

CLARENDON COLLEGE

2009-2011 Catalog

P.O. Box 968
1122 College Drive
Clarendon, Texas 79226-0968
(806)-874-3571



Clarendon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.

SACS - COC
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone Number 404-679-4501

Clarendon College is approved by:

Texas Higher Education Coordinating Board (THECB)
The State Board of Nurse Examiners (BNE)

Clarendon College is a 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
Texas Department of Licensing and Regulations for Cosmetology
Western Junior College Athletic Conference

The Clarendon College Catalog for 2009-2011 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 2009-2011 school years 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

Welcome to Clarendon College, one of the best colleges in Texas since 1898. We have a rich history at Clarendon College, and your presence here will add a new chapter. Whether you are seeking a certificate, taking the core curriculum in order to transfer to a university, or taking refresher courses, we offer the instruction that you need. If you plan to continue your education, you will find that statistically our students do well when they transfer to other institutions.

At Clarendon College, we offer the opportunity for you to grow socially as well as academically. We participate in several NJCAA Division One sports that include both men's and women's programs. We also participate in NIRA rodeo and have won national championships in Intercollegiate Meats Judging and numerous top awards in Livestock Judging throughout the nation.

The door to my office is always open, and I invite you to come by for a visit. I may not be able to answer all of your questions, but I will be able to at least point you in the right direction. Best wishes for your academic success and I hope to see you at Clarendon College.

Sincerely,

Dr. W. R. Auvenshine
President



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For their special contributions to this publication, the College thanks

Jimidene Murphey Editing

William R. Huey Photography

Clarendon College 2010-2011 Calendar

Fall 2010

New Faculty Orientation	Wednesday, August 18
Faculty Report	Thursday, August 19
Dormitories Open at 2 P.M.	Sunday, August 22
Cafeteria Opens	Monday, August 23
Registration at Clarendon	Monday & Tuesday, August 23-24
Evening Registration at Clarendon and Pampa Center (6 P.M. - 8 P.M.)	Monday, August 23
Evening Registration at Childress Center (6 P.M. - 8 P.M.)	Tuesday, August 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
Last Day for Financial Settlement	Tuesday, September 7
12th Class Day	Friday, September 10
Last Day to Drop a Class with a "W"	Friday, November 12
Pre-Registration for Spring 2011 Semester	Monday, November 15
Vocational Nurses Pinning	Sunday, November 21
College Closes for Thanksgiving Holidays (10:00 P.M.)	Tuesday, November 23
Thanksgiving Holidays	Wednesday - Friday, November 24-26
Cafeteria Re-opens after Thanksgiving Holidays	Monday, November 29
Final Exams for Thursday Night and Friday Night Classes	December 2-3
Vocational Nursing Graduation Ceremony	7:00 P.M. Friday, December 3
Final Exams for All Other Classes	Saturday - Thursday, December 4-9
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
College Closes for Christmas Break	Friday, December 17

Christmas/Winter Session 2010 (Six Week Session)

Christmas/Winter Registration	Monday, December 6
Classes Begin	Tuesday, December 7
Late Registration Begins	Tuesday, December 7
Last Day to Add/Drop or Register	Wednesday, December 8
Census Date	Friday, December 10
Last Day to Drop with a "W"	Friday, December 31
Christmas Holidays (College Holiday)	Friday - Saturday, December 24-25
Final Exams	Thursday, January 13, 2011

Spring 2011

Administrative Offices Open	Monday, January 3
Evening Registration at Childress (6 P.M. - 8 P.M.).....	Wednesday, January 12
Faculty Report	Thursday, January 13
Registration at Pampa Center and Childress Center (9 A.M. - 4 P.M.)	Friday, January 14
Dormitories Open at 2 P.M.....	Sunday, January 16
Cafeteria Opens	Monday, January 17
Registration at Clarendon	Monday, January 17
Evening Registration at Clarendon and Pampa Center (6 P.M. - 8 P.M.).....	Monday, January 17
Classes Begin.....	Tuesday, January 18
Late Registration Begins	Tuesday, January 18
Last Day to Register and/or Add/Drop	Thursday, January 27
Last Day for Financial Settlement	Thursday, January 27
12th Class Day	Wednesday, /February 2
Vocational Nurses Pinning	Sunday, March 6
Cafeteria Closes after Noon Meal	Friday, March 11
College Closes for Spring Break at 4 P.M.....	Friday, March 11
Spring Break.....	Monday –Saturday, March 14-19
Classes Resume and Cafeteria Re-opens.....	Monday, March 21
Last Day to Drop with a “W”	Friday, April 15
Pre-Registration Begins Summer 2011 and Fall 2011 Sessions	Tuesday, April 19
Cafeteria Closes after Noon Meal	Thursday, April 21
College Closes at 4 P.M.	Thursday, April 21
Easter Holidays	Friday - Monday, April 22-25
Classes Resume and Cafeteria Re-opens.....	Tuesday, April 26
Commencement	Friday, May 6
Final Exams for Thursday Night and Friday Night Classes	May 5 - 6
Final Exams.....	Saturday – Thursday May 7 - 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

Summer I 2011 (Six Week Session)

Summer I Registration.....	Thursday, May 26
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”	Wednesday, June 29
Final Exams.....	Thursday, July 7

**Summer II 2011
(Six Week Session)**

Summer II Registration.....	Thursday, July 7
Classes Begin.....	Monday, July 11
Late Registration Begins	Tuesday, July 12
Last Day to Add/Drop or Register	Wednesday, July 13
Census Date.....	Thursday July 14
Last Day to Drop with a "W"	Wednesday, August 10
Final Exams	Thursday, August 18

**Summer 2011
(14 Week Vocational Nursing Session)**

Summer Registration.....	Thursday, May 19
Classes Begin.....	Tuesday, May 23
Late Registration Begins	Tuesday, May 23
Memorial Day (College Holiday).....	Monday, May 30
Last Day to Add/Drop or Register	Monday, June 6
Census Date.....	Tuesday, June 7
Independence Day (College Holiday).....	Monday July 4
Last Day to Drop with a "W"	Wednesday, August 17
Final Exams	Wednesday and Thursday, August 24 - 25



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 STATEMENT

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 post-secondary education in Texas.

Clarendon College exists to serve these purposes as they relate first to the local service area, 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 original college was moved to Abilene and became McMurry University. 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-assisted 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.

CLARENDON COLLEGE CHILDRESS CENTER

The Clarendon College Childress Center is located at 1902 Ave. G NW, Suite 1A, in Childress, Texas, approximately 60 miles east of Clarendon on Highway 287. The center was established in 2006.

DISTANCE LEARNING

Students who are unable to attend any of the regular service area sites may find a number of 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: www.clarendoncollege.edu.

CONTINUING EDUCATION/ COMMUNITY SERVICE

Continuing Education and Community Service courses are 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. Brunch and dinner are served on Saturdays and 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 every two years.

VERA DIAL DICKEY LIBRARY / LEARNING RESOURCE CENTER (LRC)

The Library, conveniently located in the center of campus, provides an attractive atmosphere for study, listening and viewing educational materials. The Library has an increasingly diverse print collection which is accessible through open stacks for easy browsing and has access to thousands of 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. The Library provides print and electronic access magazines, journals, and newspapers.

All Clarendon College students are able to access the Library's websites, online databases, e-mail, and other Internet resources, and various software and micro-computer applications from any computer workstation in the library or on campus.

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

The Library/LRC is a member of the Harrington Library Consortium (HLC), a group of more than 100 college, university, public, and school libraries in the Texas Panhandle sharing resources through a common computerized system with provides access to millions of items. Materials owned by other libraries may be requested through interlibrary loan.

The Learning Resource Center (LRC) located at the Clarendon College Pampa Center is open during regular business hours and houses computers, books, magazines, and newspapers for student use. Students

may check out other materials, including books, from Clarendon or any other HLC Library by using the online catalog or by requesting the material from Clarendon College Library.

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 Childress and Pampa Center. The Clarendon Campus Bookstore is located in the Bairfield Activity Center 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:

**Office of the Registrar
Clarendon College
P.O. Box 968
Clarendon, Texas 79226
FAX: (806) 874-3201**

Students interested in requesting transcripts online should visit the Clarendon College web site:
www.clarendoncollege.edu/forms.transrequest.pdf

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 www.clarendoncollege.edu and 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.
 - e. If you are a first-time college student, request your high school transcript be sent to the Office of Admissions at Clarendon College. If not a high school graduate, send your G.E.D. scores. 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.
 - f. Request academic assessment scores for the Texas Success Initiative be forwarded to Clarendon College. Approved assessments include THEA, COMPASS, 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 (G.E.D.) will be admitted subject to normal admissions requirements.
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 \$200 application fee at least ninety (90) days prior to the beginning of registration for any given semester.
- b. **Submit 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. **Submit an official transcript from each college or university attended (translated into English).**
- d. **Complete the 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
P.O. Box 899
Princeton, New Jersey 08540, U.S.A.**

- e. **Submit a 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 student is financially able to support himself/herself. If the student has a sponsor (parent, relative, business, or government agency), a statement confirming the sponsor's willingness to support the student during the period of

study is necessary along with the appropriate bank statement.

- f. **Individuals must have proof of insurance (medical and life) or purchase appropriate insurance.**
 - g. **Completed application for the dormitory.** 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 Office.** The Director of Admissions and/or Registrar 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.

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 with a \$250.00 nonrefundable deposit.**
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 for Ranch and Feedlot Operations.
3. Applicants must interview with the Ranch and Feedlot Program Selection Committee.

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 applicant must complete an application form for entry into the program.
2. The applicant must be a high school graduate or have completed a G.E.D. This must be verified by an official transcript or G.E.D. transcript.
3. The applicant must achieve an acceptable score on the nursing admissions entrance test.
4. The applicant 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 applicant must pass a qualified background check.
6. The applicant must demonstrate qualifications and an aptitude for health care.
7. 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 availability of clinical instruction facilities. 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.

Prospective vocational nursing students may seek additional clarification from the Director of the Vocational 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 upon successful completion of the following:
 - a. Demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) on an approved instrument or demonstrate an exemption under the provisions of the Texas Success Initiative (TSI). Students in the eleventh grade are eligible to enroll in the Early Admission Program if the student has achieved a score of 2200 on Mathematics and/or a score of 2200 on English Language Arts with a subsection of at least a 3 on the tenth grade TAKS relevant to the courses to be attempted. An eleventh grade student who enrolls in an early admissions course shall not be required to demonstrate further evidence of eligibility to enroll in early admissions courses in the twelfth grade.
 - 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., four 50-minute periods) of high school credit-only courses on a daily basis in an accredited or public high school and take a limit of two college courses each semester. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, PSAT scores, and/or other assessment indicators) may be approved by the Dean of Instruction.
- e. Obtain the approval of the Dean of Instruction or designee.

2. 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 College must satisfy the following:

- a. Demonstration of college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) on an approved instrument or demonstrate an exemption under the provisions of the Texas Success Initiative (TSI). Students in the eleventh grade are eligible to enroll in the Early Admission Program if the student has achieved a score of 2200 on Mathematics and/or a score of 2200 on English Language Arts with a subsection of at least a 3 on the tenth grade TAKS relevant to the courses to be attempted. An eleventh grade student who enrolls in an early admissions course shall not be required to demonstrate further evidence of eligibility to enroll in early admissions courses in the twelfth grade.
- b. Present a letter of recommendation from the superintendent, 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., four 50-minute periods) of high school credit-only courses on a daily basis in an accredited public high school or a non-traditional program of high school study and take no more than two college courses each semester. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, PSAT

scores, and/or other assessment indicators) may be approved by the Dean of Instruction.

- e. Obtain the approval of the Dean of Instruction or designee.

All students who enroll in the Early Admissions Program must meet all of the College's regular prerequisite requirements designated for a particular course (e.g., successful completion of a specific course prerequisite, a minimum score on a specified placement test, minimum grade in a specified previous course, etc.). 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 G.E.D. 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.

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. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and a minimum scale score of 2200 on the English Language Arts Section with a writing subsection score of at least a three (3).
4. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
5. 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.
6. A student who is enrolled in a certificate program

of one year or less (Level-One Certificates).

7. 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.
8. Students who are non-degree seeking or non-certificate seeking may be exempt. Students should contact the Registrar's Office for additional information.

REGISTRATION FOR CREDIT COURSES

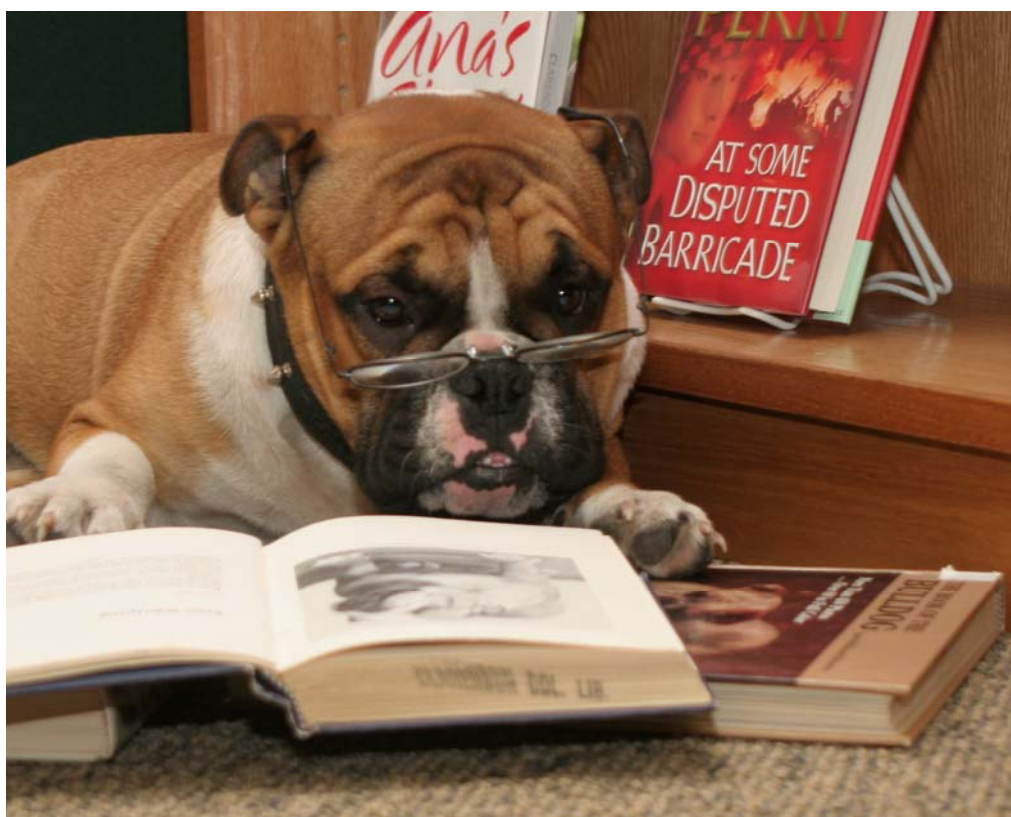
Registration for college credit courses scheduled for the Fall and Spring semesters and for summer terms must be completed during the designated priority, regular, or late registration periods at the beginning of each semester or summer term. Registration includes completion of required forms, preparation 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 Director of Admissions. 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 a BRANCH MAINTENANCE TAXING DISTRICT resident if he/she has resided in Childress or Gray County for at least 12 months prior to the student's first registration at Clarendon College for other than educational purposes.
3. 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.
4. 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 Clarendon College District (Donley 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 Clarendon College District (Donley 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 Clarendon College District (Donley District).

The responsibility of registering under the proper residence classification is that of the student. 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 Director of Admissions.

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, credit card (Visa or MasterCard), or by financial aid awards.

TUITION AND REQUIRED FEES*

SEMESTER CREDIT HOURS	IN-DISTRICT RESIDENT	BRANCH MAINTENANCE TAXING DISTRICT (GRAY AND CHILDRESS COUNTIES)	TEXAS RESIDENT (OUT-OF-DISTRICT)	NON-TEXAS RESIDENT
1	\$237	\$267	\$294	\$522
2	237	267	294	522
3	237	267	294	522
4	316	356	392	582
5	395	445	490	642
6	474	534	588	702
7	553	623	686	819
8	632	712	784	936
9	711	801	882	1053
10	790	890	980	1170
11	869	979	1078	1287
12	948	1068	1176	1404
13	1027	1157	1274	1521
14	1106	1246	1372	1638
15	1185	1335	1470	1755
16	1264	1424	1568	1872
17	1343	1513	1666	1989
18	1422	1602	1764	2106

**Includes tuition, building use fees, general institutional 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.) Tuitions and fees are subject to change at the discretion of Clarendon College.*

SCHEDULE OF TUITION AND REQUIRED FEES

TUITION

In-District Resident	\$38 per credit hour (\$114 minimum)
Out-of-District Resident	\$38 per credit hour (\$114 minimum)
Out-of-State/Non-Resident	\$57 per credit hour (\$342 minimum)

GENERAL INSTITUTIONAL FEE

Per semester hour	\$17
Minimum per student per semester	\$51

BUILDING USE FEES

Per semester hour	\$24
Minimum per student per semester	\$72

BRANCH MAINTENANCE TAX DISTRICT RESIDENT (GRAY AND CHILDRESS COUNTIES)..... \$10

OUT-OF-DISTRICT / NON-RESIDENT FEES*

Per semester hour	\$19
Minimum per student per semester	\$57

**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 TUITION*

In-District Resident	\$76 per credit hour (\$228 minimum)
Out-of-District Resident	\$95 per credit hour (\$285 minimum)
Out-of-State/Non-Resident	\$114 per credit hour (\$513 minimum)
Minimum per student per semester	\$72

**The distance learning tuition is charged when a course is taught off campus or electronically, and the normal tuition and required fees cannot be charged or are not appropriate.*

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

RETURNED CHECK FEE..... \$35

RESIDENCE HALL DEPOSIT..... \$100

OTHER FEES AND DEPOSITS**AGRICULTURE**

AGRI 2471, AGRI 2372, AGRI 2374	\$75
AGRI 2373	\$600
All other Agriculture courses (Except AGRI 1131, 1325, 1329, & 2317).....	\$24

ART	\$24
(Except ARTS 1303 and 1304)	

COMPUTER SCIENCE	\$30
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COMPUTER TECHNOLOGY	\$30
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COSMETOLOGY

Practice Exam Fee (First Semester Only).....	\$80
Written Exam Fee (First Semester Only)	\$50
Student Permit Fee (First Semester Only)	\$25
Cosmetology Course Fee (First Semester Only)	\$350

DEVELOPMENTAL STUDIES	\$30
(ENGL, ESOL, MATH, and READ)	

DRAMA.....	\$24
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FOREIGN LANGUAGES (Spanish).....	\$24
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HVAC	\$30
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MATHEMATICS	\$24
(MATH 1342, 2413, 2414, and 2415)	

OFFICE TECHNOLOGY.....	\$30
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ORIENTATION	\$40
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PHYSICAL EDUCATION

Rodeo	\$100
PHED 1308, 1309, 1321, 1322.....	\$24
All other PE Activity Classes	\$24

RANCH AND FEEDLOT OPERATIONS.....	\$24
Specialized Schools & Seminars (Fall Only)	\$675

SCIENCE	\$30
(Biology, Chemistry, and Physics)	

VOCATIONAL NURSING.....	\$30
Insurance Fee (VN and CNA) (Spring Only)....	\$35
Seminar Fee (per semester)	\$45
Assessment / Exam Fee (per semester)	\$175

Welding (Each Course).....	\$175
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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

INTERNATIONAL STUDENT

APPLICATION FEE	\$200
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INTERNSHIP / COOPERATIVE

EXPERIENCE.....	\$100
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LIVESTOCK AND EQUINE CENTER

Horse Stall Rental	\$70/Month or \$280/Semester
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TESTING

Accuplacer.....	\$49
CLEP	\$95
General Education Development (G.E.D.)	\$100
Quick THEA.....	\$49
Course Challenge Fee.....	\$380
Technical Program Assessment Fee (Per Course or Test).....	\$60-\$200

VCT COURSES.....	0 to \$500
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VOCATIONAL NURSING

Permit Fee**	\$180
Board of Nurse Examiners Testing Fee*	\$250

**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 instructional 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.*

***Subject to change at the discretion of and payable to 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. Vaughn 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	\$575*
Phelan Hall	
Double Occupancy	\$575*
Regents Hall	
Double Occupancy	\$675*
Southwest Hall	
Double Occupancy	\$675*
Vaughan Hall	
Double Occupancy	\$575*

*All rooms are equipped with cable TV; the charge for cable TV is \$50 per semester.

Food Service Charges

Clarendon College's meal plan includes 19 meals per week: three meals a day, Monday through Friday, and two meals each on Saturday and Sunday. All students living in Clarendon College residence halls are required to participate in the meal plan.

Board (Meal) Plan for one semester..... \$1150
(excludes sales tax*)

**The sales tax at the time of printing was 6.25% (.0625) and is subject to change by an act of the State Legislature and/or other local taxing authorities.*

Housing

A deposit of \$100 is required to reserve a 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

1. A full-time student (12 semester hours or more) may pay for tuition and mandatory fees by one of two methods: (a) payment of tuition and fees in full (one payment) or (b) payment of tuition and fees in installments. 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 FACTS installment payment plan for tuition and fees and a \$35 service fee is available online through the Clarendon College website www.clarendoncollege.edu and is available for all academic semesters.
4. FACTS payment plan options vary by the date of registration and by the length of the semester.
5. All FACTS payments are made electronically, and it is the student's responsibility to ensure the availability of funds.
6. The total installment payment must be paid in full on or before the date due.
7. Students who fail to make scheduled payments:
 - a. Will have a hold placed on their records;
 - b. Will be prohibited from registering for

- c. Will still be responsible for the full amount due under the contract;
 - d. Will be responsible for all attorney or collection fee for the accounts in default;
 - e. Will receive no awards, diplomas, and records, including but not limited to official transcripts to which they would otherwise be entitled.
 - f. Upon full payment of the amount due, the hold will be released.
8. Students adding courses will be required to pay the full cost for the additional courses at the time the courses are added.
9. Students dropping hours will pay installments on the basis of the original installment contract. 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.)
10. Students withdrawing from the College must pay all tuition and fees owed. Withdrawal does not cancel or void the installment payment plan contract.
- ii. during the sixth and seventh class days, 25%
 - 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%
 - b. After classes begin, see table

Drops and Withdrawals

Length of 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

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 the which the student is withdrawing.) Any student officially withdrawing from Clarendon College before the first day of 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% 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%
 - ii. during the sixteenth through twentieth class days, 25%
 - iii. after the twentieth class day, none.
 - c. Six-week summer semester:
 - i. during the first five class days, 70%

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, and 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 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).

Any student who receives 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.

V

**SCHOLARSHIPS
AND
FINANCIAL AID**

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 students and their families, Clarendon College understands that many students will require financial assistance and is committed to helping students achieve their educational goals.

The Clarendon College Financial Aid Office is located in the Student Services Office on the Clarendon Campus and is normally open during the Fall and Spring semesters Monday through Friday, 8:00 A.M. to 4:30 P.M. During the Summer, the Financial Aid Office is open Monday through Thursday, 7:00 A.M. to 5:00 P.M.

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, and filling out forms) eight to 12 weeks before the priority deadline.

Applications for Federal Financial Aid should be completed by **August 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 **March 1** of each year. Some scholarship applications have other deadlines. 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 bachelor's degree or a professional degree, are enrolled in a degree or certificate program, meet program eligibility requirements, and 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 (EFC). The EFC 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 (or to those who declare their intent to enroll in the succeeding fall semester). Eligibility criteria are established by the U.S. Department of Education and are subject to change.

Federal Supplemental Educational Opportunity Grants (FSEOG)

The FSEOG grant is awarded according to Department of Education and Institutional criteria. Awards are first made to students in the Vocational Nursing programs and the Ranch and Feedlot Operations programs who exhibit need and meet other financial aid stipulations. Once students in those categories have been awarded, precedence is given to on-campus students with need utilizing the date of application as a determining factor.

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 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, students must do the following:

New Students

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

Transfer Students

In addition to the steps cited above, transfer students must submit academic transcripts from all schools previously attended.

General Eligibility for Federal Financial Assistance

To be eligible for federal financial assistance, a student must do the following:

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 and 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 or university 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 monies 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 and 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	\$3,000
(based on 30 credit hours)	
Books and Supplies	\$1,000
Room and Board	\$3,894
Transportation	\$3,500
Personal Expenses	\$1,500
TOTAL	\$12,894

Student Rights and Responsibilities

Students have a right to know the following:

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** do the following:

1. Complete all application forms accurately and submit them on time to the proper place.
2. Provide correct information. (Misreporting information may be considered a criminal offense which could result in indictment under U.S. Criminal Code.)
3. Return all additional documentation, verification, corrections or new information requested by either the Office of Financial Aid or the agency to which application was submitted.
4. Live up to all agreements that he or she signs.
5. Perform the work agreed on in accepting a college work study award.
6. Be aware of and comply with deadline for application of re-application for financial aid.
7. Report any changes in name 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

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 the 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

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, have graduated 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.

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.

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.

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:

- Blind or deaf students;
- Certified educational aides;
- Children of disabled firemen and peace officers;
- Competitive academic scholarships for non-resident students;
- Dependents of Texas veterans killed in action;
- Early high school graduates;
- High school valedictorians;
- Senior citizens (65 and over); and
- Students in foster 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 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.

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 accompanied by two letters of reference and a copy of the most recent high school transcript and/ or college transcript. Applications are available through the Office of Financial Aid.

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, rodeo, men's baseball, women's softball, women's volleyball, men's cross-country, women's cross-country, 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.

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

Edith 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.

M. K. Brown Endowed Scholarship - Awarded to Gray County students.

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

Kirk Robert Burns Endowed Scholarship Fund - To be awarded to a student in the Ranch and Feedlot Operation Program.

Clarendon College General Scholarship Fund - To be awarded to any deserving student in need of financial aid.

Cowboy Heritage Association Scholarship - Available to students attending Clarendon College who have been raised in a Texas working ranch family.

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.

Dr. Charles E. Deyhle, Sr. Scholarship - Available to full-time students attending Clarendon College who have an agriculture background and who have maintained a "B" average in high school. The recipient must also reside in a college residence hall.

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

Nolie G. Elliston Memorial Scholarship - Available to students in the Ranch and Feedlot Operations (RFO) program. RFO students apply during the Fall semester and awards are made in the Spring semester.

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.

J. Royce Lummus Endowed Scholarship Fund - To be awarded to a pre-science / pre-engineering student in need of financial assistance. The student must maintain a 3.00 GPA.

R.C. and Agnes Johnson Scholarship - Available to high school graduates who are of good character and ability, demonstrating a true desire to obtain an education beyond the high school level. Preference is given to students from Dallam, TX and Hartley, TX counties.

Clarendon Masonic Lodge - To be awarded to a graduate of Clarendon or Hedley High Schools.

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

McConnell Farm Scholarship - To be awarded to deserving students of Carson County.

Camille Mann Miller Endowed Scholarship Fund - To be awarded to students in the Ranch and Feedlot Operations Program.

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.

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

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 scholarship 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.

Weatherly & Vincent Family Endowed Scholarship Available to a high school graduate with a B average. Declared major in Ranch and Feedlot Operations or Agriculture. Resident of Texas, New Mexico, or Oklahoma. Full-time student. Donors request to be involved in selection of recipient.

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

CLARENDON COLLEGE FOUNDATION NAMED AND ENDOWED SCHOLARSHIPS

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 Scholarship Available to AEP electric service customers and/or their children attending Clarendon College. Scholarships are awarded at the discretion of the Clarendon College Scholarship Committee. The student must maintain a 2.50 GPA.

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

Brainard Family Memorial Scholarship - Available to a high school graduate with a B average. Declared major in Ranch and Feedlot Operations or Agriculture. Texas resident. Full-time student.

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

Jim Burkhart Endowed Scholarship - Available to a high school graduate with a B average. Major in Ranch and Feedlot Operations. Full-time student at Clarendon College and a resident of New Mexico, Texas, or Oklahoma. Selection of scholarship to be at the discretion of the RFO instructor(s).

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, 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). The student must maintain a 2.50 GPA.

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

Claude and Eddith Spivey Memorial Scholarship - Available to students from Armstrong, Donley, and/or Hall counties 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. Organizations and/or individual recipients are responsible for notifying Clarendon College by August 1 in order for the award to be credited to the student's account in time for registration. Non-institutional scholarships and/or awards will be credited to a student's account only after there is a signed statement from the donor stating that payment will be made directly to the college.

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 of 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.

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 a tuition exemption under state law. Students interested in applying for this exemption should contact the Office of Financial Aid. No exemptions of tuition 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 Panhandle WorkSource or visit their website at www.panhandleworksource.com.

Tuition Rebate Program

The State of Texas has provided a financial incentive for students to complete their bachelor's degree with as few courses outside the degree plan as possible. While Clarendon College does not provide these tuition rebates this information is provided to encourage all students to participate in this program. All Texas residents who have taken their first college course in the Fall of 1997 or later, have taken all coursework at Texas public institutions of higher learning, and have been entitled to pay in-state tuition for the duration of their educational pursuits, are entitled to apply for this rebate program.

Students who have completed no more than three semester credit hours in excess of their degree plan to complete a bachelor's degree at a Texas public university are eligible to apply for this unique rebate.

Interested parties need to contact the Financial Aid Office at Clarendon College, or read more about this program listed in the Texas Education Coordinating Board of Rules, Chapter 13, Subchapter E, for current and specific information concerning their degree programs and plan path to a bachelor's degree through an accredited Texas public university.

SATISFACTORY ACADEMIC 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 and Spring and Summer Semesters. Mini-terms and/or compressed session grades will be calculated with the previous long semester's results.
 - 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 students still not meet the minimum requirements, they 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 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. 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 repeated 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 150% time frame stated in the 'a' portion of this section, in the same way as regular college classes. Failure to complete developmental courses could prevent a student from receiving financial aid.
- g. Failure to attend 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 Coordinator.
7. **Financial Aid Probation or Suspension Student Appeal Procedures—** Students who wish to appeal the financial aid probation or suspension decision should complete and submit a letter of appeal to the Financial Aid Coordinator. The student should provide specific reasons or statement of circumstances that contributed to their non-achievement or lack of satisfactory progress. Students will be notified of the decision of their appeal by the Financial Aid Committee.
7. Any student who is not satisfied with the decision of the committee may appeal to the Dean of Students.
8. **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.
9. **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.



Clarendon College 2009-2011 Catalog



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, AND ORGANIZATIONS

Athletics - Clarendon College is a member of the National Junior College Athletic Association and the Western 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 cross country.

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.

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 performs at 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 DRAM 1120, 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, and sand volleyball, just to

name a few.

Judging Teams - Judging team members are selected from the Livestock Evaluation Courses -- AGRI 2221. Students gain practical experience in livestock, equine, and/or meats evaluation through supervised practice at area ranches, farms, and colleges. 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 society promotes scholarship, develops character, and cultivates 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 toward 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 Team - Clarendon College is a member of the National Intercollegiate Rodeo Association. The Rodeo Team operates as a club Sport. The College occasionally hosts a rodeo as well as several roping events.

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 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.

The Yearbook - The Bulldog is the student electronic 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 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.

ADVISING

Clarendon College has academic advisors who help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. Student Advisors 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 students by providing a program of testing, assessment, and academic advising in order to assist them in 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 such as THEA, ACT, SAT, ACCUPLACER, etc. These tests are not used to determine admission but are used by the advisors for initial placement in courses and other advising purposes.

HEALTH SERVICES

While there are several first aid kits available throughout the campus and at the College Centers, 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. The decision to seek help is a matter 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 utmost caution must be taken. 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 a health care provider or the following web site: <http://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 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 accommodation must provide documentation of the disability, complete an application for support services, and participate in an interview with the Dean of Students. The Dean of Students will review the request for accommodation, determine appropriate services, and plan an educational program.

Successful accommodation often requires advance planning. Students are encouraged to contact the Dean of Students' Office before the semester begins 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. Knorpp Hall is designated for women. Vaughan and Phelan Halls are designated for men. Regents and Southwest are the newest residence halls 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 of Students 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. 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 or checking out of a residence hall 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 exceeds the student's deposit, the student is responsible for the balance. In addition to being responsible for individual damage, each student

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, between semesters, Easter, and spring break. As necessary repairs and cleaning will be done during these periods, the residence halls must be vacated.

STANDARDS OF STUDENT CONDUCT

All college students are considered responsible adults. The students' 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. It is the responsibility of the student to consult with all instructors when an absence occurs.

Instructors keep an accurate record of class attendance and inform 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 Dean of Students.

Clarendon College instructors have the right to define their attendance policy and determine what is excessively absent in their class. 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 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 AND STUDENT ABSENCES

In accordance with Section 51.911, Texas Education Code, Clarendon College allows 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 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.
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. Accrediting agencies;
6. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954;
7. Officials complying with judicial order or pursuant to any lawfully issued subpoena;
8. Representatives of the Comptroller General of the United States, Secretary of Education, administrative heads of educational agencies, or state education authorities;
9. 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.

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 persons or entities 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;

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, several summer terms and mini-semester.

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 hours 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. Students may take more than 19 semester hours during the course of a single semester only with the approval of the Dean of Instruction.

In the summer semester a student normally earns 6 semester hours in five 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 cannot 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.

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.

Student 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 AND / OR 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 criteria outlined below.

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 a score 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.

International Baccalaureate Diploma Program (IB)

Entering freshmen who have participated in International Baccalaureate courses in a secondary school and who present a score of 4 or higher on the subject-appropriate IB 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. In accordance with Senate Bill 111, a maximum of 24 hours of credit hours of course-specific college credit on IB exams can be awarded. Requests for additional information on International Baccalaureate (IB) 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 testing 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 Examination	CC Course Equivalent	Min Score	Credit Hours
Accounting	ACCT 2301	50	3
Business Law	BUSI 2301	50	3
Microcomputer Applications	COSC 1401	50	4
Macroeconomics	ECON 2301	50	3
Microeconomics	ECON 2302	50	3
English	ENGL 1301	50	3
Composition	ENGL 1302	50	3
English Literature	ENGL 2332	50	3
	ENGL 2333	50	3
American Govt.	GOVT 2305	50	3
U.S. History*			
*Pre - 1877	HIST 1301	50	3
*Post - 1877	HIST 1302	50	3
College Algebra	MATH 1314	50	3
Trigonometry	MATH 1316	50	3
Psychology			
Introduction	PSYC 2301	50	3
Human Development	PSYC 2314	50	3
Sociology	SOCI 1301	50	3
Spanish	SPAN 1411	50	4
	SPAN 1412	66	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 (ENGL 1301 and ENGL 1302). Students scoring between 580 - 679 on the verbal section may be awarded three (3) semester hours of credit in English (ENGL 1301). A score of 560 or above on the mathematics section of the SAT I may qualify a student for three (3) semester hours of credit in mathematics (MATH 1314).

American College Test (ACT)

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 (ENGL 1301 and ENGL 1302). Students scoring between 29 and 32 on the English section may be awarded three (3) semester hours of credit in English (ENGL 1301). A score of 27 or above on the mathematics section of the ACT may qualify a student for three (3) semester hours of credit in mathematics (MATH 1314).

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:

- A Tech Prep Articulation Agreement,
- 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
- A Clarendon College departmental exam.

A student should apply within a period of one (1) 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), D (poor), F (failure), S (Satisfactory in developmental or remedial course work), N (Non-satisfactory remediation), I (incomplete), W (Withdrawn), and CR (Credit). The grades of S and N may be assigned only to students taking developmental courses. The lowest passing grade is D. Grade point averages are computed by assigning point values to each grade as follows:

Letter Grade	Numeric Grade	Description of work	Grade Points
A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Average	2
D	60-69	Poor	1
F	59 & Below	Failure	0
I		Incomplete	
W		Withdrawn	
S		Satisfactory, continue developmental course	
N		Non-satisfactory remediation	
CR		Credit awarded	

In calculating the grade-point average, 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 Registrar.

To remove the "I", the student must complete all coursework by the deadline to be determined by the instructor and included in the contract. That date must not exceed the end of the next long (Fall or Spring) semester. Failure to complete the work by the deadline will result in the student receiving a grade of "F."

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 CC Online located at www.clarendoncollege.edu. Students should contact the Registrar's office for information concerning access to CC Online.

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 the instructor prior to initiating a drop or withdrawal.

LIMITED STUDENT WITHDRAWAL

TEC 51.907, limits student withdrawal from college coursework; Clarendon College will record and tally student non-completion (withdraw) of courses.

Students are allowed six (6) drops (withdraw) throughout their tenure of earning a bachelor's degree. Upon reaching the six (6) course withdraw limit a student will be required to complete the course and

receive the earned grade. Each academic course or course combinations (lecture/lab course combinations) will count one unit towards the six (6) withdraw limit unless extenuating circumstances exists.

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 Instructor.
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**—Full-time students who attempt 12 or semester hours and 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**—Full-time students who are on academic probation and attempt 12 or more semester hours but 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

Students may obtain a copy of their transcripts 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.

Diplomas are not awarded automatically. To be considered as a candidate for a diploma, the student should submit an application for graduation to the Dean of Instruction 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 of 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, 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

<u>COMMUNICATION</u>	<u>Semester Hrs.</u>
ENGL 1301	3
ENGL 1302 or ENGL 2311	3
SPCH 1315, 1318, or 1321	3
<u>HUMANITIES</u>	
ENGL 2332, ENGL 2333 or PHIL 1316, 1317	3
<u>VISUAL AND PERFORMING ARTS</u>	
ARTS 1303, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, MUSI 1304, MUSI 1308, or MUSI 1310	3
<u>MATHEMATICS</u>	
MATH 1314, MATH 1324, or MATH 2413	3
<u>NATURAL SCIENCES</u>	
BIOL 1406, BIOL 1407, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1311 (with CHEM 1111), CHEM 1312 (with CHEM 1112), CHEM 2323 (with CHEM 2223), CHEM 2325 (with CHEM 2225), or AGRI 1415	8
<u>SOCIAL AND BEHAVIORAL SCIENCES</u>	
HISTORY	6
HIST 1301, HIST 1302, or HIST 2301	
GOVERNMENT	6
GOVT 2305 and GOVT 2306	
SOCIAL OR BEHAVIORAL SCIENCE	3
PSYC 2301, PSYC 2314, SOCI 1301, SOCI 1306, ECON 2301, ECON 2302, or AGRI 2317	
<u>COMPUTER SCIENCE</u>	
COSC 1401 or BCIS 1405	4
TOTAL REQUIRED CORE CURRICULUM HOURS	45

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 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 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.* 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 / Mathematics.
2. The student must complete the prescribed competencies and curriculum for a two-year occupational or workforce education program as outlined in the degree plan (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 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.*

MARKETABLE SKILLS ACHIEVEMENT AWARD

The Marketable Skills Achievement Award is a sequence of credit courses totaling 9-14 semester credit hours or workforce continuing education courses of 144 – 359 contact hours. These awards meet the minimum standard for program length specified in the federal Workforce Investment Act (WIA) but are too short to qualify as certificate programs on the Texas Higher Education Coordinating Board program inventory. Technical departments offer Marketable Skills Achievement Awards depending on workforce demand and approval of the local workforce board. For currently available awards, contact the appropriate Division Director.

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 in 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. This 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 courses are not accepted by a receiving institution in transfer, the student must notify Clarendon College within ten days of notice of transfer credit denial so the

- "Transfer Dispute Resolution" process can be initiated.
6. If it is determined that the 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.
 7. Retraining will be limited to six (6) 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 student's sole remedy against the College and its employees for skill deficiencies shall be limited to six (6) credit hours of tuition-free education under conditions described above.
 11. The program can be initiated through written contact with the Office of the College President.

Guarantee for Job Competency

If a recipient of an Associate in 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 in 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. The graduate 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 twelve 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 ninety (90) days of the graduate's initial employment.
6. The employer, division director, advisor, and appropriate faculty member will develop a written educational plan for retraining.

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 are outlined below.

Division of Business and Technology

Business Administration, Computer Science, Computer Technology, Desktop Publishing, Developmental Studies, Heating, Ventilation and Air Conditioning, and Office Technology

Division of Liberal Arts

Visual and Performing Arts, Education/Teaching, History and Government, English, 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 Bachelor 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.

AGRICULTURE*

Associate in Science

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

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 2311 Technical and Business Writing	3
HIST 1301 United States History I	3	HIST 1302 United States History II	3
Mathematics	3	Mathematics	3
Laboratory Science	4	Laboratory Science	4
AGRI 1319 Introductory Animal Science	3	AGRI 1307 Agronomy	3
AGRI 1131 The Agricultural Industry	1	PHED Physical Education Activity	1
PSYC 1200 Orientation	2		17
	19		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	COSC 1401 Microcomputer Applications	4
ENGL 1302 Composition II	3	GOVT 2306 Texas Government	3
GOVT 2305 Federal Government	3	Laboratory Science	4
Laboratory Science	4	AGRI 2317 Introduction to Agricultural Economics or	
AGRI Elective	3	Social and Behavioral Science Elective	3
SPCH 1315 Public Speaking	3	Visual and Performing Elective	3
PHED Physical Education Activity	1		17
	20		

Notes:

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

¹ To be selected from ENGL 2332, 2333, or PHIL 1316, 1317

AGRICULTURE* **(Equine Science)**

Associate in Science

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

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I.....	3	ENGL 2311 Technical and Business Writing or	
HIST 1301 United States History I.....	3	ENGL 1302 Composition II.....	3
AGRI 1319 Introductory Animal Science.....	3	HIST 1302 United States History II.....	3
MATH 1314 College Algebra	3	BIOL 1413 General Zoology	4
AGRI 2471 Equine Industry and Care of Horses.....	4	AGRI 2317 Introduction to Agricultural Economics	3
PHED Physical Education Activity	1	AGRI 2372 Selection and Elevation of Horses	3
PSYC 1200 Orientation	2	PHED Physical Education Activity	1
	19		17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	COSC 1401 Microcomputer Applications	4
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government	3
CHEM 1311 General Chemistry I.....	3	CHEM 1312 General Chemistry II	3
CHEM 1111 General Chemistry I Lab	1	CHEM 1112 General Chemistry II Lab	1
AGRI 2374 Equine Sales Preparation and Marketing... 3		AGRI 2373 Equine Behavior Modification	3
SPCH 1315 Public Speaking.....	3	Visual and Performing Arts Elective	3
	16		17

Notes:

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

¹ To be selected from ENGL 2332, 2333, or PHIL 1316, 1317

AGRI-BUSINESS / AGRICULTURE ECONOMICS*

Associate in Science

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

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AGRI 1131 The Agricultural Industry	1	AGRI 1307 Agronomy.....	3
AGRI 1319 Introductory Animal Science.....	3	AGRI 2317 Introduction to Agricultural Economics	3
ENGL 1301 Composition I.....	3	ENGL 2311 Technical and Business Writing	3
MATH 1342 Elementary Statistical Methods.....	3	MATH 1324 Math for Business & Social Sciences I ...	3
HIST 1301 United States History I.....	3	HIST 1302 United States History II.....	3
COSC 1401 Microcomputer Applications	4	Visual and Performing Arts Elective	3
PSYC 1200 Orientation	2		18
	19		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ACCT 2301 Principles of Accounting I-Financial	3	ACCT 2302 Principles of Accounting II-Managerial ..	3
ECON 2301 Principles of Macroeconomics	3	ECON 2302 Principles of Microeconomics.....	3
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government	3
Laboratory Science ²	4	Humanities Elective ¹	3
SPCH 1315 Public Speaking.....	3	Laboratory Science ²	4
PHED Physical Education Elective.....	1	PHED Physical Education Elective.....	1
	17		17

Notes:

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

¹ To be selected from ENGL 2332, 2333, or PHIL 1316, 1317

² It is suggested that Botany or Zoology be taken as a Laboratory Science.

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 Technologist (MT) or Laboratory Science (CLS)), Communication Disorder, or Occupational Therapy. The prerequisite or pre-professional phase of these programs normally consists of 60 to 90 semester hours of pre-professional 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 attend 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	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II	
HIST 1301 United States History I	3	or ENGL 2311 Technical and Business Writing	3
CHEM 1311 General Chemistry I	3	HIST 1302 United States History II	3
CHEM 1111 General Chemistry I Lab	1	CHEM 1312 General Chemistry II	3
Visual and Performing Arts Elective	3	CHEM 1112 General Chemistry II Lab	1
MATH 1314 College Algebra	3	BIOL 1413 General Zoology	4
PSYC 1200 Orientation	2	COSC 1401 Microcomputer Applications	4
	18		18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	SPCH 1315 Public Speaking	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
BIOL 2401 Anatomy and Physiology I	4	BIOL 2402 Anatomy and Physiology II	4
CHEM 2323 Organic Chemistry I	3	BIOL 2421 Microbiology	4
CHEM 2223 Organic Chemistry I Lab	2	PSYC 2301 General Psychology	3
PHED Physical Education Activity	1	PHED Physical Education Activity	1
	16		18

Notes:

*Admissions and degree requirements for the various allied health fields vary widely. Students should consult their advisor for specific course selection.

¹ Students not prepared to enter directly into Calculus should consult with an academic advisor in choosing the appropriate math course.

² To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

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, and related fields such as criminal justice.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
BIOL 2401 Anatomy and Physiology I	4	HIST 1302 United States History I	3
MATH 1314 College Algebra or		COSC 1401 Microcomputer Applications	4
MATH 1324 Math for Business & Social Sciences I .	3	BIOL 2402 Anatomy and Physiology II	4
PSYC 2301 General Psychology	3	SOCI 1301 Introductory Sociology	3
PHED Physical Education Activity	1	PHED Physical Education Activity	1
PSYC 1200 Orientation	2		18
	19		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 2332 World Literature I	3	Humanities Elective ¹	3
MATH 1342 Elementary Statistical Methods or		GOVT 2306 Texas Government	3
MATH 1325 Math for Business & Social Sciences II	3	Visual and Performing Arts Elective	3
GOVT 2305 Federal Government	3	PSYC or SOCI Elective	3
PSYC 2314 Lifespan Growth and Development	3	SPCH 1315 Public Speaking	3
SOCI 2319 Minority Studies I	3		15
	15		

Notes:

*Actual degree requirements may vary. Students should consult an advisor for additional guidance and course selection. Criminal Justice majors need to choose those courses for electives and any other space they may have.

¹ To be selected from ENGL, 2332, 2333, or PHIL 1316, 1317.

BIOLOGY*

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	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
CHEM 1311 General Chemistry I	3	HIST 1302 United States History II	3
CHEM 1111 General Chemistry I Lab	1	BIOL 1413 General Zoology or	
MATH 2413 Calculus I ¹	4	BIOL 1406 Biology for Science Majors I	4
PHED Physical Education Activity	1	CHEM 1312 General Chemistry II	3
PSYC 1200 Orientation	2	CHEM 1112 General Chemistry II Lab	1
	17	PHED Physical Education Activity	1
			15

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ²	3	Humanities Elective ²	3
BIOL 1411 General Botany or		GOVT 2306 Texas Government	3
BIOL 1407 Biology for Science Majors II	4	Social and Behavioral Science Elective	3
GOVT 2305 Federal Government	3	SPCH 1315 Public Speaking	3
Visual and Performing Arts Elective	3	BIOL 2421 Microbiology	4
COSC 1401 Microcomputer Applications	4		16
	17		

Notes:

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

¹ Students not prepared to enter directly into Calculus should consult with an academic advisor in choosing the appropriate math course.

² To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

BUSINESS ADMINISTRATION* **(Accounting, Economics, Marketing, or Management)**

Associate in Science

The transfer curriculum listed below is designed for students who plan to pursue a degree in Business Administration (Accounting, Economics, Finance, Marketing, or 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 Science Degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
MATH 1324 ¹ Math for Business & Social Science I....	3	ENGL 2311 Technical and Business Writing	3
Laboratory Science	4	HIST 1302 United States History II.....	3
HIST 1301 United States History I	3	*MATH 1325 Math for Business & Social Science II..	3
+BCIS 1405 Business Computer Applications	4	Laboratory Science	4
PSYC 1200 Orientation	2	+SPCH 1315 Public Speaking	3
	19	PHED Physical Education Activity	1
			17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MATH 1342 Elementary Statistical Methods	3	Humanities Elective ²	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
+ECON 2301 Principles of Macroeconomics	3	+ECON 2302 Principles of Microeconomics.....	3
+ACCT 2301 Principles of Accounting I—Financial ..	3	+ACCT 2302 Principles of Accounting II—	
BUSI 1301 Business Principles	3	Managerial	3
PHED Physical Education Activity	1	BUSI 2301 Business Law	3
	16	Visual and Performing Arts Elective	3
			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.

¹ Students not prepared to enter directly into Calculus should consult with an academic advisor in choosing the appropriate math course.

² To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

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

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
MATH 2413 Calculus I ¹	4	HIST 1302 United States History II	3
BIOL 1411 General Botany	4	BIOL 1413 General Zoology	4
CHEM 1311 General Chemistry I	3	CHEM 1312 General Chemistry II	3
CHEM 1111 General Chemistry I Lab	1	CHEM 1112 General Chemistry II Lab	1
PSYC 1200 Orientation	2	MATH 2414 Calculus II	4
	20		18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ²	3	SPCH 1315 Public Speaking	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
CHEM 2323 Organic Chemistry I	3	Social and Behavioral Science Elective	3
CHEM 2223 Organic Chemistry I Lab	2	Visual and Performing Arts Elective	3
COSC 1401 Microcomputer Applications	4	CHEM 2325 Organic Chemistry II	3
PHED Physical Education Activity	1	CHEM 2225 Organic Chemistry II Lab	2
	16		17

Notes:

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

¹ Students not prepared to enter directly into Calculus should consult with an academic advisor in choosing the appropriate math course.

² To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

CRIMINAL JUSTICE*

Associate in Arts

The transfer curriculum listed below is designed for students who plan to pursue a four-year degree in Criminal Justice 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	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
Laboratory Science	4	HIST 1302 United States History II	3
+CRIJ 1301 Introduction to Criminal Justice	3	Laboratory Science	4
BCIS 1405 Business Computer Applications	4	+CRIJ 1306 Court Systems and Practices	3
PSYC 1200 Orientation	2	SPCH 1315 Public Speaking	3
	19	PHED Physical Education Activity	1
			17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	Visual and Performing Arts Elective	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
+CRIJ 1310 Fundamentals of Criminal Law	3	Social and Behavioral Science Elective	3
+CRIJ 2328 Police Systems and Practices	3	+CRIJ 2313 Correctional Systems and Practices	3
MATH 1314 College Algebra or		+Criminal Justice Electives	6
MATH 1324 Math for Business & Social Science I... 3			18
PHED Physical Education Activity	1		
	16		

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 Criminal justice majors who attend a public higher education institution in the State of Texas.

¹ To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

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

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
SPCH 1315 Public Speaking.....	3	HIST 1302 United States History II.....	3
DRAM 1310 Intro to the Theater.....	3	Social and Behavioral Science Elective	3
DRAM 1120 Theater Practicum I.....	1	DRAM 1330 Stagecraft I.....	3
COSC 1401 Microcomputer Applications	4	DRAM 1121 Theater Practicum II.....	1
PHED Physical Education Activity	1	MATH 1314 College Algebra.....	3
PSYC 1200 Orientation	2	PHED Physical Education Activity	1
	20		17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	Humanities Elective ¹	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
Laboratory Science	4	Laboratory 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 Foreign Language	3-4	Drama Elective or Foreign Language	3-4
	17-18		17-18

Notes:

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

¹ To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

ELEMENTARY EDUCATION*

Associate in Arts

The transfer curriculum listed below is designed for students who plan to pursue a four-year 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

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I.....	3	ENGL 1302 Composition II.....	3
HIST 1301 United States History I.....	3	HIST 1302 United States History II.....	3
MATH 1314 College Algebra.....	3	CHEM 1311 General Chemistry I.....	3
BIOL 1411 General Botany or		CHEM 1111 General Chemistry I Lab	1
BIOL 1413 General Zoology	4	MATH 1350 Fundaments of Mathematics I	3
PHED Physical Education Activity	1	COSC 1401 Microcomputer Applications	4
PSYC 1200 Orientation	2	PHED Physical Education Activity	1
	16		18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	Humanities Elective ¹	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
MUSI 1304 Fundamentals of Music	3	PSYC 2314 Lifespan Growth and Development	3
EDUC 1301 Introduction to the Teaching Profession... 3		EDUC 2301 Introduction to Special Populations.....	3
MATH 1351 Fundamentals of Mathematics II.....	3	SPCH 1315 Public Speaking.....	3
	15		15

Notes:

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

¹ To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

ENGLISH*

Associate in Arts

The transfer curriculum listed below is designed for students who plan to pursue a four-year 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

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II.....	3
HIST 1301 United States History I	3	HIST 1302 United States History II.....	3
SPCH 1315 Public Speaking.....	3	Laboratory Science	4
Laboratory Science	4	Social & Behavioral Science Elective	3
Visual and Performing Arts Elective	3	COSC 1401 Microcomputer Applications	4
PHED Physical Education Activity	1	PHED Physical Education Activity	1
PSYC 1200 Orientation	2		18
	19		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 2332 World Literature I.....	3	ENGL 2333 World Literature II	3
ENGL Elective ¹	3	ENGL Elective ¹	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
Foreign Language or Elective.....	3-4	Foreign Language or Elective.....	3-4
MATH 1314 College Algebra.....	3	Approved Elective.....	3
	15-16		15-16

Notes:

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

¹ To be selected from ENGL 2307 and 2311.

INTERDISCIPLINARY STUDIES*

Associate in Science**

The transfer curriculum listed below is designed for students who plan to pursue a four-year degree in Interdisciplinary Studies 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	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
Laboratory Science	4	HIST 1302 United States History II	3
Mathematics Elective	3	SPCH 1315 Public Speaking	3
Program Elective/Award Elective	3	Laboratory Science	4
PSYC 1200 Orientation	2	Program Elective/Award Elective	3
	18		16

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	GOVT 2306 Texas Government	3
GOVT 2305 Federal Government	3	COSC 1401 Microcomputer Applications	4
Visual and Performing Arts Elective	3	Social and Behavioral Science	3
Program Elective/Award Elective	6	Program Elective/Award Elective	6
	15		16

Notes:

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

¹ To be selected from ENGL 2332, 2333 or PHIL 1316, 1317.

**The Associate in Science Degree in Interdisciplinary Studies is available to students who have successfully completed formal corporate, industrial or military training programs. Three to eighteen credits may be awarded toward degree completion for education received in formal training programs. A faculty assessor will evaluate the corporate, industrial, or military program for awarding of program elective programs.

**The total number of program elective credits required for degree completion is contingent upon the number of credits awarded for previous education, maximum of 18 semester credit hours. A minimum of 62 semester credit hours is required for degree completion.

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 student will be eligible to graduate from Clarendon College with an Associate in Arts Degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
MATH 1314 College Algebra or higher level Math	3	HIST 1302 United States History II	3
Laboratory Science	4	Elective	3
SPCH 1315 Public Speaking	3	Laboratory Science	4
PHED Physical Education Activity	1	COSC 1401 Microcomputer Applications	4
PSYC 1200 Orientation	2	PHED Physical Education Activity	1
	19		18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL Sophomore Elective ¹	3	Humanities Elective ²	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
Social and Behavioral Science Elective	3	Visual and 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.

¹ To be selected from ENGL 2332 or 2333.

² To be selected from ENGL 2332, 2333, or PHIL 1316, 1317

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

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
MATH 2413 Calculus I ¹	4	HIST 1302 United States History II	3
CHEM 1311 General Chemistry I	3	COSC 1401 Microcomputer Applications	4
CHEM 1111 General Chemistry I Lab	1	CHEM 1312 General Chemistry II	3
Visual and Performing Arts Elective	3	CHEM 1112 General Chemistry II Lab	1
PSYC 1200 Orientation	2	MATH 2414 Calculus II	4
	19		18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ²	3	SPCH 1315 Public Speaking	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
MATH 2415 Calculus III	4	MATH Elective	3
COSC 1415 Fundamentals of Programming	4	Social and Behavioral Science Elective	3
PHED Physical Education Activity	1	PHED Physical Education Activity	1
	15		13

Notes:

*Actual degree requirements may vary at various senior colleges. Students should consult an advisor for course selection.

¹ Depending on prior preparation, substitution of other math courses may be appropriate. Students should consult an academic advisor for course selection.

² To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

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.

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
CHEM 1311 General Chemistry I	3	HIST 1302 United States History II	3
CHEM 1111 General Chemistry I Lab	1	BIOL 2421 Microbiology for Science Majors	4
MATH 1314 College Algebra	3	PSYC 2314 Lifespan Growth and Development	3
PSYC 2301 General Psychology	3	SOCI 1301 Introductory Sociology	3
PSYC 1200 Orientation	2		16
	18		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	SPCH 1315 Public Speaking	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
BIOL 2401 Anatomy and Physiology I	4	BIOL 2402 Anatomy and Physiology II	4
COSC 1401 Microcomputer Applications	4	MATH 1342 Elementary Statistical Methods or	
PHED Physical Education Activity	1	Elective	3
	15	Visual and Performing Arts Elective	3
		PHED Physical Education Activity	1
			17

Notes:

*Admissions and degree requirements for nursing schools vary widely. Students should consult their advisor for specific course selection.

¹ To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

PHYSICAL EDUCATION*
(Health, Physical Education, Kinesiology, Recreation, Leisure Studies, Exercise and Sports Sciences)

Associate in Arts

The transfer curriculum listed below is designed for students who plan to pursue a degree in Physical Education (Health, Physical Education, Kinesiology, Recreation, Leisure Studies, Exercise and Sports 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

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II	
HIST 1301 United States History I	3	or ENGL 2311 Technical and Business Writing	3
Laboratory Science	4	HIST 1302 United States History II	3
PHED 1301 Introduction to Physical Fitness & Sport ..	3	Laboratory Science	4
PHED Physical Education Elective	3	COSC 1401 Microcomputer Applications	4
PHED Physical Education Activity	1	PHED 1306 First Aid	3
PSYC 1200 Orientation	2	PHED Physical Education Activity	1
	19		18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	Humanities Elective ¹	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
PHED 1308 Sports Officiating I	3	PHED 1336 Introduction to Recreation	3
PHED Elective	3	SPCH 1315 Public Speaking	3
Social and Behavioral Science Elective	3	PHED Elective	3
MATH 1314 College Algebra	3	Visual and Performing Arts Elective	3
	18		18

Notes:

*Actual degree requirements may vary at various senior colleges. Students should consult an advisor for course selection.

¹ To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

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

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
CHEM 1311 General Chemistry I	3	HIST 1302 United States History II	3
CHEM 1111 General Chemistry I Lab	1	CHEM 1312 General Chemistry II	3
MATH 2413 Calculus I ¹	4	CHEM 1112 General Chemistry II Lab	1
PHED Physical Education Activity	1	BIOL 1413 General Zoology	4
PSYC 1200 Orientation	2	PHED Physical Education Activity	1
	17		15

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ²	3	GOVT 2306 Texas Government	3
GOVT 2305 Federal Government	3	BIOL 2402 Anatomy and Physiology II	4
BIOL 2401 Anatomy and Physiology I	4	SPCH 1315 Public Speaking	3
COSC 1401 Microcomputer Applications	4	PSYC 2314 Lifespan Growth and Development	3
PSYC 2301 General Psychology	3	Visual and Performing Arts Elective	3
	17		16

Notes:

*Actual degree requirements may vary at various senior colleges. Students should consult an advisor for course selection.

¹ Students not prepared to enter into Calculus I should consult with their advisor in choosing the proper Math course selection.

² To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

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	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I.....	3	ENGL 1302 Composition II or	
HIST 1301 United States History I.....	3	ENGL 2311 Technical and Business Writing.....	3
BIOL 2401 Anatomy and Physiology I.....	4	HIST 1302 United States History II.....	3
CHEM 1311 General Chemistry I.....	3	BIOL 2402 Anatomy and Physiology II.....	4
CHEM 1111 General Chemistry I Lab	1	CHEM 1312 General Chemistry II.....	3
MATH 1342 Elementary Statistical Methods.....	3	CHEM 1112 General Chemistry II Lab	1
PSYC 1200 Orientation	2	COSC 1401 Microcomputer Applications	4
	19		18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	BIOL 2421 Microbiology for Science Majors	4
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
CHEM 2323 Organic Chemistry I	3	CHEM 2325 Organic Chemistry II	3
CHEM 2223 Organic Chemistry I Lab	2	CHEM 2225 Organic Chemistry II Lab	2
PHED Physical Education Activity	1	PSYC 2301 General Psychology	3
SPCH 1315 Public Speaking.....	3	PHED Physical Education Activity	1
Visual and Performing Arts Elective	3		16
	18		

Notes:

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

¹ To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

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	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
MATH 1314 College Algebra.....	3	HIST 1302 United States History II.....	3
Laboratory Science	4	Laboratory Science	4
PHED Physical Education Activity	1	MATH 1350 Fundaments of Mathematics I	3
SPCH 1315 Public Speaking.....	3	COSC 1401 Microcomputer Applications	4
PSYC 1200 Orientation	2	PHED Physical Education Activity	1
	19		18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	Humanities Elective ¹	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
EDUC 1301 Introduction to the Teaching Profession..	3	EDUC 2301 Introduction to Special Populations.....	3
*Elective	3	*Elective	3
Social and Behavioral Science Elective	3	Visual and Performing Arts Elective	3
	15		15

Notes:

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

¹ To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

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

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
Laboratory Science	4	HIST 1302 United States History II	3
SPCH 1315 Public Speaking	3	Laboratory Science	4
SOCI 1301 Introductory Sociology	3	COSC 1401 Microcomputer Applications	4
PHED Physical Education Activity	1	Visual and Performing Arts Elective	3
PSYC 1200 Orientation	2	PHED Physical Education Activity	1
	19		18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective ¹	3	Humanities Elective ¹	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
History Elective	3	History Elective	3
ECON 2301 Principles of Macroeconomics	3	ECON 2302 Principles of Microeconomics	3
MATH 1314 College Algebra or higher level Math	3	HIST 2301 Texas History	3
Elective	3-4	Elective	3-4
	18-19		18-19

Notes:

*Degree requirements may vary by teaching area or discipline. Students should consult an advisor for course selection.

¹ To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

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

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	ENGL 1302 Composition II or	
HIST 1301 United States History I	3	ENGL 2311 Technical and Business Writing	3
Laboratory Science	4	HIST 1302 United States History II	3
SPCH 1315 Public Speaking	3	Laboratory Science	4
SOCI 1301 Introduction to Sociology	3	COSC 1401 Microcomputer Applications	4
PHED Physical Education Activity	1	SPCH 1318 Interpersonal Communications	3
PSYC 1200 Orientation	2	PHED Physical Education Activity	1
	19		18

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL Elective ¹	3	Humanities Elective ²	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
SPCH 2335 Argumentation and Debate	3	SPCH 2341 Oral Interpretation	3
Foreign Language or Elective	3-4	Foreign Language or Elective	3-4
MATH 1314 College Algebra or higher level Math	3	Visual and Performing Arts Elective	3
	15-16		15-16

Notes:

*Degree requirements may vary by teaching area or discipline. Students should consult an advisor for course selection.

¹ To be selected from ENGL 2332 or 2333.

² To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

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, desktop publishing, heating, ventilation and air conditioning, office technology, ranch and feedlot operations, and vocational nursing. 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 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 from Clarendon College. This will prepare a student to pursue further college training or seek employment in the field of computer technology / computer maintenance.

First Semester	Semester Hours
ITSC 1405 Introduction to PC Operating Systems	4
ITSC 1425 Personal Computer Hardware.....	4
ITNW 1408 Implementing and Supporting Client Operating Systems.....	4
ITSC 2439 Personal Computer Help Desk	4
ITSC 2386 Internship Computer*	3
	19

Notes:

*Capstone Experience

Level I—TSI Exempt Certificate

COMPUTER TECHNOLOGY NETWORKING TECHNICIAN

Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion from Clarendon College. This will prepare a student to pursue further college training or seek employment in the field of computer technology / computer maintenance.

First Semester	Semester Hours	Second Semester	Semester Hours
ITSC 1405 Introduction to PC Operating Systems	4	ITNW 1454 Implementing and Supporting Servers	4
ITSC 1425 Personal Computer Hardware	4	ITNW 1453 Supporting Networking Server Infrastructure.....	4
ITNW 1408 Implementing and Supporting Client Operating Systems	4	ITNW 1458 Network+.....	4
ITSC 2439 Personal Computer Help Desk	4	ITSY 1400 Fundamentals of Information Security.....	4
	16	ITSC 2386 Internship Computer*	3
			19

Notes:

*Capstone Experience

Level I—TSI Exempt Certificate

COMPUTER TECHNOLOGY ADVANCE 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 maintenance.

First Semester	Semester Hours	Second Semester	Semester Hours
ITSC 1405 Introduction to PC Operating Systems	4	ITNW 1454 Implementing and Supporting Servers	4
ITSC 1425 Personal Computer Hardware.....	4	ITNW 1453 Supporting Networking Server	
ITNW 1408 Implementing and Supporting		Infrastructure.....	4
Client Operating Systems.....	4	ITNW 1458 Network+	4
ITSC 2439 Personal Computer Help Desk	4	ITSY 1400 Fundamentals of Information Security	4
	16	ITSC 2386 Internship Computer*	3
			19

Third Semester	Semester Hours
ITSE 1402 Computer Programming	4
+Approved Networking Electives	8-11
ENGL 2311 Technical and Business Writing	3
	18-19

+ Approved Electives*:

IMED 1416 Web Design I	4
ITCC 1400 Routers and Routing Basics	4
ITCC 1440 Switching Basics	4
ITSW 1407 Introduction to Database.....	4
ITNW 1445 Implementing and Administering	
Network Directory Services.....	4
ITSC 2387 Computer & Information Science,	
General.....	3

Notes:

*Capstone Experience

Level II—TSI Required Certificate

COSMETOLOGY

Certificate of Completion

The Cosmetology Department offers students opportunities to prepare for an exciting and challenging career in the professional beauty service industry. The department provides specialty courses in manicuring and esthetician as well as nail technician, and certificates. Through clinical settings, students obtain the skills needed to shampoo, cut, and style hair, as well as skills needed to provide chemical services, facial and scalp treatments, manicures and pedicures. After students complete the program and required clock hours, they are eligible to take the Texas Cosmetology Commission licensing examinations.

Graduates from the program have many career opportunities, including owning their own salons, entering the fashion world as an expert makeup or stylist artist, becoming a beauty consultant, or traveling as a stylist for a cruise ship line.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CSME 1401 Orientation to Cosmetology	4	CSME 1551 Artistry of Hair Theory and Practice	5
CSME 1405 Fundamentals of Cosmetology	4	CSME 2310 Advance Haircutting and Related	
CSME 1310 Introduction to Haircutting and		Theory	3
Related Theory	3	CSME 2439 Advanced Hair Design*	4
CSME 1531 Principles of Nail Technology I	5	CSME 2401 Principles of Hair Coloring and	
CSME 1547 Principles of Skin Care/Facials and		Related Theory	4
Related Theory	5	CSME 1291 Special Topics in Cosmetology	2
	21	CSME 2430 Nail Enhancement	4
Notes:			22

*Capstone Experience

Level I—TSI Exempt Certificate

Certificate in Nail Technology

The Cosmetology Department offers students opportunities to prepare for an exciting and challenging career in the professional beauty service industry. The department provides specialty courses in manicuring and esthetician as well as nail technician, and certificates. Through clinical settings, students obtain the skills needed to do manicures and pedicures. After students complete the program and required clock hours, they are eligible to take the Texas Cosmetology Commission licensing examinations.

FRESHMAN YEAR

First Semester	Semester Hours
CSME 1330 Orientation to Nail Technology.....	3
CSME 1531 Principles of Nail Technology I	5
CSME 1443 Manicuring and Related Theory	4
CSME 1541 Principles of Nail Technology II *	5
CSME 2430 Nail Enhancement	4
	21

Notes:

*Capstone Experience

Level I—TSI Exempt Certificate

DESKTOP PUBLISHING (DTPB—TDJC)

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 desktop publishing field. The Desktop Publishing certificate program is a limited enrollment program for residents of the T.L. Roach Unit of the Texas Department of Criminal Justice in Childress, and therefore, only accepts a limited number of applications each year. Students must apply and be accepted for enrollment. Students must meet the general institutional admission requirements and the specialized admission requirements of the Desktop Publishing Program.

FRESHMAN YEAR

First Semester	Semester Hours
POFI 1401 Computer Applications I	4
POFI 2401 Word Processing	4
POFI 2440 Advance Word Processing*	4
POFI 1449 Spreadsheets	4
IMED 1416 Web Design I	4
	20

Notes:

*Capstone Experience

Level I—TSI Exempt Certificate

HEATING, VENTILATION AND AIR CONDITIONING (HVAC—TDCJ)

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 Commercial Heating, Ventilation and Air Conditioning field. The HVAC program is a limited enrollment program for residents of the T.L. Roach Unit of the Texas Department of Criminal Justice in Childress. Students must apply and be accepted for enrollment. Students must meet the general institutional admission requirements and the specialized admission requirements of the HVAC Program.

FRESHMAN YEAR

First Semester	Semester Hours
HART 1301 Basic Electricity for HVAC	3
HART 1303 Air Conditioning Control Principles	3
HART 1307 Refrigeration Principles	3
HART 1341 Residential Air Conditioning	3
HART 1445 Gas and Electric Heating	4
HART 2436 Air Conditioning Troubleshooting	4
	20

Notes:

*Capstone Experience

Level I—TSI Exempt Certificate

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

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 Commercial Heating, Ventilation and Air Conditioning field. The Heating, Ventilation and Air Conditioning (HVAC) Program is offered at the Clarendon College-Childress Center. The HVAC 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 HVAC Program.

FRESHMAN YEAR

First Semester	Semester Hours
HART 1301 Basic Electricity for HVAC	3
HART 1303 Air Conditioning Control Principles	3
HART 1307 Refrigeration Principles.....	3
HART 1341 Residential Air Conditioning.....	3
HART 1445 Gas and Electric Heating.....	4
HART 2436 Air Conditioning Troubleshooting*	4
	20

Notes:

*Capstone Experience

Level I—TSI Exempt Certificate

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

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 Commercial Heating, Ventilation and Air Conditioning field. The Heating, Ventilation and Air Conditioning (HVAC) Program is offered at the Clarendon College - Childress Center. The HVAC 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 HVAC Program.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
HART 1301 Basic Electricity for HVAC	3	HART 2334 Advanced Air Conditioning Controls.....	3
HART 1303 Air Conditioning Control Principles	3	HART 2342 Commercial Refrigeration	3
HART 1307 Refrigeration Principles.....	3	HART 2166 Practicum—Heating, Air Conditioning,	
HART 1341 Residential Air Conditioning.....	3	Ventilation and Refrigeration Maintenance	1
HART 1445 Gas and Electric Heating.....	4	HART 2357 Specialized Commercial Refrigeration.....	3
HART 2436 Air Conditioning Troubleshooting	4	HART 2436 Air Conditioning Troubleshooting*	4
	20	HART 2441 Commercial Air Conditioning.....	4
			18

Notes:

*Capstone Experience

Level I—TSI Exempt Certificate

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.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ACNT 1403 Introduction to Accounting I.....	4	ACNT 1404 Introduction to Accounting II.....	4
ITSW 1401 Introduction to Word.....	4	POFT 1319 Records and Information Management I... 3	
BUSG 1315 Small Business Operations	3	POFT 1321 Business Math	3
POFT 1301 Business English.....	3	ITSW 1404 Introduction to Excel	4
BMGT 1325 Office Management	3	POFT 2312 Business Correspondence and	
POFT 1313 Professional Development for Office		Communications *	3
Personnel.....	3	POFT 2401 Document Formatting and Skill Building .	4
	20		21

Notes:

To enter the program a keyboarding proficiency of 40 wmp on a 5-minute test is required. A keyboarding class is required if the keyboarding proficiency is not met.

*Capstone Experience

OFFICE TECHNOLOGY

Certificate in Medical Transcription/Medical Billing

Completion of the curriculum outlined below leads to the Certificate in Medical Transcription/Medical Billing and qualifies the student to pursue further college training or seek employment in the health care field. The Office Technology Certificate Program is offered at the Clarendon College-Pampa Center.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BIOL 2401 Anatomy and Physiology I.....	4	POFT 1319 Records and Information Management....	3
HITT 1305 Medical Terminology.....	3	POFT 1321 Business Math	3
ITSW 1401 Introduction to Word.....	4	MDCA 1343 Medical Insurance	3
MRMT 1307 Medical Transcription I.....	3	MRMT 2333 Medical Transcription II*	3
BMGT 1325 Office Management	3	POFT 2312 Business Correspondence and	
	17	Communication*	3
		ITSW 1404 Introduction to Excel	4
			19

Notes:

To enter the program a keyboarding proficiency of 40 wmp on a 5-minute test is required. A keyboarding class is required if the keyboarding proficiency is not met.

*Capstone Experience

OFFICE TECHNOLOGY

Associate in Applied Science

Completion of the curriculum outlined below leads to the Associate in Applied Science degree and qualifies the student to pursue further college training or seek employment in the field of office technology. The Office Technology Program is offered at the Clarendon College-Pampa Center.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ACNT 1403 Introduction to Accounting I	4	ACNT 1404 Introduction to Accounting II.....	4
ITSW 1401 Introduction to Word	4	POFT 1319 Records and Information Management I... 3	
BUSG 1315 Small Business Operations	3	POFT 1321 Business Math	3
POFT 1301 Business English.....	3	ITSW 1404 Introduction to Excel	4
BMGT 1325 Office Management	3	POFT 2312 Business Correspondence and	
POFT 1313 Professional Development for Office		Communications *	3
Personnel.....	3	POFT 2401 Document Formatting and Skill Building . 4	
	20		21

Third Semester	Semester Hours
ENGL 1301 Composition I	3
SPCH 1315 Public Speaking.....	3
MATH 1314 College Algebra.....	3
Social and Behavioral Science Elective	3
Visual and Performing Arts Elective	3
Electives.....	6
	21

Notes:

To enter the program a keyboarding proficiency of 40 wmp on a 5-minute test is required. A keyboarding class is required if the keyboarding proficiency is not met.

*AAS Degree—TSI Completion Required

RADIO AND TELEVISION BROADCASTING

Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion from Clarendon College. Students are prepared to pursue further college training or seek employment in the field of radio and television broadcasting.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
POFT 1301 Business English.....	3	RTVB 1150 Radio Experience I	1
POFI 1401 Computer Applications I	4	RTVB 1302 Computer Applications for Media	
RTVB 1301 Broadcast News Writing	3	Production	3
RTVB 1309 Audio/Radio Production I.....	3	RTVB 1329 Scriptwriting	3
RTVB 1310 Introduction to Mass Communications.....	3	RTVB 1391 Special Topics in Radio and Television	
RTVB 1355 Radio and Television Announcing	3	Broadcasting	3
	19	RTVB 2686 Internship—Radio and Television*	6
			16

Notes:

Level I—TSI Exempt Certificate

* Capstone Experience

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 ranching / cattle feeding industry. The Ranch and Feedlot Operations certificate program is a limited enrollment program. Students must apply and request an interview with the program faculty between January 15th and May 1st. Students must also 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.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AGAH 1353 Beef Cattle Production.....	3	AGAH 1447 Animal Reproduction*.....	4
AGAH 2309 Ranch and Feedlot Jobs and Development.....	3	AGEQ 2311 Equine Science.....	3
AGAH 1343 Animal Health.....	3	AGAH 2313 Principles of Feeds and Feeding	3
AGCR 2313 Soil and Water Conservation		AGMG 2406 Livestock and Meat Marketing	4
Management.....	3	AGAH 1341 Sheep and Goat Production	3
AGCR 1307 Range Management.....	3	AGMG 2301 Livestock Business Management.....	3
AGMG 1444 Agriculture Records Management	4		20
	19		

Notes:

Level I—TSI Exempt Certificate

*Capstone Experiences

Note: In addition to the courses listed above, graduation requirements include specialized seminars. These seminars are scheduled during the academic year as part of the Ranch and Feedlot Operations Program.

RANCH AND FEEDLOT OPERATIONS

Associate in Applied Science ^{*1, 2, 3}

Completion of the curriculum outlined below leads to the Associate in Applied Science and qualifies the student to pursue further college training or seek employment in the ranching / cattle feeding industry

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
AGAH 1353 Beef Cattle Production.....	3	AGAH 1447 Animal Reproduction*.....	4
AGAH 2309 Ranch and Feedlot Jobs and Development.....	3	AGEQ 2311 Equine Science II	3
AGAH 1343 Animal Health.....	3	AGAH 2313 Principles of Feeds and Feeding	3
AGCR 2313 Soil and Water Conservation Management.....	3	AGMG 2406 Livestock and Meat Marketing	4
AGCR 1307 Ranch Management.....	3	AGAH 1341 Sheep and Goat Production	3
AGMG 1444 Agriculture Records Management	4	AGMG 2301 Livestock Business Management.....	3
	19		20

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I.....	3	SPCH 1315 Public Speaking.....	3
Social and Behavioral Science Elective	3	Visual and Performing Arts Elective	3
Math 1314 College Algebra or Laboratory Science	3-4	COSC 1401 Microcomputer Applications	4
Electives.....	6-7	Electives.....	6-7
	15-17		16-17

Notes:

AAS Degree requires 62 Credit Hours - TSI Completion Required

*Capstone Experiences

Note: 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.

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

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

³ Option III: For students planning to complete a Bachelor of Science in Agriculture at a four-year institution, they 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.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
VNSG 1236 Mental Health.....	2	VNSG 1191 Special Topics in LVN.....	1
VNSG 1227 Essentials of Medication Administration .	2	VNSG 1330 Maternal / Neonatal Nursing	3
VNSG 1238 Mental Illness	2	VNSG 1429 Medical-Surgical Nursing I.....	4
VNSG 1260 Clinical I.....	2	VNSG 1461 Clinical II	4
VNSG 1420 Anatomy and Physiology for Allied Health.....	4		12
VNSG 1502 Applied Nursing Skills I.....	5		
VNSG 1231 Pharmacology.....	2		
	19		

SOPHOMORE YEAR

Third Semester	Semester Hours
VNSG 1219 Leadership and Professional Development	2
VNSG 1226 Gerontology.....	2
VNSG 1334 Pediatrics	3
VNSG 1432 Medical-Surgical Nursing II.....	4
VNSG 1463 Clinical III*	4
VNSG 1216 Nutrition	2
	17

Notes:

Level I—TSI Exempt Certificate

*Capstone Experiences

WELDING

Entry Level Welder Certificate of Completion in Structural Steel Welding

Completion of the curriculum outlined below leads to the Certificate of Completion in Welding and qualifies the student to pursue further college training or seek entry-level employment in the welding field.

First Semester Semester Hours

WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting	2
WLDG 1428 Introduction to Shield Metal Arc Welding (SMAW).....	4
WLDG 1457 Intermediate Shield Metal Arc Welding (SMAW).....	4
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG 2443 Advanced Shield Metal Arc Welding* (SMAW).....	4
	18

Notes:

*Capstone Experience

Level I—TSI Exempt Certificate

WELDING

Welding Technology/Welder Certificate of Completion in Structural Steel Welding

Completion of the curriculum outlined below leads to the Certificate of Completion in Welding and qualifies the student to pursue further college training or seek entry-level employment in the welding field.

First Semester	Semester Hours	Second Semester	Semester Hours
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting	2	WLDG 2439 Advanced Oxy-Fuel Welding and Cutting	4
WLDG 1428 Introduction to Shield Metal Arc Welding (SMAW).....	4	WLDG 1453 Intermediate Layout and Fabrication ...	4
WLDG 1457 Intermediate Shield Metal Arc Welding (SMAW).....	4	WLDG 2435 Advance Layout and Fabrication*	4
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)	4	WLDG 2413 Intermediate Welding Using Multiple Process	4
WLDG 2443 Advanced Shield Metal Arc Welding (SMAW).....	4	WLDG 1291 Special Topics in Welder/Welding Technologist.....	2
	18		18

Notes:

*Capstone Experience

Level I—TSI Exempt Certificate

WELDING

Welding Technology/Welder Certificate of Completion in Welding Technology

Completion of the curriculum outlined below leads to the Certificate of Completion in Welding and qualifies the student to pursue further college training or seek entry-level employment in the welding field. This certificate is a combination of Pipe Welding and Structural Steel Welding.

First Semester	Semester Hours	Second Semester	Semester Hours
WLDG 1435 Introduction to Pipe Welding	4	WLDG 2439 Advanced Oxy-Fuel Welding and	
WLDG 2406 Intermediate Pipe Welding	4	Cutting	4
WLDG 2453 Advanced Pipe Welding.....	4	WLDG 1453 Intermediate Layout and Fabrication ...	4
WLDG 2413 Intermediate Welding Using Multiple		WLDG 2435 Advance Layout and Fabrication*	4
Processes	4	WLDG 2413 Intermediate Welding Using Multiple	
WLDG 1417 Introduction to Layout and		Process	4
Fabrication	4	WLDG 1291 Special Topics in Welder/Welding	
	20	Technologist.....	2
			18

Notes:

*Capstone Experience

Level I—TSI Exempt Certificate

WIND ENERGY

Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion in wind energy and qualifies the student to pursue further college training or seek entry-level employment in the wind energy technology field.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	CETT 1303 DC Circuits	3
COSC 1401 Microcomputer Applications	4	CETT 1305 AC Circuits	3
WIND 1370 Introduction to Wind Energy.....	3	CETT 1325 Digital Fundamentals*	3
EPCT 1249 Environmental Regulation Interpretation and Applications	2	ITNW 1358 Network+	3
MATH 1314 College Algebra.....	3	Visual and Performing Arts Elective	3
PSYC 1200 Orientation	2	ELMT 1201 Programmable Logic Controllers	2
	17		17

Notes:

*Capstone Experience

Level I—TSI Required Certificate

WIND ENERGY

Associate in Applied Science

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

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I	3	CETT 1303 DC Circuits	3
COSC 1401 Microcomputer Applications	4	CETT 1305 AC Circuits	3
WIND 1370 Introduction to Wind Energy.....	3	CETT 1325 Digital Fundamentals	3
EPCT 1249 Environmental Regulation Interpretation and Applications	2	ITNW 1358 Network+	3
MATH 1314 College Algebra.....	3	Visual and Performing Arts Elective	3
PSYC 1200 Orientation	2	ELMT 1201 Programmable Logic Controllers	2
	17		17

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1302 Composition II.....	3	INMT 1417 Industrial Automation	4
ELMT 1305 Basic Fluid Power	3	OSHT 1305 OSHA Regulations—Construction Industry	3
WIND 1375 Wind Business.....	3	WIND 2475 Turbine Troubleshooting and Repair*.....	4
WIND 1373 Wind Turbine Materials and Electromechanical Equipment	3	ENGL 2311 Technical and Business Writing	3
WIND 1470 Wind Power Delivery Systems.....	4		14
	16		

Notes:

AAS Degree - TSI Completion Required

*Capstone Experience

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 with other institutions 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, sophomore 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. Principles of Accounting I—Financial. (3-3-0) 52.0301.51 04

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

ACCT 2302. Principles of Accounting II—Managerial. (3-3-0) 52.0301. 51 04

Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing.

Prerequisite: ACCT 2301.

AGRICULTURE

AGRI 1131. The Agricultural Industry. (1-1-0) 01.0103.52 01

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

AGRI 1307. Agronomy. (3-3-2) 01.1102.51 01

Distribution, importance, characteristics, and uses of agronomic crops. Fundamentals of structure and improvement are also discussed. This course includes a laboratory experience.

AGRI 1319. Introductory Animal Science. (3-2-2) 01.0901.51 01

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. This course includes a laboratory experience.

AGRI 1325. Marketing of Agricultural Products. (3-3-0) 01.0102.51 01

Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing.

AGRI 1329. Principles of Food Science. (3-3-0) 1.1001.51 01

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

AGRI 1415. Principles of Horticulture. (4-3-3) 01.0601.51 01

Fundamentals, principles and practices of growth, maintenance, and use of horticulture plants. Landscape of small houses. This course includes a laboratory experience.

AGRI 2221. Livestock Judging. (2-1-5) 01.0901.52 01

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. This course includes a laboratory experience.

AGRI 2303. Agriculture Construction I. (3-3-2) 01.0201.51 01

Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles. This course includes a laboratory experience.

AGRI 2304 Agriculture Construction II. (3-3-2) 01.0201.51 01

Continuation of AGRI 2303. This course includes a laboratory experience.

AGRI 2317. Introduction to Agriculture Economics.**(3-3-0) 01.0103.51 01**

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) 01.0307.01 01**

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. This course includes a laboratory experience.

Prerequisite: AGRI 2471 or consent of instructor.

AGRI 2373. Equine Behavior Modification.**(3-1-4) 01.0307.92 01**

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: AGRI 2471 or consent of instructor.

AGRI 2374. Equine Sales Preparation and Marketing.**(3-2-2) 01.0307.73 01**

An introduction to the principles of equine management as related to the fitting, presentation, and marketing of horses. This course includes a laboratory experience.

Prerequisite: AGRI 2471 or consent of instructor.

AGRI 2471. Equine Industry and Care of Horses.**(4-3-2) 01.307.74 01**

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. Topics included management procedures, welfare issues, equine health, first aid, nutritional and reproductive management, appropriate facilities, and facility design. This course includes a laboratory experience.

ART

ARTS 1303. Art History I.**(3-3-0) 50.0703.52 26**

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

ARTS 1304. Art History II.**(3-3-0) 50.0703.52 26**

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

BIOLOGY

BIOL 1322. Nutrition and Diet Therapy I.**(3-3-0) 19.0501.51 09**

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. Biology for Science Majors I.**(4-3-3) 26.0101.51 03**

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. Biology for Science Majors II.**(4-3-3) 26.0101.51 03**

Continuation of BIOL 1406. This course includes a laboratory experience.

Prerequisite: BIOL 1406.

BIOL 1411. General Botany.**(4-3-3) 26.0301.51 03**

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. This course includes a laboratory experience.

BIOL 1413. General Zoology.**(4-3-3) 26.0701.51 03**

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. Anatomy and Physiology I.**(4-3-3) 26.0707.51 03**

Introduction to basic biological principles applied to the human. Detailed studies of the human body plan, cells, tissues, and of the integument, skeletal, muscular, nervous, and endocrine systems. This course includes a laboratory experience.

Prerequisite BIOL 1413 or consent of instructor.

BIOL 2402. Anatomy and Physiology II.**(4-3-3) 26.0707.51 03**

Continuation of BIOL 2401 with the study of digestive, respiratory, cardiovascular, lymphatic, urinary, and reproductive systems. This course includes a laboratory experience.

BIOL 2421. Microbiology for Science Majors.**(4-3-3) 26.0503.51 03**

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.

Prerequisite: BIOL 1413 or consent of the Instructor.

BUSINESS ADMINISTRATION

BUSI 1301. Business Principles.**(3-3-0) 52.0101.51 04**

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 2301. Business Law.**(3-3-0) 22.0101.51 24**

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

BUSINESS COMPUTER INFORMATION SYSTEMS

BCIS 1405. Business Computer Applications.**(4-3-3) 11.0202.54 04**

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) 40.0501.52 03**

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) 40.0501.52 03**

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) 40.0501.52 03**

Introductory course for science majors. Fundamental concepts of chemistry, including vocabulary, theory, and mathematical calculations. Topics include atomic structure and chemical bonding.

Prerequisite or co-requisite: MATH 1314; *co-requisite:* CHEM 1111.

CHEM 1312. General Chemistry II.**(3-3-0) 40.0501.52 03**

A continuation of CHEM 1311. Additional chemical concepts will be covered which will serve as a prerequisite for more advanced chemistry courses. Topics 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) 40.0504.52 03**

The laboratory involves techniques employed in CHEM 2323.

Co-requisite: CHEM 2323.

CHEM 2225. Organic Chemistry Lab II.**(2-0-4) 40.0504.52 03**

The laboratory involves techniques employed in CHEM 2325.

Co-requisite: CHEM 2325.

CHEM 2323. Organic Chemistry I.**(3-3-0) 40.0504.52 03**

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) 40.0504.52 03**

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

COMPUTER SCIENCE

COSC 1401. Microcomputer Applications.**(4-3-3) 11.0101.52 07**

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.

COMPUTER TECHNOLOGY

IMED 1416. Web Design I.**(4-3-3) 11.0801.0007**

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. This course includes a laboratory experience.

ITCC 1400. Routers and Routing Basics.**(4-3-3) 11.0901.0004**

Basic router configuration for local area networks. Includes initial router configuration for TCP/IP, management of router operating systems, configuration files, routing protocols, and access control lists. This course includes a laboratory experience.

ITCC 1440 Switching Basics.**(4-3-4) 11.0901.0004**

Internet Protocol addressing techniques, command line interface configuration of switches, Ethernet switching, and protocols associated with Virtual Local Area Networks (VLANs). This course includes a laboratory experience.

ITNW 1408. Implementing and Supporting Client Operating Systems.**(4-3-4) 11.0901.0004**

Skills development in the management of client as desktop operating systems. This course includes a laboratory experience.

ITNW 1445. Implementing and Administering Directory Services. (4-3-3) 11.1002.0004

Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows Active Directory services. Focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. This course includes a laboratory experience.

Prerequisite: Completion of Entry and Networking Certificates and ITMT 1455.

ITNW 1453. Supporting Networking Server Infrastructure. (4-3-4) 11.0901.0004

Installing, configuring, managing, and supporting a network infrastructure. This course includes a laboratory experience.

ITNW 1454. Implementing and Supporting Servers. (4-3-4) 11.0901.0004

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. This course includes a laboratory experience.

ITNW 1458 Network+. (4-3-4) 11.0901.0004

Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional. This course includes a laboratory experience.

ITSC 1405. Introduction to PC Operating Systems. (4-3-3) 11.0101.0007

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. This course includes a laboratory experience.

ITSC 1425. Personal Computer Hardware. (4-3-3) 11.0901.0007

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. This course includes a laboratory experience.

ITSC 2439. Personal Computer Help Desk. (4-3-5) 11.0101.0007

Diagnosis and solution of user hardware and software related problems with on-the-job projects. This course includes a laboratory experience.

ITSC 2386. Internship Computer. (3-0-9) 11.0101.0007

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer.

ITSC 2387. Computer and Information Science, General. (3-0-9) 11.0201.0007

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and employer.

ITSE 1402. Computer Programming. (4-3-3) 11.0101.0004

Design, write, test, and document computer programs. This course includes a laboratory experience.

ITSW 1407. Introduction to Database. (4-3-3) 11.0301.0007

Introduction to database theory and the practical applications of a database. This course includes a laboratory experience.

ITSY 1400. Fundamentals of Information Security. (4-3-5) 11.1103.0007

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security, identification of exposures and vulnerabilities and appropriate countermeasures and the importance of appropriate planning and administrative controls. This course includes a laboratory experience.

COSMETOLOGY

CSME 1291. Special Topics in Cosmetology. (2-1-4) 12.0401.0009

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

CSME 1310. Introduction to Haircutting and Related Theory. (3-1-8) 12.0407.0009

Introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning, and finishing techniques. This course includes a laboratory experience.

CSME 1330. Orientation to Nail Technology. (3-1-8) 12.0410.0009

An overview of the fundamental skills and knowledge necessary for the field of cosmetology. This course includes a laboratory experience.

CSME 1401. Orientation to Cosmetology. (4-3-4) 12.0401.0009

An overview of the skills and knowledge necessary for the field of cosmetology. This course includes a laboratory experience.

CSME 1405. Fundamentals of Cosmetology. (4-2-8) 12.0401.0009

A course in the basic fundamental of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, wet styling, haircuts, comb-out and salon management. This course includes a laboratory experience.

CSME 1443. Manicure and Related Theory. (4-3-4) 12.0410.0009

Presentation of the theory and practice of nail technology. Topics include terminology, application and workplace competencies related to nail technology. This course includes a laboratory experience.

CSME 1531. Principles of Nail Technology I. (5-3-8) 12.0401.0009

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. Student Learning Outcomes: Identify and explain the basic anatomy and physiology of the arms, and feet, and demonstrate the related skills of manicuring and pedicuring. This course includes a laboratory experience.

CSME 1541. Principles of Nail Technology II. (5-3-8) 12.0401.0009

A continuation of the concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory, and related skills of nail technology. Student Learning Outcomes: Exhibit the skills mandated by the Texas Cosmetology Commission license examination; demonstrate professional ethics and salon management; and develop client relations and related skills. This course includes a laboratory experience.

CSME 1547. Principles of Skin Care/Facials and Related Theory. (5-3-8) 12.0409.0009

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Student Learning Outcomes: Identify the terminology related to the skin, products, and treatments; demonstrate the proper application related to skin care and cosmetics; and exhibit workplace competencies in skin care and cosmetics. This course includes a laboratory experience.

CSME 1551. Artistry of Hair Theory and Practice. (5-3-8) 12.0407.0009

Instruction in the artistry of hair design. Topics include theory, technology and application of hair design. This course includes a laboratory experience.

CSME 2310. Intermediate Haircutting and Related Theory. (3-1-8) 12.0407.0009

Advanced concepts and practice of haircutting. Topics include haircutting utilizing scissors, razors and/or clippers. This course includes a laboratory experience.

CSME 2401. Principles of Hair Coloring and Related Theory. (4-2-8) 12.0401.0009

Presentation of the theory and practice of hair color and chemistry. Topics include terminology, applications and workplace competencies related to hair color and chemistry. This course includes a laboratory experience.

CSME 2430. Nail Enhancement. (1-3-8) 12.0410.0009

A course in the general principles of the theory and application of the artificial nails and related technology. This course includes a laboratory experience.

CSME 2439. Advanced Hair Design. (4-1-8) 12.0407.0009

Advanced concepts in the theory and practice of hair design. This course includes a laboratory experience.

CRIMINAL JUSTICE

CRIJ 1301. Introduction to Criminal Justice. (3-3-0) 43.0104.51 24

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) 22.0101.54 24

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) 45.0401.52 25

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) 22.0101.53 24

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

CRIJ 1313. Juvenile Justice System. (3-3-0) 43.0104.52 24

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2301. Community Resources in Corrections. (3-3-0) 43.0104.53 24

An introductory study of the role of the community in corrections community programs for adults and juveniles, administration of community programs; legal issues, and future trends in community treatment.

CRIJ 2313. Correctional Systems and Practices. (3-3-0) 43.0104.54 24

Corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues.

CRIJ 2323. Legal Aspects of Law Enforcement. (3-3-0) 43.0104.56 24

Police authority, responsibility, constitutional constraints. Laws of arrest, search and seizure and police liability.

CRIJ 2328. Police Systems and Practices. (3-3-0) 43.0104.57 24

The police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

DESKTOP PUBLISHING

IMED 1416. Web Design I. (4-3-2) 11.0801.0007

Instruction in web page design and related graphic design issues including mark-up languages. This course includes a laboratory experience.

POFI 1401. Computer Applications I. (4-3-4) 52.0407.0004

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course includes a laboratory experience.

POFI 1449. Spreadsheets. (4-3-4) 52.0407.0004

In-depth coverage in the use of spreadsheet software focusing on business applications. This course includes a laboratory experience.

POFI 2401. Word Processing. (4-2-4) 52.0407.0004

In-depth coverage of word processing software on business applications. This course includes a laboratory experience.

POFI 2440. Advanced Word Processing. (4-2-4) 52.0407.0004

Advanced applications in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. This course includes a laboratory experience.

DRAMA

DRAM 1120. Theater Practicum I. (1-1-5) 50.0506.53 26

Practicum in theater with emphasis on technique and procedures with experience gained in college productions. This course includes a laboratory experience.

DRAM 1121. Theater Practicum II. (1-1-5) 50.0506.53 26

Practicum in theater with emphasis on technique and procedures with experience gained in college productions. This course includes a laboratory experience.

DRAM 1310. Introduction to Theater. (3-3-3) 50.0501.51 26

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. This course includes a laboratory experience.

DRAM 1330. Stagecraft I. (3-3-3) 50.0502.51 26

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

DRAM 1341. Make-up. (3-3-3) 50.0502.52 26

Study of the techniques and application of make-up for the purpose of developing believable characters for the stage. This course includes a laboratory experience.

DRAM 1342. Introduction to Costume. (3-3-3) 50.0502.53 26

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. Includes 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. This course includes a laboratory experience.

DRAM 1351. Acting I. (3-3-3) 50.0506.51 26

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. This course includes a laboratory experience.

DRAM 1352. Acting II. (3-3-3) 50.0506.51 26

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. This course includes a laboratory experience.

Prerequisite: DRAM 1351 or consent of instructor.

DRAM 2120. Theater Practicum III. (1-1-5) 50.0506.53 26

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. This course includes a laboratory experience.

DRAM 2121. Theater Practicum IV. (1-1-5) 50.0506.53 26

Continuation of DRAM 2120. This course includes a laboratory experience.

DRAM 2331. Stagecraft II. (3-3-3) 50.0502.51 26

Continuation of DRAM 1330. This course includes a laboratory experience.

DRAM 2351. Acting III. (3-3-3) 50.0506.51 26

A continuation of DRAM 1352. This course includes a laboratory experience.

DRAM 2352. Acting IV. (3-3-3) 50.0506.51 26

A continuation of DRAM 2351. This course includes a laboratory experience.

DRAM 2361. History of Theater I. (3-3-0) 50.0505.51 26

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. History of Theater II. (3-3-0) 50.0505.51 26

Continuation of DRAM 2361. Theater History I. 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) 50.0602.51 26

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. This course includes a laboratory experience.

DRAM 2367 Development of the Motion Picture II. (3-2-4) 50.0602.51 26

A continuation of DRAM 2366. This course includes a laboratory experience.

ECONOMICS

ECON 2301. Principles of Macroeconomics. (3-3-0) 45.0601.51 25

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

ECON 2302. Principles of Microeconomics. (3-3-0) 45.0601.51 25

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.

EDUCATION

EDUC 1301. Introduction to the Teaching Profession. (3-3-1) 13.0101.51 09

An enriched, integrated pre-service course and content experience which provides recruitment, institutional support, and opportunities for field experience for students interested in the teaching profession. This course requires sixteen hours of field experience in P-12 classrooms.

EDUC 2301. Introduction to Special Populations. (3-3-1) 13.1001.51 09

Provides an overview of schooling and classrooms from the perspective of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. This course requires sixteen hours of field experience in P-12 classrooms with special populations.

Prerequisite EDUC 1301.

ENGLISH

ENGL 0301. Developmental English I. (3-3-2) 32.0108.53 12

A study of the basic elements of writing. Enrollment in this class will be based on placement test scores. This course includes a laboratory experience.

ENGL 0302. Developmental English II. (3-3-2) 32.0108.53 12

Continuation of ENGL 0301. 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 placement test scores. This course includes a laboratory experience.

ENGL 0303. Developmental English III. (3-3-2) 32.0108.53 12

Continuation of ENGL 0302. A further study of fundamental writing skills to learn to generate ideas, learn organization, style, standard English, and revision/editing skills. Enrollment in this class will be based on placement test scores. This course includes a laboratory experience.

ENGL 1301. Composition I. (3-3-0) 23.0401.51 12

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. Composition II. (3-3-0) 23.0401.51 12

Further improvement of writing skills, including critical analysis and the library research paper.

Prerequisite: ENGL 1301.

ENGL 2307. Creative Writing I. (3-3-0) 23.0501.51 12

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 and Business Writing. (3-3-0) 23.1101.51 12

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.

Prerequisite: ENGL 1301.

ENGL 2332. World Literature I. (3-3-0) 16.0104.52 13

A study of the masterpieces of Western World Literature from the Ancient Greek through 1650.

Prerequisite: ENGL 1302.

ENGL 2333. World Literature II.**(3-3-0) 16.0104.52 13**

A study of the masterpieces of Western World Literature from 1650 through the present.

Prerequisite: ENGL 1302.

ENGLISH AS A SECOND LANGUAGE

ESOL 0301. ESOL Reading and Vocabulary I.**(3-3-1) 32.0108.56 12**

Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society. This course includes a laboratory experience.

ESOL 0302. ESOL Reading and Vocabulary II.**(3-3-1) 32.0108.56 12**

Continuation of ESOL 0301. Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society. This course includes a laboratory experience.

ESOL 0303. ESOL Writing and Grammar I.**(3-3-1) 32.0108-57 12**

Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares them to function in an English speaking society. This course includes a laboratory experience.

ESOL 0304. ESOL Writing and Grammar II.**(3-3-1) 32.0108-57 12**

Continuation of ESOL 0303. Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares them to function in an English speaking society. This course includes a laboratory experience.

ESOL 0305. ESOL Reading and Vocabulary III.**(3-3-1) 32.0108.56 12**

Continuation of ESOL 0302. Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society. This course includes a laboratory experience.

ESOL 0306. ESOL Writing and Grammar III.**(3-3-1) 32.0108-57 12**

Continuation of ESOL 0304. Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares them to function in an English speaking society. This course includes a laboratory experience.

GOVERNMENT

GOVT 2305. Federal Government.**(3-3-0) 45.1002.51 25**

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, and domestic and foreign policies.

GOVT 2306. Texas Government.**(3-3-0) 45.1002.51 25**

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.

HEATING, VENTILATION AND AIR CONDITIONING

HART 1301. Basic Electricity for HVAC.**(3-2-4) 15.0501.0011**

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. This course includes a laboratory experience.

HART 1303. Air Conditioning Control Principles. (3-3-3) 15.0501.0011

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; and a review of Ohm's Law as applied to air conditioning controls and circuits. This course includes a laboratory experience.

HART 1307. Refrigeration Principles. (3-2-3) 15.0501.0011

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. This course includes a laboratory experience.

HART 1341. Residential Air Conditioning. (3-2-4) 15.0501.0011

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. This course includes a laboratory experience.

HART 1445. Gas and Electric Heating. (4-3-2) 15.0501.0011

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. This course includes a laboratory experience.

HART 2166. Practicum-Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician. (1-0-10) 47.0201.0022

Practical, general workplace training in the HVAC industry supported by an individualized learning plan developed by the employer, college, and student. This course includes a laboratory experience.

HART 2334. Advanced Air Conditioning Controls. (3-2-4) 15.0501.0011

Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls. This course includes a laboratory experience.

HART 2342. Commercial Refrigeration. (3-2-3) 15.0501.0011

Theory and practical application in the maintenance of commercial refrigeration, medium and low temperature applications, and ice machines. This course includes a laboratory experience. This course includes a laboratory experience.

HART 2357. Specialized Commercial Refrigeration. (3-2-4) 15.0501.0011

An advanced course covering the components, accessories, and service of specialized refrigeration units, such as ice machines, soft-serve machines, cryogenics, and cascade systems. This course includes a laboratory experience.

HART 2436. Air Conditioning Troubleshooting. (4-3-4) 15.0501.0011

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. This course includes a laboratory experience.

HART 2441. Commercial Air Conditioning. (4-3-4) 15.0501.0011

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. This course includes a laboratory experience.

HISTORY

HIST 1301. United States History I. (3-3-0) 54.0102.51 25

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. United States History II. (3-3-0) 54.0102.51 25

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. Texas History. (3-3-0) 54.0102.52 25

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) 54.0101.54 25

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 1700's.

HIST 2312. Western Civilization II. (3-3-0) 54.0101.54 25

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

MATHEMATICS

MATH 0301. Developmental Mathematics I. (3-3-2) 32.0104.51 19

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

MATH 0302. Developmental Mathematics II. (3-3-2) 32.0104.51 19

A continuation of MATH 0301. Topics include basic algebra concepts and notation, geometry, and real and complex number systems. Enrollment in this class will be based on placement test scores.

MATH 0303. Developmental Mathematics III. (3-3-2) 32.0104.51 19

A continuation of MATH 0302. Topics include basic mathematics, algebra concepts, and basic geometry. Enrollment in this class is based on placement test scores.

MATH 1314. College Algebra. (3-3-0) 27.0101.54 19

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

MATH 1316. Plane Trigonometry. (3-3-0) 27.0101.53 19

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

MATH 1324. Mathematics for Business and Social Science I. (3-3-0) 27.0301.52 19

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 TSI scores or consent of the Instructor.

MATH 1325. Mathematics for Business and Social Science II. (3-3-0) 27.0301.52 19

Derivatives, curve sketching, techniques of derivatives, logarithmic and exponential functions with applications, techniques and application of integrals, and multivariate calculus.

Prerequisites: MATH 1314 or MATH 1324.

MATH 1342. Elementary Statistical Methods. (3-3-0) 27.0501.51 19

Methods of collecting, analyzing, presenting, and interpreting numerical data for business purposes. General application of statistical principles.

Prerequisite: MATH 1324.

MATH 1350. Fundamentals of Mathematics I. (3-3-0) 27.0101.56 19

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking.

Prerequisite: MATH 1314 or the equivalent.

MATH 1351. Fundamentals of Mathematics II. (3-3-0) 27.0101.60 19

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification.

Prerequisite: MATH 1350 or the equivalent.

MATH 2413. Calculus I. (4-3-2) 27.0101.59 19

Limits and continuity of functions, techniques of differentiation, applications of the derivative and antidifferentiation. This course includes a laboratory experience.

Prerequisite: MATH 1314, MATH 1316, or consent of instructor.

MATH 2414. Calculus II. (4-3-2) 27.0101.59 19

Definite integral and applications, integration techniques, and derivatives, and anti-derivatives of logarithmic, exponential, trigonometric, and hyperbolic functions. This course includes a laboratory experience.

Prerequisite: MATH 2413.

MATH 2415. Calculus III. (4-3-2) 27.0101.59 19

Multivariate calculus and applications, indeterminate forms, multiple integrals, infinite series and approximation techniques. This course includes a laboratory experience.

Prerequisite: MATH 2414.

MEDICAL TERMINOLOGY

HITT 1305. Medical Terminology. (3-3-0) 51.0707

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

MUSIC

MUEN 1241. College Choir. (2-0-6) 50.0903.57 26

Designed primarily as a medium of recreational and aesthetic expression, the course also provides a performing acquaintance with a wide variety of choral literature. Course may be repeated for credit.

MUSI 1304. Foundations of Music. (3-3-0) 50.0904.54 26

A study of the basic fundamentals of music with an introduction to melodic, rhythmic, and harmonic instruments. Designed as a visual and performing arts elective for Elementary Education Majors or the general student with no previous musical training,

MUSI 1306. Music Appreciation. (3-3-0) 50.0902.51 26

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 visual and performing arts elective for students with no previous musical training.

MUSI 1308. Music Literature I. (3-3-0) 50.0902.52 26

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

MUSI 1310. American Music.**(3-3-0) 50.0902.53 26**

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. Designed as a visual and performing arts elective for students with no previous musical training.

NURSE AIDE**NURA 1301. Nurse Aide for Health Care.****(3-4-2) 51.16140.0016**

Preparation of entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective intervention with members of the health care team. This course includes a laboratory experience.

OFFICE TECHNOLOGY**ACNT 1403. Introduction to Accounting I.****(4-3-3) 52.0302.0004**

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. This course includes a laboratory experience.

ACNT 1404. Introduction to Accounting II.**(4-3-3) 52.0302.0004**

A continuation of the accounting cycle from Accounting 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. This course includes a laboratory experience.

Prerequisite: ACNT 1403

BMGT 1325. Office Management.**(3-3-0) 52.0204.0004**

Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills.

BUSG 1315. Small Business Operations.**(3-3-0) 52.0703.0004**

Aspects of operating a small business. Emphasizes management functions including how managers plan, exercise leadership, organize, and control the operations.

ITSW 1401. Introduction to Word.**(4-3-3) 11.0602.0007**

An overview of the production of documents, tables, and graphics using Microsoft Word. This course includes a laboratory experience.

Co-requisite: POFT 1329 or keyboarding proficiency of 40 wmp on a 5-minute keyboarding test.

ITSW 1404. Introduction to Excel.**(4-3-3) 11.0301.0007**

Instruction in the concepts, procedures, and application of electronic spreadsheets using Microsoft Excel. This course includes a laboratory experience.

MDCA 1343. Medical Insurance.**(3-3-3) 51.0801.0016**

Emphasizes accurate ICD-9 and CPT coding of office procedures for payment/ reimbursement by patient or third party and prevention of insurance fraud. Additional topics may include managed care or medical economics. This course includes a laboratory experience.

Prerequisite: MRMT 1307 or consent of the instructor.

MRMT 1307. Medical Transcription I. (3-3-3) 51.0708.0004

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. This course includes a laboratory experience.

Prerequisite: 40 wpm required or consent of the instructor.

Co-requisite: BIOL 2401 or consent of the instructor.

MRMT 2333. Medical Transcriptions II. (3-3-3) 51.0708.0004

Production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. This course includes a laboratory experience.

Prerequisite: MRMT 1307 or consent of the instructor.

POFT 1301. Business English. (3-2-3) 52.0501.0004

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. This course includes a laboratory experience.

POFT 1313. Professional Development for Office Personnel. (3-2-2) 52.0401.0004

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. This course includes a laboratory experience.

POFT 1319. Records and Information Management I. (3-2-2) 52.0401.0004

A study of alphabetic, numerical filing, and records control systems. Alphabetic correspondence and numerical filing of business correspondence are done through practice sets. This course includes a laboratory experience.

POFT 1321 Business Math. (3-3-0) 52.0408.0004

Practice basic math skills to solve business application problems and calculate various business problems.

POFT 1329. Beginning Keyboarding. (3-1-5) 52.0408.0004

Mastery of the keyboard and application of keyboarding skills in the production of manuscripts, business letters, and tabulation problems. This course includes a laboratory experience.

Will be offered as an independent study.

POFT 2312. Business Correspondence and Communications. (3-2-4) 52.0501.0004

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. This course includes a laboratory experience.

POFT 2401. Document Formatting and Skill Building. (4-2-3) 52.0408.0004

An introduction to and refinement of typing and keyboarding procedures used in business correspondence. Skills and techniques applied to keyboarding of various office data, business correspondence, and word processing technology. This course includes a laboratory experience.

Prerequisite: ITSW 1401 or consent of the instructor

PHILOSOPHY

PHIL 1316. History of Religions I. (3-3-0) 38.0201.51 12
An historical survey of major religions.

PHIL 1317. History of Religions II. (3-3-0) 38.0201.51 12
An historical survey of major religions. A continuation of PHIL 1316.

PHYSICAL EDUCATION AND HEALTH

PHED 1105. Weight Lifting. (1-0-3) 36.0108.51 23
An introductory course in weight lifting. Topics include cardio-vascular benefits, equipment, and personal safety. May be repeated for credit.

PHED 1110. Walking for Fitness. (1-0-3) 36.0108.51 23
An introductory course in walking for fitness. May be repeated for credit.

PHED 1114. Concepts of Cheerleading. (1-0-3) 36.0108.51 23
A course designed to assist students in becoming proficient at cheerleading skills. May be repeated for credit.

PHED 1115. Physical Fitness. (1-0-3) 36.0108.51 23
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) 36.0108.51 23
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) 36.0108.51 23
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) 36.0108.51 23
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) 36.0108.51 23
Open only to members of the Women's Varsity Volleyball team. May be repeated for credit.

PHED 1120. Western Riding. (1-0-3) 36.0108.51 23
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) 36.0114.51 23
Basic steps, formations, terminology, and fundamentals to develop recreational skills in western dance.

PHED 1123. Women's Varsity Softball. (1-0-3) 36.0108.51 23
Only open to members of the Women's Varsity Softball team. May be repeated for credit.

PHED 1125. Varsity Rodeo. (1-0-3) 36.0108.51 23
Open only to members of the Men's and Women's Varsity Rodeo team. May be repeated for credit. Membership in the NIRA is mandatory for this course.

PHED 1126. Women's Varsity Cross Country. (1-0-3) 36.0108.51 23
Only open to members of the Women's Varsity Cross Country team. May be repeated for credit.

PHED 1127. Men's Varsity Cross Country.**(1-0-3) 36.0108.51 23**

Only open to members of the Men's Varsity Cross Country team. May be repeated for credit.

PHED 1161. Rodeo Clinic.**(1-0-3) 36.0108.51 23**

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. Membership in the NIRA is mandatory for this course.

PHED 1301. Introduction to Physical Fitness and Sport.**(3-3-0) 31.0501.52 23**

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

PHED 1304. Personal/Community Health I.**(3-3-0) 51.1504.51 16**

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

PHED 1306. First Aid.**(3-3-0) 51.1504.53 16**

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) 31.0101.51 23**

Instruction and practice in interpreting rules for officiating major sports.

PHED 1309. Sports Officiating II.**(3-3-1) 31.0101.51 23**

Instruction in rules, interpretation, and mechanics of officiating selected sports.

PHED 1321. Coaching/Sports/Athletics I.**(3-3-1) 31.0505.51 23**

Studies of the history, theories, philosophies, rules, and terminology of competition sports. Includes coaching techniques.

PHED 1322. Coaching/Sports/Athletics II.**(3-3-1) 31.0505.51 23**

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) 31.0101.51 23**

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) 51.0913.51 16**

This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries.

PHED 2356. Care and Prevention of Athletic Injuries.**(3-3-0) 51.0913.52 16**

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.

PSYCHOLOGY

PSYC 1200. Academic Skills Essentials (ACE).**(2-2-0) 42.0301.51 25**

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 educational choices.

PSYC 1301. Human Relations. (3-3-0) 42.0101.56 25

Study of the processes involved in adjustment of individuals to their personal and social environments.

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. Lifespan 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.

RADIO AND TELEVISION BROADCASTING

RTVB 1150. Radio Experience I. (1-0-4) 09.0701.0006

Laboratory experience in radio operation and announcing by broadcasting on a radio station.

RTVB 1301. Broadcasting News Writing. (3-3-0) 09.0701.0006

Instruction in the writing of news copy for broadcast.

RTVB 1302. Computer Applications for Media Production. (3-3-1) 09.0701.0006

Computer applications for audio, video, graphics, budgets, and scripts in media. This course includes a laboratory experience.

RTVB 1309. Audio/Radio Production I. (3-1-7) 09.0701.0006

Concepts and techniques of sound production including basic recording, mixing, and editing techniques. This course includes a laboratory experience.

RTVB 1310. Introduction to Mass Communications. (3-3-0) 09.0701.0006

Theories and models of mass communication, the relationship of mass media and society, trends in print, electronic media, advertising, public relations, and other visual media.

RTVB 1329. Scriptwriting. (3-3-0) 09.0701.0006

Writing scripts for film and electronic media. Emphasizes format and style for commercial, public service announcements, promo, news, and documentaries.

RTVB 1355. Radio and Television Announcing. (3-3-1) 09.0701.0006

Radio and television announcing skills as voice quality, articulation, enunciation, and pronunciations. Includes preparations for opportunities in announcing employment in news, sports, commercial, voice talent, disc jockey, radio and television. This course includes a laboratory experience.

RTVB 1391. Special Topics in Radio and Television Broadcasting. (3-1-3) 09.0701.0006

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course is designed to be repeated multiple times to improve student proficiency. This course includes a laboratory experience.

RTVB 2686. Internship—Radio and Television. (6-0-36) 09.0701.0006

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

RANCH AND FEEDLOT OPERATIONS

AGAH 1341. Sheep and Goat Production.**(3-2-4) 01.0901.0001**

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) 01.0302.0001**

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.**(3-2-3) 01.0302.0001**

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.**(4-3-4) 01.0302.0001**

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 and Development.**(3-2-3) 01.0302.0001**

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.**(3-2-3) 26.0707.0003**

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) 01.1106.0001**

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 Management.**(3-2-3) 03.0101.0001**

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.**(3-2-3) 01.0507.0001**

Study of advanced concepts in horse production. Emphasis on management practices utilized in the horse industry, including breeding, feeding, breaking, training, stabling, shoeing, and gaits. Care of stallions, brood mares, foals, parasites and disease, and selection for soundness.

AGMG 1444. Agricultural Records Management.**(4-3-3) 01.0102.0001**

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

AGMG 2301. Livestock Business Management.**(3-3-2) 01.0101.0001**

Introduction in contracts, leases, laws and regulations, estate planning, applications of personnel, and management principles.

AGMG 2406. Livestock and Meat Marketing.**(4-3-3) 01.0102.0001**

Exploration of the relationship of livestock production to marketing. Topics include trends, consumption, processing, distribution, governmental regulation, transportation, and animal health.

READING**READ 0301. Developmental Reading I.****(3-3-2) 32.0108.52 12**

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

READ 0302. Developmental Reading II.**(3-3-2) 32.0108.52 12**

A continuation of READ 0301. 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 0303. Developmental Reading III.**(3-3-2) 32.0108.52 12**

A continuation of READ 0302. 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. Introductory Sociology.****(3-3-0) 45.1101.51 25**

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) 45.1101.52 25**

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

SOCI 2301. Marriage and Family.**(3-3-0) 45.1101.54 25**

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

SOCI 2319 Minority Studies I.**(3-3-0) 45.1101.53 25**

Historical, economic, social, and cultural development of minority groups. May include African American, Mexican American, Asian American, and Native American issues.

SPANISH**SPAN 1411. Beginning Spanish I.****(4-3-2) 16.0905.51 31**

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

SPAN 1412. Beginning Spanish II.**(4-3-2) 16.0905.51 31**

A continuation of SPAN 1411 with emphasis on idiomatic languages and complicated syntax.

Prerequisite: SPAN 1411 or permission of the instructor.

SPAN 2311. Intermediate Spanish I.**(3-3-2) 16.0905.52 13**

Review of grammar, conversation, composition, includes study of readings from representative authors and supplementary reading.

Prerequisite: One year of College Spanish or two years of high school Spanish.

SPAN 2312. Intermediate Spanish II.**(3-3-2) 16.0905.52 13**

A 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) 23.1001.53 12

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 Communications. (3-3-0) 23.1001.54 12

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 Communications. (3-3-0) 23.1001.52 12

Communication skills and theories most relevant to students in contemporary business and professional fields. Focus on developing skills in interviewing, résumés, small-group communication and public speaking.

SPCH 2341. Oral Interpretation. (3-3-0) 23.1001.57 12

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

VOCATIONAL NURSING

VNSG 1191. Special Topics in Licensed Vocational Nurse (LVN). (1-1-1) 51.1613.0016

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 1216. Nutrition. (2-2-0) 51.1613.0016

Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.

VNSG 1219. Leadership and Professional Development. (2-2-0) 51.1613.0016

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) 51.1613.0016

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) 51.1613.0016

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) 51.1613.0016

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

VNSG 1236. Mental Health. (2-2-0) 51.1613.0016

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) 51.1613.0016

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) 51.1613.0016

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/Neonatal Nursing. (3-3-0) 51.1613.0016

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) 51.1613.0016

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 and Physiology for Allied Health. (4-4-0) 51.1613.0016

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) 51.1613.0016

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) 51.1613.0016

A continuation of VNSG 1429 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) 51.1613.0016

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) 51.1613.0016

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) 51.1613.0016

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles.

WELDING

WLDG 1204. Fundamentals of Oxy-Fuel Welding and Cutting. (2-1-2) 48.0508.0002

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. This course includes a laboratory experience.

WLDG 1291. Special Topics in Welder/Welding Technologist. (2-1-2) 48.0508.0002

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

WLDG 1291. Special Topics in Welder/Welding Technologist. (2-1-2) 48.0508.0002

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

WLDG 1417. Introduction to Layout and Fabrication. (4-2-4) 48.0508.0002

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. This course includes a laboratory experience.

WLDG 1428. Introduction to Shield Metal Arc Welding (SMAW). (4-2-4) 48.0508.0002

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. This course includes a laboratory experience.

WLDG 1430. Introduction to Gas Metal Arc Welding (GMAW). (4-2-4) 48.0508.0002

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. This course includes a laboratory experience.

Prerequisite: WLDG 1428, 1457, 2443, or approval of instructor.

WLDG 1435. Introduction to Pipe Welding. (4-2-4) 48.0508.0002

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. This course includes a laboratory experience.

WLDG 1453. Intermediate Layout and Fabrication. (4-2-4) 48.0508.0002

A continuation of the introductory Layout and Fabrication course which covers design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. This course includes a laboratory experience.

Prerequisites: WLDG 1425, 1428.

WLDG 1457. Intermediate Shielded Metal Arc Welding (SMAW). (4-2-4) 48.0508.0002

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. This course includes a laboratory experience.

Prerequisites: WLDG 1428 or approval of instructor.

WLDG 2406. Intermediate Pipe Welding. (2-2-3) 48.0508.0002

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. This course includes a laboratory experience.

WLDG 2413. Intermediate Welding Using Multiple Process. (4-2-4) 48.0508.0002

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process. This course includes a laboratory experience.

WLDG 2435. Advanced Layout and Fabrication. (4-2-4) 48.0508.0002

A continuation of the Intermediate Layout and Fabrication course which covers production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. This course includes a laboratory experience.

WLDG 2439. Advanced Oxy-Fuel Welding and Cutting. (4-2-4) 48.0508.0002

A study of all position welding on ferrous and nonferrous metals using oxyfuel welding process, including welding and cutting, brazing, and soldering operations. This course includes a laboratory experience.

WLDG 2443. Advanced Shielded Metal Arc Welding (SMAW) . (4-2-4) 48.0508.0002

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. This course includes a laboratory experience.

WLDG 2453. Advanced Pipe Welding. (4-2-4) 48.0508.0002

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. This course includes a laboratory experience.

WIND ENERGY

CETT 1303. DC Circuits. (3-3-1) 15.1201.0011

A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws, and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements. This course includes a laboratory experience.

CETT 1305. AC Circuits. (3-3-1) 15.1201.0011

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. This course includes a laboratory experience.

CETT 1325. Digital Fundamentals. (3-3-1) 15.1201.0011

An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combination logic. Emphasis on circuit logic analysis and troubleshooting digital circuits. This course includes a laboratory experience.

ELMT 1201. Programmable Logic Controllers. (2-2-1) 15.0403.0011

An introduction to programming logic controllers used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment. This course includes a laboratory experience.

ELMT 1305. Basic Fluid Power. (3-3-0) 15.0403.0011

Basic fluid power course covering vacuum system, pneumatic and hydraulic system, fluid power symbols. Operating theory, components, and demonstrate fluid power circuits using electrical and manual controls.

EPCT 1249. Environmental Regulation Interpretation and Application. (2-2-1) 15.0507.0011

An in-depth study of the major federal and state environmental regulations. This course includes a laboratory experience.

INMT 1417. Industrial Automation. (4-4-0) 15.0613.0011

A study of the applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of setup, maintenance and testing of the automated system.

ITNW 1358. Network+. (3-1-0) 11.0901.0004

Prepares individuals for a career as a Network Engineer in the Information Technology support industry. Includes the various responsibilities and tasks required for service engineer to successfully perform in a specific environment. Prepares individuals to pass the Computing Technology Association (CompTIA) Network+ certification exam.

OSHT 1305. OSHA Regulations—Construction Industry. (3-3-0) 15.0701.0011

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.

WIND 1370. Introduction to Wind Energy.**(3-3-0) 15.0403.0011**

Familiarize the students with the evolution of wind technology, wind energy anatomy, wind farm design, and characteristics of energy sources. Include tower rescue training/climb test and first aid/CPR certification.

WIND 1373. Wind Turbine Materials and Electromechanical Equipment.**(3-3-0) 15.0403.0011**

Identification and analysis of the components and systems of a wind turbine.

Prerequisite: WIND 1370.

WIND 1375. Wind Business.**(3-3-0) 15.0403.0011**

Topics in business as they apply specifically to the wind energy industry.

WIND 1470. Wind Power Delivery Systems.**(4-4-0) 15.0403.0011**

In-depth study of the components of the input and output electrical power delivery systems for wind energy.

Prerequisite: CETT 1305.

WIND 2475. Turbine Troubleshooting and Repair.**(4-4-0) 15.0403.0011**

Practice of installation, operations, maintenance, troubleshooting, and repair of wind turbine electron-mechanical systems.

XI

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Dr. R. E. L. Morgan	1926-1927	Dr. W. Myles Shelton	1999-2007
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**Denotes those granted the title of President Emeritus by the CC Board of Trustees or the CC Board of Regents.*

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B.S., Texas Tech University
M.S., West Texas A&M University
Horse Judging Coach/Ranch Horse Team Coach

Charla Crump, Assistant Professor..... Division Director, Liberal Arts

A.A., Clarendon College
B.S., West Texas State University
M.A., West Texas A&M University
Program Coordinator, Speech and Liberal Arts

Angela DeMine, Instructor..... Program Coordinator, Office Technology

B.B.A. West Texas A&M University

Gene Denney, Professor..... Program Coordinator, Psychology and Sociology

B.A., Oklahoma Christian College
M.A., West Texas A&M University
Additional Study: West Texas A & M University

- Kent Miller, Assistant Professor** **Program Coordinator, HVAC**
A.A.S., Amarillo College
- Jimidene Murphey, Professor** **Program Coordinator, English**
A.A.S., Tarrant County College
B.B.A., Tarleton State University
M.B.A., Tarleton State University
M.A., Texas Tech University
Additional Study: East Texas State University
- Kelcie Newton, Coach** **Women's Volleyball Coach**
A.A., Clarendon College
B.A., Tarleton State University
- Phyllis Norton, Associate Professor** **Director Vocational Nursing**
V.N. Certificate, Amarillo College
B.S.N., West Texas A&M University
Vocational Nursing
- Linda Rowland, Instructor** **Program Coordinator, Mathematics**
A.A., Odessa College
B.S., University of Texas of the Permian Basin
M.E., West Texas A&M University
- Mike Silva, Instructor/Coach** **Health and Physical Education**
B.A., Bellevue University
Men's Baseball Coach
- Anthony Starnes, Assistant Professor/Coach** **Health and Physical Education**
B.S., Howard Payne University
M.Ed., Texas A&M University Commerce
Men's Basketball Coach
- Peggy Stewart, Associate Professor** **Vocational Nursing**
V.N. Certificate, Clarendon College
A.D.N., Amarillo College
- Robert Taylor, Assistant Professor** **Business**
A.S., Clarendon College
B.B.A., West Texas A & M
M.A., West Texas A & M
Additional Study: West Texas A & M University
- Hannah Thompson, Instructor** **English**
B.A., Howard Payne University
M.A., Tarleton State University
- Johnny Treichel, Associate Professor** **Program Coordinator, Agriculture**
B.S., West Texas A&M University
M.S., Tarleton State University
M.S., University of Arizona
Livestock Judging Coach
Meat Judging Coordinator
- Laban W. Tubbs, Associate Professor** **Program Director, Ranch and Feedlot Operations**
B.S., New Mexico State University
M.S., New Mexico State University

Frank Vance, Associate Professor **Mathematics**
B.S., Texas Tech University
M.S., Texas Tech University

Larry M. Wiginton, Professor **Program Coordinator, Chemistry**
B.S., West Texas A&M University
M.S., Texas Tech University
Additional Study: West Texas A & M University

Retired Faculty

Virginia Ferrell.....	Vocational Nursing
Jerry Gage	Ranch and Feedlot Operations
Theresa Jan Haynes.....	Office Technology
Betty Hobbs	Vocational Nursing
Jim Howard.....	Chemistry
Lee Jackson.....	Electronics
Pat Johnson	Business
Bennie Longbine	Auto Mechanics
David Lowrie	Biology
Jack A. Moreman	Ranch and Feedlot Operations
Curtis A. Schaefer	Agriculture, Economics
Terry Scoggin.....	English
William C. “Bill” Taylor.....	History
Linda Thompson	English
Ken Wilson	English, Psychology, Speech, Sociology



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