3. Complete the FAFSA online at <http://www.FAFSA.ed.gov>
4. Approximately three weeks after submitting the application, you may receive additional forms from Clarendon College that may be required for processing your aid.
5. Accurately complete these forms and return them promptly to the Financial Aid Office.
6. Once all forms are completed and processed, you will receive an award letter stating the types and amounts of funds for which you have qualified.

#### Transfer Students

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

1. Submit academic transcripts from all schools previously attended.

### **General Eligibility for Federal Financial Assistance**

To be eligible for federal 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 Progress Standards for Recipients of Federal Title IV & Pell Grant Financial Aid Funds).
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.

### **How Is Federal Financial Aid 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. Awards also are subject to change based on new financial information received by the Financial Aid Office.

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

### **Federal Financial Aid Payments & Sample Budgets**

Federal 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, 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**

Tuition and Required Fees (based on 30 credit hours) .....	\$ 2,576
Books and Supplies .....	\$ 800
Room and Board .....	\$ 3,180
Transportation .....	\$ 3,000
Personal Expenses .....	\$ 2,400
<b>TOTAL .....</b>	<b>\$11,956</b>

### **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. Meet all criteria required for contracts/agreements.
5. Perform the work agreed on in accepting a college work study award.
6. Be aware of/comply with deadline for application or re-application for aid
7. Report any changes in name and/or address to the Office of Financial Aid.

## **OTHER FEDERAL PROGRAMS**

### **The 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 an application to the student's lending institution. Students interested in the loan program should contact the Financial Aid Office for additional information, as rules and regulations are subject to change by the U.S. Department of Education.

### **The Hope Scholarship Credit**

Beginning January 1, 1998, students may be eligible to claim a nonrefundable Hope Scholarship Credit against their federal income taxes. The Hope Scholarship Credit may be claimed for the qualified tuition and related expenses of students enrolled at least half-time in one of the first two years of postsecondary education and enrolled in a program leading to a degree, certificate, or other recognized educational credential. Eligible tuition and fees will be defined by IRS and will be offset by any grants, scholarships or refunds received.

The Hope Scholarship Credit may be claimed for payments of qualified tuition and related expenses made on or after January 1, 1998, for academic periods beginning on or after January 1, 1998.

### **Lifetime Learning Credit**

Beginning on July 1, 1998, students may be eligible to claim a nonrefundable Lifetime Learning Credit against their federal income taxes. The Lifetime Learning Credit may be claimed for the qualified tuition and related expenses of students enrolled in eligible educational institutions.

If a student is claiming a Hope Scholarship Credit, none of that student's expenses for that year may be applied toward the Lifetime Learning Credit.

The Lifetime Learning Credit may be claimed for payments of qualified tuition and related expenses made on or after July 1, 1998, for academic periods beginning on or after July 1, 1998. For more information, contact the Office of Financial Aid.

## **PROGRAMS AND ASSISTANCE FROM THE STATE OF TEXAS**

### **TEXAS Grant Program**

To be eligible for the TEXAS Grant Program, a student must be a Texas resident, graduate from a Texas public or accredited private high school on or after December 1998, and have completed the recommended or distinguished high school curriculum. Applicants must not have a felony conviction or be convicted of a crime involving substance abuse. Students must enroll as 3/4 time or full-time students. Award priority may be based on financial need. To be eligible for awards following the first semester, students receiving a TEXAS grant award must complete 75 percent of all work attempted with a minimum 2.5 GPA. Interested students should contact the Clarendon College Office of Financial Aid.

### **Texas Public Educational Grants**

The Texas Public Educational Grant (TPEG) may be available to students who are enrolled and have established "need" according to guidelines, and in relation to the availability of funds. Clarendon College uses the results of the Pell Grant application as a basis to establish need. Some TPEG funds are available to Out of State students who have applied for a Pell Grant and who meet the eligibility requirements.

### **State Work Study**

This program provides a limited number of work opportunities for eligible students who are Texas residents and are not receiving an athletic scholarship.

### **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.

### **TSI Assessment Fee Waivers**

A limited number of TSI Assessment fee waivers are available to students who show financial need. Interested students should contact the Office of Financial Aid.

## **EXEMPTIONS AND WAIVERS**

The State of Texas and Clarendon College provide and fund several tuition and/or fee exemptions and/or waivers. Interested students should contact the Office of Financial Aid for additional information. Exemptions and waivers include, but are not limited to the following:

1. Blind or Deaf Students;
2. Certified Education Aides;
3. Children of Disabled Firemen and Peace Officers;
4. Competitive Academic Scholarships for Nonresident Students;
5. Dependents of Texas Veterans killed in action;

6. Early High School Graduates;
7. High School Valedictorians;
8. Senior Citizens (65 and over); and,
9. Students in Foster Care or other residential care.

### **Valedictorians**

Any valedictorian from any public Texas high school is eligible for exemption from payment of tuition during both regular semesters at Clarendon College following their graduation from high school. Since this is only a tuition exemption, valedictorians are encouraged to apply for other scholarships because their top-ranking status is certainly worthy of consideration for other awards.

## **CLARENDON COLLEGE SCHOLARSHIPS**

Students and/or prospective students may be eligible for CC scholarships based on academic excellence, achievement, or ability in various activities such as judging, athletics, band, choir, music, cheerleading, and/or drama. Some scholarships are based on financial need of the student, some on merit, and others have specific requirements as stipulated by the scholarship donor.

### **Academic and General Institutional Scholarships**

Clarendon College awards a number of academic and general institutional scholarships. To apply for an academic scholarship a student should have a GPA of 3.0 or better (on a 4.0 scale). Interested students should submit a scholarship application, a transcript showing the most recent academic work (high school or college).

### **Competitive Waivers**

Out of State/Non-resident students may qualify for Competitive Waivers which waive the out-of-state tuition cost (currently \$15.00 per credit hour) for an academic year. Students must be full-time scholarship recipients who have obtained a scholarship equal to or exceeding \$1000.00 for the year. This scholarship must not be for books only. Waivers are limited by state law and are awarded by the scholarship committee/Office of Financial Aid on a first come-first served basis. Interested applicants should contact the Financial Aid Office upon receiving an initial scholarship offer in any athletic/academic/departmental area.

### **Activity/Departmental Scholarships**

Clarendon College awards a number of Activity/Departmental Scholarships based on ability and/or participation in band, choir, drama, and other activities or departments as designated by the college. Scholarship awards are made by the director of each individual program.

### **Athletic Scholarships**

Scholarships in programs such as men's and women's basketball, men's baseball, women's volleyball, and cheerleading are awarded based on ability and/or participation in the program. These scholarships are awarded by the coach or director of the program.

### **Judging Scholarships**

Clarendon College features livestock, meats, and horse judging teams. Scholarships are awarded by the Coach or Director of the program based on ability and/or participation in the judging program.

## **CLARENDON COLLEGE NAMED AND ENDOWED SCHOLARSHIPS**

Named and endowed scholarships may be based on academic achievement, need, and/or other requirements as stipulated by the scholarship donor. For more information on the individual scholarships listed below and/or to receive an application, please contact the Office of Financial Aid. CC scholarships and other financial aid will be awarded through the Office of Financial Aid.

The following named or endowed scholarships are available at Clarendon College:

**Malouf and Iris Abraham Business Scholarship** - Available to students attending Clarendon College and majoring in business.

**Max Payne Memorial Scholarship** - available to students in the Ranch and Feedlot Operations Program.

**Ballew Memorial Scholarship** - Awarded to students in the Agriculture Department.

**Edith S. Ballew Memorial Scholarship** - Available to students attending Clarendon College who are majoring in Education. Award criteria includes academic excellence and financial need.

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

**Dusty E. Burleson Memorial Scholarship** - Available to students attending Clarendon College and enrolled in the Ranch and Feedlot Operations Program.

**Cultural Affairs Scholarship** - Available to students attending Clarendon College in the Fine Arts Department (Art, Drama, and Music).

**Development Endowment Scholarship** - Available to all students (in any field of study) attending Clarendon College.

**Judge R. E. Drennan Memorial Scholarship** - Awarded to a Clarendon College student who exhibits the high ideals for which Judge Drennan was known.

**Explorer Scouts Scholarship** - Available to an Eagle Scout from Donley County who attends Clarendon College.

**Ex-Students Julia Dean Endowed Scholarship Fund** - Awarded on the basis of academic excellence and financial need to students attending Clarendon College.

**Joe Harlan Memorial Scholarship** - Available to students (in any field of study) attending Clarendon College.

**Lamar Jackson Walker and Eula Jackson Scholarship** - Available to students attending Clarendon College who are enrolled in business, fine arts, and/or general academics.

**Memorial Scholarship Fund** - Available to all students (in any major) attending Clarendon College.

**R.W. and Clara Schaefer Memorial Scholarship** - Available to students attending Clarendon College and majoring in agriculture.

**Ray and June Palmer Memorial Scholarship** - A presidential scholarship to be awarded to an outstanding student, regardless of the field of study.

**Parker - Warner Scholarship** - Available to students attending Clarendon College majoring in the field of science or science education.

**Dean and Clara Simon Memorial Scholarship** - Available to freshman students entering Clarendon College who were in the top 5 percent of their graduating class, who demonstrate economic need, and who are an established Texas resident. The schol-

arship can only be used for tuition, fees, and books for the fall and spring semesters. Requirements for a continuing award through the sophomore year at Clarendon College includes maintaining full-time status and a 3.5 grade point average.

**Don Smith Endowed Scholarship** - Available to students attending Clarendon College majoring in mathematics.

**J. N. and Velma Weaver Endowed Scholarship** - Available to students (in any field of study) attending Clarendon College.

**David Wiese Endowed Memorial Scholarship** - Available to students attending Clarendon College and majoring in business or accounting.

### **CLARENDON COLLEGE FOUNDATION NAMED AND ENDOWED SCHOLARSHIPS**

The scholarships listed below are under the auspices of the Clarendon College Foundation. The Foundation works to add more scholarship offerings each year. For additional information on the scholarships listed and other scholarship opportunities offered by the Clarendon College Foundation, students should contact the Financial Aid Office at Clarendon College.

**Malouf and Iris Abraham Agriculture Scholarship Fund** - Available to agriculture majors from the Texas Panhandle counties of Hemphill, Lipscomb, Ochiltree, Wheeler, Roberts, and/or Gray counties.

**American Electric Power Service Corp (formerly West Texas Utilities) Scholarship** - Available to students attending Clarendon College. Scholarship are awarded at the discretion of the Clarendon College Scholarship Committee.

**Ross Harwood Beville Memorial Endowment** - Awarded on the basis of academic excellence and financial need.

**J.R. & Hazel Cole Brandon Memorial Fund** - Available at the discretion of the Clarendon College Foundation Board of Directors.

**Clarendon College Foundation General Scholarship Fund** - Available to students attending Clarendon College. Scholarships are awarded at the discretion of the Clarendon College Scholarship Committee.

**Anna H. Dirkson Memorial Scholarship** - Available to students attending classes at the Clarendon College - Pampa Center.

**GTE Foundation Scholarship** - Available to an outstanding student at Clarendon College who is in need of financial assistance.

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

**Raymond W. Harrah, Sr. Endowment** - Awarded on the basis of academic excellence and financial need.

**Hurn - Cox Scholarship** - Available to outstanding students in the Fine Arts Division (Art, Drama, or Music).

**Margaret Leftwich Scholarship Endowment** - Awarded to outstanding students attending Clarendon College.

**Panhandle Livestock Association Scholarship** - Available to students in the Ranch and Feedlot Operations Program.

**Frank and Wanda Phelan Advise and Consult Fund** - Available to students in the Fine Arts Division (Art, Drama, and Music).

**Ranch and Feedlot Operation Division Scholarship** - Available to students in the Ranch and Feedlot Operations Program.

**Janet Smith Endowed Scholarship** - May be awarded to students attending Clarendon College.

**Claude and Eddith Spivey Memorial Scholarship** - Available to students from Donley and/or Hall in any department, except athletics.

**Seibert and Frances Worley Endowment** - May be awarded to students attending Clarendon College in any department or major.

## **NON-INSTITUTIONAL SCHOLARSHIPS AND AWARDS**

These scholarships or awards are awarded to individuals by organizations and/or entities outside the institution. Non-institutional scholarships and/or awards will be credited to a student's account after funds have been received. All refund checks will be cut to students as stated by the award letter addendum.

## **OTHER BENEFITS**

Depending upon individual qualifications, students may receive benefits from the Veteran's Administration, Bureau of Indian Affairs, Social Security Administration, Work Force Incentive Act, or Texas Rehabilitation Commission. Students interested in applying for these benefits must contact each individual organization.

### **Veteran's Benefits and Services**

Clarendon College is approved for Veterans Training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws. The Office of Admissions, the Financial Aid Office, the Office of the Registrar, and the Business Office are prepared to render assistance to the veteran in applying for his/her educational benefits. Veterans should make arrangements for admission to Clarendon College and application for veteran's benefits as far in advance of the contemplated registration date as possible. As enrollment certifications are not mailed to the Veterans Administration until after the official census date of each term, VA students should be prepared to pay their tuition and fees at the time of registration.

A student who is receiving Veterans educational benefits must maintain all requirements as listed in this catalog satisfactory academic progress. Students receiving veteran's benefits and who fail to maintain satisfactory progress shall be reported to the Veterans Administration Regional Office as making unsatisfactory progress. Students must contact the Financial Aid Office each semester to ensure continuation of benefits.

### **Benefits for Texas Veterans**

Honorably discharged Texas veterans whose educational benefits from the Veterans Administration have been used up or lapsed may be entitled to free tuition under the state law. Texas Veterans who have exhausted their educational benefits may attend Clarendon College under the Hazelwood Act. All students qualifying for the Hazelwood Veteran's benefits will be exempt from tuition and educational related fees up to a maximum of 150 credit hours. Student service fees and late charges will be the responsibility of the student and are to be collected at registration.

Requirements:

1. Qualify as a Texas resident;
2. Was a Texas resident at the time of entrance into the service;



3. Have an honorable discharge with a minimum of 180 days of service;
4. Have a copy of discharge papers (DD214) on file in the Financial Aid office;
5. Received fewer than 150 credit hours using Hazlewood benefits at all institutions attended since the Fall of 1995;
6. Not be in default status on a federal student loan or a guaranteed student loan;
7. Present proof of ineligibility for educational benefits from the Veteran's Administration; and,
8. Present proof of ineligibility for the Pell Grant or Supplemental Education Opportunity Grant.

To determine eligibility for the Hazlewood exemption, the following documents must be submitted and approved by the Financial Aid Office 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; and,
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.

### **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.

## **SATISFACTORY PROGRESS STANDARDS FOR RECIPIENTS OF FEDERAL TITLE IV & PELL GRANT FINANCIAL AID FUNDS**

All students receiving federal or state financial aid are subject to maintaining satisfactory progress in accordance with federal guidelines as set forth in Satisfactory Academic Progress Standards. These standards which include a qualitative and quantitative measurement have been established by Clarendon College and are defined below:

### **1. Qualitative and Quantitative**

The records of all students receiving federal or state financial aid will be reviewed and evaluated at the end of the Fall, Spring, and Summer Semesters.

- a. Full-time students will be considered to be achieving satisfactory progress and in "good standing" if they complete 75% or more of the courses attempted with a cumulative 2.0 grade point average or higher (on a 4.0 scale).
- b. Part-time students will be considered to be achieving satisfactory progress and in "good standing" if they complete 50% or more of the courses attempted with a cumulative 2.0 grade point average or higher (on a 4.0 scale). At Clarendon College, all work will be considered whether or not financial aid was received.

## 2. Financial Aid Probation

Students who do not achieve satisfactory progress as defined by Full-time or Part-time status shall be immediately placed on Financial Aid Probation for the next long semester. They shall be eligible to receive financial aid during that semester.

## 3. Financial Aid Suspension

Students who are on financial aid probation and who fail to make satisfactory academic progress will be placed on Financial Aid Suspension for the next long semester. Those students receiving federal or state financial aid will have no eligibility or benefit of federal or state financial aid during the suspension period.

a. Full-time students placed on Financial Aid Suspension may be reinstated upon earning at least 12 semester hours with a long semester G.P.A. of 2.0 or higher with a completion rate of at least 75% without benefit of federal or state financial aid.

b. Part-time students placed on Financial Aid Suspension may be reinstated upon earning at least 6 semester hours with a long semester G.P.A. of 2.0 or higher with a completion rate of at least 50% without benefit of federal or state financial aid.

Students placed on Financial Aid Suspension are eligible to continue their enrollment in Clarendon College unless they are also placed on "academic suspension." Students on Financial Aid Suspension are encouraged to attend summer terms to improve their scholastic status.

## 4. Re-entry

Students who re-enter on financial aid probation and fail to meet the minimum requirements as shown will be placed on financial aid suspension for one calendar year. After one year the student may be admitted on financial aid probation. Should the student still not meet the minimum requirements, he/she will be placed on financial aid suspension again for a calendar year and may be re-admitted only upon approval of the Financial Aid/Scholarship Committee.

## 5. Maximum Time Frames For Federal Title IV Recipients

Students are expected to complete their degrees or certificates within a reasonable time frame.

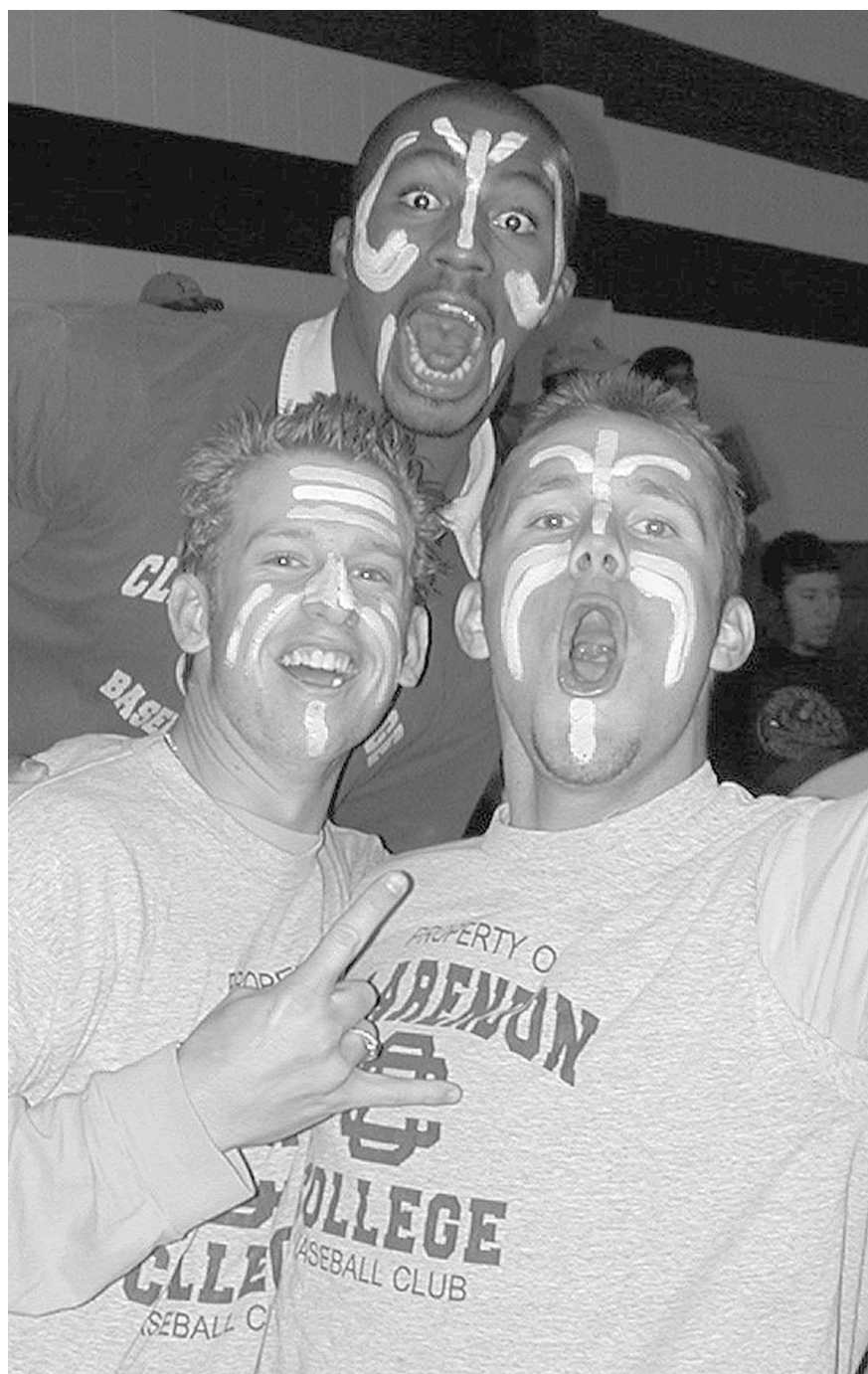
a. Full-time students have a maximum of 93 attempted credit hours or 150% of the number of semester hours of the published length of the educational program. Students who have attempted 93 or more credit hours, including developmental course work, are ineligible to receive any type of federal financial aid. Whether or not the student previously received financial aid is not a factor. If a student who has gone over the 93 hour limit and only lacks a few hours to complete a degree or certificate, the student may file a written appeal to the Financial Aid Coordinator. Also, federal guidelines state that a student may not receive federal aid after reaching 150 percent of the number of semester hours of the published length of the educational program. Note: There is a limit of 30 semester hours of developmental courses for purposes of student financial aid. Developmental hours attempted beyond this 30 hour limit will not be used to calculate course load for purposes of student financial aid.

b. A one year certificate program would be subject to the 150% time frame for the published length of the program. For instance a student enrolled in the Ranch and Feedlot Operation Program would be expected to complete the 39 semester hour program within a 58 semester hour time frame.

c. Exceptions will be made if the degree or certificate requires more hours than can be completed in the maximum time frame.

d. Taking extra (non-degree) courses may exhaust financial aid eligibility prior to completion of a degree or certificate.

- e. Students will be allowed to repeat a particular course one time when a grade of "W" or "F" was earned and still receive financial aid for that course. Financial aid will not pay for a repeat of a course once the student has successfully completed the course with a grade of "D" or better. A grade of Incomplete "I" must be made up within the next long semester or it becomes a grade of "F". A grade of "I" will count for financial aid purposes, like a grade of "F", until the "I" is replaced by a letter grade.
  - f. For financial aid purposes, developmental classes count toward satisfactory progress and the maximum time frame in the same way as regular college classes. Failure to complete developmental courses could prevent a student from receiving financial aid.
  - g. No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to officially drop a class will result in a grade of "F".
  - h. Transfer Students: All applicants who have attended other colleges are required to submit NSLDS information and/or a financial aid transcript whether or not they received financial aid. Also, academic transcripts must be received before financial aid will be awarded. Transfer students with a G.P.A. below 2.0 will automatically be placed on Financial Aid Probation.
6. Mitigating Circumstances
- Mitigating circumstances such as illness, injury, death of a relative, a lapse of time since previous enrollment, or other extenuating or unusual circumstances may be considered in the determination of satisfactory progress. The student has the right to appeal any decision made regarding his or her right to receive Title IV aid. Appeals should be made in writing and addressed to the Financial Aid Director.
7. Financial Aid Probation or Suspension Student Appeal Procedures
- Students who wish to appeal the financial aid probation or suspension decision shall complete and submit to the Financial Aid Director a letter of appeal. The student should provide specific reasons or statement of circumstances that contributed to their nonachievement or lack of satisfactory progress. Students shall be notified of the decision of their appeal by the Financial Aid Committee. If a student is not satisfied with the decision of the committee, he or she may appeal to the Comptroller.
8. Summer Terms
- Students on financial aid suspension shall be encouraged to enroll in the summer terms to achieve satisfactory progress. If the suspension takes effect at the close of a Spring Semester and the student enrolls in summer school, the suspension will be terminated at the close of the summer session if the hours and G.P.A. earned are sufficient to reinstate the student to good standing.
9. Grades and Hours Attempted
- In the evaluation process under federal financial aid guidelines, all grades received will be considered in semester hours attempted. A grade of "W" is not punitive in determining the G.P.A. (Grade Point Average), but does reflect a lack of progress under "quantity of work" for the minimum completion rate of all courses attempted for federal and state financial aid recipients.
10. Disbursement of Federal Funds
- The balance due to a student from Federal Pell Grant and/or Federal SEOG funds will be disbursed in a manner consistent with federal, state, and local financial aid guidelines. A student must be attending classes regularly in order to receive payment.



**VI**

**STUDENT LIFE  
AND  
STUDENT SERVICES**

## STUDENT LIFE

The College's student life program is designed to give students the opportunity for self-expression, to increase interest in academic courses, to promote good citizenship, and to provide wholesome recreation.

### THE STUDENT ACTIVITY CALENDAR

The Student Government Association under the supervision of the Director of Student Life has overall responsibility for the student activities calendar. The Student Government Association, clubs, and organizations may plan individual social or service activities; however, all activities must be approved before being placed on the schedule. Student activities will not be scheduled during the week of or the week preceding semester examinations.

### STUDENT ACTIVITIES, CLUBS, & ORGANIZATIONS

#### Athletics

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

#### 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.

#### Bulldog Cheerleaders

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

#### College Choir

The college choir is the primary vocal music organization on campus. Membership is open; however, previous choral experience is recommended. Smaller specialized ensembles are by audition. The choir presents concerts throughout the year and often tour area schools.

#### The Company

*The Company* is made up of students majoring in or interested in the field of drama and theater. Students who are interested in promoting theater should investigate *The Company*. All students are eligible for membership. Interested students should enroll in DRAM1120, as most play rehearsals are held during the scheduled meeting of this class.

#### Intramurals

Intramural activities take place throughout the school year. These activities include flag football, softball, sand volleyball, indoor volleyball, billiards, chess, and basketball, just to name a few.

### **Judging Teams**

Clarendon College has a proud tradition in Livestock, Meats and Equine Judging. Its teams have won major titles in national-level competitions in all three areas. Clarendon College has 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.

### **Multicultural Club**

The Multicultural Club is dedicated to encouraging all Clarendon College students to share their cultures, and to empower students from diverse backgrounds to work toward shared goals. The group meets monthly to plan and discuss campus and community events and projects.

### **Phi Theta Kappa**

Phi Theta Kappa is the international honorary scholarship society for community and technical colleges. The purposes of the society are to promote scholarship, develop character, and cultivate fellowship among the students of community colleges in the United States. To be invited to become a member a student must achieve a 3.25 grade point average, be working towards an associate degree, and have the approval of the faculty committee which appraises the qualifications, character, citizenship, and leadership qualities of the student. To maintain membership, a student must maintain a 3.0 grade point average. 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 occasionally hosts a rodeo as well as several roping events. The program is open to all students attending Clarendon College.

### **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 Band is the primary instrumental organization on campus. Membership is open to any student having previous band experience or by approval of the Band Director. Smaller ensembles are drawn from the membership of the main performing organization. The College has traditionally featured Jazz, Country, and Pep bands. The Jazz Band is traditionally featured in a Christmas program and a Spring concert, as well as performing at other events.

### **Student Government Association**

The Student Government Association (SGA) represents the student 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 SERVICES**

### **STATEMENT OF EQUAL OPPORTUNITY**

With respect to the admission of students, the availability of student loans, grants, scholarships and job opportunities, the opportunity to participate in student activities conducted on premises owned or occupied by the college, the provision of student services, and the use of college housing, Clarendon College shall not discriminate either in favor of or against any person on account of race, age, color, national origin, disability, or sex.

Clarendon College provides for all students many services that help them obtain the maximum benefits from college experience as well as add enrichment and satisfaction to their personal development. All services are readily available to all students.

### **COUNSELING**

Clarendon College has student advisors help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. Counselors can arrange for testing to identify the student's abilities, special aptitudes, interests, values, and personality traits. Information concerning employment opportunities in various fields is available. For the student who intends to pursue a four-year program, catalogs from many colleges/universities and other resources are available.

### **GUIDANCE AND TESTING**

The college seeks to help the student by providing a program of testing, assessment, and academic advising in order to assist students with meeting their educational goals. The program includes assisting students with the appropriate testing to determine academic placement, the selection of a course of study and the development of a degree plan. The assignment of an advisor, course scheduling, and referrals to additional resources on campus are provided to assist students in meeting their educational goals.



Every student entering college for the first time should have on file with the Admissions Office scores from pertinent tests, i.e., THEA, ACT, SAT, ACCUPLACER, etc. These tests are not used to determine admission, but they are used by the advisors for initial placement in courses and for advising purposes.

### **HEALTH SERVICES**

While there are several first aid kits available throughout the campus and at the Pampa Center, it is the college policy that anything other than a very minor injury should be treated at a clinic or nearby hospital.

Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief. To seek help or not to seek help, is a decision of personal responsibility.

### **HEALTH ANNOUNCEMENT**

Information is provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities. For more information on Bacterial Meningitis contact your health care provider or the following web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo/www.acha.org](http://www.cdc.gov/ncidod/dbmd/diseaseinfo/www.acha.org)

### **ORIENTATION**

Entering students who just graduated from high school or who have less than 15 semester hours are required to complete an orientation program during their first semester at Clarendon College. This program is designed to assist students in adjusting to college, improving study habits, enable them to take advantage of College facilities, and manage their own time.

### **SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES**

Clarendon College is aware of and deeply concerned with the unique challenges that face a student with a disability. The College is committed to reducing and/or eliminating the barriers that these students encounter. The Dean of Students' Office coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Dean of Students' Office works closely with The Texas Rehabilitation Commission, The Texas Commission for the Blind, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students. Students with qualified and documented disabilities may request reasonable accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting a reasonable accommodation must provide appropriate documentation of the disability (as appropriate), complete an application for support services, and the student must schedule and participate in an interview with the appropriate Counselor in order to review the request for accommodation, determine appropriate services and/or reasonable accommodations, and plan an educational program.

Successful accommodation often requires advance planning. Students are encouraged to make early contact (before the beginning of the semester) with the Dean of Students' Office in order to identify needs and to ensure that services will be available in an effective and timely manner.

### **STUDENT HOUSING**

Clarendon College operates five air-conditioned residence halls. Knorrp Hall is designated for women. Vaughan and Phelan Halls are designated for men. Regents and Southwest are the newest residence hall on campus and feature apartment style units. Special arrangements have been made to accommodate handicapped students in designated rooms.

All Clarendon College students are required to live in college housing and eat in the college cafeteria except those who are married, over 21 years of age, or commuters from the homes of parents, close relatives, or legal guardians. Any exception must be approved. All International Students are required to live in the Clarendon College dormitories.

#### **Living Off Campus**

When there is no room available in the college dormitories, the Dean of Students must give approval for students, who would be normally required to live on campus, permission to live off campus. Should a student have approval to live off campus and a room becomes available in the residence hall, 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**

Each student must complete an application for college housing and pay the appropriate housing deposit. A deposit of \$100 is required for a double occupancy room and \$200 for a private room. The deposit, which is in addition to the room charge, is fully refundable if the Dean of Students is notified in writing that the student will not be enrolled for that approaching semester, 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.

Room assignments are made on the basis of student preference where possible; therefore, early application is desirable. Where no preference is expressed, room assignments are made on a first come - first serve basis without regard to race, color, age, or national origin. The College reserves the right to make reassignments of rooms or roommates as the need arises.

#### **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 to the student. If the cost to repair damages exceed the student's 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, housing deposits are retained. The student is not required to put up a new deposit. Housing deposits are to be maintained at the \$100 level. Therefore, damages are not just routinely subtracted from the deposit. As damages occur, students are subject to being charged and payments collected.

### **Vacations**

All residence halls will be closed during Christmas and between semesters. As necessary repairs and cleaning will be done during these periods, the residence halls must be vacated.

## **STANDARDS OF STUDENT CONDUCT**

The college student is considered a responsible adult. The student's enrollment indicates acceptance of those standards of conduct which appear in the Student Handbook. A copy of the Student Handbook may be obtained from the Office of Student Services.

### **ATTENDANCE POLICY**

***Clarendon College believes 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 withdraw 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 & STUDENT ABSENCES**

In accordance with Section 51.911, Texas Education Code, Clarendon College shall 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 a reasonable time after the absence if, not later than the 15th calendar day after the first day of the semester, the student notifies the instructor of each class the student had scheduled on that date that the student would be absent for a religious holy day. Notification forms for this purpose are available in the Dean of Students office along with instructions and procedures.

In order for the absence to be considered as "Excusable", the religious organization must meet the requirements as outlined in the Education Code 51.911-Section 1 as enacted by the Texas Legislature, which states a "Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

## **STUDENT RECORDS**

A permanent record is defined as one's accumulated record including data confirming a student's eligibility for admission and proof that registration requirements have been met. The procedures for the preparation and maintenance of all records are thorough and in keeping with standard practices. The permanent records are kept by the Office of the Registrar.

## **DIRECTORY INFORMATION**

Clarendon College is required to give public notice of the categories of information the college has designated as "directory information". This information is as follows: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, e-mail address, photograph, student classification, enrollment status, and the most recent previous educational agency or institution attended by the student.

After each regularly scheduled registration, a period of five (5) working days will be provided each registrant to indicate that any or all of the above information is not to be released to anyone outside of the college. The student may indicate the item(s) not to be released by completing a form in the Office of Admissions or in the Registrar's Office.

### **Confidentiality of Student Records.**

1. Transcripts, grade reports, and disciplinary reports will be released for off-campus use only upon the request of the student or by court order.
2. Requests for personal data on students from loan companies, employing agencies, and other such firms will be honored only upon the written request of the student.
3. Request for information for security checks by governmental agencies will be honored only upon the written request of the student.
4. Written requests for character appraisals of students from colleges and governmental agencies will be honored only with the student's permission.
5. College officials use discretion in fulfilling other requests not specified above.

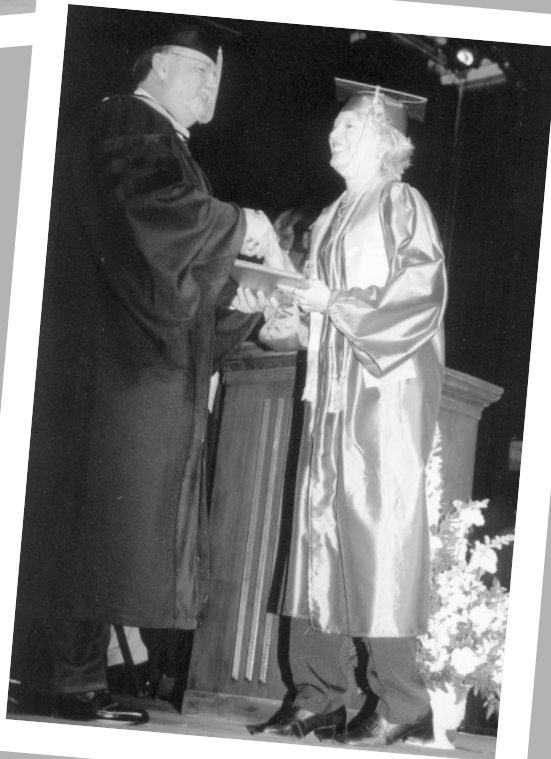
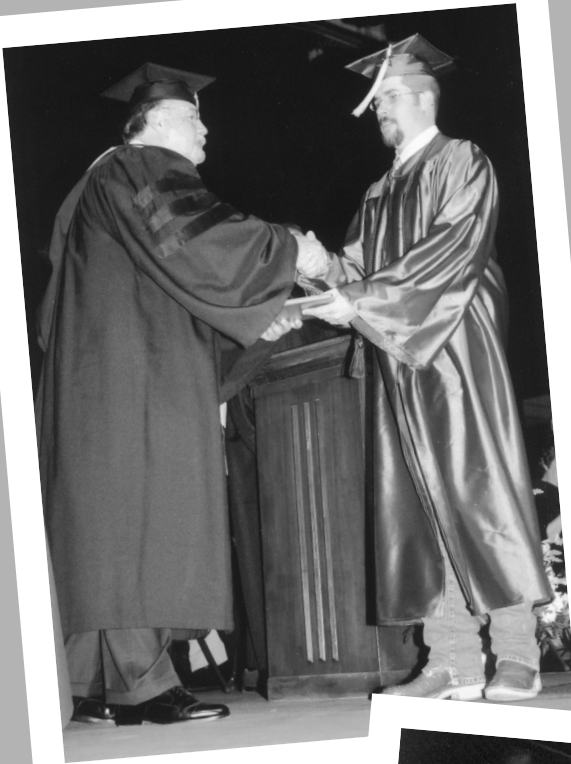
The student may have access to official records directly related to him/her and will have the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

### **Authorized Access to Student Records.**

As provided in P.L. 93-380, the following will be provided access to a student's record without prior consent from the student.

1. Officials, faculty, and staff of Clarendon College who have a legitimate educational interest in the student's record.
2. Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if he/she so desires.
3. Individuals needing the information in connection with a student's application for or receipt of financial aid.
4. State or local officials to which educational data must be reported.

5. Legitimate organizations (A.C.T., C.E.E.B., E.T.S.) developing, validating, or administering predictive tests or student-aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
6. Accrediting agencies.
7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
8. In compliance with judicial order or pursuant to any lawfully issued subpoena.
9. Representatives of the Comptroller General of the United States, Secretary of Education, administrative heads of educational agencies, or state education authorities.



**VII**

**ACADEMIC INFORMATION**

## **ACADEMIC INFORMATION AND STANDARDS**

### **SEMESTER HOURS AND CREDIT**

The college operates on the semester plan with two long semesters of 16 weeks each and two summer terms.

The unit of credit at Clarendon College is the semester hour, which is the credit earned by meeting a course one hour per week for a semester. Most college courses meet three times each week and give three semester hours of credit. The normal load for a student is five academic courses plus physical education, which would grant 16 to 17 semester credit hours for a semester. Only students approved by the Dean of Instruction may take more than 19 semester hours during the course of a single semester.

In the summer semester a student normally earns 6 semester hours in six weeks and 12 hours in twelve weeks. The Association of Texas Colleges recommends 14 semester hours as the maximum which may be earned in a summer.

### **STUDENT CLASSIFICATION**

Students who have completed less than thirty (30) semester hours will be classified as freshman. Students who have completed 30 or more semester hours, but less than 64 will be classified as sophomores. Students who can not be classified as freshman or sophomore students will be classified as special students.

Students will be classified as full-time students if they are enrolled in 12 or more semester hours during a regular semester or 6 or more semester hours if enrolled in a summer term. Students enrolled in less than 12 semester hours during the regular academic term will be classified as part-time.

### **DEGREES AND CERTIFICATES**

Clarendon College offers the Associate in Arts Degree, the Associate in Science Degree, the Associate in Applied Science Degree, and certificates. The requirements for each degree or certificate are listed under graduation requirements and/or with their respective programs.

A student who fails to graduate at the expected time and completes the remaining requirements at another institution may transfer up to 12 semester hours of work back to Clarendon College provided all work is completed within one year after leaving Clarendon College and his/her application for graduation is made within one year from the time that he/she completes the requirements.

### **TRANSFER OF CREDIT**

#### **Transfer of Credit to Clarendon College**

Credit for courses in which a passing grade (D or better) has been earned may be transferred to Clarendon College from a post-secondary institution that is accredited by one of the regional accrediting bodies. It is the responsibility of each transfer applicant to arrange for an official transcript to be sent to Clarendon College from each institution previously attended. A course from a regionally accredited institution will be accepted in lieu of a specific course at Clarendon College only if evidence indicates the course is equivalent.

Credit will be posted to a student's transcript upon the successful completion of 12 credit hours at Clarendon College.



Although all passing grades are accepted in transfer, students whose overall grade point average is less than 2.0 on a 4.0 scale, may only be admitted by the Dean of Instruction. Transfer students who are admitted by the dean and whose GPA is less than a 2.0 will be placed on academic probation. Failure to achieve a minimum grade point average of 2.0 for the first 12 credit hours taken at Clarendon College while on academic probation will result in academic suspension.

Course work completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to Clarendon College must include the original transcript plus a certified English translation.

### **Transfer of Clarendon College Credit to Another Institution**

Clarendon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Because of this recognition, Clarendon College credits are regarded as equivalent to courses of the same description at other colleges and universities.

Further, in order to assist students transferring to other institutions within the State of Texas, Clarendon College has joined with other junior/community colleges and universities in the State of Texas and has adopted a common course numbering system. This system allows students to take courses at Clarendon College that are numbered the same way as they are at many other Texas public colleges and universities. The purpose of the numbering system is to improve articulation and assist students who are transferring between institutions.

Transfer problems typically occur only when students change their planned educational objectives. Examples of transfer difficulties include those encountered by students who change majors or who change from a two-year career education program to a transfer program.

Counselors, advisors, and faculty advisors have access to a wide range of information on credit transfer. Students should work with an academic advisor or counselor to design an educational plan consistent with their educational goals. Changes in plans should be discussed with the academic advisor or counselor to avoid potential transfer problems.

### **RESOLUTION OF TRANSFER DISPUTES FOR LOWER-DIVISION COURSES**

If a Texas public institution does not accept a lower-division course credit earned by a student at another Texas public institution, the institution is required to provide a written notice to the student and the sending institution that the transfer of the course credit was denied. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and regulations. If the transfer dispute is not resolved to the satisfaction of the student of 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 the institutions.

### **CREDIT BY EXAMINATION/EXPERIENCE**

#### **(College Credit Granted for Non-Traditional Education)**

Clarendon College supports the concept that learning can and does occur outside the traditional college classroom. In today's world, many students acquire substantial education through intensive reading, travel, correspondence courses, television, and other non-traditional avenues of learning. A maximum of 30 semester hours of credit may be earned by examination or other non-traditional forms of education and applied towards the degree. Clarendon College awards credit based on the following:

#### **Evaluated Credit – (Evaluation of Credentials)**

Students may earn credit by an evaluation of various credentials:

1. State or national board exams/certifications, (LVN, R.N., Cosmetology, Criminal Justice, etc....)
2. Non-traditional transcripts, (Hospital schools, cosmetology, etc....)
3. Nationally recognized tests or certifications.
4. Formal Military Training.
5. Other.

The course number, the course title, and the number of semester hours of credit will be recorded on the transcript. No grade points are earned; credit may not be used to meet residency requirements.

#### **Advanced Placement Examinations (AP)**

Entering freshmen who have participated in advanced placement courses in a secondary school and who present scores of 4 or 5 on the appropriate Advanced Placement Examination may be granted, on request, credit or placement for comparable courses at Clarendon College following enrollment. The course number, course title, and the number of semester credit hours earned will be recorded on the transcript. No grade points are earned. Credit may not be used to meet residency requirements. Credit will not be posted until the student has completed 12 semester hours at Clarendon College. Requests for additional information on Advanced Placement (AP) credit at Clarendon College should be directed to the Office of Admissions.

#### **College Level Examination Program (CLEP)**

Students who believe that they already possess the knowledge and/or skills taught in certain courses or programs offered by the college may obtain credit for one or more courses by successful taking of an examination. The College Level Examination Program (CLEP) is a national testing program administered by the Educational Testing Service. Clarendon College is a test center for CLEP. Clarendon College awards credit for students who successfully complete one or more CLEP subject examinations; however, Clarendon College does not grant credit on the basis of the College Board CLEP General Examination Scores. Successful performance on each CLEP Subject Examination is set by Clarendon College after considering the College Board's score recommendation.

**CLEP Subject Examinations**

<b>CLEP Examination</b>	<b>Clarendon College Equivalent Course</b>	<b>Minimum Score</b>	<b>Credit Hours Awarded</b>
Accounting	ACCT2301	50	3
Business Law	BUSI2301	50	3
Computer Info Systems	COSC1401	50	4
Macro-Economics	ECON2301	50	3
Micro-Economics	ECON2302	50	3
English Composition	ENGL1301	50	3
	ENGL1302	55	3
English Literature	ENGL2322	50	3
	ENGL2323	50	3
American Government	GOVT2301	50	3
United States History			
*Before 1877 subscore	HIST1301	50	3
*After 1877 subscore	HIST1302	50	3
College Algebra	MATH1314	50	3
Trigonometry	MATH1316	50	3
Psychology, Introduction	PSYC2301	50	3
Psychology, Human Development	PSYC2314	50	3
Sociology	SOCI1301	50	3
Spanish	SPAN1411	50	4
	SPAN1412	50	4

**Scholastic Aptitude Test I (SAT I)**

Students who present SAT I scores of 680 or better on the verbal portion of the SAT I may be awarded six (6) semester hours of credit in English, ENGL1301 and ENGL1302. Students scoring between 580 - 679 on the verbal section may be awarded three (3) semester hours of credit in English, ENGL1301. A score of 560 or above on the mathematics section of the SAT I may qualify a student for three (3) semesters of credit in mathematics, MATH1314.

**American College Test**

Students who present an ACT score of 32 or better on the English section of the ACT may be awarded six (6) semester hours of credit in English, ENGL1301 and ENGL1302. Students scoring between 29 and 32 on the English section may be awarded three (3) semester hours of credit in English, ENGL1301. A score of 27 or above on the mathematics section of the ACT may qualify a student for three (3) semesters of credit in mathematics, MATH1314.

**Course Challenge Examinations**

Students are eligible to apply for this examination if they earned predominately "A" grades in the subject in high school, scored exceptionally high on a nationally recognized test and/or if they can demonstrate to the division director significant and relevant experience in the subject area and a CLEP exam is not available in the course. Final approval for a Course Challenge Exam must be obtained through the Dean of Instruction.

Once approval to test is obtained, the student is required to pay a fee. The testing fee is payable in advance, and is non-refundable, regardless of the grade earned on the test. A grade of "B" (85) or better must be earned on the exam in order to receive credit for the course. The course number, course title, and the number of semester credit hours earned will be recorded on the transcript. No grade points are earned. Credit may not be used to meet residency requirements. Credit will not be posted until the student has completed 12 semester hours at Clarendon College.

### **Articulated and Tech Prep Courses**

A high school student graduating with one or more years in a technical program may receive advanced placement or advanced credit in a parallel college program at Clarendon College. Advanced placement or advanced credit at Clarendon College can be awarded based on any one or any combination of the following:

1. A Tech Prep Articulation Agreement,
2. Evaluation of the student's vocational program competency profile and a recommendation from the high school vocational instructor or the high school vocational director, and/or
3. A Clarendon College departmental examination.

A student should apply within a period of one year after high school graduation. A maximum of 12 semester hours of college credit can be awarded for courses, provided the student has not enrolled in the same course or in a higher level sequential course at Clarendon College or another college. The student will be allowed to apply for advanced placement or advanced credit only one time. Credits earned in this manner will not become a part of the student's permanent record until an equivalent number of semester hours have been earned in regular classes at Clarendon College.

Students desiring credit by this means and who expect to transfer to another institution are advised to check with the receiving institution concerning the transferability of credit obtained by this method.

### **GRADES**

The grades used in college reports and records are A (excellent), B (good), C (average), S (Satisfactory in developmental or remedial course work), D (poor), F (failure), N (Need for continued remediation in developmental course work), I (incomplete), W (Withdrawn), and CR (Credit). (The grades of S and N may be assigned only to students taking developmental or remedial courses). The lowest passing grade is D. Grade point averages are computed by assigning point values to each grade as follows:

<b><u>Letter Grade</u></b>	<b><u>Numeric Grade</u></b>	<b><u>Description</u></b>	<b><u>Grade Points</u></b>
A	90–100	Excellent	4
B	80–89	Good	3
C	70–79	Average	2
D	60–69	Poor	1
F	59– and Below	Failure	0
I		Incomplete	
W		Withdraw	
S		Satisfactory, continue remedial courses	
N		Non-satisfactory remediation	
CR		Credit awarded	

In calculating the grade-point average under the above system, a student with 12 hours of A's and 3 hours of F's would have 48 grade points divided by 15 semester hours, thus a grade-point average of 3.20 for the semester hours attempted. Under this system a student must have at least 2.00 for the "C" average required for graduation.

When a course is repeated, the last grade earned will be the grade that will be factored into the student's cumulative grade point average. For a repeated course, a grade of 'W' may not replace a performance grade.

In case of illness, death in the family, or other similar emergencies, a grade of incomplete (I) may be given. The conditional grade "I" for Incomplete may be assigned to a student only when he/she has a justifiable reason 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 the instructor, a copy of which has been filed with the Dean of Instruction. To remove the "I," the student must complete all course-work 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."

## **GRADE REPORTS**

Permanent grades are reported at the end of each semester. A grade report, which includes a grade for each course taken by a student is available at CConline. Students should contact the Registrar's office for information concerning access to CConline.

## **SCHOLASTIC HONORS**

### **President's Honor Roll**

Students who earn a 4.0 grade point average and who are taking at least 12 semester credit 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 grade point average and who are taking at least 12 semester credit hours are listed on the Dean's Honor Roll at the end of each semester.

## **WITHDRAWAL FROM COLLEGE**

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Full instructions for withdrawing from college will be given at the time the withdrawal form is picked up. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number, phone number, and course names and numbers of the courses for which the student is currently enrolled. The date postmarked on the envelope will be the official withdrawal date. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."

## **ADDING AND DROPPING COURSES**

Any change in a student's class schedule after registration and prior to the census date of the semester is accomplished by completing the official Add/Drop Form. Students must pay a change-of-schedule fee plus any applicable tuition and fees to the Business Office if they wish to add or drop a course during this period of time. No

course(s) may be added after the date designated by the school calendar as the last date to add a course.

A student may drop a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services.

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college.

International students and students receiving financial aid or veteran's assistance should see the appropriate college official before dropping or withdrawing from any class. Any student who is considering dropping a course is encouraged to contact his/her instructor prior to initiating a drop or withdrawal.

### **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.

## **EXAMINATIONS**

1. **Semester Examinations.** A semester examination is required for each course. These examinations are given in all subjects according to a prepared schedule. Because of the value in bringing about a whole or general view of a subject, no student is excused from any final examination for any reason. No final examination may be given other than on the regularly scheduled date, unless approved by the Dean of Instruction.
2. **Postponed Examinations.** A student who misses a semester examination for reasons beyond control should petition in writing for a postponed examination. If the request is granted, the student will be notified of the time and place of the postponed examination. Absence from an examination without a valid reason may result in a grade of 'F' for the course.

## **ACADEMIC STANDARDS OF PROGRESS**

1. **Measure of Quality.** The records of all students who attempt 12 or more semester hours will be reviewed and evaluated at least once per year. A full-time student's record will be reviewed at the end of each semester. Full-time students and part-time students who have attempted 12 or more semester hours will be considered to be achieving satisfactory progress in "Good Standing" if they earn a cumulative 2.0 grade point average or higher (on a 4.0 scale).
2. **Academic Probation.** Students who do not achieve satisfactory progress (cumulative minimum G.P.A. of 2.0) will be placed on Academic Probation for the next long semester. Students on Academic Probation are also on "attendance probation" and are expected to attend every class unless hindered by circumstances beyond their control. No unexcused absences or "cuts" are allowed. Such "cuts" may result in immediate suspension from classes. In addition, students on academic probation will be limited to a maximum of 16 semester credit hours.

3. **Academic Suspension.** Students who are on academic probation and fail to achieve minimum cumulative G.P.A. of 2.0 or higher during the next term will be placed on Academic Suspension (suspended from enrollment for the next long semester). A student may appeal this action through the Admissions Committee if there are extenuating circumstances which might alter the suspension status. After serving a one-semester suspension these students will be eligible to re-enter on academic probation.
4. **Continued Academic Probation.** Continued probation instead of suspension will be in effect for students who fail to achieve the cumulative 2.0 G.P.A. but in the current semester earn 12 or more semester hours with current 2.0 or higher G.P.A. When these students attain the cumulative minimum of 2.0 or higher G.P.A., they will be in "Good Standing."
5. **Re-entry.** Students who have been on suspension may re-enter on academic probation. If they fail to meet the minimum requirements as indicated, they will be placed on academic suspension for one calendar year. After one year the student may be admitted on academic probation. Should the student still not meet the minimum requirements, he/she will be placed on academic suspension again for a calendar year and may be re-admitted only upon approval of the Admissions Committee.

## TRANSCRIPTS

A student may obtain a copy of his/her transcript by written request to the Registrar's Office. A \$5 fee is charged for each official copy of a student's transcript. (Transcripts are copies of a student's permanent record of classes taken at Clarendon College.) Official transcripts will be released after all administrative holds have been released and all financial obligations to the institution have been discharged.





**VIII**

**GRADUATION  
REQUIREMENTS**

## **GRADUATION REQUIREMENTS**

### **GRADUATION INFORMATION**

A formal graduation exercise is held annually at the end of the spring semester at Clarendon College. The exercise is for those students who are completing requirements during that spring semester or who have completed requirements during the preceding summer or fall semesters.

Degrees and certificates are not awarded automatically. To be considered as a candidate for a degree or certificate, the student should submit an application for graduation to the Registrar no later than March 1.

All candidates for degrees and certificates must be present at the graduation ceremony unless specifically excused by the Dean of Students.

### **TYPES OF DEGREES AND CERTIFICATES**

Clarendon College grants the following:

1. Associate in Arts Degree
2. Associate in Science Degree
3. Associate in Applied Science Degree
4. Certificate of Technology
5. Certificate of Completion

The curriculum for the Associate in Arts and the Associate in Science Degrees are designed for the student planning to transfer to a senior college or university.

The Associate in Applied Science Degree is awarded for successful completion of a two-year work force education program with prescribed occupational competencies.

The Certificate of Technology and the Certificate of Completion are awarded for successful completion of competencies and curriculum in a work force education program of less than two years in length.

## CORE CURRICULUM

Included in the degree requirements for the Associate in Arts and the Associate in Science degrees at Clarendon College is a basic core of general education courses or a core curriculum. The purpose of the Clarendon College core curriculum is to provide the skills, knowledge, and perspectives that help define the educated person. The core emphasizes the basic intellectual competencies—reading, writing, speaking, and critical thinking—as well as broad intellectual perspectives including historical consciousness; multi-cultural awareness; numerical comprehension and analysis; and, concern about ethics, aesthetics, and values. These competencies are designed not only to help students understand and appreciate their heritage, but also to enable them to prepare for responsible citizenship and successful living in a rapidly changing and highly technological world. Competency in each of the core components is established by successful completion of the core courses which are required for the Associate in Arts or the Associate in Science Degree.

In accordance with the laws of the State of Texas and the guidelines and procedures established by the Texas Higher Education Coordinating Board (THECB), all Texas public colleges and universities are required to establish a core curriculum. The law and the established guidelines indicate that if a student completes the core curriculum at one public college or university within the State of Texas, that block of courses may be transferred to any other public college or university within the State of Texas and must be substituted for the receiving institution's core curriculum. Further, in accordance with the law and the guidelines, a student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution, unless the THECB has approved a larger core curriculum for that institution.

The Clarendon College Core Curriculum consists of six areas - Communications, Humanities and Visual and Performing Arts, Mathematics, Natural Sciences, Social and Behavioral Sciences, and Computer Science. The Clarendon College Core Curriculum requirements are described below. These requirements must be met by every student pursuing an Associate in Arts or an Associate in Science degree at Clarendon College.

**CORE CURRICULUM / GENERAL EDUCATION REQUIREMENTS**

<b>COMMUNICATION</b>	<b>SEM HRS</b>
ENGL1301 and ENGL1302	6
SPCH 1315, 1318, or 1321	3
<b>HUMANITIES</b>	
ENGL 2331, 2332 or 2333	3
<b>VISUAL AND PERFORMING ARTS</b>	
ARTS1303, ARTS1304, DRAM1310, DRAM2366, HUMA1315, MUSI1306, or MUSI1308	3
<b>MATHEMATICS</b>	
MATH1314, MATH1324, or 2413	3
<b>NATURAL SCIENCES</b>	
BIOL1406, BIOL1407, BIOL1411, BIOL1413, BIOL2401 BIOL2402, BIOL2420, CHEM1311 (with CHEM1111), CHEM1312 (with CHEM1112), CHEM2323 (with CHEM2223), CHEM2325 (with CHEM2225), PHYS1401, PHYS1402, PHYS1411, PHYS1412, or AGRI1415	8
<b>SOCIAL AND BEHAVIORAL SCIENCES</b>	
History HIST1301, HIST1302, or HIST2301	6
Government GOVT2305 and GOVT2306	6
Social or Behavioral Science PSYC2301, PSYC2308, PSYC2314, SOCI1301, SOCI1306, SOCI2301, ECON2301, ECON2302, OR AGRI2317	3
<b>COMPUTER SCIENCE</b>	
COSC1401, or BCIS1405	4
<b>TOTAL REQUIRED CORE CURRICULUM HOURS</b>	<b>45</b>

## **DEGREE REQUIREMENTS**

### **THE ASSOCIATE IN ARTS DEGREE**

The Associate in Arts Degree from Clarendon College will be granted to the student who makes formal application for graduation and completes the following requirements:

1. The student must complete a minimum of 62 semester hours of college-level credit.\*
2. The student must complete all core curriculum / general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.
3. The student must earn at least 25 percent of the credit hours required for the degree at Clarendon College.
4. The student must have a 2.0 cumulative grade point average on all work from Clarendon College.
5. The student must satisfy the requirements of the Texas Success Initiative, unless exempt.
6. The student must successfully complete a minimum of two physical education activity courses, unless a substitution for this requirement is petitioned for and approved by the Dean of Instruction.
7. The student must have satisfactorily settled all college financial obligations.

\* Developmental courses may not be counted or used as hours toward the Associate in Arts Degree.

### **THE ASSOCIATE IN SCIENCE DEGREE**

The Associate in Science Degree from Clarendon College will be granted to the student who makes formal application for graduation and completes the following requirements:

1. The student must complete a minimum of 62 semester hours of college-level credit.\*
2. The student must complete all core curriculum / general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.
3. The student must earn at least 25 percent of the credit hours required for the degree at Clarendon College.
4. The student must have a 2.0 cumulative grade point average on all work from Clarendon College.
5. The student must satisfy the requirements of the Texas Success Initiative, unless exempt.
6. The student must successfully complete a minimum of two physical education activity courses, unless a substitution for this requirement is petitioned and approved by the Dean of Instruction.
7. The student must have satisfactorily settled all college financial obligations.

\* Developmental courses may not be counted or used as hours toward the Associate in Science Degree.

### **THE ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Associate in Applied Science Degree from Clarendon College will be granted to the student who makes formal application for graduation and completes the following requirements:

1. The student must complete a minimum of 62 semester hours of college-level credit.\*
2. As part of the minimum 62 semester hour degree requirement, the student must complete a minimum of 15 semester hours of general education courses. The core of general education courses must include at least one course from each of the following areas: Humanities and Fine Arts, Social and Behavioral Sciences, and natural sciences and mathematics.
3. The student must complete the prescribed competencies and curriculum for a two-year occupational or work force education program as outlined in the degree plan (Clarendon College Catalog).
4. The student must earn at least 25 percent of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Clarendon College.
5. The student must satisfy the requirements of the Texas Success Initiative, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate in Applied Science Degree.

### **THE CERTIFICATE OF TECHNOLOGY**

The Certificate of Technology from Clarendon College will be granted to the student who makes formal application for graduation and completes the following requirements:

1. The student must complete a minimum of 42 semester hours.
2. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Clarendon College Catalog.\*
3. The student must earn at least 25 percent of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Clarendon College.
4. The student must have a 2.0 grade point average on all work from Clarendon College.
5. The student must satisfy the requirements of the Texas Success Initiative, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

\* Developmental courses may not be counted or used as hours toward the Certificate of Technology.

## THE CERTIFICATE OF COMPLETION

The Certificate of Completion from Clarendon College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Clarendon College Catalog.\*
2. The student must earn at least 25 percent of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Clarendon College.
3. The student must have a 2.0 grade point average on all work from Clarendon College.†
4. The student must have satisfactorily settled all college financial obligations.

\* Developmental courses may not be counted or used as hours towards the Certificate of Completion.

† Students completing a Certificate of Completion in Vocational Nursing must earn a 'C' or better in each nursing course and each related course (including all pre-requisite courses).

## GRADUATION WITH HONORS

Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Clarendon College, and who have a grade point average of at least 3.5 (on a 4.0 scale) on all work attempted will graduate *cum laude* (with honors). Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Clarendon College, and who have a grade point average of at least 3.75 (on a 4.0 scale) on all work attempted will graduate *magna cum laude* (with high honors). Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Clarendon College, and who have a grade point average of at least 3.9 (on a 4.0 scale) on all work attempted will graduate *summa cum laude* (with highest honors).

## TOP HONOR GRADUATE

In April of each year, the Clarendon College full-time faculty will select the Top Honor Graduate. This graduate has the honor of presenting the student address at the Spring Commencement ceremony. This honor is based on two criteria: (a) the student's grade point average (GPA); and, (b) to what extent the student meets the following standards:

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

## **CLARENDON COLLEGE GRADUATE GUARANTEE**

### **Guarantee for Transfer Credit**

The Clarendon College guarantees to its Associate of Arts and Associate of Science graduates and other students who have met the requirements of a 62-credit-hour transfer plan the transferability of course credits to those Texas colleges or universities which cooperate in the development of Clarendon College Course Selection Guides. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses at Clarendon College which are acceptable to the college or university. Special conditions which apply to the guarantee for transfer credit are as follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in course Selection Guides dates 2000-2001 or later;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution; and,
3. The guarantee applies to courses included in a written transfer (degree) plan—which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made—which must be filed with Clarendon College.
4. Only college-level courses with Community College Course Guide Manual approved numbers and a common course number are included in this guarantee.
5. If all conditions are met and course or courses are not accepted by a receiving institution in transfer, the student must notify Clarendon College within 10 days of notice of transfer credit denial so the “Transfer Dispute Resolution” process can be initiated.
6. If it is determined that the course or courses are not transferable, Clarendon College will allow the student to take up to six (6) semester credit hours of comparable courses, which are acceptable to the receiving institution.
7. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
8. The students’ sole remedy against this College and its employees for academic deficiencies shall be limited to six (6) credit hours of tuition-free education under conditions described above.



### **Guarantee for Job Competency**

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to six (6) tuition-free credit hours of additional skill training by the college under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science Degree or a Certificate of Completion beginning May, 2000, or thereafter in a workforce education / technical program identified in the college catalog.
2. The graduate must have completed the requirements for the Associate in Applied Science Degree or the Certificate of Completion at Clarendon College, with a minimum 75 percent of credits earned at Clarendon College, and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Dean of Instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Clarendon College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, division director, counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to six credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply the graduate will pass any licensing or qualifying examination for a particular career.
11. The student's sole remedy against the College and its employees for skill deficiencies shall be limited to six credit hours of tuition-free education under conditions described above.
12. The program can be initiated through written contact with the office of the college president.



**IX**

**DEGREE PLANS  
AND  
PROGRAMS OF STUDY**

## **DEGREE PLANS AND PROGRAMS OF STUDY**

The instructional programs at Clarendon College are organized into three divisions. The names of the Divisions and the subject areas in each division follow:

### **Division of Business and Technology**

Business Administration, Computer Science,  
Computer Technology, Developmental Studies,  
Industrial Technology, and Office Technology

### **Division of Liberal Arts**

Visual and Performing Arts, History and Government,  
English and Speech, and Psychology and Sociology

### **Division of Science and Health**

Agriculture, Ranch and Feedlot Operations,  
Health and Physical Education, Mathematics, Science,  
and Vocational Nursing

## **SUGGESTED COURSES OF STUDY TRANSFER PROGRAMS**

Students who plan to transfer to a four-year college or university will want to decide upon a major or a field of study that best fits their career plans. Examples of a major are; Art, Drama/Theater, Agriculture, Biology, Mathematics, and Education. Students planning a professional career in areas such as law, medicine, or veterinary medicine, usually consider themselves as 'pre-law,' 'pre-med,' or 'pre-vet.' However, these are not designated as majors by most colleges and universities. Students preparing for law school should consider a major in Business, Political Science, or a closely related area; students considering medicine should consider a major in Biology, Chemistry, or a closely related area; and, students considering veterinary medicine should consider a major in Agriculture or a closely related area.

Several suggested courses of study are given in the pages that follow. In general, all students working on a Bachelors Degree should follow one of the Associate in Arts or Associate in Science Degree Plans. Students who are undecided about a major field of study and who are planning to transfer to a senior institution are strongly advised to complete the Clarendon College Core Curriculum. In addition, undecided majors should follow the Liberal Arts/General Course of Study until such time a major is declared. Students planning to transfer to a senior college or university are advised to secure a copy of that institution's catalog and use it for additional guidance in course selection.

Variations in the course of study given and additional courses of study are quite possible and can be determined with assistance from an appropriate advisor. Students are advised to choose electives on the basis of their possible major field of study.

**LIBERAL ARTS/GENERAL COURSE OF STUDY\*****Associate in Arts**

The transfer curriculum listed below is designed for students who plan to pursue a degree at a senior college or university after completing their studies at Clarendon College, but who have not decided upon a major field of study. Upon successful completion of the prescribed courses, the students will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
MATH 1314 College Algebra or higher level math .....	3	Elective .....	3
Laboratory Science .....	4	Laboratory Science .....	4
SPCH 1315 Public Speaking .....	3	COSC 1401 Intro to Comp Info Sys .....	4
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
PSYC 1100 Orientation .....	1		18
	18		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore English <sup>1</sup> .....	3	ENGL Sophomore English <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
Social/Behavioral Science Elective .....	3	Visual & Performing Arts Elective .....	3
Elective .....	3	Elective .....	3
Elective .....	3-4	Elective .....	3-4
	15-16		15-16

Notes:

\* Actual degree requirements may vary. Students should consult an advisor for additional guidance and course selection.

<sup>1</sup> To be selected from ENGL 2331, 2332, 2333.

## **AGRI-BUSINESS/AGRICULTURE ECONOMICS\***

### **Associate in Science**

Completion of the curriculum outlined below will lead to the Associate in Science Degree and enables the student to transfer to a university or senior college and continue studies toward a degree in agri-business or agriculture economics.

#### **FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
AGRI 1131 The Ag Industry.....	1	AGRI 1307 Agronomy .....	3
AGRI 1319 Animal Science .....	3	AGRI 2317 Intro. to Ag Economics.....	3
ENGL 1301 English Composition I .....	3	ENGL 1302 English Composition II .....	3
MATH 1324 Finite Mathematics.....	3	MATH 1325 Business Calculus .....	3
HIST 1301 Hist. of U.S. to 1877.....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
COSC 1401 Microcomputer Apps.....	4	Visual & Performing Arts Elective.....	3
PSYC 1100 Orientation .....	1		18
	18		

#### **SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ACCT 2301 Financial Accounting .....	3	ACCT 2302 Managerial Accounting .....	3
ECON 2301 Macroeconomics .....	3	ECON 2302 Microeconomics .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
SPCH 1315 Speech.....	3	Humanities Elective.....	3
Laboratory Science .....	4	Laboratory Science.....	4
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
	17		17

Notes:

\* Degree requirements vary at the various senior universities. Students should consult their advisor for course selection and approval.

## **AGRICULTURE\***

### **Associate in Science**

Completion of the curriculum outlined below will lead to the Associate in Science Degree and enables the student to transfer to a university or senior college and continue studies toward a degree in agriculture.

#### **FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II.....	3
HIST 1301 Hist. of U.S. to 1877.....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
*Laboratory Science .....	4	*Laboratory Science .....	4
*Mathematics .....	3	*Mathematics.....	3
AGRI 1319 Animal Science .....	3	AGRI 1307 Agronomy .....	3
AGRI 1131 The Agriculture Industry ....	1	PHED Physical Education Activity .....	1
PSYC 1100 Orientation .....	1		17
	18		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore Literature <sup>1</sup> .....	3	COSC 1401 Microcomputer Apps .....	4
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
*Laboratory Science .....	4	*Laboratory Science .....	4
*AGRI Elective .....	3	AGRI 2317 or Soc Sc/Behavioral Elec .....	3
SPCH 1315 Public Speaking .....	3	Visual & Performing Arts Elective .....	3
PHED Physical Education Activity .....	1		17
	17		

Notes:

\* Degree requirements vary at the various senior universities. Students should consult their advisor for course selection and approval.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

**BEHAVIORAL SCIENCE\***  
**(Psychology, Sociology, and Social Work)**

**Associate in Arts**

The transfer curriculum listed below is designed for students who plan to pursue a degree in Behavioral Science (Psychology, Sociology, Social Work) at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts Degree. This program is recommended for Psychology, Sociology, or Social Work majors.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
Laboratory Science .....	4	Laboratory Science .....	4
*MATH 1314 College Algebra or		*MATH 1342 Statistics or	
MATH 1324 Pre-Cal. for Busi/Econ .....	3	MATH 1325 Calculus for Busi/Econ .....	3
PSYC 2301 General Psychology .....	3	SOCI 1301 Intro. to Sociology .....	3
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
PSYC 1100 Orientation .....	1		17
	18		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore English <sup>1</sup> .....	3	ENGL Sophomore English <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
COSC 1401 Microcomputer Apps .....	4	Visual & Performing Arts Elective .....	3
Elective <sup>2</sup> .....	3-4	PSYC or SOCI Elective <sup>2</sup> .....	3-4
SOCI or PSYC Elective .....	3	SPCH 1315 Public Speaking .....	3
	16-17		15-16

Notes:

\* Degree requirements vary, please consult your advisor.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

<sup>2</sup> Recommend SPAN 1411 and SPAN 1412 for Social Work majors.

## BIOLOGY AND PROFESSIONAL HEALTH\* (Pre-Medical and Pre-Dental)

### Associate in Science

The transfer curriculum listed below is designed for students who plan to pursue a degree in Biology or a program in a pre-professional health area at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Science Degree.

#### FRESHMAN YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II.....	3
HIST 1301 U.S. History to 1877 .....	3	HIST 1302 U.S. History from 1877 .....	3
BIOL 1411 Botany.....	4	BIOL 1413 Zoology .....	4
CHEM 1311 General Chemistry I .....	3	CHEM 1312 General Chemistry I .....	3
CHEM 1111 General Chemistry Lab I ....	1	CHEM 1112 General Chemistry Lab II .....	1
MATH 2413 Calculus I <sup>1</sup> .....	4	MATH 2414 Calculus II .....	4
PSYC 1100 Orientation .....	1		18
	19		

#### SOPHOMORE YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL Sophomore English <sup>2</sup> .....	3	ENGL Sophomore English <sup>2</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
CHEM 2323 Organic Chemistry I .....	3	CHEM 2325 Organic Chemistry II.....	3
CHEM 2223 Organic Chem Lab I .....	2	CHEM 2225 Organic Chem Lab II .....	2
Visual & Performing Arts Elective .....	3	Social/Behavioral Sci. Elective .....	3
COSC 1401 Microcomputer Apps.....	4	SPCH 1315 Public Speaking.....	3
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
	19		18

Notes:

\* Degree requirements may vary. Students should consult their advisor for specific course selection.

<sup>1</sup> Students not prepared to enter directly into calculus should consult with a counselor in choosing the appropriate math course.

<sup>2</sup> To be selected from the following: ENGL 2331, 2332, or 2333.



**BUSINESS ADMINISTRATION\*****(Accounting, Economics, Finance, Marketing, Management)****Associate in Arts**

The transfer curriculum listed below is designed for students who plan to pursue a degree in Business Administration (Accounting, Economics, Finance, Marketing, Management) at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II.....	3
MATH 1324 Finite Mathematics.....	3	+MATH 1325 Business Calculus .....	3
Laboratory Science .....	4	Laboratory Science.....	4
HIST 1301 Hist. of U.S. to 1877.....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
+BCIS 1405 Bus Comp Applications ....	4	+SPCH 1315 Public Speaking .....	3
PSYC 1100 Orientation .....	1	PHED Physical Education Activity .....	1
	18		17

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore English <sup>1</sup> .....	3	ENGL Sophomore English <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
+ECON 2301 Macroeconomics .....	3	+ECON 2302 Microeconomics .....	3
+ACCT 2301 Financial Accounting .....	3	+ACCT 2302 Managerial Accounting .....	3
BUSI Elective .....	3	Visual & Performing Arts Elective.....	3
PHED Physical Education Activity .....	1	BUSI Elective.....	3
	16		18

**Notes:**

\* Degree requirements may vary among different senior institutions. Students should consult an advisor for course selection.

+ Denotes courses adopted by the State of Texas as part of the required Field of Study Curriculum for all Business majors who attend a public higher education institution in the State of Texas.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

**CHEMISTRY\*****Associate in Science**

The transfer curriculum listed below is designed for students who plan to pursue a four-year degree in chemistry at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Science Degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
MATH 2413 Calculus I <sup>1</sup> .....	4	MATH 2414 Calculus II .....	4
CHEM 1311 General Chemistry I .....	3	CHEM 1312 General Chemistry II .....	3
CHEM 1111 General Chemistry Lab I ....	1	CHEM 1112 General Chemistry Lab II .....	1
BIOL 1411 Botany .....	4	BIOL 1413 Zoology .....	4
PSYC 1100 Orientation .....	1	PHED Physical Education Activity .....	1
	19		19

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore English <sup>2</sup> .....	3	SPCH 1315 Public Speaking .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
CHEM 2323 Organic Chemistry I .....	3	CHEM 2325 Organic Chemistry II .....	3
CHEM 2223 Organic Chem Lab I .....	2	CHEM 2225 Organic Chem Lab II .....	2
MATH 2315 Calculus III .....	3	Visual & Performing Arts Elective .....	3
COSC 1401 Microcomputer Apps .....	4	Social/Behavioral Science Elective .....	3
	18		17

**Notes:**

\* Degree requirements vary. Students should consult his or her advisor for course selection. (Depending on prior preparation, students should consult with a counselor in order to choose an appropriate mathematic course.)

<sup>1</sup> Students not prepared to enter directly into calculus should consult with a counselor in choosing the appropriate math course(s).

<sup>2</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

## COMPUTER INFORMATION SYSTEMS\*

### Associate in Arts

The transfer curriculum listed below is designed for students who plan to pursue a degree in Business Administration (Computer Information Systems) at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

#### FRESHMAN YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II.....	3
MATH 1324 Finite Mathematics.....	3	+MATH 1325 Business Calculus .....	3
Laboratory Science .....	4	Laboratory Science.....	4
HIST 1301 Hist. of U.S. to 1877.....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
+BCIS 1405 Bus Comp Applications ....	4	COSC 1436 Prog. Fundamentals I.....	4
PSYC 1100 Orientation .....	1	PHED Physical Education Activity .....	1
	18		18

#### SOPHOMORE YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL Sophomore English <sup>1</sup> .....	3	ENGL Sophomore English <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government.....	3
+ECON 2301 Macroeconomics .....	3	+ECON 2302 Microeconomics .....	3
+ACCT 2301 Financial Accounting .....	3	+ACCT 2302 Managerial Accounting .....	3
+SPCH 1315 Public Speaking.....	3	COSC 1437 Prog. Fundamentals II .....	4
Visual & Performing Arts Elective .....	3	PHED Physical Education Activity .....	1
	18		17

#### Notes:

\* Degree requirements may vary among different senior institutions. Students should consult an advisor for course selection.

+ Denotes courses adopted by the State of Texas as part of the required Field of Study Curriculum for all Business or Computer Information Systems (within a school of business) majors who attend a public higher education institution in the State of Texas.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

**DRAMA\*****Associate in Arts**

The transfer curriculum listed below is designed for students who plan to pursue a degree in Drama at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
SPCH 1315 Public Speaking .....	3	Social & Behavioral Sci. Elective .....	3
DRAM 1310 Intro. to the Theater .....	3	DRAM 1330 Intro. to Tech. Theater .....	3
DRAM 1120 Theater Practicum I .....	1	DRAM 1121 Theater Practicum II .....	1
COSC 1401 Microcomputer Apps .....	4	MATH 1314 College Algebra .....	3
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
PSYC 1100 Orientation .....	1		17
	19		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore English <sup>1</sup> .....	3	ENGL Sophomore English <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
Lab Science .....	4	Lab Science .....	4
DRAM 2120 Theater Practicum III .....	1	DRAM 2121 Theater Practicum IV .....	1
DRAM 1351 Acting I .....	3	DRAM 1352 Acting II .....	3
Drama Elective or For. Lang .....	3-4	Drama Elective or For. Lang .....	3-4
	17-18		17-18

**Notes:**

\* Degree requirements may vary at various senior institutions. Students should consult an advisor for guidance and course selection.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

**ELEMENTARY EDUCATION\*****Associate in Arts**

The transfer curriculum listed below is designed for students who plan to pursue a degree in Elementary Education at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
Laboratory Science .....	4	Laboratory Science .....	4
MATH 1314 College Algebra .....	3	Mathematics .....	3
SPCH 1315 Public Speaking .....	3	COSC 1401 Microcomputer Apps .....	4
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
PSYC 1100 Orientation .....	1		18
	18		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore English <sup>1</sup> .....	3	ENGL Sophomore English <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
Elective .....	3-4	Elective .....	3-4
Elective .....	3	Visual & Performing Arts Elective .....	3
Social & Behavioral Sci Elective .....	3	PSYC 2314 Human Growth & Devl .....	3
	15-16		15-16

Notes:

\* Degree requirements may vary. Students should consult an advisor for guidance and course selection.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

**ENGLISH\*****Associate in Arts**

The transfer curriculum listed below is designed for students who plan to pursue a degree in English at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
Laboratory Science .....	4	Laboratory Science .....	4
SPCH 1315 Public Speaking .....	3	Social & Behavioral Sci Elective .....	3
Visual & Performing Arts Elective .....	3	COSC 1401 Microcomputer Apps .....	4
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
PSYC 1100 Orientation .....	1		18
	18		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 2332 World Literature I .....	3	ENGL 2333 World Literature II .....	3
English Elective .....	3	English Elective .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
Foreign Language or Elective .....	3-4	Foreign Language or Elective .....	3-4
MATH 1314 College Alg. or higher .....	3	Approved Elective .....	3
	15-16		15-16

**Notes:**

\* Degree requirements may vary at various senior institutions. Students should consult an advisor for guidance and course selection.

<sup>1</sup> English electives to be selected from ENGL 2307, 2311, and/or 2331.

**MATHEMATICS\*****Associate in Science**

The transfer curriculum listed below is designed for students who plan to pursue a degree in Mathematics at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Science Degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
MATH 2413 Calculus I <sup>1</sup> .....	4	MATH 2414 Calculus II .....	4
CHEM 1311 General Chemistry I .....	3	CHEM 1312 General Chemistry II .....	3
CHEM 1111 General Chemistry Lab I .....	1	CHEM 1112 General Chemistry Lab II .....	1
Visual & Performing Arts Elective .....	3	COSC 1401 Microcomputer Apps .....	4
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
PSYC 1100 Orientation .....	1		19
	19		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore Literature <sup>2</sup> .....	3	SPCH 1315 Public Speaking .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
MATH 2415 Calculus III .....	4	MATH Elective .....	4
Laboratory Science .....	4	Laboratory Science .....	4
COSC 1420 C++ Programming .....	4	Social & Behavioral Sci. Elective .....	3
	18		17

**Notes:**

\* Degree requirements may vary at various senior institutions. Students should consult an advisor for guidance and course selection.

<sup>1</sup> Depending on prior preparation, substitution of other math courses may be appropriate. Students should consult advisor for course selection.

<sup>2</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

## MUSIC

### Associate in Arts

The transfer curriculum listed below is designed for students who plan to pursue a degree in Music at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

#### FRESHMAN YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
+Major Ensemble (Band or Choir) .....	1	+Major Ensemble (Band or Choir) .....	1
+MUSI 1116 Elem. Sight-Singing and Ear Training .....	1	+MUSI 1117 Elem. Sight-Singing and Ear Training .....	1
+MUSI 1311 Elementary Harmony .....	3	+MUSI 1312 Elementary Harmony .....	3
*+MUAP Applied Music .....	2-3	*+MUAP Applied Music .....	2-3
+MUSI Music Literature .....	3	PSYC 2301 General Psychology .....	3
PHED Physical Education Activity .....	1	MATH 1314 College Algebra .....	3
PSYC 1100 Orientation .....	1		19-20
	18-19		

#### SOPHOMORE YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL Sophomore Literature <sup>1</sup> .....	3	SPCH 1315 Public Speaking .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
Laboratory Science .....	4	Laboratory Science .....	4
+Major Ensemble (Band or Choir) .....	1	+Major Ensemble (Band or Choir) .....	1
+MUSI 2116 Intermed. Sight-Singing and Ear Training .....	1	+MUSI 2118 Intermed. Sight-Singing and Ear Training .....	1
+MUSI 2311 Intermediate Harmony .....	3	+MUSI 2312 Intermediate Harmony .....	3
*+MUAP Applied Music .....	1-3	*+MUAP Applied Music .....	1-2
PHED Physical Education Activity .....	1	COSC 1401 Microcomputer Apps .....	4
	17-19		19-21

#### Notes:

\* Students should consult their advisor for appropriate applied music course numbers. Students may select courses in their principal and/or secondary instrument. In addition, students who cannot demonstrate proficiency at the piano keyboard should select the appropriate applied piano course.

+ Denotes courses adopted by the State of Texas as part of the required Field of Study Curriculum for all Music majors who attend a public higher education institution in the State of Texas.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.



**PHYSICAL EDUCATION\***  
**(Health, & Physical Education, Kinesiology,**  
**Recreation & Leisure Services, or**  
**Exercise & Sport Sciences)**

**Associate in Arts**

The transfer curriculum listed below is designed for students who plan to pursue a degree in Physical Education (Health and Physical Education, Kinesiology, Recreation and Leisure Services or Exercise and Sport Sciences) at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
Laboratory Science .....	4	Laboratory Science .....	4
PHED 1301 Foundations of Phys Ed .....	3	PHED 1306 First Aid .....	3
PHED Elective .....	3	COSC 1401 Microcomputer Apps .....	4
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
PSYC 1100 Orientation .....	1		18
	18		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore English <sup>1</sup> .....	3	ENGL Sophomore English <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
PHED 1308 Officiating Major Sports .....	3	PHED 1336 Intro. to Recreation .....	3
Elective or PHED Elective .....	3	Elective or PHED Elective .....	3
Social & Behavioral Sci. Elective .....	3	SPCH 1315 Public Speaking .....	3
MATH 1314 College Algebra .....	3	Visual & Performing Arts Elective .....	3
	18		18

Notes:

\* Degree requirements may vary. Students should consult with an advisor for course selection and degree planning.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

## ALLIED HEALTH\*

### Associate in Science

The transfer curriculum listed below is designed for students who plan to enter a health career such as Clinical Laboratory Science (Medical Technologists (MT) or Laboratory Scientists (CLS)), Communication Disorders, or Occupational Therapy. The prerequisite or preprofessional phase of these programs normally consists of 60 to 90 semester hours of preprofessional coursework before a student is admitted to the professional level in a school of allied health. The curriculum listed below is designed for students who plan to transfer to a senior college or university and who plan to complete their studies within a School of Allied Health or Health Sciences. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Science Degree.

#### FRESHMAN YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
CHEM 1311 General Chemistry I .....	3	CHEM 1312 General Chemistry II .....	3
CHEM 1111 General Chemistry Lab I ....	1	CHEM 1112 General Chemistry Lab II ....	1
BIOL 1411 Botany .....	4	BIOL 1413 Zoology .....	4
COSC 1401 Microcomputer Apps .....	4	Mathematics .....	3
PSYC 1100 Orientation .....	1		17
	19		

#### SOPHOMORE YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL Sophomore Literature <sup>1</sup> .....	3	SPCH 1315 Public Speaking .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
BIOL 2401 Anatomy & Physiology I .....	4	BIOL 2402 Anatomy & Physiology II .....	4
Visual & Performing Arts Elective .....	3	BIOL 2420 Microbiology .....	4
SOCI 1301 Intro to Sociology .....	3	PSYC 2301 General Psychology .....	3
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
	17		18

#### NOTES:

\* Admission and degree requirements for the various allied health fields varies widely. Students should consult their major advisor for specific course selection and assistance in degree planning.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

**NURSING\*****Associate in Science**

The transfer curriculum listed below is designed for students who plan to transfer to a senior college or university offering a four-year program leading to a bachelor of science degree in nursing (BSN). Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Science Degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
CHEM 1311 General Chemistry I .....	3	CHEM 1312 General Chemistry II .....	3
CHEM 1111 General Chemistry Lab I .....	1	CHEM 1112 General Chemistry Lab II .....	1
MATH 1314 College Algebra .....	3	BIOL 2420 Microbiology .....	4
PSYC 2301 General Psychology .....	3	PSYC 2314 Human Growth & Develop .....	3
PSYC 1100 Orientation .....	1		17
	17		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore Literature <sup>1</sup> .....	3	SPCH 1315 Public Speaking .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
BIOL 2401 Anatomy & Physiology I .....	4	BIOL 2402 Anatomy & Physiology II .....	4
COSC 1401 Microcomputer Apps .....	4	MATH 1342 Statistics or Elective .....	3
Social & Behavioral Sci Elective .....	3	Visual & Performing Arts Elective .....	3
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
	18		17

**NOTES:**

\* Admission and graduation requirements for nursing schools vary considerably. Students should consult their major advisor for course selection.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

**PHYSICAL THERAPY\*****Associate in Science**

The transfer curriculum listed below is designed for students who plan to transfer to a senior college or university offering a program leading to a degree in physical therapy. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Science Degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II.....	3
HIST 1301 Hist. of U.S. to 1877.....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
CHEM 1311 General Chemistry I .....	3	CHEM 1312 General Chemistry II.....	3
CHEM 1111 General Chemistry Lab I ....	1	CHEM 1112 General Chemistry Lab II .....	1
MATH 2413 Calculus I <sup>1</sup> .....	4	BIOL 1413 Zoology .....	4
PSYC 2301 General Psychology .....	3	PSYC 2314 Human Growth & Develop.....	3
PSYC 1100 Orientation .....	1		17
	18		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore English <sup>2</sup> .....	3	ENGL Sophomore English <sup>2</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government.....	3
BIOL 2401 Anatomy & Physiology I .....	4	BIOL 2402 Anatomy & Physiology II.....	4
COSC 1401 Microcomputer Apps.....	4	Social & Behavioral Sci. Elective .....	3
Visual & Performing Arts Elective .....	3	SPCH 1315 Public Speaking.....	3
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
	18		17

**Notes:**

\* Admission and degree requirements may vary widely. Students should consult an advisor for course selection and degree planning.

<sup>1</sup> Students not prepared to enter into calculus should consult with a counselor in choosing the proper math course sequence.

<sup>2</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

## SECONDARY EDUCATION\*

### Associate in Arts

The transfer curriculum listed below is designed for students who plan to pursue a teaching career and teacher certification at the secondary level at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

#### FRESHMAN YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II .....	3
HIST 1301 Hist. of U.S. to 1877 .....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
Laboratory Science .....	4	Laboratory Science .....	4
MATH 1314 College Algebra .....	3	Mathematics .....	3
SPCH 1315 Public Speaking .....	3	COSC 1401 Microcomputer Apps .....	4
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
PSYC 1100 Orientation .....	1		18
	18		

#### SOPHOMORE YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL Sophomore English <sup>1</sup> .....	3	ENGL Sophomore English <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
Elective .....	3-4	Elective .....	3-4
Mathematics or Approved Elective .....	3	Mathematics or HIST2301 Tx Hist .....	3
Social & Behavioral Sci Elective .....	3	Visual & Performing Arts Elective .....	3
	15-16		15-16

Notes:

\* Degree requirements vary by the teaching area or discipline. Students should consult an advisor for course selection and degree planning.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

## **SOCIAL SCIENCE\*** **(History, Government, Political Science)**

### **Associate in Arts**

The transfer curriculum listed below is designed for students who plan to pursue a degree in Social Science (History, Government, Political Science) at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

#### **FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II.....	3
HIST 1301 Hist. of U.S. to 1877.....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
Laboratory Science .....	4	Laboratory Science.....	4
SPCH 1315 Public Speaking.....	3	COSC 1401 Microcomputer Apps .....	4
SOCI 1301 Intro to Sociology.....	3	Visual & Performing Arts Elective.....	3
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
PSYC 1100 Orientation .....	1		18
	18		

#### **SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore English <sup>1</sup> .....	3	ENGL Sophomore English <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government.....	3
HIST 2311 Western Civilization.....	3	HIST 2312 Western Civilization.....	3
ECON 2301 Macroeconomics .....	3	ECON 2302 Macroeconomics .....	3
MATH 1314 College Alg. or higher.....	3	Mathematics or HIST 2301 Tx Hist.....	3
Elective.....	3-4	Elective .....	3-4
	18-19		18-19

Notes:

\* Degree requirements may vary. Students should consult an advisor for course selection and degree planning.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333.

**SPEECH\*****Associate in Arts**

The transfer curriculum listed below is designed for students who plan to pursue a degree in Speech at a senior college or university after completing their studies at Clarendon College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL 1301 Composition .....	3	ENGL 1302 Comp. and Intro. to Lit .....	3
HIST 1301 Hist. of U.S. to 1877.....	3	HIST 1302 Hist. of U.S. from 1877 .....	3
Laboratory Science .....	4	Laboratory Science.....	4
SPCH 1315 Public Speaking.....	3	SPCH 1318 Interpersonal Speech.....	3
Social & Behavioral Sci. Elective.....	3	COSC 1401 Microcomputer Apps .....	4
PHED Physical Education Activity .....	1	PHED Physical Education Activity .....	1
PSYC 1100 Orientation .....	1		18
	18		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
ENGL Sophomore English <sup>1</sup> .....	3	ENGL Sophomore English <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 State Government .....	3
SPCH 2335 Argumentation & Debate ..	3	SPCH 2341 Oral Interpretation .....	3
Foreign Language or Elective.....	3-4	Foreign Language or Elective.....	3-4
MATH 1314 College Alg. or higher.....	3	Visual & Performing Arts Elective.....	3
	15-16		15-16

Notes:

\* Degree requirements may vary. Students should consult an advisor for course selection and degree planning.

<sup>1</sup> To be selected from the following: ENGL 2331, 2332, or 2333

## **WORK FORCE EDUCATION PROGRAMS**

Work Force Education is a term which describes any form of education, training or retraining which is designed to prepare persons to enter or continue in gainful employment in any recognized occupation. In Texas, the primary responsibility for providing Work Force Education or Occupational/Technical Education at the postsecondary level has been given to the community colleges. Clarendon College has accepted the responsibility for providing high quality Work Force Education Programs that are specifically tailored to meet the needs of people in the geographic area served by the college.

The offerings at Clarendon College include technical programs in the fields of computer technology, industrial technology, office technology, ranch and feedlot operations, and allied health. In order to assure that these programs continue to provide relevant training, the college makes use of industry advisory committees. Each individual program has an operational advisory committee made up of persons from business and industry who advise college officials in matters such as curriculum and current business and industry expectations.

## **ENROLLMENT IN WORK FORCE EDUCATION PROGRAMS**

To enroll in an occupational program, the student must meet the requirements for entrance to Clarendon College and specific admission requirements to some programs. Refer to Specialized Admissions in the Admissions section of this catalog for any special requirements.

## **CURRICULA IN WORK FORCE PROGRAMS**

On the following pages, specific courses of study that are required in each of the Work Force Education Programs are outlined. Students are advised to choose electives on the basis of their field of study. The Counselors, advisors, or Instructors will provide additional information about the programs of study and assist the student in selecting a course of study.



## **COMPUTER TECHNOLOGY Entry Networking Specialist**

### **Certificate of Completion\***

Completion of the curriculum outlined below leads to the Certificate of Completion and qualifies the student to pursue further college training or seek employment in the field of computer technology, computer maintenance.

<b>First Semester</b>	<b>Sem.Hrs.</b>
ITSC 1301 Intro to Computers .....	3
ITSC 1405 Intro to PC Op Systems.....	4
INTW 1425 Fund. of Network Tech.....	4
ITMC 1441 MS Pro & MS Server .....	4
ITMC 1401 MS Net & Op Sys. Essen .....	4
	19

Notes:

\* Level 1 - TASP Waived Certificate

Capstone Experience: ITMC 1441

## **COMPUTER TECHNOLOGY Networking Technician**

### **Certificate of Completion\***

Completion of the curriculum outlined below leads to the Certificate of Completion and qualifies the student to pursue further college training or seek employment in the field of computer technology, computer networking/network administration.

<b>First Semester</b>	<b>Sem.Hrs.</b>
ITMC 1442 Network Infrastructure .....	4
ITMC 1443 MS Directory Services.....	4
ITMC 2401 Support MS NT Server.....	4
ITMC2409MS SMS Server.....	4
	16

Notes:

\* Level 1 - TASP Waived Certificate

Capstone Experience: ITMC 2409

## COMPUTER TECHNOLOGY Networking Administration Associate of Applied Science\*

Completion of the curriculum outlined below leads to the Associate of Applied Science degree and qualifies the student to pursue further college training or seek employment in the field of computer technology, computer maintenance and computer networking administration.

### FRESHMAN YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ITSC 1301 Intro to Computers .....	3	ITMC 1442 Network Infrastructure .....	4
ITSC 1405 Intro to PC Op Systems.....	4	ITMC 1443 MS Directory Services .....	4
ITNW 1425 Fund. Network Technology .....	4	ITMC 2401 Support MS NT Server .....	4
ITMC 1441 MS Pro and MS Server .....	4	ITMC 2409 MS SMS Server .....	4
ITMC 1401 MS Net & Op Sys Essen. ....	4		16
	19		

### SOPHOMORE YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL 1301 English Comp I .....	3	ENGL 2311 Technical Writing .....	3
HUMA 1315 Fine Arts Appreciation .....	3	PSYC 2301 General Psychology .....	3
SPCH 1315 Public Speaking .....	3	MATH 1314 College Algebra.....	3
Electives.....	6-7	Electives .....	6-7
	15-16		15-16

Notes:

\*AAS Degree - TASP Required

Capstone Experience: ITMC 1441, ITMC 2409

## OFFICE TECHNOLOGY

### Certificate of Completion\*

Completion of the curriculum outlined below leads to the Certificate of Completion and qualifies the student to pursue further college training or seek employment in the field of office technology.

The Office Technology Certificate Program is offered at the Clarendon College - Pampa Center in a 'block format.' That is, students take certain courses together in a concentrated period of time rather than as separate and distinct courses.

Apply early! The Office Technology Certificate Program is a limited enrollment program; and therefore, only accepts a limited number of students each year. Students must meet the general institutional admission requirements and the specialized admission requirements of the Office Technology Program. Students should consult the Specialized Admissions - Office Technology section of the catalog and with program faculty for additional information.

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ACNT 1403 Intro to Acct I.....	4	ACNT 1404 Intro to Acct II .....	4
POFT 1301 Business English.....	3	POFT 2401 Doc Format & Skill Bldg .....	4
POFT 1329 Keyboarding & Doc Format.....	3	POFM 1309 Med Office Procedures .....	3
POFT 1325 Bus. Math & Mach. Apps. ...	3	POFT 1319 Records & Info Mgmt.....	3
POFT 1313 Professional Development ..	3	POFT 2312 Bus. Corr. & Comm .....	3
POFI 2401 Word Processing.....	4	POFI 1401 Computer Applications I.....	4
	20		21

Notes:

\*Level I Certificate - TASP Exempt

Capstone Experience: POFT 1319

## OFFICE TECHNOLOGY

### Associate of Applied Science\*

Completion of the curriculum outlined below leads to the Associate of Applied Science degree and qualifies the student to pursue further college training or seek employment in the field of office technology.

#### FIRST YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ACNT 1403 Intro to Acct I.....	4	ACNT 1404 Intro to Acct II .....	4
POFT 1301 Business English.....	3	POFT 2401 Doc Format & Skill Bldg .....	4
POFT 1329 Keyboarding & Doc .....		POFM 1309 Med Office Procedures .....	3
Format.....	3	POFT 1319 Records & Info Mgmt.....	3
POFT 1325 Bus. Math & Mach. Apps ...	3	POFT 2312 Bus. Corr. & Comm .....	3
POFT 1313 Professional Develop .....	3	POFI 1401 Computer Applications I .....	4
POFI 2401 Word Processing.....	4		21
	20		

#### SECOND YEAR

Third Semester	Sem.Hrs.
ENGL 1301 Composition I .....	3
SPCH 1315 Public Speaking.....	3
MATH 1314 College Algebra .....	3
BCIS 1405 Business Computer Apps.....	4
Social/Behavioral Science .....	3
Visual & Performing Arts .....	3
Elective.....	3
	22

Notes:

\* AAS Degree - TASP Required

\* Students seeking the AAS in Office Technology must have completed the Office Technology Certificate Program. The Office Technology Certificate Program is a limited enrollment program and specialized admission requirements apply. Students must meet the general institutional admission requirements and the specialized admission requirements. See Office Technology Certificate Program.

Capstone Experience: POFT 1319

## RANCH AND FEEDLOT OPERATIONS

### Certificate of Completion\*

Completion of the curriculum outlined below leads to the Certificate of Completion and qualifies the student to pursue further college training or seek employment in the field of ranch and feedlot operations.

The Ranch and Feedlot Operations certificate program is a limited enrollment program; and therefore, only accepts a limited number of applications each year. Students must apply and request an interview with the program faculty between January 15 and May 15. Students must meet the general institutional admission requirements and the specialized admission requirements of the Ranch and Feedlot Operations Program. Students should consult the Specialized Admissions - Ranch and Feedlot Operations Program section of the catalog for additional information.

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
AGAH 1353 Beef Cattle Production .....	3	AGAH 1447 Animal Reproduction.....	4
AGAH 2309 Ranch & Feedlot Jobs.....	3	AGEQ 2311 Equine Science .....	3
AGAH 1343 Animal Health.....	3	AGAH 2313 Prin of Feeds & Feeding .....	3
AGCR 2313 Soil & Water Conserv .....	3	AGMG 2406 Livestock & Meat Mrkt.....	4
AGCR 1307 Range Management .....	3	AGAH 1341 Sheep & Goat Production .....	3
AGMG 1444 Agri Records Mgmt.....	4	AGMG 2301 Livestock Bus Mgmt .....	3
	19		20

#### Notes:

\* Level I - TASP Waived Certificate

\* In addition to the courses listed above, graduation requirements include an artificial insemination seminar, a records management seminar and other specialized seminars. These seminars are scheduled during the academic year as part of the Ranch and Feedlot Operations Program.

Capstone Experience: AGMG 2301

## RANCH AND FEEDLOT OPERATIONS

### Associate of Applied Science\*<sup>1 2 3</sup>

Completion of the curriculum outlined below leads to the Associate of Applied Science degree and qualifies the student to pursue further college training or seek employment in the field of ranch and feedlot operations.

#### FRESHMAN YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
AGAH 1353 Beef Cattle Production .....	3	AGAH 1447 Animal Reproduction.....	4
AGAH 2309 Ranch & Feedlot Jobs.....	3	AGEQ 2311 Equine Science .....	3
AGAH 1343 Animal Health.....	3	AGAH 2313 Prin of Feeds & Feeding .....	3
AGCR 2313 Soil & Water Conserv.....	3	AGMG 2406 Livestock & Meat Mrkt.....	4
AGCR 1307 Range Management .....	3	AGAH 1341 Sheep & Goat Production ...	3
AGMG 1444 Agri Records Mgmt.....	4	AGMG 2301 Livestock Bus Mgmt .....	3
	19		20

#### SOPHOMORE YEAR

First Semester	Sem.Hrs.	Second Semester	Sem.Hrs.
ENGL 1301 Composition I .....	3	SPCH 1315 Public Speaking.....	3
Social/Behavioral Science .....	3	Visual/Performing Arts Elective.....	3
MATH 1314 College Algebra .....	3	COSC 1401 Microcomputer Apps .....	4
Electives.....	3-7	Electives .....	3-7
	12-16		13-17

Notes:

\* AAS Degree - TASP Required

\* Students seeking the AAS in Ranch and Feedlot Operations Program must have completed the Ranch and Feedlot Operations Certificate Program. The Ranch and Feedlot Operations Certificate Program is a limited enrollment program and specialized admission requirements apply. Students must meet the general institutional admission requirements and the specialized admission requirements for the Ranch and Feedlot Operations Certificate Program. See Ranch and Feedlot Operations Certificate Program.

Capstone Experience: AGMG 2301

<sup>1</sup> Option I: The student should select electives that will best contribute to his/her future career.

<sup>2</sup> Option II: For students planning to complete a Bachelor of Applied Arts and Sciences (BAAS) Degree at a four-year institution, students should complete all technical courses listed above and the general education component of the degree. Electives should be selected in consultation with college advisor.

<sup>3</sup> Option III: For students planning to complete a Bachelor of Science in Agriculture at a four-year institution, the student should consult the degree requirements for agriculture majors and select appropriate electives in consultation with a college advisor.

## VOCATIONAL NURSING

### Certificate of Completion\*

Completion of the curriculum outlined below leads to the Certificate of Completion and is designed to provide the student with the skills and knowledge required to pass the Texas vocational nursing licensing exam.

The Vocational Nursing certificate program is a limited enrollment program; and therefore, only accepts a limited number of students each year. Students must meet the general institutional admission requirements and the specialized admission requirements of the Vocational Nursing Program. Students should consult the Specialized Admissions - Vocational Nursing section of the catalog and with program faculty for additional information.

<b>First Semester</b>	<b>Sem.Hrs.</b>	<b>Second Semester</b>	<b>Sem.Hrs.</b>
VNSG 1219 Professional Develop .....	2	VNSG 1191 IV Therapy.....	1
VNSG 1227 Essentials of Med Adm .....	2	VNSG 1330 Maternal-Neonatal .....	3
VNSG 1231 Pharmacology .....	2	VNSG 1429 Medical-Surgical I .....	4
VNSG 1260 Clinical I .....	2	VNSG 1461 Clinical II.....	4
VNSG 1420 A&P for Allied Health .....	4		12
VNSG 1502 Applied Nursing Skills .....	5		
	17		

<b>Summer I Semester</b>	<b>Sem.Hrs.</b>
VNSG 1226 Gerontology .....	2
VNSG 1236 Mental Health .....	2
VNSG 1238 Mental Illness.....	2
VNSG 1334 Pediatrics .....	3
VNSG 1432 Medical-Surgical II.....	4
VNSG 1463 Clinical III .....	4
	17

Notes:

\* Level I - TASP Waived Certificate

Capstone Experience: VNSG 1463





**X**

# **COURSE DESCRIPTIONS**

## COURSES OF INSTRUCTION

### A Guide to Course Numbers and Descriptions

*Clarendon College has joined with other junior/community colleges and universities in the State of Texas and has adopted the Texas Common Course Numbering System (TCCN). The purpose of the common course numbering system is to improve articulation and assist students who are transferring between institutions.*

*A department title and a four-digit number designate each course. 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 in parenthesis 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. The CIP code is the ten-digit number to the far right.*

## COURSE DESCRIPTIONS

### ACCOUNTING

**ACCT 2301. Financial Accounting. (3-3-0) 52.0301.5104**

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting corporations.

**ACCT 2302. Managerial Accounting. (3-3-0) 52.0301. 5104**

Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Prerequisite: ACCT 2301.

### AGRICULTURE

**AGRI 1131. The Agricultural Industry. (1-1-0) 01.0103.5221**

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

**AGRI 1307. Agronomy. (3-2-2) 02.0402.5101**

Distribution, importance, characteristics, and uses of agronomic crops. Fundamentals of structure and improvement are also discussed.

**AGRI 1319. Introductory Animal Science. (3-2-2) 02.0201.5101**

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) 01.0102.5101**

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 Science. (3-3-0) 02.0301.5101**

Food technology in relation to world and domestic food supply and demand. Classification of food systems; general processes.

**AGRI 1413. Entomology (Plant Protection). (4-3-3) 02.0408.5101**

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 1415. Principles of Horticulture. (4-3-2) 01.0601.5101**

Fundamentals, principles and practices of growth, maintenance, and use of horticulture plants. Landscape of small houses.

**AGRI 2221. Livestock Judging. (2-1-5) 02.0201.5201**

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 2317. Fundamentals of Agriculture Economics. (3-3-0) 01.0103.5101**

Analysis of fundamental economic principles and their application to farm and ranch problems. Basic economic laws.

**AGRI 2372. Selection and Evaluation of Horses (3-1-4) 01.0307.9101**

A detailed evaluation of athletic performance and conformation as it relates to function, and the criteria used for evaluation and selection of breeding, race, and show animals. Emphasis is placed on developing critical thinking skills and presentation skills as it relates to the selection and evaluation of horses. Prerequisite: AGRI2471 or consent of instructor

**AGRI 2373. Equine Behavior Modification (3-1-4) 01.0307.9201**

An introduction of the principles of equine behavior, learning, and behavior modification. Laboratories include the proper techniques and procedures for routine handling, training, and presentation of horses. Prerequisite: AGRI2471 or consent of instructor.

**AGRI 2374. Equine Sales Preparation and Marketing (3-2-2) 01.0307.9301**

An introduction to the principles of equine management as related to the fitting, presentation, and marketing of horses. Prerequisite: AGRI2471 or consent of instructor.

**AGRI 2471. The Equine Industry and Care of Horses (4-3-2) 01.0999.9101**

A review of the history, breeds, careers, and all other segments of the horse industry. Includes an overview of equine anatomy and physiology, with special attention to feet and legs. Included topics: management procedures, welfare issues, equine health, first aid, nutritional and reproductive management, appropriate facilities and facility design.

## ART

**ARTS 1303. Art History I. (3-3-0) 50.0703.5226**

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

**ARTS 1304. Art History II. (3-3-0) 50.0703.5226**

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

**ARTS 1311. Design I.** (3-2-4) 50.0401.5326  
Emphasis on two-dimensional design, fundamentals of dots, line, color, form, texture, shape, space, and arrangement.

**ARTS 1312. Design II.** (3-2-4) 50.0401.5326  
Continuation of ARTS 1311. Prerequisite: ARTS 1311.

**ARTS 1316. Drawing I.** (3-2-4) 50.0705.5226  
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) 50.0705.5226  
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) 50.0708.5126  
Introductory course emphasizing basic skills for drawing, designing, and painting. Includes using a grid for transferring drawings to larger format.

**ARTS 2313. Design Communications I.** (3-3-3) 50.0401.5126  
Studio course in processes and techniques of advertising and commercial design. Introduction to basic terminology, tools, and media.

**ARTS 2314. Design Communications II.** (3-3-3) 50.0401.5126  
Further development of graphic design skills, techniques, and processes and their applicability to advertising and commercial design.

**ARTS 2316. Painting I.** (3-1-5) 50.0708.5226  
A study of the techniques and media used in oil painting. Expression is unrestricted as is subject matter.

**ARTS 2317. Painting II.** (3-1-5) 50.0708.5226  
A continuation of ARTS 2316. Prerequisite: Consent of instructor.

**ARTS 2331. Graphics I.** (3-3-3) 50.0710.5126  
Graphic design principles and typography. Introduction to graphic and digital media.

**ARTS 2332. Graphics II.** (3-3-3) 50.0710.5126  
Further development of design principles and typography using digital media. Prerequisite: ARTS 2331 or consent of the instructor.

**ARTS 2346. Ceramics I.** (3-1-5) 50.0711.5126  
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 II.** (3-1-5) 50.0711.5126  
A continuation of ARTS 2346. Prerequisite: Consent of instructor.

**ARTS 2366. Water Color I.** (3-1-5) 50.0708.5326  
The water color medium as a means of artistic expression in the interpretation of still life, landscape, and figure subjects.

**ARTS 2367. Water Color II.** (3-1-5) 50.0708.5326  
A continuation of ARTS 2366. Prerequisite: Consent of instructor.

## BIOLOGY

**BIOL 1322. Principles of Nutrition.** (3-3-0) 19.0502.5109

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

**BIOL 1406. General Biology I.** (4-3-2) 26.0101.5103

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) 26.0101.5103

Continuation of BIOL 1406. Prerequisite BIOL 1406.

**BIOL 1411. Botany.** (4-3-3) 26.0301.5103

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.

**BIOL 1413. Zoology.** (4-3-3) 26.0701.5103

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.

**BIOL 2401. Human Anatomy and Physiology I.** (4-3-3) 26.0706.5103

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 1413 or consent of instructor.

**BIOL 2402. Human Anatomy and Physiology II.** (4-3-3) 26.0706.5103

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

**BIOL 2421. Microbiology.** (4-3-3) 26.0501.5103

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.

## BUSINESS ADMINISTRATION

**BUSI 1301. Business Principles.** (3-3-0) 52.0101.5104

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) 19.0401.5109

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) 22.0101.5124

Principles of law which form the legal framework for business activity.

## **BUSINESS COMPUTER INFORMATION SYSTEMS**

### **BCIS 1405. Business Computer Applications. (4-3-3) 52.1202.5404**

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

## **CHEMISTRY**

### **CHEM 1111. General Chemistry Lab I. (1-0-3) 40.0501.5203**

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

### **CHEM 1112. General Chemistry Lab II. (1-0-3) 40.0501.5203**

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

### **CHEM 1311. General Chemistry I. (3-3-0) 40.0501.5203**

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 Chemistry II. (3-3-0) 40.0501.5203**

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 Lab I. (2-0-4) 40.0504.5203**

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

### **CHEM 2225. Organic Chemistry Lab II. (2-0-4) 40.0504.5203**

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

### **CHEM 2323. Organic Chemistry I. (3-3-0) 40.0504.5203**

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) 40.0504.5203**

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

## **COMMUNICATIONS**

### **COMM 1307. Introduction to Mass Communications. (3-3-0)09.0403.5106**

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

**COMM 1318 Photography I. (3-3-3) 50.0605.5126**

Introduction to the basics of digital photography. Includes camera operation and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.

**COMM 1335 Survey of Radio/Television. (3-3-0) 09.-403.5206**

Study of the development, regulation, economics, social impact and industry practices in broadcasting and cable communication. Includes new technologies and other communication systems.

**COMM 2311 News Gathering & Writing I (3-3-3) 09.0401.5706**

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering and processing, and delivering news in a professional manner.

**COMM 2327 Principles of Advertising (3-3-0) 09.0201.5106**

Fundamentals of advertising including marketing theory and strategy, copy writing, design and selection of media.

**COMPUTER SCIENCE****COSC 1401. Microcomputer Applications. (4-3-3) 11.0101.5207**

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. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied.

**COSC 1436. Programming Fundamentals I. (4-3-3) 11.0201.5507**

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

**COSC 1337. Programming Fundamentals II. (4-3-3) 11.0201.5607**

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering.

**COMPUTER TECHNOLOGY****ITMC 1401. MS Windows Network & OS Essentials (4-3-3) 11.0901**

An introduction to Microsoft Windows network operating systems and to the fundamentals of networking technologies that they support.

**ITMC 1441. Implementing MS Windows Professional & Server (4-3-3) 11.0901**

In-depth coverage of the knowledge and skills necessary to install and configure Microsoft Windows on stand-alone computers and on client computers that are part of a workgroup or domain, and the skills and knowledge necessary to install and configure Windows Server to create file, print, and servers.

**ITMC 1442. Implementing a MS Windows Network Infrastructure (4-2-4) 11.0901**

Skills development in installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

**ITMC 1443. Implementing & Administering MS Dir Services (4-2-4) 11.0901**

Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows Active Directory service. Focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

**ITMC 2401. Supporting & Maintaining a MS Win NT Server (4-2-4) 11.0901**

Skill development in maintaining, configuring, troubleshooting, or optimizing servers, clients, users, resource access, network services, and remote access.

**ITMC 2409. Deploying and Supporting MS SMS Server (4-2-4) 11.0901**

Mastery of the knowledge and skills required to deploy and support Microsoft systems management server 2.0.

**ITMC 2431. Designing a MS Win Directory Services Infrastructure (4-2-4) 11.0901**

Advanced concepts in the knowledge and skills necessary to design a Microsoft Windows directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of the organization and to designing the Active Directory structure that meets those needs.

**ITNW 1425. Fundamentals of Networking. (4-2-4) 11.0901**

Introductory instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

**ITSC 1301. Introduction to Computers. (3-2-4) 11.0101**

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied.

**ITSC 1405. Introduction to PC Operating Systems. (4-2-4) 11.0101**

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

**ITSY 1400. Network Security. (4-2-4) 11.1103**

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.

## **CRIMINAL JUSTICE**

**CRIJ 1301. Introduction to Criminal Justice. (3-3-0) 43.0104.5124**

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. Court Systems and Practices. (3-3-0) 22.0101.5424**

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) 45.0401.5225**

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) 22.0101.5324**

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****DRAM 1120, 1121. Theater Practice.****(1-1-5) 50.0501.5226**

Practicum in theater with emphasis on technique and procedures with experience gained in college productions.

**DRAM 1241. Make-up.****(2-1-3) 50.0502.5226**

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

**DRAM 1310. Introduction to Theater.****(3-3-3) 50.0501.5126**

An introductory survey course, intended to provide the student with the fundamental knowledge of the development of western drama and the techniques of the theatrical arts of direction, acting, and design.

**DRAM 1330. Stagecraft I.****(3-3-3) 50.0502.5126**

Instruction in some of the technical aspects of mounting and lighting a production with some practical experience in scene design and general stagecraft.

**DRAM 1342. Introduction to Costume.****(3-3-3) 50.0502.5326**

Students will study the basic principles and techniques of costume design and construction for theater production. Students work individually and collaboratively to examine the process of costume design, creating visual responses to text, music, and movement. Weekly assignments include script analysis, costume research, sketching, and costume construction. Observations of selected productions will be discussed, as well as the differences between live performance, film, and video. Students may have the opportunity to design a small-scale production.

**DRAM 1351. Acting I.****(3-3-3) 50.0503.5126**

Instruction in techniques of speech and movement that explores students' inner and external resources for performance and develops an understanding of the basic acting process, which includes ensemble work, script and character analyses.

**DRAM 1352. Acting II.****(3-3-3) 50.0503.5126**

Designed to allow the student actor to strengthen fundamental acting techniques and to develop further methodology for building an honest and believable character through more detailed analysis and ensemble work. Prerequisite: DRAM 1351 or consent of instructor.

**DRAM 2120, 2121. Theater Practice.****(1-1-5) 50.0501.5226**

Exposure to various phases of producing and staging a play: acting, make-up, publicity, scenery construction and painting, lighting, stage management, costuming, and theater box office. Requires acting or technical participation in a major production or special laboratory scenes.

**DRAM 2331. Stagecraft II.****(3-3-3) 50.0502.5126**

Continuation of DRAM 1330.

**DRAM 2336. Voice for the Theater.****(3-3-0) 50.0503.5226**

Voice and articulation for the actor, including the study of dialects and individual styles of speaking for various types of theatrical presentations. Student will perform readings, do voice exercises and perform in major productions.

**DRAM 2351. Introduction to Acting III.****(3-3-3) 50.0503.5126**

A continuation of DRAM1352.

**DRAM 2361. Theater History I.****(3-3-0) 50.0505.5126**

This course surveys the history and evolution of drama from ancient Greece through French Neo-classical Theater, emphasizing all aspects of the art form from period values to analysis of dramatic literature and performance.

**DRAM 2362. Theater History II.****(3-3-0) 50.0505.5126**

This course is a continuation of DRAM 2361-Theater History I, and surveys the history and evolution of drama from the Theater of the Restoration to the present, emphasizing all aspects of the art form from period values to the analysis of dramatic literature and performance.

**DRAM 2366. Development of the Motion Picture I.****(3-2-4) 50.0602.5126**

This course surveys the history and evolution of cinema in the twentieth century, emphasizing all aspects of the art form from period values to analysis of cinematic literature and performance. This course further emphasizes the analysis of the visual and aural aspects of selected motion pictures, the dramatic aspects of narrative films and historical growth and sociological effects of film as an art.

**DRAM 2367 Development of the Motion Picture II****(3-2-4) 50.0602.5126**

A continuation of DRAM 2366.

## **ECONOMICS**

**ECON 2301. Macro-Economics.****(3-3-0) 45.0601.5125**

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

**ECON 2302. Micro-Economics.****(3-3-0) 45.0601.5125**

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 0306. Developmental English I.****(3-3-3) 32.0108.5312**

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

**ENGL 0307. Developmental English II.****(3-3-3) 32.0108.5312**

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

**ENGL 0308. Developmental English III.****(3-3-3) 32.0108.5312**

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) 23.0401.5112**

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) 23.0401.5112**

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

**ENGL 2307. Creative Writing. (3-3-0) 23.0501.5112**

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) 23.1101.5112**

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) 23.0301.5212**

Study of selections from literature of the non-western, non-European cultures.

Prerequisite: ENGL 1302

**ENGL 2332. World Literature I. (3-3-0) 23.0301.5212**

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

**ENGL 2333. World Literature II. (3-3-0) 23.0301.5212**

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

## **ENGLISH AS A SECOND LANGUAGE**

**ESOL 0301. ESOL Reading and Vocabulary I. (3-3-3) 32.0108.5612**

Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society.

**ESOL 0302. ESOL Reading and Vocabulary I. (3-3-3) 32.0108.5612**

A continuation of ESOL0301. Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society.

## **GOVERNMENT**

**GOVT 2301. American and Texas Constitutions. (3-3-0) 45.1002.5125**

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) 45.1002.5125**

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.

**GOVT 2305. Federal Government. (3-3-0) 45.1002.5125**

Introduction to the theory and practice of politics and government in America at the national level. Topics include political theory, The US constitution, federalism, political participation and elections, the institutions of government, domestic and foreign policies.

**GOVT 2306. Texas Government.****(3-3-0) 45.1002.5125**

Introduction to the theory and practice of politics and government in America at the state, and local levels, with special attention to Texas. Topics include political theory, the Texas constitution, states rights, political participation and elections.

**HISTORY****HIST 1301. History of the United States to 1877.****(3-3-0) 45.0802.5125**

Survey of American History from the pre-Columbian Period to 1877. The course study includes developments in political, social, economic, religious, military, cultural, and intellectual areas.

**HIST 1302. History of the United States from 1877.****(3-3-0) 45.0802.5125**

Survey of the political, religious, social, economic, military, cultural, and intellectual history of the United States from 1877 to present. The course study includes societal changes, urbanization, and conflicts and identifies events which impact the development of the United States.

**HIST 2301. History of Texas.****(3-3-0)45.0802.5225**

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. Western Civilization I.****(3-3-0) 45.0801.5425**

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 the 1700s.

**HIST 2312. Western Civilization II.****(3-3-0)45.0801.5425**

Includes the study of the economic, social, political, religious, military, cultural, and intellectual developments of Europe since the 1700s.

**HUMANITIES****HUMA 1315. Fine Arts Appreciation.****(3-3-0) 50.0101.5126**

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

**MATHEMATICS****MATH 0306. Developmental Mathematics.****(3-1-4) 32.0104.5119**

A study of basic mathematics. Enrollment in this class will be based on placement test scores.

**MATH 0307. Beginning Algebra.****(3-1-4)32.0104.5119**

A continuation of MATH 0306. Topics in mathematics such as basic algebra concepts and notation, geometry, real and complex number systems will be studied. Enrollment in this class will be based on placement test scores.

**MATH 0308. Intermediate Algebra.****(3-3-0)32.0104.5219**

A continuation of MATH 0307. 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) 32.0104.5219**

Pre-college algebra for students who have not passed the TASP, but who have passed the previous level(s) of developmental studies required and need additional reinforcement of skills necessary for entry into MATH 1314 or to pass the TASP.

**MATH 1314. College Algebra. (3-3-0) 27.0101.5419**

Relations, functions, equations and inequalities, exponents and radicals, mathematical induction, progressions, binomial theorem and probability. Prerequisite: Appropriate TASP Scores or consent of the Instructor.

**MATH 1316. Plane Trigonometry. (3-3-0) 27.0101.5319**

Trigonometric functions, identities, trigonometric equations, logarithms and inverse trigonometric functions. Prerequisites: MATH 1314 or consent of instructor.

**MATH 1324. Finite Mathematics. (3-3-0) 27.0301.5219**

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: Appropriate TASP scores or consent of the Instructor.

**MATH 1325. Business Calculus. (3-3-0) 27.0301.5219**

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 1342. Statistical Methods. (4-3-2) 27.0501.5119**

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) 27.0101.5519**

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

**MATH 2413. Calculus I. (4-3-2) 27.0101.5919**

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

**MATH 2414. Calculus II. (4-3-2) 27.0101.5919**

Definite integral and applications, integration techniques, and derivatives, and anti-derivatives of logarithmic, exponential, trigonometric and hyperbolic functions. Prerequisite: MATH 2413.

**MATH 2415. Calculus III. (4-3-2) 27.0101.5919**

Multivariate calculus and applications, indeterminate forms, multiple integrals, infinite series and approximation techniques. Prerequisite: MATH 2414.

**MEDICAL TERMINOLOGY****HITT 1305. Medical Technology. (3-3-0) 51.0707**

Introduction to medical terminology. Recognition, definition, and spelling of medical terms. Use of a medical dictionary.

## MUSIC

### Music Ensembles (Instrumental)

**MUEN 1121, 1122, 2121, 2122. College Band.** (1-0-6) 50.0903.5526

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.

**MUEN 1133, 1134, 2133, 2134. Small Instrumental Ensembles.** (1-0-4) 50.0903.5626

Designed for students interested in a small performance group, with emphasis being placed on wind, string, percussion, and keyboard instruments.

**MUEN 1227, 1229, 2227, 2229. Jazz Band.** (2-0-6) 50.0903.5526

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.

### Music Ensembles (Vocal)

**MUEN 1151, 1152, 2151, 2152. Show Choir.** (1-0-4) 50.0903.5826

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.

**MUEN 1241, 1242, 2241, 2242. College Choir.** (2-0-6) 50.0903.5726

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

**MUEN 1159, 2159. Musical Theater.** (1-1-4) 50.0903.5826

Study and performance of works from the musical theater repertoire.

### Music Theory and Literature

**MUSI 1116, 1117. Elem. Sight-Singing & Ear Training.** (1-1-1) 50.0904.5626

This course includes sight-singing and dictation of intervals and simple melodies in various clefs, and major and minor modes. Must be taken concurrently with MUSI 1311, 1312.

**MUSI 1301. Music Fundamentals.** (3-3-0) 50.0904.5526

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) 50.0902.5126

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.** (3-3-2) 50.0902.5226

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.** (3-3-2) 50.0902.5226

Continuation of MUSI 1308. Prerequisite: MUSI 1308.

**MUSI 1311 Music Theory I. (3-3-2) 50.0904.5126**

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.

**MUSI 1312. Music Theory II. (3-3-2) 50.0904.5126**

Continuation of MUSI 1311. Prerequisite: MUSI 1311.

**MUSI 2116, 2117 Intermed. Sight-Singing & Ear Training. (1-1-1) 50.0904.5626**

This course includes sight-singing and dictation of intervals and difficult melodies in modes and melodies that modulate. Must be taken concurrently with MUSI 2311, 2312. Prerequisites: MUSI 1116, 1117.

**MUSI 2311. Music Theory III. (3-3-2) 50.0904.5226**

A continuation of MUSI 1312. 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 1312.

**MUSI 2312. Music Theory IV. (3-3-2) 50.0904.5226**

Continuation of MUSI 2311. Prerequisites: MUSI 2311.

### **Applied Music**

**MUAP 1213 - MUAP2284. Private Lessons. (2-1-1) 50.0903.5426**

Individual instruction in voice or brass, percussion, woodwind, stringed, or keyboard instruments. Instruction is based on the individual student's need and level of proficiency.

### **OFFICE TECHNOLOGY**

**ACNT 1403. Introduction to Accounting I. (4-2-4) 52.0302**

Instruction and practice in bookkeeping in its simplest form is presented, emphasizing forms and procedures. Areas covered include general ledgers, posting, journal entries, special journals, and financial statements.

**ACNT 1404. Introduction to Accounting II. (4-2-4) 52.0302**

This is a continuation of the accounting cycle from Bookkeeping I. The bookkeeping 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.

**POFI 1100. Introduction to Computer Fundamentals (1-1-3) 52.0407**

An introduction to various computer applications using a specific business or office-related software. Projects emphasize the concurrent development of office skills and computer knowledge.

**POFI 1401. Computer Applications. (4-3-3) 52.0407**

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) 52.0407**

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

**POFM 1309. Medical Office Procedures.****(3-1-4) 52.0404**

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 1127. Introduction to Keyboarding.****(1-0-2) 52.0408**

Introduction to keyboarding for those with minimal or no typing skills. Computers are used for training, rather than typewriters.

**POFT 1301. Business English****(3-2-4) 52.0501**

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Emphasis is on basic rules of grammar, spelling, capitalization, number usage, and punctuation; terminology applicable to technical and business writing; develop proofreading and editing skills; and write effective sentences and paragraphs for business applications.

**POFT 1313. Professional Development.****(3-2-2) 52.0401**

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) 52.0401**

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 1325. Business Math and Machine Applications****(3-2-2) 52.0408**

Skill development in the use of electronic calculators and business math function. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard.

**POFT 1429. Keyboarding & Document Formatting.****(4-2-4) 52.0408**

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

**POFT 2312. Business Communications II.****(3-2-4) 52.0501**

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 2401. Document Formatting & Skill Building.****(4-2-3) 52.0408**

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

## **PHYSICAL EDUCATION AND HEALTH**

**PHED 1101. Tennis.****(1-0-3) 36.0108.5123**

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

**PHED 1102. Tennis/Volleyball.****(1-0-3) 36.0108.5123**

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

**PHED 1105. Weight Lifting.****(1-0-3) 36.0106.5123**

An introductory course in weight lifting. Topics include cardio-vascular benefits, and equipment and personal safety.



**PHED 1110. Lifetime Physical Activity. (1-0-3) 36.0108.5123**

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 1113. Golf. (1-0-3) 36.0108.5123**

History, rules and fundamentals to develop recreational skills in golf.

**PHED 1114. Concepts of Cheerleading (1-0-3) 36.0108.5123**

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

**PHED 1115. Physical Fitness. (1-0-3) 36.0108.5123**

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) 36.0108.5123**

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) 36.0108.5123**

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) 36.0108.5123**

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) 36.0108.5123**

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

**PHED 1120. Western Riding. (1-0-3) 36.0108.5123**

Grooming, saddling, bridling, mounting, seat and hands; riding on western saddles. Basic safety and interpreting equine behavior. Elementary horsemanship for students with no previous experience.

**PHED 1121. Western Dance. (1-0-3) 36.0114.5123**

Basic steps, formations, terminology and fundamentals to develop recreational skills in western dance.

**PHED 1125. Men's and Women's Varsity Rodeo (1-0-3) 36.0108.5123**

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

**PHED 1161. Rodeo Timed Events for Men. (1-0-3) 36.0108.5123**

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) 36.0108.5123**

Fundamentals and skills in barrel racing, goat tying, and break-away roping. The basic methods and techniques of each event are presented. 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) 36.0108.5123**

Fundamentals and skills involved in bareback riding, saddle bronc riding, and bull riding. 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 1301. Intro to Health and Physical Education. (3-3-0) 31.0501.5223**

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. Healthful and Effective Living. (3-3-0) 51.0301.5116**

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

**PHED 1306. First Aid. (3-3-0) 51.0301.5316**

Instruction in and practice of first aid techniques. First aid as recommended by the American Red Cross is discussed.

**PHED 1308. Sports Officiating I. (3-3-1) 12.0204.5109**

Instruction and practice in interpreting rules for officiating major sports.

**PHED 1309. Sports Officiating II. (3-3-1) 12.0204.5109**

Instruction in rules, interpretation, and mechanics of officiating selected sports.

**PHED 1321. Sports Studies I. (3-3-0) 31.0506.5123**

Studies of the history, theories, philosophies, rules, and terminology of competition sports. Includes coaching techniques.

**PHED 1322. Sports Studies II. (3-3-0) 31.0506.5123**

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) 31.0101.5123**

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.

**PHED 2156. Taping and Bandaging.(1-0-1) 31.0503.5123**

This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries.

**PHED 2356. Care & Prevention of Athletic Injuries (3-3-0) 31.0503.5223**

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

## PHYSICS

**PHYS 1401. College Physics I. (4-3-3) 40.0801.5303**

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) 40.0801.5303**

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. Orientation.****(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.

**PSYC 2301. General Psychology.****(3-3-0) 42.0101.5125**

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

**PSYC 2314. Human Growth and Development.****(3-3-0) 42.0701.5125**

A detailed study of human growth and development through the complete life-span cycle. The development of several physical and mental processes are examined. The course emphasizes innate and environmental factors that influence development and relationship of physical and mental maturation on the total human personality.

**RANCH AND FEEDLOT OPERATIONS****AGAH 1341. Sheep and Goat Production.****(3-2-2) 02.0201**

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) 01.0302**

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) 01.0302**

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) 01.0302**

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) 01.0302**

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) 02.0205**

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 regimens.

**AGCR 1307. Range Management.****(3-2-4) 02.0409**

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) 03.0101**

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.****(3-2-2) 01.0507**

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 1444. Agriculture Records Management.****(4-3-3) 01.0102**

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) 01.0101**

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

**AGMG 2406. Livestock and Meat Marketing.****(4-3-3) 01.0102**

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; merchandising purebred livestock.

## READING

**READ 0306. Developmental Reading I.****(3-3-3) 32.0108.5212**

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

**READ 0307. Developmental Reading II.****(3-3-3) 32.0108.5212**

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

**READ 0308. Developmental Reading III.****(3-3-3) 32.0108.5212**

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.

## SOCIOLOGY

**SOCI 1301. Introduction to Sociology.****(3-3-0) 45.1101.5125**

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) 45.1101.5225**

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

**SOCI 2301. The Family in Society.****(3-3-0) 45.1101.5425**

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

**SPANISH****SPAN 1411. Elementary Spanish (Level I).****(4-3-2) 16.0905.5131**

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

**SPAN 1412. Elementary Spanish (Level II).****(4-3-2) 16.0905.5131**

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

**SPAN 2311. Intermediate Spanish (Level III).****(3-3-0) 16.0905.5213**

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 (Level IV).****(3-3-0) 16.0905.5213**

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 1315. Public Speaking.****(3-3-0) 23.1001.5312**

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) 23.1001.5412**

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) 23.1001.5212**

Communication skills and theories most relevant to students in contemporary business and professional fields. Focus on developing skills in interviewing, resumes, small-group communication and public speaking.

**SPCH 2341. Oral Interpretation.****(3-3-0) 23.1001.5712**

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

**SPCH 2335. Argumentation and Debate.****(1-3-0) 23.1001.5912**

The study of theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation as applied to college forensics and debate. Application is made to current topics.

## VOCATIONAL NURSING

**VNSG 1191. Intravenous Therapy - Special Topics (1-1-1) 51.1613**

Basic theory and techniques of venipuncture, intravenous infusions, and specimen collection. Emphasis on fluids, electrolytes, blood, blood products, hyperalimentation, venous system physiology, lipids, and local and systemic complications.

**VNSG 1219. Professional Development. (2-2-0) 51.1613**

Study of the importance of professional growth. Topics include the role of the licensed nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

**VNSG 1226. Gerontology. (2-2-0) 51.1613**

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. (2-1-2) 51.1613**

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 1231. Pharmacology. (2-2-0) 51.1613**

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

**VNSG 1236. Mental Health. (2-2-0) 51.1613**

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

**VNSG 1238. Mental Illness. (2-2-0) 51.1613**

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

**VNSG 1260. Clinical I. (2-0-12) 51.1613**

A basic type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical faculty, generally in a clinical setting. Clinical education is an unpaid learning experience.

**VNSG 1330. Maternal/Neo-Natal Nursing. (3-3-0) 51.1613**

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 1334. Pediatrics. (3-3-0) 51.1613**

Study of childhood diseases and child care from infancy through adolescence that focuses on the care of the well and the ill child utilizing the nursing process.

**VNSG 1420. Anatomy & Physiology for Allied Health (4-4-0) 51.1613**

Introduction to the normal structure and function of the human body including an understanding of the relationship of body systems in maintaining homeostasis.

**VNSG 1429. Medical-Surgical Nursing I.****(4-4-0) 51.1613**

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 1432. Medical-Surgical Nursing II.****(4-4-0) 51.1613**

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings.

**VNSG 1461. Clinical II.****(4-0-20) 51.1613**

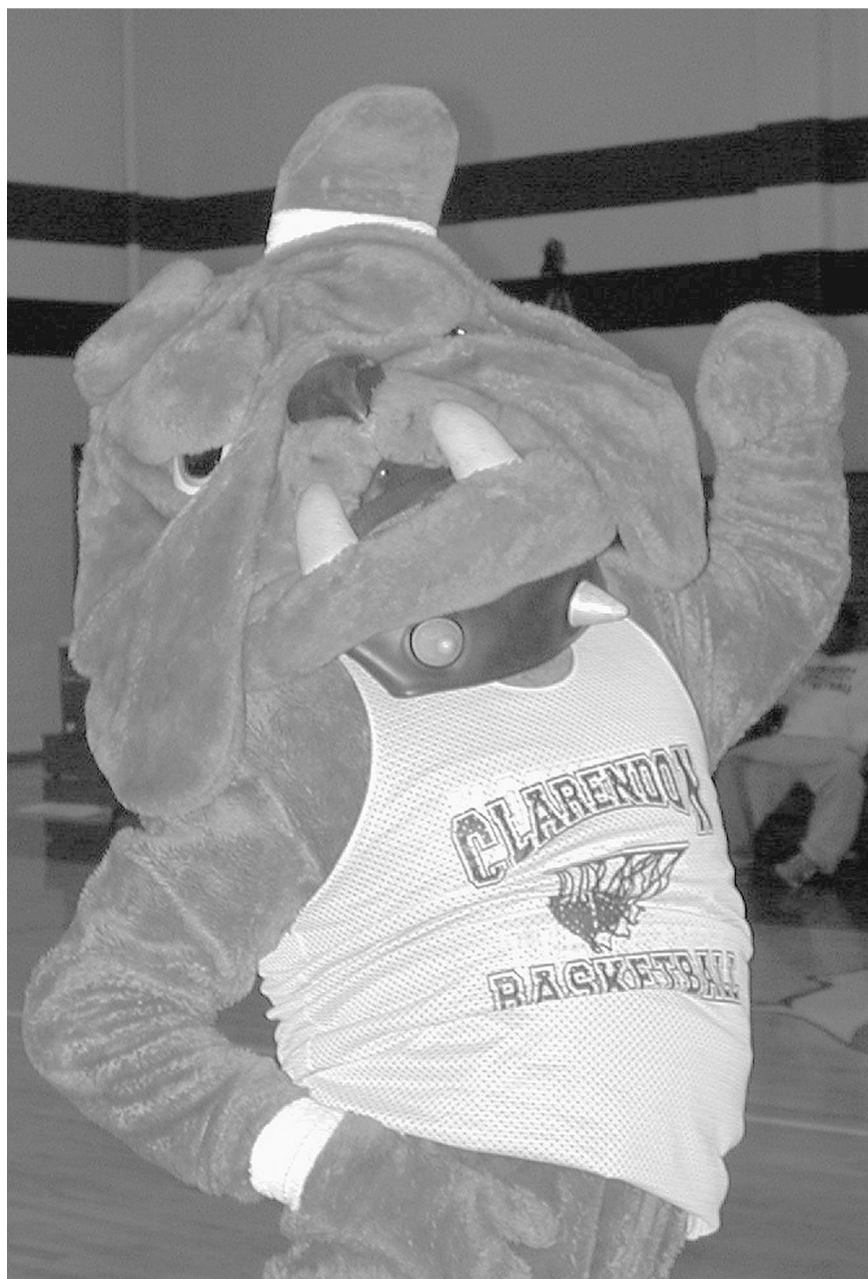
An intermediate type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical faculty, generally in a clinical setting. Clinical education is an unpaid learning experience.

**VNSG 1463. Clinical III.****(4-0-21) 51.1613**

An advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical faculty, generally in a clinical setting. Clinical education is an unpaid learning experience.

**VNSG 1502. Applied Nursing Skills I.****(5-3-6) 51.1613**

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles.





# **XI**

## **ORGANIZATION**

## Board of Regents

### Officers

Mike Butts, Chairman  
 Dr. Charles E. "Chuck" Deyhle, Sr., Vice-Chairman  
 Delbert Robertson, Secretary

### Members

Doug Lowe  
 Jack Moreman  
 Ruth Robinson

Dr. William A. "Bill" Sansing  
 Jim Blackerby  
 Mary Ellen "Susie" Shields



### Presidents of Clarendon College

Rev. J. W. Adkisson	1898-1899	H. W. Truitt	1953-1955
Rev. W. B. McKeown	1899-1900	W. W. Pinkerton	1955-1959
Frank B. St. John	1900-1901	J. R. Cox	1960-1962
Rev. J. Sam Barcus	1901-1903	Kenneth D. Vaughan*	1962-1989
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.*

### Principal Administrative Officers

- W. Myles Shelton** ..... **President**  
 B.A. , M.S., Baylor University  
 Ed.D., Baylor University
- Texas Buckhaults** ..... **Dean of Instruction**  
 B.S., West Texas State University  
 M.Ed., West Texas A & M University
- Annette Ferguson** ..... **Comptroller**  
 B.B.A., West Texas State University
- Joe Kyle Reeve** ..... **Dean of the Pampa Center**  
 B.S., Texas Tech University  
 M.Ed., Texas Tech University

### Faculty

- Charla Crump** ..... **Division Director, Liberal Arts**  
 A.A., Clarendon College **Speech**  
 B.S., West Texas A&M University  
 M.A., West Texas A&M University
- Gene Denney** ..... **Psychology, Sociology**  
 B.S., Oklahoma Christian College  
 M.A., West Texas A&M University
- Pamela Denney** ..... **Division Director, Business and Technology**  
 B.S.E., Oklahoma Christian College  
 M.S.E., Oklahoma State University
- Doak Elledge** ..... **Ranch & Feedlot Operations**  
 A.A., Frank Phillips College  
 B.S., Stephen F. Austin University  
 M.S., Texas A&M University
- Russell Estlack** ..... **Biology**  
 A.S., Clarendon College  
 B.S., Texas A&M University  
 M.S., West Texas A&M University
- Scarlet Estlack** ..... **Biology**  
 B.S., West Texas A&M University  
 M.S., West Texas A&M University
- Cynthia Ann Ewing** ..... **Business, Computer Science**  
 B.S. Southwestern Oklahoma University  
 M.Ed., Southwestern Oklahoma University
- Joseph M. Frazier** ..... **History**  
 B.A., M.Ed., Southwestern Oklahoma State University  
 Ed.D., Oklahoma State University
- Cory Hall** ..... **Men's Baseball**  
 B.S., Northwestern Oklahoma State University  
 M. Ed., Northwestern Oklahoma State University

- Theresa Jan Haynes** ..... **Office Technology**  
B.S., Southwestern State University  
M.Ed., West Texas A&M University
- William R. Huey** ..... **Drama/Theater**  
B.A., Chadron State  
M.A., Southwest Texas State University
- Brian Kuhnert** ..... **Music/Choir**  
B.A., West Texas A&M University  
M.A., West Texas A&M University
- Vickie Liles** ..... **English**  
A.A., Clarendon College  
B.A., West Texas A & M University  
M.A., West Texas A & M University
- Jimidene Murphey** ..... **Business, Computer Science, English**  
B.B.A., Tarleton State University  
M.B.A., Tarleton State University  
M.A., Texas Tech University
- John Pagliosotti** ..... **Physical Education, Women's Volleyball**  
B.S., Texas A&M Commerce  
M.S., Texas A&M Commerce
- Darryl L. Perryman** ..... **Mathematics**  
B.S., West Texas A&M University  
M.Ed., West Texas A&M University
- Sharron Rust** ..... **Vocational Nursing, Program Director**  
L.V.N., Frank Phillips College  
A.D.N., Amarillo College
- Chad Smith** ..... **Agriculture, Rodeo Coach**  
B.S., Tarleton State University  
M.S., Tarleton State University
- Anthony Starnes** ..... **Health and Physical Education**  
B.S., Howard Payne University  
M.Ed., Texas A&M Commerce  
**Men's Basketball Coach**
- DeWayne Stephens II** ..... **Computer Networking**  
Microsoft Certified System Engineer (MCSE)
- Leslie Stoker** ..... **Equine Science, Judging Coach**  
B.S., West Texas A&M University  
M.S., West Texas A&M University
- Linda S. Thompson** ..... **English**  
B.A., West Texas A&M University  
M.A., West Texas A&M University
- Gay Tibbets** ..... **Vocational Nursing**  
B.S.N. West Texas A&M University
- Michael A. Tibbets** ..... **Government, History**  
B.A., North Texas State University  
M.A. Eastern New Mexico University

<b>Laban W. Tubbs</b> .....	<b>Ranch and Feedlot Operations</b>
B.S., New Mexico State University	
M.S., New Mexico State University	
<b>Johnny Treichel</b> .....	<b>Agriculture, Judging Coach</b>
B.S., West Texas A&M University	
M.S., Tarleton State University	
<b>Larry M. Wiginton</b> .....	<b>Chemistry</b>
B.S., West Texas A&M University	
M.S., Texas Tech University	
<b>Ken Wilson</b> .....	<b>English, Psychology, &amp; Speech</b>
B.S., Abilene Christian University	
M.A.T., Angelo State University	

### Retired Faculty

Jerry Gage .....	Ranch and Feedlot Operations
Jerry Hawkins .....	Agriculture
Betty Hobbs .....	Vocational Nursing
Dixie Howard .....	Spanish, English
Lee Jackson .....	Electronics
Pat Johnson .....	Business
Jim Howard .....	Chemistry
David Lowrie .....	Biology
Jack A. Moreman .....	Ranch and Feedlot Operations
Wiley Reynolds .....	Auto Mechanics
Curtis A. Schaefer .....	Agriculture, Economics
Terry Scoggin .....	English
William C. "Bill" Taylor .....	History

**College Staff**

**Office of the President**

Greg Henry . . . . . Director of Institutional Advancement  
Darlene Spier . . . . . Assistant to the President

**Instructional, Student, and Administrative Services**

Toni Bryant . . . . . Financial Aid Director  
Barbara Ford . . . . . Payroll Clerk  
Sharon Hannon . . . . . Registrar, Admissions Coordinator  
Brandi Havens . . . . . Bookstore Manager  
Jennifer Moore . . . . . Academic Advisor, Pampa Center  
Martha Smith . . . . . Office Assistant  
Wanda Smith . . . . . Accounts Payable Clerk

**Library**

Jewel Houston . . . . . Director  
Annis Stavenhagen . . . . . Library Assistant

**Maintenance/Housekeeping**

Terry Ashcraft . . . . . Maintenance Superintendent  
Wayne Cole . . . . . Maintenance Specialist  
Sandy Cox . . . . . Custodian  
Bobby Ellerbrook . . . . . Motor Pool Specialist  
Henry Hermesmeier . . . . . Custodian  
Monica Lewis . . . . . Custodian  
Ronnie Lewis . . . . . Groundskeeper  
Liang Manhkong . . . . . Maintenance Specialist  
Cliff Sandlin . . . . . Custodian, Pampa Center

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