



***Clarendon College***

**2013-2014**

**Catalog**



**Clarendon**  
COLLEGE  
*Unleash your potential!*

# FREQUENTLY CALLED NUMBERS

Toll Free.....	(800) 687-9737
<b>Clarendon College - Main Campus .....</b>	<b>(806) 874-3571</b>
Main Campus Administration Fax.....	(806) 874-3201
Main Campus Student Services Fax .....	(806) 874-5080
<b>Clarendon College - Childress Center.....</b>	<b>(940) 937-2001</b>
Childress Center Fax.....	(806) 874-1569
<b>Clarendon College - Pampa Center .....</b>	<b>(806) 665-8801</b>
Pampa Center Fax .....	(806) 665-0444
Financial Aid (Clarendon) .....	(806) 874-4810
Financial Aid (Clarendon Fax) .....	(806) 874-1488
Financial Aid (Pampa) .....	(806) 665-8801, ext. 2039
Financial Aid (Pampa Fax) .....	(806) 874-1570
Financial Aid (Childress).....	(940) 937-2001
Financial Aid (Childress Fax).....	(806) 874-1569
Admissions .....	(806) 874-4820
Bookstore .....	(806) 874-4860
Dean of Students .....	(806) 874-4807
Dean of Instruction .....	(806) 874-4802
Testing .....	(806) 874-4867
Library.....	(806) 874-4813
IT Director.....	(806) 874-4816
Athletic Director .....	(806) 874-4861

## Equal Opportunity Statement

*Clarendon College does not discriminate on the basis of age, sex, color, national or ethnic origin, race, religion, creed, and/or disability in the administration of its educational policies, admission policies, scholarship and loan programs, employment practices, and all institutional programs.*

# CLARENDON COLLEGE

## 2013-2014 Catalog

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



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

Clarendon College is approved by:  
Texas Higher Education Coordinating Board (THECB)  
The State Board of Nursing (BON)

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 2013-2014 contains policies, regulations, and procedures in effect at the time of printing. Although the information is subject to change, the published degree or certificate requirements for students who enter Clarendon College during 2013-2014 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

I welcome you to Clarendon College. Without doubt we have the most caring and professional staff and faculty anywhere. We consider it an honor to serve you. Whether you are seeking to complete your basic education for university transfer, a technical education, or preparing for the workforce, Clarendon College has a place for you.

If you enjoy sports, we have varsity basketball, baseball, volleyball, softball, golf, competitive rodeo, ranch horse, and livestock and meats judging. We have residential halls for those needing a home away from home.

I urge you to check out Clarendon College. You will be glad you did.

Sincerely,

**Dr. Phil Shirley,  
President**



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# I COLLEGE CALENDAR

## Clarendon College 2013-2014 Calendar

### Fall 2013

New Faculty Orientation .....	Wednesday, August 21
Faculty Report .....	Thursday, August 22
Dormitories Open at 2 P.M. ....	Saturday, August 24
Cafeteria Opens for Evening Meal 5p.m. ....	Saturday, August 24
Registration at Clarendon, Pampa, Childress .....	Monday & Tuesday, August 26-27
Evening Registration at Clarendon, Pampa, Childress (6 P.M. - 8 P.M.) .....	Monday, August 26
Classes Begin .....	Wednesday, August 28
Late Registration Begins .....	Wednesday, August 28
Labor Day (College is open and holding classes as scheduled) .....	Monday, September 2
Last day to Register and/or Add/Drop .....	Friday, September 6
Last Day for Financial Settlement .....	Friday, September 6
Census Date (12th Class Day) .....	Thursday, September 12
Vocational Nursing Pinning Ceremony (7p.m. in Clarendon) .....	Friday, November 15
Last Day to Drop a Class with a "W" .....	Friday, November 15
Registration Begins for Fall Mini (Winter) 2013 & Spring 2014 Sessions .....	Monday, November 18
Cafeteria Closed for Thanksgiving Holidays .....	Wednesday - Saturday, November 27-30
Thanksgiving Holidays (College Closed) .....	Wednesday - Friday, November 27-29
Cafeteria Re-opens for Evening meal 5 P.M. ....	Sunday, December 1
College Re-opens and Classes Resume .....	Monday, December 2
Fall Commencement Ceremony .....	Friday, December 6
Final Exams for Thursday Night and Friday Night Classes .....	December 5 & 6
Final Exams for All Other Classes .....	Monday - Wednesday, December 9-11
Cafeteria Closes for the Semester after Evening Meal .....	Thursday, December 12
Residence Halls Close (2p.m.) .....	Thursday, December 12
Final Grade Rolls due in Registrar's Office at Noon .....	Friday, December 13
College Offices Closes for Christmas Break at 11:30 A.M. ....	Friday, December 20
College Offices Open After Christmas Break .....	Monday, January 6, 2014

### Fall Mid-Term 2013 (8 Week Session)

Registration .....	Monday-Friday, October 7-11
Classes Begin .....	Monday, October 14
Late Registration Begins .....	Monday, October 14
Last Day to Register and/or Add/Drop .....	Wednesday, October 16
Last Day for Financial Settlement .....	Wednesday, October 16
Census Date (6th Class day) .....	Monday, October 21
Last Day to Drop a Class with a "W" .....	Friday, November 15
Cafeteria Closed for Thanksgiving Holidays .....	Wednesday—Saturday, November 27-30
Thanksgiving Holidays (College Closed) .....	Wednesday-Friday, November 27-29
Cafeteria Re-opens for Evening Meal 5 P.M. ....	Sunday, December 1
College Re-Opens and Classes Resume .....	Monday, December 2
Final Exams for Thursday Night and Friday Night Classes .....	December 5 & 6
Final Exams for All Other Classes .....	Monday - Wednesday, December 9-11
Final Grade Rolls due in Registrar's Office at Noon .....	Thursday, December 12
College Offices Closes for Christmas Break at 11:30 A.M. ....	Friday, December 20
College Offices Open After Christmas Break .....	Monday, January 6, 2014



**Fall Mini (Online) Session 2013  
(4 Week Session)**

Christmas/Winter Registration .....	November 18—December 13
Classes Begin .....	Monday, December 16
Late Registration Begins .....	Monday, December 16
Last Day to Add/Drop or Register .....	Tuesday, December 17
Last Day for Financial Settlement.....	Tuesday, December 17
Census Date (3rd Class Date).....	Wednesday, December 18
College Closes for Christmas Break at 11:30 A.M. ....	Friday, December 20
College Offices Open after Christmas Break .....	Monday, January 6, 2014
Last Day to Drop with a “W” .....	Monday, January 6, 2014
Final Exams .....	Wednesday, January 8, 2014

**Fall Mini II (Winter Online) Session 2013  
(4 Week Session)**

Christmas/Winter Registration.....	November 18-December 27
College Offices Close for Christmas Break at 11:30 A.M. ....	Friday, December 20
Classes Begin.....	Friday, December 27
Late Registration Begins .....	Friday, December 27
Last Day to Add/Drop or Register.....	Monday, December 30
Census Date (3rd Class Day).....	Tuesday, December 31
College Offices Open After Christmas Break .....	Monday, January 6, 2014
Last Day to Drop with a “W” .....	Monday, January 13, 2014
Final Exams .....	Thursday, January 16, 2014

## Spring 2014

Administrative Offices Open .....	Monday, January 6
Faculty Report .....	Thursday, January 9
Dormitories Open at 2 p.m. ....	Saturday, January 11
Cafeteria Opens for Evening Meal 5 p.m. ....	Saturday, January 11
Registration at Clarendon, Pampa, Childress (8 A.M. - 5 P.M.) .....	Monday, January 13
Evening Registration at Clarendon, Pampa, Childress (6 P.M. - 8 P.M.) .....	Monday, January 13
Classes Begin .....	Tuesday, January 14
Late Registration Begins .....	Tuesday, January 14
Last Day to Register and/or Add/Drop .....	Friday, January 24
Last Day for Financial Settlement .....	Friday, January 24
Census Date (12th Class Day) .....	Wednesday, January 29
Cafeteria Closes after Noon Meal .....	Friday, March 7
Spring Break (College Closed) .....	Monday –Saturday, March 10-15
Cafeteria Re-opens for Evening Meal 5p.m. ....	Sunday, March 16
College Re-Opens .....	Monday, March 17
Last Day to Drop with a “W” .....	Friday, April 11
Vocational Nurse Pinning Ceremony (7 P.M. in Clarendon).....	Friday, April 11
Pre-registration Begins Spring Mini 2014, Summer 2014, and Fall 2014 Sessions .....	Monday, April 14
Cafeteria Closes after Noon Meal .....	Thursday, April 17
Good Friday & Easter Holiday (College Closed).....	Friday-Monday, April 18-21
Cafeteria Re-opens for Evening Meal 5 P.M.....	Monday, April 21
College Re-opens and Classes Resume .....	Tuesday, April 22
Commencement (10 A.M. & 7 P.M.) .....	Friday, May 2
Final Exams for Thursday Night and Friday Night Classes .....	May 1-2
Final Exams .....	Monday-Wednesday, May 5-7
Cafeteria Closes for the Semester after Noon Meal .....	Thursday, May 8
Final Grade Rolls due in Registrar’s Office at Noon .....	Friday, May 9
Residence Halls Close at 2 P.M. ....	Thursday, May 8
End of Spring Semester .....	Thursday, May 8

## Spring (May) Mini 2014 (3 week Session)

Pre-registration Begins .....	Monday, April 14
Spring Mini Registration .....	Thursday & Friday, May 8-9
Classes Begin .....	Monday, May 12
Late Registration Begins .....	Monday, May 12
Last Day to Register and/or Add/Drop .....	Tuesday, May 13
Last Day for Financial Settlement .....	Tuesday, May 13
Census Date (2nd Class Day).....	Tuesday, May 13
Last Day to Drop with a “W” .....	Thursday, May 22
Memorial Day (College Closed) .....	Monday, May 26
Final Exams .....	Thursday & Friday, May 29-30

**Summer I 2014  
(5 1/2 Week Session)**

Pre-registration Begins .....	Monday, April 14
Summer I Registration .....	Thursday & Friday, May 29-30
Classes Begin .....	Monday, June 2
Late Registration Begins .....	Monday, June 2
Last Day to Add/Drop or Register .....	Wednesday, June 4
Last Day for Financial Settlement.....	Wednesday, June 4
Census Date (4th Class Day) .....	Thursday, June 5
Last Day to Drop with a "W" .....	Friday, June 27
Independence Day (College Holiday).....	Friday, July 4
Final Exams .....	Tuesday, July 8

**Summer II 2014  
(5 1/2 Week Session)**

Pre-registration Begins .....	Monday, April 14
Summer II Registration .....	Monday, July 7
Classes Begin .....	Wednesday, July 9
Late Registration Begins .....	Wednesday, July 9
Last Day to Add/Drop or Register .....	Friday, July 11
Last Day for Financial Settlement.....	Friday, July 11
Census Date (4th Class Day) .....	Monday, July 14
Last Day to Drop with a "W" .....	Monday, August 4
Final Exams .....	Friday, August 15

**Summer 2014  
(12 Week Workforce Session)**

Pre-registration Begins .....	Monday, April 14
Summer Registration .....	Thursday, May 15
Classes Begin .....	Monday, May 19
Late Registration Begins .....	Monday, May 19
Last Day to Add/Drop or Register .....	Wednesday, May 21
Last Day for Financial Settlement.....	Wednesday, May 21
Memorial Day (College Holiday) .....	Monday, May 26
Census Date (9th Class Day) .....	Thursday, May 29
Independence Day (College Holiday) .....	Friday, July 4
Vocational Nurse Pinning (7 P.M. in Clarendon).....	Friday, July 18
Last Day to Drop with a "W" .....	Friday, July 25
Final Exams .....	Thursday & Friday, August 7 & 8



# 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 W. 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. Two new technical buildings, totaling approximately 23,000 square feet, were opened in the Spring of 2011. One building houses cosmetology, nail technician, and vocational nursing courses. The second houses facilities for welding, heating and air conditioning, and wind energy classes.

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, in Childress, Texas, approximately 60 miles southeast of Clarendon on Highway 287. Classes were offered at the Center in 1986 and the Center moved to a new facility 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](http://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 has partnered with *eCampus* to allow students to purchase their textbooks online through the Clarendon College website, 7 days a week, 24 hours a day. The online bookstore is an easy and fast way for students to buy their textbooks online using financial aid or direct payment. The online bookstore offers a large in-stock selection of new and used textbooks, as well as maintaining a wide selection of books for rent. Textbooks are available for buyback with fast payment and free shipping. The bookstore on the Clarendon Campus remains open to assist students with online ordering.

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

Clarendon College has been designated as an institutional member of Service member 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. Contact:

**Office of the Registrar  
Clarendon College  
P.O. Box 968  
Clarendon, Texas 79226  
PHONE: (806) 874-3571  
FAX: (806) 874-3201**

Students interested in requesting transcripts online should visit the Clarendon College web site:

**[http://www.clarendoncollege.edu/PDFs/  
transcript\\_request\\_form.pdf](http://www.clarendoncollege.edu/PDFs/transcript_request_form.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.

### ADMISSIONS 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 submit to the Office of Admissions the documents required below. Required forms are available for download on the college website, [www.clarendoncollege.edu](http://www.clarendoncollege.edu) or can be requested from the Office of Admissions.
  - a. A completed Application for Admission. Please visit [application.clarendoncollege.edu](http://application.clarendoncollege.edu) to electronically submit an application. This is the preferred method of submission. You may also apply through the ApplyTexas website, [applytexas.org](http://applytexas.org), or download an application from our website.
  - b. A completed Registration Data Form.
  - c. All required official transcripts.  
If you are a first-time college student, request your high school transcript be sent to the Office of Admissions at Clarendon College. If 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.
  - d. Request academic assessment scores for the Texas Success Initiative be forwarded to Clarendon College.
  - e. Submit copy of Immunization Record with evidence of Bacterial Meningitis vaccination.
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, contract, and residence hall deposit (\$150).
  - 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 or Ability to Benefit Test.** An individual who has passed the General Education Development Test (G.E.D.) or Ability to Benefit Test (ATB) 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. Readmission after military service.** A student who withdraws from the college to perform active military service as a member of the United States Armed Forces or Texas National Guard (not training exercises) within one year of release will be readmitted without reapplication. On readmission the college shall:

- a. Provide to the student any financial assistance previously provided by the college to the student before the student's withdrawal if the student meets current eligibility requirements directly affected by the student's services, such as continuous enrollment or another similar timing requirement; and
- b. All the student the same academic status that the student had before the student's withdrawal, including any course credit awarded to the student by the college district.

**8. 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 60. 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 \$150 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.
9. 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.

### **Emergency Medical Services**

In addition to the general admission requirements to Clarendon College, applicants to the Emergency Medical Services program must complete the following entrance requirements:

1. Complete the requirements for admission to CC. Admission to the college does not guarantee admission to the EMS program.
2. Be at least 18 years old and a high school graduate or hold a GED diploma.
3. Complete an application form for admission to the program.
4. Applicants must have completed an American Heart Association's Basic Life Support for Health Care Providers Course during the previous two years, and maintain this credential throughout enrollment.
5. Must provide evidence of immunizations prior to registration.

### **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, except for students currently enrolled in high school and entering the program as dual credit.
3. The applicant must take the appropriate math and reading placement exams.
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 submit to a background verification which includes criminal history and Medicare/Medicaid Sanction Screen.
6. The applicant must participate in a personal interview with the nursing faculty.
7. Upon acceptance applicants shall present evidence of being in good physical and mental health and show proof of a physical examination, dated not more than three months prior to acceptance.
8. Provide proof of immunizations (Bacterial Meningitis, MMR, Hepatitis B, Tetanus, Varicella & TB).

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 Nursing (BON) 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 of 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 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. Prior to the fall of 2013, students are 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.
9. A student with exceptional circumstances may delay testing not later than the end of the first semester of enrollment in freshman-level academic coursework.

The new TSI initiative was established in the fall of 2013. For new testing standards go to [www.clarendoncollege.edu/students/testing.php](http://www.clarendoncollege.edu/students/testing.php).

## **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, branch maintenance taxing 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, Childress or Gray Counties.
4. A student is considered an OUT-OF-STATE / NON-RESIDENT resident 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, MasterCard, Discover or American Express), or by financial aid awards.

**TUITION AND REQUIRED FEES\***

<b>SEMESTER CREDIT HOURS</b>	<b>IN-DISTRICT RESIDENT</b>	<b>BRANCH MAINTENANCE TAXING DISTRICT RESIDENT (Gray &amp; Childress Counties)</b>	<b>TEXAS RESIDENT (OUT-OF-DISTRICT)</b>	<b>NON-TEXAS RESIDENT</b>
1	\$91	\$105	\$114	\$145
2	182	210	228	290
3	273	315	342	435
4	364	420	456	580
5	455	525	570	725
6	546	630	684	870
7	637	735	798	1,015
8	728	840	912	1,160
9	819	945	1,026	1,305
10	910	1,050	1,140	1,450
11	1,001	1,155	1,254	1,595
12	1,092	1,260	1,368	1,740
13	1,183	1,365	1,482	1,885
14	1,274	1,470	1,596	2,030
15	1,365	1,575	1,710	2,175
16	1,456	1,680	1,824	2,320
17	1,547	1,785	1,938	2,465
18	1,638	1,890	2,052	2,610

*\*Includes tuition, building use fees, general institutional fees, and where applicable out-of-district / non-resident fees. (Branch tax fees are applicable to individuals classified for tuition purposes as residents of Gray and Childress counties. 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.....	\$42 per credit hour
In-Taxing District Resident.....	\$42 per credit hour
Out-of-District Resident.....	\$42 per credit hour
Out-of-State/Non-Resident .....	\$73 per credit hour

### GENERAL INSTITUTIONAL FEE

Per semester hour .....	\$25
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### BUILDING USE FEES

Per semester hour .....	\$24
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### BRANCH MAINTENANCE TAX DISTRICT RESIDENT (GRAY AND CHILDRESS COUNTIES) FEES\*

Per semester hour .....	\$14
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### OUT-OF-DISTRICT / NON-RESIDENT FEES\*\*

Per semester hour .....	\$23
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*\*Branch tax fees are applicable to individuals classified for tuition purposes as residents of Gray and Childress counties.*

*\*\*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 .....	\$24 per credit hour
Gray and Childress County Residents .....	\$24 per credit hour
Out-of-District Resident.....	\$24 per credit hour
Out-of-State/Non-Resident .....	\$24 per credit hour

*\*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.*

SELF SUSTAINING COURSE FEE .....	\$500—\$675
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DIPLOMA REPLACEMENT FEE.....	\$40
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LATE REGISTRATION FEE.....	\$25
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CHANGE OF SCHEDULE FEE .....	\$15
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MATRICULATION FEE (Withdraw prior to the first class day).....	\$15
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RETURNED CHECK FEE .....	\$35
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RESIDENCE HALL DEPOSIT .....	\$150
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**OTHER FEES AND DEPOSITS****AGRICULTURE**

AGRI 2471, AGRI 2372, AGRI 2374.....	\$75
AGRI 2121, 2122, 2123, 2124 (Transportation)	\$100
All other Agriculture courses except (AGRI 1131, 1325, 1329, 2317) .....	\$30

ART (Each Course) .....	\$24
(Except ARTS 1303 and 1304)	

COMPUTER SCIENCE (Each Course) .....	\$30
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**COSMETOLOGY**

Practice Exam Fee (First Semester Only) .....	\$78
Written Exam Fee (First Semester Only) .....	\$55
Student Permit Fee (First Semester Only) .....	\$25
Cosmetology Fee (Per Lab Course) .....	\$50

**DEVELOPMENTAL STUDIES**

ENGL, ESOL, MATH, READ & IRAW .....	\$30
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DRAMA (Each Course) .....	\$24
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FOREIGN LANGUAGES (Spanish & ASL) .....	\$24
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HVAC (Each Course) .....	\$50
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**MATHEMATICS**

MATH 2342, 2413, 2414, and 2415 .....	\$30
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OFFICE TECHNOLOGY (Each Course) .....	\$30
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ORIENTATION .....	\$20
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**PHYSICAL EDUCATION**

PE Activity Transportation Fee (Except 1105, 1110, & 1115) .....	\$100
Rodeo (Livestock) .....	\$100
Men's Varsity Golf (Greens Fee) .....	\$100
PHED 1308, 1309, 1321, 1322 .....	\$24
PHED 1105, 1110, & 1115 .....	\$24

**RANCH AND FEEDLOT OPERATIONS**

RFO Course Fee .....	\$30
RFO Transportation .....	\$100
Specialized Schools & Seminars (Fall) .....	\$550
Specialized Schools & Seminars (Spring) .....	\$200

**SCIENCE**

Biology (Except 1322), Horticulture, Physics .....	\$30
Chemistry .....	\$35

**VOCATIONAL NURSING**

Course Fee .....	\$30
Insurance Fee (VN and CNA) (Spring Only) ....	\$35
Seminar Fee (per semester) .....	\$45
Assessment / Exam Fee (per semester)	
First Semester .....	\$286
Second Semester .....	\$256
Third Semester .....	\$256

WELDING (Each Course) .....	\$125
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**WIND ENERGY**

WIND 1302 .....	\$250
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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

**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 (Placement Exam) .....	\$49
CLEP .....	\$125
General Education Development (G.E.D.) .....	\$100
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 Nursing 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 Nursing.*

## ROOM AND BOARD CHARGES

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

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.

**Room and Board charges are due in FULL on or before the first class day.**

### Knorpp Hall

Per person w/meals ..... \$1,988.13\*

### Phelan Hall

Per person w/meals ..... \$1,988.13\*

### Regents Hall

Per person w/meals ..... \$2,088.13\*

### Southwest Hall

Per person w/meals ..... \$2,088.13\*

### Vaughan Hall

Per person w/meals ..... \$1,988.13\*

*\*All rooms are equipped with cable TV; this amount includes the required fee of \$60 per student per semester for cable TV. All prices listed are subject to change.*

*\*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 \$150 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.

Clarendon College will, if requested, help students who were formerly under the conservatorship of the Department of Family Protective Services find housing between regular long semester terms.

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 the cost to repair the damage does not exceed the student's deposit, a refund will be issued. Students must submit a Dorm Deposit Refund Form to the Dean of Students Office by December 1 for the fall term and April 15 for the fall term.

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

1. A student may pay for tuition, mandatory fees, room and board by one of two methods: (a) payment in full (one payment) or (b) payment 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 option has a \$35 service fee and is available online through the Clarendon College website [www.clarendoncollege.edu](http://www.clarendoncollege.edu). The payment plan 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. All payments must be made on or before the scheduled due date.
  7. Students who fail to make scheduled payments:
    - a. Will have a hold placed on their records;
    - b. Will be prohibited from registering for classes;
    - c. Will still be responsible for the full amount due under the contract;
    - 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. Could and/or will be prohibited from participation in all college activities. (i.e. graduation, athletic programs or other college sponsored events.)
    - g. 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 amounts owed. Withdrawal does not cancel or void the installment payment plan contract.
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%
      - 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.)

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.

The balance due to a student who has received financial warning or whose Satisfactory Academic Progress appeal has been accepted and who's federal and/or state financial aid funds were awarded on a probationary status will be disbursed in three equal payments no more than 30 days apart and in a manner consistent with federal and state financial aid guidelines. A student must be reported as attending classes regularly in order to receive disbursement payments.

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 Monday through Thursday, 8:00 A.M. to 5:00 P.M and Fridays 8:00 A.M. to Noon.

### 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 15** 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 Cost of Attendance for Fall and Spring Terms  
(Based on In-District, On Campus and 30 credit hours)

Tuition and Required Fees.....	\$2,760
Books and Supplies .....	\$1,200
Room and Board.....	\$4,260
Transportation .....	\$1,553
Personal Expenses .....	\$1,235
<b>TOTAL.....</b>	<b>\$11,008</b>

### **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**

There are two types of loans in the Stafford program: subsidized and unsubsidized. The difference is the subsidized loan is a need based program and the Federal government pays the interest during in-school status, grace periods and authorized deferment periods. As a result, subsidized loans are advantageous because they don't cost as much to repay. The unsubsidized is not need based and the borrower is responsible for paying the interest during these loan periods, although payments of principal are not due until after the close of the borrower's grace period. Both programs provide low interest deferred payment loans to students to assist with their educational expenses.

The FAO must have an official EFC before eligibility for any fund may be determined. In addition, the student must have supplied any other requested documentation to the FAO and his or her application must be validated. A Direct Stafford Loan is awarded to a student, once the student completes the Entrance Counseling with the Dept. of Education, completes a student loan request, and after the student's eligibility for Federal Pell Grant and other Financial Aid has been evaluated.

Students are notified of the amount of their Stafford Loan eligibility and disbursement date by receiving

notification that their loan has been certified.

Loan certification will not be completed until:

- 1.Data from the NSLDS is received.
- 2.Documentation of dependency status is on file.
- 3.Verification is complete.
- 4.All other financial assistance is reported.
- 5.Financial Aid application has been processed and is complete.

Stafford loans will not be awarded after the last day to receive a "W" for any semester. These dates are published in each semester's class schedule.

The CC FAO uses a standard academic year (Fall through Spring) with Summer as a trailer when certifying loans. The minimum loan period is a single academic semester. A loan period cannot exceed a 12 month period. However, a student can have more than one loan in an academic year up to the annual loan limit.

Clarendon College does not automatically initiate loan awards. Student or parent borrowers must apply through Department of Education Direct Loan system.

### **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 full-time students. Award priority may be based on financial need. To be eligible for awards following the first year, students receiving a TEXAS grant award must complete 75 percent of all work attempted with a minimum 2.5 GPA. Interested students should contact the Clarendon College Office of Financial Aid.

### **Texas Public Educational Grants**

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

### **State Work Study**

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

### **Vocational Rehabilitation**

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

## 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;
- Children of disabled firemen and peace officers;
- Competitive Waivers for non-resident students;
- Dependents of Texas veterans killed in action;
- Employees;
- High school valedictorians;
- Peace Officers;
- Senior citizens (65 and over);
- Students in foster or other residential care; and
- Volunteer Fire Fighter

### 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

An athletic scholarship may be awarded to any student-athlete in recognition of his/her athletic ability for the following sports: men's and women's basketball, rodeo, men's and women's cross-country, cheerleading, ranch horse, men's baseball, women's softball, women's volleyball.

Athletic Grants-in-aid are awarded by head coach of the sport. Initial awards amounts are determined by the head coach but may be limited or reduced due to aid determination. Student athletes must be regularly admitted students and must meet all eligibility and ranking criteria as set forth in the College Catalog, and College Athletic Handbook. Student athletes must complete a FAFSA or TASFA (if applicable) and have a Student Aid Report on file at the College.

## Judging Scholarships

Clarendon College features livestock and meats judging teams. Scholarships are awarded by the head coach but may be limited or reduced due to aid determinations. Student must be regularly admitted students and must meet all eligibility requirements.

## 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. 7301

**Elba S. Ballew Memorial Scholarship** - Awarded to students in the Agriculture Department. 7309

**Edith Ballew Memorial Scholarship** - Available to students attending Clarendon College who are majoring in Education. Award criteria includes academic excellence and financial need. 7312

**Barnes Trust Scholarship** - Available to students attending Clarendon College who have been diagnosed with dyslexia. 7316

**M. K. Brown Endowed Scholarship** - Awarded to Gray County students. 7388

**Dusty E. Burleson Memorial Scholarship** - Available to students attending Clarendon College and enrolled in the Ranch and Feedlot Operations Program. 7320

**Kirk Robert Burns Endowed Scholarship Fund** - To be awarded to a student in the Ranch and Feedlot Operation Program. 7387

**Clarendon College General Scholarship Fund** - To be awarded to any deserving student in need of financial aid. 7322

**Cultural Affairs Scholarship** - Available to students attending Clarendon College in the Fine Arts Department (Art, Drama, and Music). 7324

**Development Endowment Scholarship** - Available to all students (in any field of study) attending Clarendon College. 7328

**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. 7381

**Judge R. E. Drennan Memorial Scholarship** - Awarded to a Clarendon College student who exhibits the high ideals for which Judge Drennan was known. 7332

**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. 7506

**Explorer Scouts Scholarship** - Available to an Eagle Scout from Donley County who attends Clarendon College. 7336

**Ex-Students Julia Dean Endowed Scholarship Fund** - Awarded on the basis of academic excellence and financial need to students attending Clarendon College. 7340

**Joe Harlan Memorial Scholarship** - Available to students (in any field of study) attending Clarendon College. 7344

**Lamar Jackson Walker and Eula Jackson Scholarship** - Available to students attending Clarendon College who are enrolled in business, fine arts, and/or general academics. 7348

**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. 7385

**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. 7362

**Clarendon Masonic Lodge** - To be awarded to a graduate of Clarendon or Hedley High Schools. 7380

**Memorial Scholarship Fund** - Available to all students (in any major) attending Clarendon College. 7352

**McConnell Farm Scholarship** - To be awarded to deserving students of Carson County. 0521

**Camille Mann Miller Endowed Scholarship Fund** - To be awarded to students in the Ranch and Feedlot Operations Program. 7384

**R.W. and Clara Schaefer Memorial Scholarship** - Available to students attending Clarendon College and majoring in agriculture. 7383

**Ray and June Palmer Memorial Scholarship** - A presidential scholarship to be awarded to an outstanding student, regardless of the field of study. 7356

**Parker - Warner Scholarship** - Available to students attending Clarendon College majoring in the field of science or science education. 7360

**Max Payne Memorial Scholarship** - available to students in the Ranch and Feedlot Operations Program. 7305

**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. 7364

**Don Smith Endowed Scholarship** - Available to students attending Clarendon College majoring in mathematics. 7366

**J. N. and Velma Weaver Endowed Scholarship** - Available to students (in any field of study) attending Clarendon College. 7378

**Kenneth D. Vaughan Memorial Scholarship** - Available to a student exhibiting academic ability, personal character and need. 7374

**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. 7390

**David Wiese Endowed Memorial Scholarship** - Available to students attending Clarendon College and majoring in business or accounting. 7382

**Mongole Sisters Estate Scholarship** - Awarded on the basis of academic excellence and financial need. 7389

**Homer Estlack Memorial Scholarship** - Available to Clarendon HS student exhibiting academic ability, personal character, and financial need. 7510

**Las Pampas KOI & Water Garden Scholarship** - Awarded to Gray County students exhibiting academic ability, personal character, and financial need.

**Ranch & Feedlot Operations Scholarship** - Available to a RFO student exhibiting ability, personal character, and financial need.

**Clarendon Outdoor Entertainment Association** - Available to a student exhibiting ability, personal character, and financial need.

**Bill Lowe Memorial Scholarship** - Available to students showing financial need and residents of Ford, Hardeman, Childress or Donley counties.

## 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.

**.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. 7526

**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 certified 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 Work Source or visit their website at [www.panhandleworksource.com](http://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

The U.S. Department of Education frequently changes regulations pertaining to financial aid. Clarendon College attempts to comply with all legislative mandates and Federal regulations. The Financial Aid Office reserves the right to make policy and procedure changes during the award year.

To ensure availability of funding and the integrity of the federal regulations and institutional policy, students receiving Title IV aid must meet Satisfactory Academic Progress Standards. All students receiving federal or state financial aid are subject to maintaining satisfactory progress in accordance with federal and/or state guidelines as set forth in Satisfactory Academic Progress Standards. These standards, which must 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 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). An "F" grade, as well as a withdrawal ("W" grade), will be considered unsatisfactory progress and counted as an incomplete course.
  - 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). An "F" grade, as well as a withdrawal ("W" grade), will be considered unsatisfactory progress and counted as an incomplete course. At Clarendon College, all work will be considered whether or not financial aid was received.
2. **Financial Aid Warning** - 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. A "warning" will be issued if a student does not satisfactorily complete at least one course in a semester. They shall be eligible to receive financial aid during that semester.
  3. **Financial Aid Suspension**— Students who have received a financial aid warning and who fail to make satisfactory academic progress will be placed on Financial Aid Suspension for the next long semester. Suspension will also be enacted if a student has two concurrent semesters with less than a 2.0 GPA. Students placed on Financial Aid Suspension are eligible to continue their enrollment in Clarendon College without federal or state financial aid unless they are also placed on academic suspension.
  4. **Financial aid Suspension Student Appeals Procedures** - A student who is placed on Financial Aid Suspension has the right to submit a Suspension Review Request to the Director of Financial Aid explaining the circumstances surrounding his/her non-achievement or lack of satisfactory progress. The student must provide written documentation of circumstances. The Director of Financial Aid will review the request and respond with a decision. If the Director of Financial Aid does not lift the suspension, the student has the right to

request an Appeal Hearing to be heard by the Financial Aid and Scholarship Committee. This will be a formal meeting and will require the student to appear in person and a minimum of 5 Committee members will be required to be present for the hearing. Any student who is not satisfied with the decision of the committee may appeal to the Vice President.

- a. Full-time students placed on Financial Aid Suspension may be reinstated upon earning at least 12 semester credit hours with a GPA of 2.0 or higher in one long semester without the 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 credit hours with a GPA of 2.0 or higher in one long semester without benefit of federal or state financial aid.
5. **Re-entry upon Acceptance of an Appeal** - Students who re-enter based on an accepted Appeal will be awarded financial aid on a probationary status for one long semester. Students who re-enter on financial aid probation and fail to meet the minimum requirements of satisfactory academic progress will be placed on financial aid suspension for one calendar year and may be readmitted only upon approval of the Financial Aid and Scholarship Committee.
6. **Course Repeats** - 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.
7. **Changing enrollment status** - Dropping / withdrawing from classes or failure to attend classes after financial aid funds are disbursed may result in repayment of some or all of your financial aid funds. You will also assume responsibility for all expenses associated with repayment such as collection agency costs and court costs. Holds will be placed on all of the students academic records and the student will not be permitted to register for classes until repayment is received in full.
8. **Maximum Time Frames For Federal Title IV Recipients**— Students are expected to complete their degrees or certificates within a reasonable time frame. Taking extra (non-degree) courses may exhaust financial aid eligibility prior to com-

pletion of a degree or certificate.

- a. Full-time students have a maximum of 150% of the number of semester hours of the published length of the educational program. Federal guidelines state that a student may not receive federal aid after reaching 150% of the numbers of semester hours of the published length of the education programs. Whether the student previously received financial aid is not a factor. If a student who has gone over the 150% limit and only lacks a few hours to complete a degree or certificate, the student must provide an approved notice of appeal as accepted by the Registrar's Office.
- b. A one-year certificate program would be subject to the 150% time from for the published length of the program. For example, a student enrolled in the Ranch and Feedlot Operations Program would be expected to complete the 39 semester hour program within a 58 semester credit hours time frame.
- c. For financial aid purposes, developmental/remedial course work will not be included in the cumulative GPA but will be included in both the 150% time frame and completion rate calculations. Federal regulations state that a student may not receive federal financial aid for remedial course work after they have attempted 30 hours of remediation. A student who attempts more than 30 hours of remedial classes may not receive federal financial aid for subsequent developmental course work.
- d. A formal degree plan must be presented to the Financial Aid Office prior to the student accumulating 39 attempted semester credit hours to continue to receive federal financial aid.
- e. If a student is enrolled in courses that do not count toward their degree, the courses cannot be used to determine enrollment status and the student cannot receive financial aid for those courses, unless the courses are eligible remedial courses.
- f. 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. The student must be officially dropped by the Registrar's Office. Failure of a student to officially drop a class will result in a grade of "F".

- g. Transfer students: All applicants who have attended other colleges are required to submit a transcript whether or not they received financial aid. Also, academic transcripts must be received before financial aid will be awarded. Transfer students with a GPA below 2.0 will automatically be placed on Financial Aid Probation .
- h. A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional FSA funds for that program.
- i. Students may change majors while at Clarendon College. Only the hours that transfer to the new major will count towards the student's SAP. However, excessive major changes (as defined by the Financial Aid Office) can result in a suspension status. Accordingly, the Financial Aid Office has determined that a student who changes majors more than twice without successfully completing either of the first two attempts will be placed on financial aid suspension.

9. **Mitigating Circumstances**—Circumstances such as illness, injury, death of a relative, a lapse of time since previous enrolment, 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.

10. **Disbursement of Federal Funds**—The balance due to a student who has received financial warning or whose SAP appeal has been accepted and who's federal and/or state financial aid funds were awarded on a probationary status will be disbursed in three equal payments no more than 30 days apart and in a manner consistent with federal and state financial aid guidelines. A student must be reported as attending classes regularly in order to receive disbursement payments

# **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, men's, and women's cross country, and golf.

**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.

**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.

**Judging Teams** - Judging team members are selected from the Livestock Evaluation Courses -- AGRI 2121. 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 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**

Clarendon College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Tex Buckhaults  
P.O. Box 968  
Clarendon, TX 79226  
806-874-3571 Ext. 110  
tex.buckhaults@clarendoncollege.edu

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 ACT, SAT, State Placement Test, 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**

First aid kits are 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.

## **BACTERIAL MENINGITIS**

Effective January 1, 2012, Texas Senate Bill 1107 requires all entering students at public and private or independent institutions of higher education to have an initial bacterial meningitis vaccination or booster dose during the five-year period preceding, or at least 10 days prior to, the first day of the first semester.

The Texas Higher Education Coordinating Board has defined the term "entering student" to apply to:

- New students – those enrolling for the first-time at an institution of higher education, including students who transfer to the institution from another (AND)
- Returning students – those who previously attended an institution of higher education before January 1, 2012, and are enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

The Texas Higher Education Coordinating Board has identified exemptions to the new requirement. A student is not required to submit evidence of receiving the vaccination if he or she is:

- 30 years of age or older by the first day of the semester (OR)
- enrolled in only online courses, distance education courses, or continuing education corporate training courses (OR)
- enrolled in a continuing education course or program that is less than 360 contact hours (OR)
- enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus (OR)
- incarcerated and enrolled in continuing education or college courses at a prison facility.

There are two options for students that do not wish to receive the vaccination or booster:

- the student must sign and submit a **notarized affidavit** stating that he or she declines the required vaccination for bacterial meningitis for reasons of conscience, including a religious belief. In this case, the student must request a conscientious exemption form from the Texas Department of State Health Services. The approved form for exemption can be found here: <http://www.theccb.state.tx.us/reports/PDF/2554.PDF>. (OR)
- the student must obtain a waiver, signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that, in the physician's opinion, the required vaccination for bacterial meningitis would be injurious to his or her health and well-being.

## 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. 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 \$150 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 \$150 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 the Christmas break, between semesters, Easter weekend, and spring break. As necessary, repairs and cleaning will be done during these periods. Residence halls must be vacated during these times.

## **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: A student's attendance record may not be penalized for an excused absence and the student shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence (work should be made up by the next regularly scheduled class meeting.) An example of an excused absence is pre-approved participation in a school-sponsored activity.*

## **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.

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 ten (10) 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.

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. School officials, including instructors, and staff of Clarendon College who have a legitimate educational interest in the student's record;
2. Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if he/she so desires;
3. Individuals needing the information in connection with a student's application for or receipt of financial aid;
4. Federal, State or local officials to which educational data must be reported (34 CFR 99.31, 99.35);
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.

## **Student Travel Policy**

Modes of Transportation used for student travel shall include, but not be limited to cars, pickup's, buses, and/or motor coaches. Travel arrangements for student groups shall be made in accordance with the College's operational procedures and administrative regulations.

### *Driver Requirements*

A driver who is transporting students in a College-owned or -leased vehicle must:

1. Be an employee of the College.
2. Be at least 21 years of age;
3. Be approved by the College;
4. Hold a valid driver's license appropriate for the vehicle to be driven; and, (A driver of a commercial vehicle must have a valid commercial driver's license with appropriate certifications for the vehicle to be driven.)
5. Obey all rules and laws governing the roadways and be subject to losing their eligibility to drive a college vehicle if a violation occurs. (Note: The College will not be responsible for the payment of any fine levied by law enforcement against a driver of a college-owned or -leased vehicle. The fine is strictly the personal responsibility of the individual driver.)

### *Safety Standards*

1. The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.
2. For emergency purposes, all drivers of College-owned vehicles shall be equipped with a cellular telephone. Drivers of College-owned vehicles should not use a cell phone, unless equipped as a hands free device, while the College-owned vehicle is in motion. If the driver does not have a cellular phone, a cell phone is available to be checked out from the Motor Pool Specialists or from the President's Office.
3. The driver should check to make sure the vehicle is in safe operating condition before starting each trip. (Such things as lights, brakes, tires, spare tire, gas, etc. should be checked.) Any suspected problem with the vehicle must be reported before starting the trip.
4. Smoking and the use of any other tobacco product, including smokeless or chewing tobacco, is prohibited at all times in all college-owned vehicles.
5. Students participating in college sponsored trips are subject to the College's Code of Student Conduct at all times during the sponsored trip.

### *Driver Fatigue*

A driver of a college owned vehicle shall not drive for more than three consecutive hours without taking a 15 minute break or relief from driving.

## **Missing Student Notification**

If a member of the College Community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately contact the Office of Student Services.

Upon receiving information that a student cannot be located and may be missing, Student Services personnel will initiate an investigation which will include the following:

- Conduct a welfare check into the student's room
- Call known contacts (parents, guardians, roommates, and friends).
- Contact employers and associates, if known.
- Contact the student's professor to ascertain the student's recent attendance in class.
- If the student has a vehicle, Student Services Staff will attempt to locate the vehicle.

If the student cannot be located after reasonable efforts, Student Services personnel will then contact the student's emergency contacts no later than 24 hours after the student has been determined to be missing. Student Services will file appropriate reports with the Donley County Sheriff's Office to initiate an investigation.



# **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.

### 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).

### 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).

### 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.

<b>CLEP Examination</b>	<b>CC Course Equivalent</b>	<b>Min Score</b>	<b>Credit Hours</b>
Financial Acct.	ACCT 2301	50	3
Biology	BIOL 1406 BIOL 1406	50	6
Intro. Bus. Law	BUSI 2301	50	3
Chemistry	CHEM 1311 CHEM 1312	50	6
Macroeconomics	ECON 2301	50	3
Microeconomics	ECON 2302	50	3
Engl. Comp. (Modular)	ENGL 1301	50	3
English Literature	ENGL 2332 ENGL 2333	50 50	3 3
American Govt.	GOVT 2305	50	3
U.S. History (Early to 1877)	HIST 1301	50	3
U.S. History. (1865 - present)	HIST 1302	50	3
College Algebra	MATH 1314	50	3
Calculus	MATH 2413	50	4
Psychology Intro.	PSYC 2301	50	3
Sociology	SOCI 1301	50	3
Spanish Level 1	SPAN 1411 SPAN 1412	50	6
Spanish Level 2	SPAN 1411 SPAN 1412 SPAN 2311	63	11



## 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.

## 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 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	
CR		Credit awarded	

When a course is repeated, the highest 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 in the Student Portal located at [www.clarendoncollege.edu](http://www.clarendoncollege.edu). Students should contact the Registrar's office for information concerning access to the Student Portal.

A Course Evaluation of every course taken must be submitted before any grade will be released. These evaluations can be submitted through the Student Portal.

## 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 exist, such as:

1. Complete withdrawal from course work;
2. Withdrawal prior to the published day of record for each semester;
3. Withdrawal while the student is counted as dual credit / enrollment student prior to the student's graduation from high school;
4. Course work not eligible for formula funding;
5. Workforce education courses or other courses that would not generate academic credit that could be applied to a degree at the college;
6. Course work classified as ineligible under the Academic Fresh Star program;
7. Withdrawal which is classified as "other good cause" as determined by the Dean of Students, or other designee, which may include but are not limited to:
  - a. The student is seriously ill;
  - b. the student is responsible for a seriously ill/injured individual;
  - c. there is a death in the student's family; or,
  - d. there is a change in the student's work schedule beyond the control of the student.

## **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 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 more 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**

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. Contact:

**Office of the Registrar  
Clarendon College  
P.O. Box 968  
Clarendon, Texas 79226  
PHONE: (806) 874-3571  
FAX: (806) 874-3201**

Students interested in requesting transcripts online should visit the Clarendon College web site:

**[http://www.clarendoncollege.edu/PDFs/  
transcript\\_request\\_form.pdf](http://www.clarendoncollege.edu/PDFs/transcript_request_form.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.

# **VIII**

# **GRADUATION REQUIREMENTS**

## GRADUATION REQUIREMENTS

### GRADUATION INFORMATION

Formal graduation exercises are held annually at the end of the fall and spring semesters at Clarendon College. The exercises are for those students who are completing requirements during that semester or who have completed requirements during the preceding semesters.

Diplomas are not awarded automatically. To be considered as a candidate for a diploma, the student should submit an application for fall graduation to the Dean of Instruction no later than October 1 and for spring graduation 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 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 Completion is 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, Life and Physical Sciences, Social and Behavioral Sciences, and Physical Education. 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 2331, 2332, 2333, PHIL 1316, 1317, or HIST 2311, 2312	3
<u>VISUAL AND PERFORMING ARTS</u>	
ARTS 1303, DRAM 1310, 1352, 2361, 2362, 2366, MUSI 1304, 1306, 1310	3
<u>MATHEMATICS</u>	
MATH 1314, 1324, 1342 or 2413	3-4
<u>LIFE AND PHYSICAL 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 and HIST 1302	
GOVERNMENT	6
GOVT 2305 and GOVT 2306	
SOCIAL OR BEHAVIORAL SCIENCE ELECTIVES	3
AGRI 2317, CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, HIST 2301, HIST 2311, HIST 2312, PSYC 1301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 1306, SOCI 2319	
<u>PHYSICAL EDUCATION *</u>	
Any PHED activity course (courses numbered 1100-1161)	2
<b>TOTAL REQUIRED CORE CURRICULUM HOURS</b>	<b>43-44</b>

**\*All Clarendon College students are required to take two (2) physical education activity courses for graduation.** Circumstances permitting exemption from this requirement are outlined below. Students receiving a physical education waiver will be required to take two (2) additional credit hours of electives in place of the two (2) physical education activity courses. A waiver of physical education requirements may be

granted if the student:

1. Has a **physical handicap or medical affliction**, certified by a competent medical authority, which precludes participation in any physical education activity. Documentation from the medical authority must be submitted to the Dean of Instruction, who will issue an exempt form to be placed in the student's records.
- or
2. Students over 50 years of age may request an exempt from participation in any physical education activity. A copy of the student's valid driver's license or other form of identification must be submitted to the Dean of Instruction, who will issue an exempt form to be placed in the student's records.

Physical Education credits will be granted if:

1. Veterans of one or more years of active military service may be given credit for two (2) courses of physical education upon presentation of Form DD 214 to the Registrar's Office. Veterans must make this request to the Dean of Instruction before enrolling in a health or physical education course.

## 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 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 applying towards certificate requirements.\*\*
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). These honors will be noted on a student's diploma.

## TOP HONOR GRADUATE

Selection of the top honor graduate will be conducted in April of each year. The top honor graduate is based on student's grade point average, participation in commencement, and 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.

### **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.
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.

### **General Course of Study**

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 General Course of Study until such time a major is declared.

#### **General Course of Study**

##### **Core Curriculum Courses**

Communication	9 Hours
<ul style="list-style-type: none"> <li>• Speech</li> <li>• ENGL 1301 - Composition I</li> <li>• ENGL 1302 - Composition II</li> </ul>	
Humanities	3 Hours
Visual & Performing Arts	3 Hours
Mathematics	3 –4 Hours
Life and Physical Sciences	8 Hours
Social / Behavioral Sciences	15 Hours
<ul style="list-style-type: none"> <li>• HIST 1301 - U.S. History I</li> <li>• HIST 1302 - U.S. History II</li> <li>• GOVT 2305 - Federal Government</li> <li>• GOVT 2306 - Texas Government</li> <li>• Social / Behavioral Science</li> </ul>	
Physical Education	2 Hours
<b>Additional Coursework</b>	
Electives	18-19 Hours
<ul style="list-style-type: none"> <li>• Electives should be chosen to meet individual as well as planned transfer needs. Students are advised to work closely with an academic advisor for appropriate elective choices.</li> </ul>	

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<b>TOTAL</b>	<b>62 HOURS</b>
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# **IX**

## **SUGGESTED COURSES OF STUDY TRANSFER GUIDES AND WORKFORCE EDUCATION PROGRAMS OF STUDY**

## **INSTRUCTIONAL OVERVIEW**

Academic areas at Clarendon College are organized into two divisions. The names of the divisions and the departmental subject areas in each division are outlined below.

### **Division of Liberal Arts**

Behavioral Science, Business Administration, Criminal Justice, Drama, Education-Elementary & Secondary, English, Social Science, Speech, and Developmental Studies.

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

Agriculture/Agri Business/Agricultural Economics, Biology, Chemistry, Mathematics, and Physical Education.

### **Technical Workforce Education**

The names of each technical workforce education program are listed below.

Cosmetology, Emergency Medical Services (EMS), Heating, Ventilation and Air Conditioning at the Texas Department of Criminal Justice (HVAC - TDCJ), Office Technology, Ranch and Feedlot Operations (RFO), Registered Nursing (RN), Vocational Nursing (VN), Welding and Wind Energy.

Several suggested courses of study are given in the pages that follow. In general, all students working towards earning a Bachelors Degree should follow one of the Associate in Arts or Associate in Science Suggested Course of Study Transfer Guides.

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 General Course of Study until such time a major is declared. Students planning to transfer to a senior college or university are strongly advised to secure a copy of that institution's catalog and use it for additional guidance in course selection.

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

## **SUGGESTED COURSES OF STUDY TRANSFER GUIDES**

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 Drama/Theater, Agriculture, Biology, and Mathematics. 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 many two year colleges. 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.

## Agriculture/Agri Business/Agricultural Economics\*

### Associate in Science

The suggested course of study transfer guide below is designed for student who plan to pursue a degree in Agriculture, Agri-Business or Agricultural Economics at a senior college or university after completing their studies at Clarendon College.\* Successful completion of the suggested course of study transfer guide 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 2311 Technical and Business Writing.....	3
HIST 1301 United States History I.....	3	HIST 1302 United States History II .....	3
Mathematics .....	3	Transfer Elective <sup>2</sup> .....	3
Laboratory Science <sup>4</sup> .....	4	Laboratory Science <sup>4</sup> .....	4
AGRI 1319 Introductory Animal Science .....	3	AGRI 1307 Agronomy .....	3
AGRI 1131 The Agricultural Industry.....	1	PHED 11XX or 21XX Physical Education Activity .....	1
	17		17

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1302 Composition II .....	3	Humanities Elective <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 Texas Government.....	3
Transfer Elective <sup>2</sup> .....	3	Laboratory Science <sup>4</sup> .....	4
AGRI Elective <sup>3</sup> .....	3	AGRI 2317 Introduction to Agricultural Economics....	3
SPCH 1315 Public Speaking .....	3	Visual and Performing Arts Elective <sup>5</sup> .....	3
PHED 11XX or 21XX Physical Education Activity .....	1		16
	16		

#### Notes:

\*Actual degree requirements may vary among different senior institutions. Students should consult an advisor or for additional guidance and specific course selection. Total recommended transferable hours 66.

<sup>1</sup> To be selected from ENGL 2331, 2332, 2333, HIST 2311, 2312 or PHIL 1316, 1317

<sup>2</sup> Students should consult senior college or university for specific course transfer requirements.

<sup>3</sup> To be selected from AGRI 1325, AGRI 1329, AGRI 2303, AGRI 2304, or AGRI 2371

<sup>4</sup> To be selected from in a coherent sequence from BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2421, CHEM 1311 & 1111, 1313 & 1112

<sup>5</sup> Select one course from ARTS 1303, DRAM 1310, 1352, 2361, 2362, 2366, or MUSI 1304, 1306, 1310

## BEHAVIORAL SCIENCE\* (Psychology, and Sociology)

### Associate in Arts

The suggested course of study transfer guide below is designed for student who plan to pursue a degree in Psychology or Sociology at a senior college or university after completing their studies at Clarendon College.\* Successful completion of the suggested course of study transfer guide 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
BIOL 2401 Anatomy and Physiology I.....	4	HIST 1302 United States History I.....	3
MATH 1314 College Algebra or		PSYC 2301 General Psychology.....	3
MATH 1324 Math for Business & Social Sciences I..	3	BIOL 2402 Anatomy and Physiology II.....	4
PHED 11XX or 21XX Physical Education Activity .....	1	SOCI 1301 Introductory Sociology .....	3
PSYC 1100 Orientation.....	1	PHED 11XX or 21XX Physical Education Activity .....	1
	15		17

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 2332 World Literature I .....	3	Humanities Elective <sup>1</sup> .....	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 <sup>3</sup> .....	3
GOVT 2305 Federal Government .....	3	SOCI Elective <sup>2</sup> .....	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 among different senior institutions. Students should consult an advisor for additional guidance and course selection.

<sup>1</sup> Select one course from ENGL, 2332, 2333, or PHIL 1316, 1317.

<sup>2</sup> Select one course from SOCI 1306 or 2301

<sup>3</sup> Select one course from ARTS 1303, DRAM 1310, 1352, 2361, 2362, 2366, or MUSI 1306

**BIOLOGY\*****Associate in Science**

The suggested course of study transfer guide below is designed for student who plan to pursue a degree in Biology at a senior college or university after completing their studies at Clarendon College.\* Successful completion of the suggested course of study transfer guide courses, the student will be eligible to graduate from Clarendon College with an Associate in Science degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
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 1411 General Botany or		HIST 1302 United States History II .....	3
BIOL 1406 Biology for Science Majors I .....	4	BIOL 1413 General Zoology or	
MATH 2413 Calculus I <sup>1</sup> .....	4	BIOL 1407 Biology for Science Majors II .....	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
	18	Visual and Performing Arts Elective <sup>4</sup> .....	3
			17

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
Humanities Elective <sup>2</sup> .....	3	GOVT 2306 Texas Government.....	3
GOVT 2305 Federal Government .....	3	Social and Behavioral Science.....	3
CHEM 2323 Organic Chemistry I <sup>3</sup> .....	3	BIOL 2421 Microbiology .....	4
CHEM 2223 Organic Chemistry I Lab .....	2	CHEM 2325 Organic Chemistry II <sup>3</sup> .....	3
PHED 11XX or 21XX Physical Education Activity .....	1	CHEM 2225 Organic Chemistry II Lab .....	2
SPCH 1315 Public Speaking .....	3	PHED 11XX or 21XX Physical Education Activity .....	1
	15		16

**Notes:**

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

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

<sup>2</sup> To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

<sup>3</sup> Students should consult senior college or university for specific course transfer requirements.

## **BUSINESS ADMINISTRATION\*** **(Accounting, Economics, Finance, CIS, 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, CIS, 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**

Second Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I .....	3	ENGL 1302 Composition II or	
MATH 1324 <sup>1</sup> 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
Visual and Performing Arts Elective <sup>2</sup> .....	3	Laboratory Science .....	4
PSYC 1200 Orientation.....	1	+SPCH 1315 Public Speaking or	
	17	SPCH 1321 Business & Professional Communication..	3
		PHED Physical Education Activity .....	1
			17

### **SOPHOMORE YEAR**

Second Semester	Semester Hours	Second Semester	Semester Hours
GOVT 2305 Federal Government .....	3	Humanities Elective <sup>3</sup> .....	3
+ECON 2301 Principles of Macroeconomics .....	3	GOVT 2306 Texas Government.....	3
+ACCT 2301 Principles of Accounting I.....	3	+ECON 2302 Principles of Microeconomics .....	3
BUSI Elective <sup>4</sup> .....	3	+ACCT 2302 Principles of Accounting II.....	3
+BCIS 1405 Business Computer Applications.....	3	BUSI Elective <sup>4</sup> .....	3
	15		15

#### Notes:

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

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

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

<sup>2</sup> To be selected from DRAM 1310, 1352, 2361, 2362, 2366, MUSI 1304, 1306, 1310, or ARTS 1303.

<sup>3</sup> To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

<sup>4</sup> Select one course from BUSI 1301, 1307, 2301, or MATH 1342.



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

The suggested course of study transfer guide below is designed for student who plan to pursue a degree in Chemistry at a senior college or university after completing their studies at Clarendon College.\* Successful completion of the suggested course of study transfer guide courses, the student will be eligible to graduate from Clarendon College with an Associate in Science degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
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 <sup>1</sup> .....	4	HIST 1302 United States History II .....	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
PSYC 1100 Orientation .....	1	MATH 2414 Calculus II.....	4
PHED 11XX or 21XX Physical Education Activity ....	1	PHED 11XX or 21XX Physical Education Activity ....	1
	16		15

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
Humanities Elective <sup>2</sup> .....	3	SPCH 1315 Public Speaking .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 Texas Government.....	3
CHEM 2323 Organic Chemistry I.....	3	Visual and Performing Arts Elective <sup>3</sup> .....	3
CHEM 2223 Organic Chemistry I Lab .....	2	CHEM 2325 Organic Chemistry II .....	3
Social and Behavioral Science Elective.....	3	CHEM 2225 Organic Chemistry II Lab .....	2
Transfer Elective.....	3	Transfer Elective.....	3
	18		17

**Notes:**

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

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

<sup>2</sup> To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

<sup>3</sup> Select one course from ARTS 1303, DRAM 1310, 1352, 2361, 2362, 2366, or MUSI 1306

<sup>4</sup> Students should consult senior college or university for specific course transfer requirements.

## CRIMINAL JUSTICE\*

### Associate in Arts

The suggested course of study transfer guide below is designed for student who plan to pursue a degree in Criminal Justice at a senior college or university after completing their studies at Clarendon College.\* Successful completion of the suggested course of study transfer guide 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
PSYC 1100 Orientation.....	1	+CRIJ 1307 Court Systems and Practices .....	3
PHED 11XX Physical Education Activity .....	1	SPCH 1315 Public Speaking .....	3
	15		16

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective <sup>1</sup> .....	3	Visual and Performing Arts Electiv <sup>2</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 Texas Government.....	3
+CRIJ 1310 Fundamentals of Criminal Law .....	3	+CRIJ 2313 Correctional Systems and Practices .....	3
+CRIJ 2328 Police Systems and Practices .....	3	+CRIJ 1306 Court Systems & Procedures.....	3
MATH 1314 College Algebra or		Criminal Justice Elective <sup>3</sup> .....	3
MATH 1324 Math for Business & Social Science I ...	3		15
PHED 11XX 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.

<sup>1</sup> To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

<sup>2</sup> Select one course from ARTS 1303, DRAM 1310, 1352, 2361, 2362, 2366, or MUSI 1306.

<sup>3</sup> Select one course from CRIJ 1313, 2301 or 2323 based on senior institution transfer requirements.

## DRAMA\*

### Associate in Arts

The suggested course of study transfer guide below is designed for student who plan to pursue a degree in Drama at a senior college or university after completing their studies at Clarendon College.\* Successful completion of the suggested course of study transfer guide courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts degree.

### FRESHMAN YEAR

#### First 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
Drama Elective <sup>1</sup> .....3	Social and Behavioral Science Elective.....3
DRAM 1120 Theater Practicum I.....1	DRAM 1330 Stagecraft I.....3
PHED 11XX or 21XX Physical Education Activity ....1	DRAM 1121 Theater Practicum II .....1
PSYC 1100 Orientation .....1	MATH 1314 College Algebra .....3
	PHED 11XX or 21XX Physical Education Activity ....1
15	17

#### Second Semester

#### Semester Hours

### SOPHOMORE YEAR

#### First Semester      Semester Hours

Humanities Elective <sup>1</sup> .....3
GOVT 2305 Federal Government .....3
Laboratory Science.....4
DRAM 2120 Theater Practicum III.....1
DRAM 1351 Acting I.....3
Drama Elective <sup>1</sup> .....3
17

#### Second Semester

#### Semester Hours

Humanities Elective <sup>2</sup> .....3
GOVT 2306 Texas Government.....3
Laboratory Science.....4
DRAM 2121 Theater Practicum IV.....1
DRAM 1352 Acting II.....3
Drama Elective <sup>1</sup> .....3
17

#### Notes:

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

<sup>1</sup> To be selected from DRAM 1310, 1341, 1342, 2331, 2361, or 2362

<sup>2</sup> To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

**EDUCATION\***  
**(Elementary / Secondary)**  
**Associate in Arts**

The suggested course of study transfer guide below is designed for student who plan to pursue a degree in education at a senior college or university after completing their studies at Clarendon College.\* Successful completion of the suggested course of study transfer guide courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
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	Laboratory Science.....	4
Laboratory Science.....	4	MATH 1350 Fundaments of Mathematics I.....	3
PHED 11XX or 21XX Physical Education Activity .....	1	PHED 11XX or 21XX Physical Education Activity .....	1
PSYC 1100 Orientation.....	1	Elective <sup>2</sup> .....	3
	15		17

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
Humanities Elective <sup>1</sup> .....	3	Humanities Elective <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 Texas Government.....	3
MUSI 1306 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.

<sup>1</sup> To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

<sup>2</sup> Course selection should be based on subject area concentration.

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

The suggested course of study transfer guide below is designed for student who plan to pursue a degree in English at a senior college or university after completing their studies at Clarendon College.\* Successful completion of the suggested course of study transfer guide courses, the student will be eligible to graduate from Clarendon College with an Associate in Arts degree.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
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 and Behavioral Science Elective.....	3
PHED 11XX or 21XX Physical Education Activity.....	1	Visual and Performing Arts Elective <sup>2</sup> .....	3
PSYC 1100 Orientation.....	1		16
	15		

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 2332 World Literature I or		ENGL 2332 World Literature I or	
ENGL 2333 World Literature II.....	3	ENGL 2333 World Literature II.....	3
ENGL Elective <sup>1</sup> .....	3	ENGL Elective <sup>1</sup> .....	3
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government.....	3
Foreign Language or Elective <sup>3</sup> .....	3-4	Foreign Language or Elective <sup>3</sup> .....	3-4
MATH 1314 College Algebra.....	3	Transfer Elective <sup>3</sup> .....	3
PHED 11XX or 21XX Physical Education Activity.....	1		15-16
	16-17		

**Notes:**

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

<sup>1</sup> To be selected from ENGL 2307 and 2311.

<sup>2</sup> Select one course from ARTS 1303, DRAM 1310, 1352, 2361, 2362, 2366, or MUSI 1306

<sup>3</sup> Course selection to be based on transfer requirements at senior institution.

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

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

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
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 1316 Plane Trigonometry .....	3	HIST 1302 United States History II .....	3
PHYS 1401 College Physics I.....	3	Math Elective .....	3
Phys 1401L College Physics I Lab .....	1	PHYS 1402 College Physics II.....	3
PHED Physical Education Activity .....	1	PHYS 1402L College Physics II Lab .....	1
PSYC 1100 Orientation.....	1	MATH 2413 Calculus I.....	4
	15		17

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
Humanities Elective <sup>1</sup> .....	3	SPCH 1315 Public Speaking .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 Texas Government.....	3
MATH 2414 Calculus II.....	4	MATH 2415 Calculus III .....	4
PHED Physical Education Activity .....	1	Visual and Performing Arts Elective.....	3
PSYC 2301 General Psychology.....	3	MATH 2342 Elementary Statistical Methods .....	3
	14		16

**Notes:**

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

<sup>1</sup> To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

## PHYSICAL EDUCATION\*

### (Physical Education, Kinesiology)

#### Associate in Arts

The suggested course of study transfer guide below is designed for student who plan to pursue a degree in Physical Education or Kinesiology at a senior college or university after completing their studies at Clarendon College.\* Successful completion of the suggested course of study transfer guide courses, the student will be eligible to graduate from Clarendon College with an Associate in Science Arts.

#### 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	
Physical Education Elective <sup>2</sup> .....3		Social and Behavioral Science Elective.....3	
PHED 11XX or 21XX Physical Education Activity .....1		PHED 1306 First Aid .....3	
PSYC 1100 Orientation .....1		PHED 11XX or 21XX Physical Education Activity .....1	
	18		17

#### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective <sup>1</sup> .....3		Humanities Elective <sup>1</sup> .....3	
GOVT 2305 Federal Government .....3		GOVT 2306 Texas Government.....3	
PHED 1308 Sports Officiating I.....3		PHED 1336 Introduction to Recreation.....3	
Physical Education Elective <sup>2</sup> .....3		SPCH 1315 Public Speaking .....3	
MATH 1314 College Algebra .....3		Visual and Performing Arts Elective <sup>3</sup> .....3	
	15		15

Notes:

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

<sup>1</sup> To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

<sup>2</sup> To be selected from PHED 1309, 1321, 1322, 1336, or 1346

<sup>3</sup> Select one course from ARTS 1303, DRAM 1310, 1352, 2361, 2362, 2366, or MUSI 1306

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

### Associate in Arts

The suggested course of study transfer guide below is designed for student who plan to pursue a degree in the Social Sciences at a senior college or university after completing their studies at Clarendon College.\* Successful completion of the suggested course of study transfer guide 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
SOCI 1301 Introductory Sociology .....	3	Laboratory Science.....	4
PHED 11XX or 21XX Physical Education Activity .....	1	Visual and Performing Arts Elective <sup>2</sup> .....	3
PSYC 1100 Orientation.....	1	SPCH 1315 Public Speaking .....	3
	15		16

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Humanities Elective <sup>1</sup> .....	3	Humanities Elective <sup>1</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 Texas Government.....	3
ECON 2301 Macroeconomics.....	3	ECON 2302 Microeconomics .....	3
MATH 1314 College Algebra or higher level Math.....	3	ECON 2302 Principles of Microeconomics .....	3
Transfer Elective <sup>3</sup> .....	3	HIST 2301 Texas History .....	3
PHED 11XX or 21XX Physical Education Activity .....	1	Transfer Elective <sup>3</sup> .....	3
	16		18

#### Notes:

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

<sup>1</sup> To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

<sup>2</sup> Select one course from ARTS 1303, DRAM 1310, 1352, 2361, 2362, 2366, or MUSI 1306

<sup>3</sup> Course selection to be based on transfer requirements at senior institution.



## SPEECH\*

### Associate in Arts

The suggested course of study transfer guide below is designed for student who plan to pursue a degree in Speech at a senior college or university after completing their studies at Clarendon College.\* Successful completion of the suggested course of study transfer guide 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	Foreign Language or Elective.....	3-4
PSYC 1100 Orientation .....	1	SPCH 1318 Interpersonal Communications .....	3
	17		16-17

### SOPHOMORE YEAR

First Semester	Semester Hours		
ENGL Elective <sup>1</sup> .....	3	Humanities Elective <sup>2</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 Texas Government.....	3
MATH 1314 College Algebra or higher level Math.....	3	SPCH 2341 Oral Interpretation .....	3
PHED 11XX or 21XX Physical Education Activity .....	1	Transfer Elective <sup>3</sup> .....	3
Transfer Elective <sup>6</sup> .....	6	Visual and Performing Arts Elective <sup>4</sup> .....	3
	16	PHED 11XX or 21XX Physical Education Activity .....	1
			16

### Second Semester Semester Hours

Notes:

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

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

<sup>2</sup> To be selected from ENGL 2332, 2333, or PHIL 1316, 1317.

<sup>3</sup> Course selection to be based on transfer requirements at senior institution.

<sup>4</sup> Select one course from ARTS 1303, DRAM 1310, 1352, 2361, 2362, 2366, or MUSI 1306

## **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 heating, ventilation and air conditioning, office technology, ranch and feedlot operations, welding, emergency medical services, cosmetology, wind energy 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.

## **COSMETOLOGY**

### **Cosmetology Instructor Certificate**

The Cosmetology Instructor program provides graduates with the skills and knowledge necessary to pass the instructor examination administered by the Texas Cosmetology Commission and to serve the cosmetology industry in the teaching field. Only licensed cosmetologists can enroll in the Instructor program.

### **FRESHMAN YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
CSME 1434 Cosmetology Instructor I .....	4	CSME 2415 Cosmetology Instructor III .....	4
CSME 1435 Orient.to the Instruction of Cosmetology .	4	CSME 2444 Cosmetology Instructor IV .....	4
CSME 2414 Cosmetology Instructor II .....	4	CSME 2445 Instruct. Theory & Clinic Operations*.....	4
	12		12

Notes:

\*Capstone Experience

Level I—TSI Exempt 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 & Practice .....	5
CSME 1405 Fundamentals of Cosmetology .....	4	CSME 1547 Skin Care/Facials & Related Theory .....	5
CSME 1310 Intro. to Haircutting & Related Theory ....	3	CSME 2401 Hair Coloring & Related Theory .....	4
CSME 1531 Principles of Nail Technology I.....	5		14
	16		

### SOPHOMORE YEAR

First Semester	Semester Hours
CSME 2310 Adv Haircutting & Related Theory .....	3
CSME 2439 Advanced Hair Design* .....	4
CSME 1291 Special Topics in Cosmetology .....	2
CSME 2430 Nail Enhancement.....	4
	13

**+ Approved Electives\*:**

CSME 2541 Preparation for the State Licensing Examination.....	5
CSME 2337 Advance Cosmetology Techniques.....	3

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate

## **COSMETOLOGY**

### **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

## EMERGENCY MEDICAL SERVICES

### Emergency Medical Technician Basic Certificate

This 13-semester-hour curriculum prepares students to be competent entry-level EMT-Basic. Students who complete this curriculum will possess the knowledge, skills and personal attitudes and behaviors necessary for practice as entry-level EMT-Basic. All requirements to write the Texas Department of State Health Services and National Registry of Emergency Medical Technicians examinations for certification as EMT-Basic are satisfied. Upon successful completion of the following curriculum, students receive a Certificate of Completion.

### FRESHMAN YEAR

First Semester	Semester Hours
EMSP 1163 Clinical - EM Technology/Technician .....	1
EMSP 1501 EMT, Basic .....	5
BIOL 2401 Human Anatomy & Physiology I.....	4
HITT 1305 Medical Terminology .....	3
	13

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate

## EMERGENCY MEDICAL SERVICES

### Emergency Medical Technician Intermediate Certificate

This 34-semester-hour curriculum prepares students to be competent entry-level EMT-Intermediates. Students who complete this curriculum will possess the knowledge, skills and personal attitudes and behaviors necessary for practice as entry-level EMT-Intermediates. All requirements to write the Texas Department of State Health Services and National Registry of Emergency Medical Technicians examinations for certification as EMT-Intermediate are satisfied. Upon successful completion of the following curriculum, students receive a Certificate of Proficiency.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
EMSP 1163 Clinical - EM Technology/Technician ....	1	MATH 13xx College Algebra or above .....	3
EMSP 1501 EMT, Basic .....	5	EMSP 1455 Trauma Management .....	4
BIOL 2401 Human Anatomy & Physiology I .....	4	EMSP 1456 Assessment & Airway Management .....	4
HITT 1305 Medical Terminology .....	3	EMSP 1149 Pre-Hospital Trauma Life Support .....	4
	13		12
Third Semester	Semester Hours		
EMSP 1438 Introduction to Advanced Practice .....	4		
EMSP 2266 Practicum- (EMT Paramedic)* .....	2		
EMSP 2338 EMS Operations .....	3		
	9		

Notes:

\*Capstone Experience

Level I—TSI Completion Required.

## EMERGENCY MEDICAL SERVICES

### Emergency Medical Technician Paramedic Certificate

This 55-semester-hour curriculum prepares students as competent entry-level EMT-Paramedics. Students who complete this curriculum will possess the knowledge, skills, and personal attitudes and behaviors necessary for practice as entry-level EMT-Paramedics. Upon successful completion of the following curriculum, students receive a Certificate of Completion.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
EMSP 1163 Clinical - EM Technology/Technician ....	1	MATH 13xx College Algebra or above .....	3
EMSP 1501 EMT, Basic .....	5	EMSP 1455 Trauma Management .....	4
BIOL 2401 Human Anatomy & Physiology I.....	4	EMSP 1456 Assessment & Airway Management .....	4
HITT 1305 Medical Terminology .....	3	EMSP 1149 Pre-Hospital Trauma Life Support .....	4
	13		12

#### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
EMSP 1438 Introduction to Advanced Practice .....	4	EMSP 1147 Pediatric Advanced Life Support .....	1
EMSP 2266 Practicum- (EMT Paramedic)* .....	2	EMSP 2135 Advanced Cardiac Life Support .....	1
EMSP 2338 EMS Operations .....	3	EMSP 2248 Emergency Pharmacology.....	2
	9	EMSP 2434 Medical Emergencies .....	4
		EMSP 2444 Cardiology.....	4
		EMSP 2430 Special Populations .....	4
			16

Third Semester	Semester Hours
EMSP 2243 Assessment Based Management .....	2
EMSP 2267 Field Experience- EMT Paramedic .....	2
	4

Notes:

\*Capstone Experience

Level I—TSI Completion Required.



## EMERGENCY MEDICAL SERVICES

### Associate in Applied Science

This curriculum prepares students to be competent entry level EMT-Paramedics. Upon completion of this curriculum, students possess the knowledge, skills and personal attitudes and behaviors necessary for practice as an entry-level EMT Paramedic. Students successfully completing the prescribed curriculum will receive an Associate of Applied Science degree. Successful completion of selected coursework also satisfies the academic, clinical and field internship requirements for prospective certification with national Registry of EMTs as an Emergency Technical Technician (EMT).

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BIOL 2401 Anatomy and Physiology I.....	4	BIOL 2402 Anatomy and Physiology II.....	4
EMSP 1163 Clinical—EMT.....	1	EMSP 1455 Trauma Management.....	4
EMSP 1501 EMT, Basic .....	5	EMSP 1456 Assessment and Airway Management.....	4
MATH 1314 College Algebra .....	3	EMSP 1438 Introduction to Advanced Practice .....	4
	13		16

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
EMSP 2266 Practicum- EMT Paramedic* .....	2	EMSP 1147 Pediatric Advanced Life Support .....	1
EMSP 1149 Pre-Hospital Trauma Life Support .....	1	EMSP 2135 Advanced Cardiac Life Support .....	1
ENGL 1301 Composition I.....	3	EMSP 2338 EMS Operations .....	3
EMSP 2248 Emergency Pharmacology.....	2	EMSP 2434 Medical Emergencies .....	4
SPCH 1318 Interpersonal Speech.....	3	EMSP 2444 Cardiology .....	4
	11	EMSP 2430 Special Populations .....	4
			17

Third Semester	Semester Hours
HITT 1305 Medical Terminology .....	3
EMSP 2243 Assessment Based Management.....	2
EMSP 2267 Practicum EMT Paramedic* .....	2
PSYC General Psychology .....	3
Visual and Performing Arts Elective .....	3
	16

Notes:

\*Capstone Experience

AAS Degree - TSI Completion Required.

**HEATING, VENTILATION AND AIR CONDITIONING (HVAC—TDCJ)**  
**Entry Level 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 Commercial Heating, Ventilation and Air Conditioning field. The HVAC program is a limited enrollment program for residents of the Texas Department of Criminal Justice in. 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)

### Entry Level 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 Commercial Heating, Ventilation and Air Conditioning field. 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 1401 Basic Electricity for HVAC .....	4
HART 1403 Air Conditioning Control Principles .....	4
HART 1407 Refrigeration Principles .....	4
HART 1441 Residential Air Conditioning* .....	4
HART 1445 Gas and Electric Heating* .....	4
HART 1256 EPA Recovery Certification* .....	2
	22

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate

## HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

### HVAC 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 Commercial Heating, Ventilation and Air Conditioning field. 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 1401 Basic Electricity for HVAC .....	4	HART 2334 Advanced Air Conditioning Controls .....	3
HART 1403 Air Conditioning Control Principles .....	4	HART 2342 Commercial Refrigeration .....	3
HART 1407 Refrigeration Principles .....	4	HART 2166 Practicum—HVAC Maintenance .....	1
HART 1441 Residential Air Conditioning .....	4	HART 2357 Specialized Commercial Refrigeration .....	3
HART 1445 Gas and Electric Heating .....	4	HART 2436 Air Conditioning Troubleshooting* .....	4
HART 1256 EPA Recovery Certification .....	2	HART 2441 Commercial Air Conditioning .....	4
	22		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 wpm 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	POFM 1319 Records & Info. Management I.....	3
HITT 1305 Medical Terminology .....	3	POFT 1321 Business Math.....	3
ITSW 1401 Introduction to Word Processing .....	4	MDCA 1343 Medical Insurance* .....	3
MRMT 1307 Medical Transcription I.....	3	MRMT 2333 Medical Transcription II* .....	3
BMGT 1325 Office Management.....	3	ITSW 1404 Intro to Spreadsheets.....	4
	17	POFT 2312 Business Corr. & Comm. ....	3
			19

**Notes:**

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

\*AAS Degree—TSI Completion Required

## 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 & Feedlot Jobs & Development....	3	AGEQ 2311 Equine Science II.....	3
AGAH 1343 Animal Health .....	3	AGAH 2313 Principles of Feeds and Feeding .....	3
AGCR 2313 Soil & Water Conservation Mgmt. ....	3	AGMG 2406 Livestock and Meat Marketing* .....	4
AGCR 1307 Range Management .....	3	AGAH 1341 Sheep and Goat Production .....	3
AGMG 1444 Agriculture Records Management.....	4	AGMG 2301 Livestock Business Management .....	3
	19		20

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 <sup>1, 2, 3</sup>

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 & Feedlot Jobs & Development .....	3	AGEQ 2311 Equine Science II .....	3
AGAH 1343 Animal Health .....	3	AGAH 2313 Principles of Feeds and Feeding .....	3
AGCR 2313 Soil & Water Conservation Mgmt. ....	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
Math 1314 College Algebra or		Visual and Performing Arts Elective .....	3
Laboratory Science .....	3-4	Social and Behavioral Science .....	3
Electives .....	6	Electives .....	3
	12-13		12

#### 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.

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

<sup>2</sup> Option II: For students planning to complete a Bachelor of Applied Arts and Sciences (BAAS) Degree at a four-year institution, 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.

<sup>3</sup> 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 1304 Foundations of Nursing .....	3	VNSG 1191 Special Topics in LVN .....	1
VNSG 1226 Gerontology .....	2	VNSG 1201 Mental Health / Mental Illness.....	2
VNSG 1227 Essentials of Medication Administration..	2	VNSG 1330 Maternal / Neonatal Nursing.....	3
VNSG 1231 Pharmacology .....	2	VNSG 1429 Medical-Surgical Nursing I .....	4
VNSG 1260 Clinical I.....	2	VNSG 1461 Clinical II.....	4
BIOL 2401 Anatomy & Physiology .....	4		14
VNSG 1502 Applied Nursing Skills I .....	5		
	20		

### SOPHOMORE YEAR

First Semester	Semester Hours
BIOL 1322 Nutrition .....	3
VNSG 1334 Pediatrics .....	3
VNSG 1432 Medical-Surgical Nursing II .....	4
VNSG 1463 Clinical III* .....	4
	14

Notes:

Level I—TSI Exempt Certificate

\*Capstone Experiences



## WELDING

### Basic Welding 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.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
WLDG 1317 Introduction to Layout and Fabrication .3		WLDG 1337 Introduction to Welding Metallurgy .....3	
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting .....2		WLDG 1457 Intermediate Shielded Metal Arc Welding .....4	
DFTG 1325 Blueprint Reading and Sketching .....3		WLDF 2488 Internship - Welding Technology/Welder .....4	
WLDG 1428 Introduction to Shield Metal Arc Welding (SMAW) .....4			11
	12		

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate

### General Welding Specialist 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.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
WLDG 1317 Introduction to Layout and Fabrication .3		WLDG 1337 Introduction to Welding Metallurgy .....3	
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting .....2		WLDG 1457 Intermediate Shielded Metal Arc Welding .....4	
DFTG 1325 Blueprint Reading and Sketching .....3		WLDF 2488 Internship - Welding Technology/Welder .....4	
WLDG 1428 Introduction to Shield Metal Arc Welding (SMAW) .....4			11
	12		

#### Third Semester

#### Semester Hours

WLDG 1202 Fundamentals of Gas Metal Arc Welding (GMAW) .....2	
WLDG 1206 Fundamentals of Gas Tungsten Arc Welding (GTAW) .....2	
WLDG 1435 Introduction to Pipe Welding .....4	
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) .....4	
	12

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate

**WELDING**  
**Pipe Welding Specialist**  
**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.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
WLDG 1317 Introduction to Layout and Fabrication .3		WLDG 1337 Introduction to Welding Metallurgy .....3	
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting .....2		WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW).....4	
DFTG 1325 Blueprint Reading and Sketching.....3		WLDG 2488 Internship-Welding Technology/Welder4	11
WLDG 1428 Introduction to Shield Arc Welding (SMAW).....4			
	12		

<b>Third Semester</b>	<b>Semester Hours</b>
WLDG 1206 Fundamentals of Gas Tungsten Arc Welding .....2	
WLDG 1435 Introduction to Pipe Welding .....4	
WLDG 2506 Intermediate Pipe Welding .....5	
WLDG 2453 Advanced Pipe Welding .....4	
	15

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate

## WELDING

### Advanced Welding 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.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
WLDG 1317 Introduction to Layout and Fabrication	.3	WLDG 1337 Introduction to Welding Metallurgy	.....3
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting	.....2	WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	.....4
DFTG 1325 Blueprint Reading and Sketching	.....3	WLDG 2488 Internship-Welding Technology/Welder	4
WLDG 1428 Introduction to Shield Arc Welding (SMAW)	.....4		11
	12		

First Semester	Semester Hours
WLDG 1391 Special Topics in Welder/Welding Technologist	.....3
WLDG 1305 Art Metals	.....3
WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW)	.....4
	10

Notes:

\*Capstone Experience

Level II—TSI Exempt Certificate

## WELDING (WLDG—TDCJ)

### Basic Welding 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. The WLDG program is a limited enrollment program for residents of the Texas Department of Criminal Justice system. Students must apply and be accepted for enrollment. Students must meet the general institutional admission requirements and the specialized admission requirements of the WLDG Program.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
WLDG 1317 Introduction to Layout and Fabrication .3		WLDG 1337 Introduction to Welding Metallurgy .....3	
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting .....2		WLDG 1457 Intermediate Shielded Metal Arc Welding .....4	
DFTG 1325 Blueprint Reading and Sketching.....3		WLDF 2488 Internship - Welding Technology/Welder .....4	
WLDG 1428 Introduction to Shield Metal Arc Welding (SMAW) .....4			11
	12		

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate

### General Welding Specialist (WLDG—TDCJ) 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. The WLDG program is a limited enrollment program for residents of the Texas Department of Criminal Justice system. Students must apply and be accepted for enrollment. Students must meet the general institutional admission requirements and the specialized admission requirements of the WLDG Program.

#### FRESHMAN YEAR

First Semester	Semester Hours		
WLDG 1317 Introduction to Layout and Fabrication .3		WLDG 1337 Introduction to Welding Metallurgy .....3	
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting .....2		WLDG 1457 Intermediate Shielded Metal Arc Welding .....4	
DFTG 1325 Blueprint Reading and Sketching.....3		WLDF 2488 Internship - Welding Technology/Welder .....4	
WLDG 1428 Introduction to Shield Metal Arc Welding (SMAW) .....4			11
	12		
Second Semester	Semester Hours		

**General Welding Specialist Continued (WLDG—TDCJ)**

<b>Third Semester</b>	<b>Semester Hours</b>	Notes:
		*Capstone Experience
		Level I—TSI Exempt Certificate
WLDG 1202 Fundamentals of Gas Metal Arc Welding (GMAW) .....	2	
WLDG 1206 Fundamentals of Gas Tungsten Arc Welding (GTAW) .....	2	
WLDG 1435 Introduction to Pipe Welding .....	4	
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) .....	4	
	12	

**WELDING****Pipe Welding Specialist (WLDG—TDCJ)  
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. The WLDG program is a limited enrollment program for residents of the Texas Department of Criminal Justice system. Students must apply and be accepted for enrollment. Students must meet the general institutional admission requirements and the specialized admission requirements of the WLDG Program.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
WLDG 1317 Introduction to Layout and Fabrication .....	3	WLDG 1337 Introduction to Welding Metallurgy .....	3
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting .....	2	WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW) .....	4
DFTG 1325 Blueprint Reading and Sketching .....	3	WLDG 2488 Internship-Welding Technology/Welder .....	4
WLDG 1428 Introduction to Shield Arc Welding (SMAW) .....	4		11
	12		

<b>Third Semester</b>	<b>Semester Hours</b>
WLDG 1206 Fundamentals of Gas Tungsten Arc Welding .....	2
WLDG 1435 Introduction to Pipe Welding .....	4
WLDG 2506 Intermediate Pipe Welding .....	5
WLDG 2453 Advanced Pipe Welding .....	4
	15

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate

## WELDING (WLDG—TDCJ)

### Advanced Welding 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.

The WLDG program is a limited enrollment program for residents of the Texas Department of Criminal Justice system. Students must apply and be accepted for enrollment. Students must meet the general institutional admission requirements and the specialized admission requirements of the WLDG Program.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
WLDG 1317 Introduction to Layout and Fabrication .3		WLDG 1337 Introduction to Welding Metallurgy .....3	
WLDG 1204 Fundamentals of Oxy-Fuel Welding and Cutting .....2		WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW).....4	
DFTG 1325 Blueprint Reading and Sketching.....3		WLDG 2488 Internship-Welding Technology/Welder4	11
WLDG 1428 Introduction to Shield Arc Welding (SMAW).....4			
	12		

### SOPHOMORE YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
WLDG 1202 Fundamentals of Gas Metal Arc Welding (GMAW) .....2		WLDG 1206 Fundamentals of Gas Tungsten Arc Welding .....2	
WLDG 1435 Introduction to Pipe Welding .....4		WLDG 2506 Intermediate Pipe Welding .....5	
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) .....4		WLDG 2453 Advanced Pipe Welding .....4	11
	10		

First Semester	Semester Hours
WLDG 1391 Special Topics in Welder/Welding Technologist .....3	
WLDG 1305 Art Metals.....3	
WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW) .....4	
	10

Notes:

\*Capstone Experience

Level II—TSI Exempt Certificate

**WIND ENERGY****Entry Level Technician  
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**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
LEAD 2200 Corporate and Community Development with Critical Thinking .....	2	WIND 2310 Wind Turbine Materials and Electromechanical Equipment* .....	3
CETT 1409 AC/DC Circuits .....	4	CETT 1325 Digital Fundamentals .....	3
WIND 1300 Introduction to Wind Energy .....	3	ELMT 1305 Basic Fluid Power .....	3
MATH 1314 College Algebra .....	3	INMT 1417 Industrial Automation .....	4
WIND 1302 Wind Safety .....	3	ELMT 1201 Programmable Logic Controllers .....	2
	15	POFT 1120 Job Search Skills .....	1
			16

Notes:

\*Capstone Experience

Level I—TSI Completion Required.

## WIND ENERGY

### Wind Technician 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 employment in the wind energy technology field.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
LEAD 2200 Corporate and Community Development with Critical Thinking .....	2	WIND 2310 Wind Turbine Materials and Electromechanical Equipment* .....	3
CETT 1409 AC/DC Circuits .....	4	CETT 1325 Digital Fundamentals .....	3
WIND 1300 Introduction to Wind Energy .....	3	ELMT 1305 Basic Fluid Power .....	3
MATH 1314 College Algebra .....	3	INMT 1417 Industrial Automation .....	4
WIND 1302 Wind Safety .....	3	ELMT 1201 Programmable Logic Controllers .....	2
	15	POFT 1120 Job Search Skills .....	1
			16

Third Semester	Semester Hours
WIND 2459 Wind Power Delivery Systems .....	4
WIND 1470 Wind Turbine SCADA and Networking .....	4
WIND 2455 Wind Turbine Troubleshooting and Repair* .....	4
	12

Notes:

\*Capstone Experience

Level II—TSI Completion Required.



## 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
LEAD 2200 Corporate and Community Development with Critical Thinking .....	2	WIND 2310 Wind Turbine Materials and Electromechanical Equipment* .....	3
CETT 1409 AC/DC Circuits .....	4	CETT 1325 Digital Fundamentals .....	3
WIND 1300 Introduction to Wind Energy .....	3	ELMT 1305 Basic Fluid Power .....	3
MATH 1314 College Algebra .....	3	INMT 1417 Industrial Automation .....	4
WIND 1302 Wind Safety .....	3	ELMT 1201 Programmable Logic Controllers .....	2
	15	POFT 1120 Job Search Skills .....	1
			16

Third Semester	Semester Hours
WIND 2459 Wind Power Delivery Systems .....	4
WIND 1470 Wind Turbine SCADA and Networking .....	4
WIND 2455 Wind Turbine Troubleshooting and Repair* .....	4
	12

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENGL 1301 Composition I .....	3	SPCH 1318 Interpersonal Speech .....	3
Social and Behavioral Science Elective .....	3	Visual and Performing Arts Elective .....	3
Social and Behavioral Science Elective .....	3	Elective .....	3
Elective .....	3		
	12		9

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. The letter in parenthesis indicates the type of course:

- (C) Core Curriculum Course,
- (E) Elective Course,
- (T) Technical Workforce Course
- (N) Non Transferable Developmental / Remedial

## COURSE DESCRIPTIONS

### ACCOUNTING

**ACCT 2301. Principles of Accounting I—Financial.** (3-3-0) 52.0301.51 04 (E)

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 (E)

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 (E)

Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing.

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

Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control.

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

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses.

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

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) 01.1001.51 01 (E)

Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control.

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

Structure, growth, and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control of growth, pest control, and landscaping.

**AGRI 1121. Livestock /Meat Judging.** (1-1-5) 01.0901.52 01 (E)

Selection, evaluation, and classification of livestock and livestock products/meat.

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

Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles.

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

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

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

Fundamental economic principles and their applications to the problems of the industry of agriculture.

**ARGI 2371. Introduction to Agriculture Education.** (3-3-0) 01.0103.52 01 (E)  
Fundamental economic principles and their applications to the problems of the industry of agriculture.

## AMERICAN SIGN LANGUAGE

**SGNL 1401. Beginning American Sign Language I.** (4-3-3) 16.1603.51 13 (E)  
Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.

**SGNL 1402. Beginning American Sign Language II.** (4-3-3) 16.1603.51 13 (E)  
Continuation of SGNL 1401. Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.

## ART

**ARTS 1301. Art Appreciation** (3-3-0) 50.0703.51 26 (C)  
Exploration of purposes and processes in the visual arts including evaluation of selected works.

**ARTS 1303. Art History I.** (3-3-0) 50.0703.52 26 (C)  
Examination of painting, sculpture, architecture, and other arts from prehistoric to present time.

**ARTS 1304. Art History II.** (3-3-0) 50.0703.52 26 (C)  
Examination of painting, sculpture, architecture, and other arts from prehistoric to present time.

## BIOLOGY

**BIOL 1322. Nutrition and Diet Therapy I.** (3-3-0) 19.0501.51 09 (E)  
Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.

**BIOL 1406. Biology for Science Majors I.** (4-3-3) 26.0101.51 03 (C)  
Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

**BIOL 1407. Biology for Science Majors II.** (4-3-3) 26.0101.51 03 (C)  
Continuation of BIOL 1406. This course includes a laboratory experience.  
*Prerequisite:* BIOL 1406 or consent of the instructor.

**BIOL 1411. General Botany.** (4-3-3) 26.0301.51 03 (C)  
Study of structure and function of plant cells, tissues, and organs. Includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed producing organisms. Plant reproductive and functional interactions with their environment and with humans. Selected laboratory exercises.

**BIOL 1413. General Zoology.** (4-3-3) 26.0701.51 03 (C)  
Study of the principles of taxonomy, molecular biology, and ecology as they relate to animal form and function, diversity, behavior, and evolution.

**BIOL 2401. Anatomy and Physiology I.** (4-3-3) 26.0707.51 03 (C)  
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. *Prerequisite* BIOL 1413 or consent of instructor.

**BIOL 2402. Anatomy and Physiology II.** (4-3-3) 26.0707.51 03 (C)  
Continuation of BIOL 2401 with the study of the structure and function of human anatomy, including the neuroen-

doctrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. *Prerequisite* BIOL 2401 or consent of instructor.

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

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology.

*Prerequisite:* BIOL 1413 or consent of the instructor.

## **BUSINESS ADMINISTRATION**

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

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 (E)**

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

## **BUSINESS COMPUTER INFORMATION SYSTEMS**

**BCIS 1305. Business Computer Applications. (3-3-0) 11.0202.54 04 (E)**

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) 40.0501.53 03 (C)**

Basic laboratory experiments supporting theoretical principles presented in CHEM 1311; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

*Co-requisite:* CHEM 1311.

**CHEM 1112. General Chemistry Lab II. (1-0-3) 40.0501.53 03 (C)**

Basic laboratory experiments supporting theoretical principles presented in CHEM 1312; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. *Co-requisite:* CHEM 1312.

**CHEM 1311. General Chemistry I. (3-3-0) 40.0501.55 03 (C)**

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry.

*Prerequisite:* MATH 1314, comparable math or consent of instructor; *co-requisite:* CHEM 1111.

**CHEM 1312. General Chemistry II. (3-3-0) 40.0501.55 03 (C)**

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry.

*Prerequisites:* CHEM 1111 and CHEM 1311; *co-requisite:* CHEM 1112.

**CHEM 2223. Organic Chemistry Lab I. (2-0-4) 40.0504.52 03 (C)**

This laboratory-based course accompanies CHEM 2323, Organic Chemistry I. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined. *Co-requisite:* CHEM 2323.

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

This laboratory-based course accompanies CHEM 2325, Organic Chemistry II. Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. *Co-requisite:* CHEM 2325.

**CHEM 2323. Organic Chemistry I.****(3-3-0) 40.0504. 52 03 (C)**

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. *Prerequisite:* CHEM 1312 and CHEM 1112. *Co-requisite:* CHEM 2123.

**CHEM 2325. Organic Chemistry II.****(3-3-0) 40.0504.52 03 (C)**

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

*Prerequisite:* CHEM 2323. *Co-requisite:* CHEM 2225.

## COMPUTER SCIENCE

**COSC 1301. Microcomputer Applications.****(3-3-0) 11.0101.51 07 (E)**

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

## COSMETOLOGY

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

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.****(3-1-6) 12.0407.0009 (T)**

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 (T)**

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 (T)**

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 (T)**

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 1434. Cosmetology Instructor I.** (4-2-6) 12.0413.0009 (T)  
The fundamentals of instructing cosmetology students.

**CSME 1435. Orientation to the Instruction of Cosmetology.** (4-2-6) 12.0413.0009 (T)  
An overview of the skills and knowledge necessary for the instruction of cosmetology students.

**CSME 1443. Manicure and Related Theory.** (4-3-4) 12.0410.0009 (T)  
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.** (5-3-5) 12.0410.0009 (T)  
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.** (5-3-5) 12.0410.0009 (T)  
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 (T)  
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 (T)  
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 (T)  
Advanced concepts and practice of haircutting. Topics include haircutting utilizing scissors, razors and/or clippers. This course includes a laboratory experience.

**CSME 2337. Advance Cosmetology Techniques.** (3-1-9) 12.0401.0009 (T)  
Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

**CSME 2401. Principles of Hair Coloring and Related Theory.** (4-2-8) 12.0407.0009 (T)  
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 2414. Cosmetology Instructor II.** (4-2-6) 12.0413.0009 (T)  
The continuation of the fundamentals of instructing cosmetology students.

**CSME 2415. Cosmetology Instructor III.** (4-2-6) 12.0413.0009 (T)  
Presentation of lesson plans assignments and evaluation techniques.



**CSME 2430. Nail Enhancement.****(4-2-8) 12.0410.0009 (T)**

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 (T)**

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

**CSME 2444. Cosmetology Instructor IV.****(4-2-6) 12.0413.0009 (T)**

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques.

**CSME 2445. Instructional Theory and Clinic Operations****(4-2-6) 12.0413.0009 (T)**

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

**CSME 2541. Preparation for the State Licensing Examination.****(5-1-10) 12.0401.0009 (T)**

Exhibit the skills and knowledge required for completion of the state licensing examination.

## **CRIMINAL JUSTICE**

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

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

**CRIJ 1306. Court Systems and Practices.****(3-3-0) 22.0101.54 24 (E)**

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

**CRIJ 1307. Crime in America.****(3-3-0) 45.0401.52 25 (E)**

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 (E)**

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

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

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 (E)**

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 (E)**

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 (E)**

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 (E)**

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

## DEVELOPMENTAL STUDIES

**IRAW 0302. Integrated Reading and Writing** (3-3-2) 32.0108.59 12 (N)  
Integration of critical reading and academic writing skills. Enrollment in this class will be based on placement test scores.

**IRAW 0303. Integrated Reading and Writing** (3-3-2) 32.0108.59 12 (N)  
Continuation of IRAW 0302. Integration of critical reading and academic writing skills. Enrollment in this class will be based on placement test scores.

**MATH 0301. Developmental Mathematics I.** (3-3-2) 32.0104.50.19 (N)  
The most basic of developmental math classes. Topics include basic mathematics of integers, fractions and decimals; ratios and percents; basic measurement and geometry; signed numbers; simple algebraic expressions. Placement is based on proficiency tests. This is a Continuing Education class.

**MATH 0302. Developmental Mathematics II.** (3-3-3) 32.0104.51 19 (N)  
Topics include basic mathematics of integers, fractions and decimals; ratios and percents; basic measurement and Geometry; signed numbers; evaluation of simple algebraic expressions and equations as well as application to real world events. Course serves as a preparation for MATH 0303 and College Algebra. Placement is based on proficiency tests.

**MATH 0303. Intermediate Algebra.** (3-3-2) 32.0104.52 19 (N)  
Topics include a study of relations and functions; equations and inequalities; problem solving with applications of real world events; graphing; factoring; exponents; polynomials; simplifying rational and radical expressions; and quadratics with an introduction to complex numbers and matrices. Course serves as a preparation for College Algebra. Placement is based on proficiency test or completion of MATH 0302. Upon successful completion of this course the student will be TSI complete.

## DRAMA

**DRAM 1120. Theater Practicum I.** (1-1-5) 50.0506.53 26 (E)  
Practicum in theater with emphasis on technique and procedures with experience gained in play productions.

**DRAM 1121. Theater Practicum II.** (1-1-5) 50.0506.53 26 (E)  
Practicum in theater with emphasis on technique and procedures with experience gained in play productions.

**DRAM 1310. Introduction to Theater.** (3-3-3) 50.0501.51 26 (C)  
Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required.

**DRAM 1330. Stagecraft I.** (3-3-3) 50.0502.51 26 (E)  
Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization.

**DRAM 1341. Make-up.** (3-3-3) 50.0502.52 26 (E)  
Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

**DRAM 1342. Introduction to Costume.** (3-3-3) 50.0502.53 26 (E)  
Principles and techniques of costume design and construction for theatrical productions.

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

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

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

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

*Prerequisite:* DRAM 1351 or consent of instructor.

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

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

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

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

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

Continuation of DRAM 1330. Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. This course includes a laboratory experience.

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

A continuation of DRAM 1352. Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. This course includes a laboratory experience.

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

A continuation of DRAM 2351. Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. This course includes a laboratory experience.

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

Development of theater art from the earliest times through the 20th century.

**DRAM 2362. History of Theater II.** (3-3-0) 50.0505.51 26 (C)

Continuation of DRAM 2361. Development of theater art from the earliest times through the 20th century.

**DRAM 2366. Development of the Motion Picture I.** (3-2-4) 50.0602.51 26 (C)

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art.

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

A continuation of DRAM 2366. Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. This course includes a laboratory experience.

## **ECONOMICS**

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

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

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

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

## EDUCATION

### **EDUC 1301. Introduction to the Teaching Profession.**

**(3-3-1) 13.0101.51 09 (E)**

An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

### **EDUC 2301. Introduction to Special Populations.**

**(3-3-1) 13.1001.51 09 (E)**

An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and 5) Pre-requisite for this course is EDUC 1301.

## ENGLISH

### **ENGL 1301. Composition I.**

**(3-3-0) 23.1301.51 12 (C)**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

### **ENGL 1302. Composition II.**

**(3-3-0) 23.1301.51 12 (C)**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

*Prerequisite:* ENGL 1301 or its equivalent.

### **ENGL 2311. Technical and Business Writing.**

**(3-3-0) 23.1303.51 12 (C)**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

*Prerequisite:* ENGL 1301.

### **ENGL 2332. World Literature I.**

**(3-3-0) 16.0104.52 13 (C)**

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

*Prerequisite:* ENGL 1301 (Composition I).

### **ENGL 2333. World Literature II.**

**(3-3-0) 16.0104.52 13 (C)**

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

*Prerequisite:* ENGL 1301 (Composition I).

## EMERGENCY MEDICAL SERVICES

**EMSP 1147. Pediatric Advanced Life Support****(1-1-0) 51.0904.0016 (T)**

Theory and skills necessary for the management of pediatric emergencies as specified by the American Heart Association guidelines. This course was designed to be repeated multiple times to improve student proficiency.

**EMSP 1149. Pre-Hospital Trauma Life Support.****(1-1-0) 51.0904.0016 (T)**

Theory and skills necessary for the management of pre-hospital trauma emergencies as specified by the National Association of Emergency Medical Technicians (NAEMT) guidelines.

**EMSP 1160. Clinical-Emergency Medical Technology/Technician.****(1-0-4) 51.0904.0016 (T)**

This course is a basic, intermediate or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting.

**EMSP 1161. Clinical-Emergency Medical Technology/Technician.****(1-0-4) 51.0904.0016 (T)**

This course is a basic, intermediate or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

**EMSP 1162. Clinical-Emergency Medical Technology/Technician.****(1-0-4) 51.0904.0016 (T)**

This course is a basic, intermediate or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

**EMSP 1163. Clinical-Emergency Medical Technology/Technician.****(1-0-3) 51.0904.0016 (T)**

This course is a basic, intermediate or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the work flow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

**EMSP 1355. Trauma Management.****(4-3-3) 51.0904.0016 (T)**

This course is a detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.

**EMSP 1356. Patient Assessment and Airway Management.****(3-2-2) 51.0904.0016 (T)**

This course is a detailed study of the knowledge and skills required to perform patient assessment and airway management.

**EMSP 1438. Introduction to Advance Practice.****(4-3-3) 51.0904.0016 (T)**

This course provides an exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

**EMSP 1455. Trauma Management.****(4-3-3) 51.0904.0016 (T)**

A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.

**EMSP 1456. Patient Assessment and Airway Management.****(4-3-3) 51.0904.0016 (T)**

A detailed study of the knowledge and skills required to perform patient assessment and airway management.

**EMSP 1501. Emergency Medical Technician – Basic.****(5-3-7) 51.0904.0016 (T)**

This course is an introduction to the level of emergency medical technician-basic, and includes all the skills neces-

sary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

**EMSP 2135. Advanced Cardiac Life Support. (1-1-0) 51.0904.0016 (T)**

Theory and skills necessary for the management of a cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency.

**EMSP 2243. Assessment-Based Management. (2-2-1) 51.0904.0016 (T)**

This is the capstone course of the EMS program and is designed to provide for teaching and evaluating comprehensive, assessment-based patient care management.

**EMSP 2248. Emergency Pharmacology. (2-2-1) 51.0904.0016 (T)**

This is a comprehensive course covering all aspects of the utilization of medications in treating emergency situations. The course is designed to complement Cardiology, Special Populations and Medical Emergency Courses.

**EMSP 2266 . Clinical-Emergency Medical Technology/Technician. (2-0-7) 51.0904.0016 (T)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**EMSP 2267. Clinical-Emergency Medical Technology/ Technician. (2-0-0) 51.0904.0016 (T)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**EMSP 2330. Special Populations. (3-3-1) 51.0904.0016 (T)**

This course includes a detailed study of the knowledge and skills necessary to assess and manage ill or injured patients in diverse populations.

**EMSP 2338. EMS Operations. (3-3-0) 51.0904.0016 (T)**

This course includes a detailed study of the knowledge and skills to manage safely the scene of an emergency.

**EMSP 2434. Medical Emergencies. (4-3-2) 51.0904.0016 (T)**

This course is a detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies.

**EMSP 2430. Special Populations. (4-3-3) 51.0904.0016 (T)**

A detailed study of the knowledge and skills necessary to assess and manage ill or injured patients in diverse populations.

**EMSP 2444. Cardiology. (4-3-2) 51.0904.0016 (T)**

This course provides a detailed study of the knowledge and skills in the assessment and management of patients with cardiac emergencies.

## **ENGLISH AS A SECOND LANGUAGE**

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

Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society.

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

Continuation of ESOL 0301. Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society.

**ESOL 0303. ESOL Writing and Grammar I. (3-3-1) 32.0108.57 12 (N)**

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 (N)**

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 (N)**

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 (N)**

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 (C)**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

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

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

## **HEATING, VENTILATION AND AIR CONDITIONING**

**HART 1256. EPA Recovery Certification (2-0-1) 15.0501.001 (T)**

Certification training for HVAC refrigerant recovery and recycling. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems.

**HART 1401. Basic Electricity for HVAC. (3-2-4) 15.0501.0011 (T)**

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 1403. Air Conditioning Control Principles. (3-3-4) 15.0501.0011 (T)**

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 1407. Refrigeration Principles. (3-2-4) 15.0501.0011 (T)**

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 1441. Residential Air Conditioning. (3-2-4) 15.0501.0011 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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) 54.0102.5125 (C)**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

**HIST 1302. United States History II.****(3-3-0) 54.010251 25 (C)**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

**HIST 2301. Texas History.****(3-3-0) 54.0102.5225 (E)**

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil



rights; and modern Texas.

**HIST 2311. Western Civilization I.****(3-3-0) 54.0101.54 25 (E)**

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

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

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.

## MATHEMATICS

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

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

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

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

*Prerequisites:* MATH 1314, MATH 1324 or consent of instructor.

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

A study of mathematics of finance (simple and compound interest, annuities) and includes college algebra topics of linear and quadratic equations, functions, graphs, inequalities, linear programming; apply Gauss-Jordan and the Echelon method to solving matrices and systems of linear equations of 2 and 3 variables; apply skills and concepts to applications in management, economics, and business.

*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 (E)**

A study of mathematics in which limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, anti-derivatives, and integration are used to provide mathematical models of real world events and determine solutions to applied problems in management, economics, and business.

*Prerequisites:* MATH 1314 or MATH 1324.

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

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 (E)**

Increases explicit concepts of geometry including transformations, basic probability, and descriptive 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 to develop effective communication skills in mathematics for students who seek middle grade (4 through 8) teacher certification.

*Prerequisite:* MATH 1350, College Algebra or the equivalent.

**MATH 2342. Elementary Statistical Methods.****(3-3-0) 27.0501.51 19 (E)**

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology.

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

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

*Prerequisite:* MATH 1314, MATH 1315, or consent of instructor.

**MATH 2415. Calculus III.****(4-3-2) 27.0101.63 19 (E)**

Advance topics in calculus, including calculus operations on vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Apply the computational and conceptual principles of calculus to the solutions of real-world problems.

*Prerequisite:* MATH 2414.

**MATH 2418. Linear Algebra****27.0101.62 19**

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.

*Prerequisite:* MATH 2414

**MATH 2420. Differential Equations****27.0101.64 19**

Ordinary differential equations, including linear equations, system of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

**MEDICAL TERMINOLOGY****HITT 1305. Medical Terminology.****(3-3-0) 51.0707.0004 (E)**

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 (E)**

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 1306. Music Appreciation.****(3-3-0) 50.0902.51 26 (C)**

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances.

**NURSE AIDE****NURA 1301. Nurse Aide for Health Care.****(3-4-2) 51.3902.0016 (T)**

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 (T)**

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 (T)**

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) 52.0401.0004 (T)**

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 (T)**

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 (T)**

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 wpm on a 5-minute keyboarding test.

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

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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

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

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 (T)**

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 (T)**

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 (C)**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

**PHIL 1317. History of Religions II. (3-3-0) 38.0201.51 12 (C)**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. A continuation of PHIL 1316.

**PHIL 2321. Philosophy of Religion. (3-3-0) 38.0201.53 12 (E)**

A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil.

## PHYSICAL EDUCATION AND HEALTH

**PHED 1100, 1101, 2100, 2101. Men's Varsity Golf. (1-0-3) 36.0108.51 23 (C)**

Only open to members of the Men's Varsity Golf Team.

**PHED 1105. Weight Lifting. (1-0-3) 36.0108.51 23 (C)**

An introductory course in weight lifting. Topics include cardio-vascular benefits, equipment, and personal safety.

**PHED 1110. Walking for Fitness.** (1-0-3) 36.0108.51 23 (C)  
An introductory course in walking for fitness.

**PHED 1114, 1128, 2114, 2128. Concepts of Cheerleading.** (1-0-3) 36.0108.51 23 (C)  
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 (C)  
A course designed to cover the various aspects of physical fitness including flexibility, strength, coordination, and endurance

**PHED 1116, 1132, 2116, 2132. Women's Varsity Basketball.** (1-0-3) 36.0108.51 23 (C)  
Open only to members of the Women's Varsity Basketball team.

**PHED 1117, 2134, 2117, 2134. Men's Varsity Basketball.** (1-0-3) 36.0108.51 23 (C)  
Open only to members of the Men's Varsity Basketball team.

**PHED 1118, 1136, 2118, 2136. Men's Varsity Baseball.** (1-0-3) 36.0108.51 23 (C)  
Open only to members of the Men's Varsity Baseball team.

**PHED 1119, 1138, 2119, 2138. Women's Varsity Volleyball.** (1-0-3) 36.0108.51 23 (C)  
Open only to members of the Women's Varsity Volleyball team.

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

**PHED 1122, 1144, 2122, 2144. Ranch Horse Team.** (1-0-3) 36.0108.51 23 (C)  
Only open to members of the college's Ranch Horse Team.

**PHED 1123, 1146, 2123, 2146. Women's Varsity Softball.** (1-0-3) 36.0108.51 23 (C)  
Only open to members of the Women's Varsity Softball team.

**PHED 1125, 1150, 2125, 2150. Varsity Rodeo.** (1-0-3) 36.0108.51 23 (C)  
Open only to members of the Men's and Women's Varsity Rodeo team. Membership in the NIRA is mandatory for this course.

**PHED 1126, 1129, 2126, 2129. Women's Varsity Cross Country.** (1-0-3) 36.0108.51 23 (C)  
Only open to members of the Women's Varsity Cross Country team.

**PHED 1127, 1131, 2127, 2131. Men's Varsity Cross Country.** (1-0-3) 36.0108.51 23 (C)  
Only open to members of the Men's Varsity Cross Country team.

**PHED 1161, 1162, 2132, 2133. Rodeo Clinic.** (1-0-3) 36.0108.51 23 (C)  
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. Membership in the NIRA is mandatory for this course.

**PHED 1301. Introduction to Physical Fitness and Sport.** (3-3-0) 31.0501.52 23 (E)  
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

**PHED 1304. Personal/Community Health I.** (3-3-0) 51.1504.51 16 (E)  
Investigation of the principles and practices in relation to personal and community health.

**PHED 1306. First Aid.** (3-3-0) 51.1504.53 16 (E)  
Instruction in and practice of first aid techniques.

**PHED 1308. Sports Officiating I.** (3-3-1) 31.0101.51 23 (E)  
Instruction and practice in interpreting rules for officiating major sports.

**PHED 1309. Sports Officiating II.** (3-3-1) 31.0101.51 23 (E)  
Instruction in rules, interpretation, and mechanics of officiating selected sports.

**PHED 1321. Coaching/Sports/Athletics I.** (3-3-1) 31.0505.51 23 (E)  
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 (E)  
Studies of the history, theories, philosophies, rules, and terminology of competition sports. Includes coaching techniques.

**PHED 1336. Introduction to Recreation.** (3-3-0) 31.0101.51 23 (E)  
Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.

**PHED 1346. Drug Use and Abuse** (3-3-0) 51.1504.52 16 (E)  
Study of the use and abuse of drugs in today's society. Emphasized the physiological, sociological, and psychological factors.

**PHED 2156. Taping and Bandaging.** (1-0-1) 51.0913.51 16 (E)  
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 (E)  
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

## PHYSICS

**PHYS 1401. College Physics I (Lecture + Lab).** (4-3-3) 40.0801.5303 (E)  
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, physical systems, Newton's Laws of Motion, and gravitation; with emphasis on problem solving.  
*Prerequisites:* MATH 1314 and MATH 1316.

**PHYS 1402. College Physics II.** (4-3-3) 40.0801.5303 (E)  
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, and optics; with emphasis on problem solving.  
*Prerequisites:* PHYS 1401

**PHYS 2425. University Physics I.** (4-3-3) 40.0101.5203 (E)  
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving.  
*Prerequisites:* MATH 2413

**PHYS 2426. University Physics II.****(4-3-3) 40.0101.5203 (E)**

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics.

*Prerequisites:* PHYS 2425 and MATH 2414

## **PSYCHOLOGY**

**PSYC 1100. Orientation.****(1-2-0) 42.2701.51 25 (E)**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

**PSYC 2301. General Psychology.****(3-3-0) 42.0101.5125 (C)**

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

**PSYC 2314. Lifespan Growth and Development.****(3-3-0) 42.0701.5125 (C)**

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

## **RANCH AND FEEDLOT OPERATIONS**

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

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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 (T)**

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

**AGMG 2406. Livestock and Meat Marketing.****(4-3-3) 01.2703.0001 (T)**

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

## SOCIOLOGY

**SOCI 1301. Introductory Sociology.****(3-3-0) 45.1101.51 25 (C)**

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

**SOCI 1306. Social Problems.****(3-3-0) 45.1101.52 25 (C)**

Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems.

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

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

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

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 13 (E)**

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.



**SPAN 1412. Beginning Spanish II.****(4-3-2) 16.0905.51 13 (E)**

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

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

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

*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 (E)**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

*Prerequisite:* SPAN 2311.

## **SPEECH**

**SPCH 1315. Public Speaking.****(3-3-0) 23.1304.53 12 (C)**

A basic course which incorporates research, composition, organization, and delivery of speeches for various purposes and occasions. Includes activities which lead to the development of effective written, oral, and visual communication skills. Promotes creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information. Includes group communication; working effectively with others to support a shared purpose or goal. Emphasizes the ability to connect choices, actions and consequences to ethical decision making.

**SPCH 1318. Interpersonal Communications.****(3-3-0) 23.1304.54 12 (C)**

A study of the psychological, physical, and cultural barriers to interpersonal communication with emphasis on overcoming these barriers. Includes activities which lead to the development of effective written, oral, and visual communication skills. Promotes creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information. Includes group communication; working effectively with others to support a shared purpose or goal. Emphasizes the ability to connect choices, actions and consequences to ethical decision making.

**SPCH 1321. Business and Professional Communications.****(3-3-0) 23.1304.52 12 (C)**

Theories and practice of speech communication as applied to business and professional situations. Designed to introduce the fundamentals of speech communication in situations such as interpersonal communication, interviews, group discussions, and public speaking. Includes activities which lead to the development of effective written, oral, and visual communication skills. Promotes creative thinking, innovation, inquiry and analysis, evaluation to support a shared purpose or goal. Emphasizes the ability to connect choices, actions and consequences to ethical decision making.

**SPCH 2341. Oral Interpretation.****(3-3-0) 23.1304.57 12 (E)**

Theories and techniques in analyzing and interpreting literature. Emphasis on oral interpretation of prose, poetry, and drama with an understanding of textual analysis, character placement and characterization. Includes activities which lead to the development of effective written, oral, and visual communication skills. Promotes creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information. Includes group communication; working effectively with others to support a shared purpose or goal. Emphasizes the ability to connect choices, actions and consequences to ethical decision making.

## **VOCATIONAL NURSING**

**VNSG 1191. Special Topics in Licensed Vocational Nurse (LVN).****(1-1-1) 51.3901.0018 (T)**

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 1201 Mental Health and Mental Illness****(2-2-0) 51.3901.0018 (T)**

Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.

**VNSG 1226. Gerontology.****(2-2-0) 51.3901.0018 (T)**

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) 51.3901.0018 (T)**

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) 51.3901.0018 (T)**

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

**VNSG 1260. Clinical I.****(2-0-12) 51.3901.0018 (T)**

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 1304. Applied Nursing Skills****(3-3-0) 51.3901.0018 (T)**

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

**VNSG 1330. Maternal/Neonatal Nursing.****(3-3-0) 51.3901.0018 (T)**

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) 51.3901.0018 (T)**

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 1429. Medical-Surgical Nursing I.****(4-4-0) 51.3901.0018 (T)**

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) 51.3901.0018 (T)**

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) 51.3901.0018 (T)**

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) 51.3901.0018 (T)**

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.****(5-3-6) 51.3901.0018 (T)**

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

## **WELDING**

**DFTG 1325. Blueprint Reading and Sketching****(3-2-2) 15.1301.0007 (T)**

An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.

**WLDG 1202. Fundamentals of Gas Metal Arc Welding (GMAW)****(2-1-3) 48.0508.0002 (T)**

Fundamentals of Gas Metal Arc Welding (GMAW). Includes setup and safe use of GMAW equipment as well as instruction in various basic weld joints.

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

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 1305. Art Metals.****(3-2-3) 48.0508.0002 (T)**

Fundamentals of conceptualizing and producing utilitarian items in ferrous and non-ferrous metals. Skill development through the techniques of sinking, raising, repousse, and piercing to create objects from sheet and stock materials. Includes welding, brazing, soldering, tinning, polishing, and tool making.

**WLDG 1317. Introduction to Layout and Fabrication.****(3-2-4) 48.0508.0002 (T)**

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

**WLDG 1337. Introduction to Welding Metallurgy.****(3-3-1) 48.0508.0002 (T)**

A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility.

**WLDG 1391. Special Topics in Welder/Welding Technologist.****(3-3-0) 48.0508.0002 (T)**

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 was designed to be repeated multiple times to improve student proficiency.

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

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).****(4-2-6) 48.0508.0002 (T)**

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 (T)**

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 (T)**

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 (T)**

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 1435, 1428.

**WLDG 1457. Intermediate Shielded Metal Arc Welding (SMAW). (4-2-6) 48.0508.0002 (T)**

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 (T)**

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 (T)**

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 (T)**

-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 (T)**

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) . (4-2-6) 48.0508.0002 (T)**

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 2488. Internship-Welding Technology/Welder. (4-0-0) 48.0508.0002 (T)**

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.

**WLDG 2506. Intermediate Pipe Welding. (5-3-6) 48.0508.0002 (T)**

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices.

## WIND ENERGY

**CETT 1325. Digital Fundamentals. (3-2-2) 15.1201.0011 (T)**

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.

**CETT 1402. Electricity Principles. (4-2-4) 15.1201.0011 (T)**

Principles of electricity including proper use of test equipment , A/C and D/C circuits, and component theory

and operations.

**CETT 1409. AC/DC Circuits. (4-2-4) 15.1201.0011 (T)**

Fundamentals of DC circuits and AC circuits operations including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

**ELMT 1201. Programmable Logic Controllers. (2-1-4) 15.0403.0011 (T)**

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 (T)**

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.

**INMT 1417. Industrial Automation. (4-2-6) 15.0613.0011 (T)**

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.

**LEAD 2200. Corporate and Community Development with Critical Thinking. (2-1-2) 52.0201.0004 (T)**

Development of corporate and community leadership skills that incorporate critical thinking strategies. Includes data and informative decision making, group and team processes strategic and action planning, and processes for monitoring progress.

**POFT 1120. Job Search Skills. (1-1-0) 52.0401.0004 (T)**

Skills to seek and obtain employment in business and industry.

**WIND 1300. Introduction to Wind Energy. (3-3-0) 15.0403.0011 (T)**

Introduction to the evolution of wind technology, wind farms design, and characteristics of energy sources. Include tower rescue training/climb test.

**WIND 1302. Wind Safety (3-3-1) 15.0403.0011 (T)**

Introduction to safety procedures and practices relating to turbine towers. Includes first aid training and CPR certification.

**WIND 1470. Wind Turbine SCADA and Networking. (4-2-4) 15.0403.0011 (T)**

Topics in Supervisory and Data Acquisition Systems, Industrial Ethernet communications systems as they apply to the wind energy industry.

**WIND 2310. Wind Turbine Materials and Electromechanical Equipment. (3-2-4) 15.0403.0011 (T)**

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

**WIND 2455. Turbine Troubleshooting and Repair. (4-2-4) 15.0403.0011 (T)**

Operations, maintenance, troubleshooting, and repair of wind turbine electron-mechanical systems.

**WIND 2459. Wind Power Delivery Systems. (4-2-5) 15.0403.0011 (T)**

Components, equipment, and infrastructure used in the production and transmission of electricity as related to wind turbine power.

# **XI**

# **ORGANIZATION**

## Board of Regents



Howard

Woodard

Robertson

Lowe

Moreman



Robinson

Sansing

Shields

Selvidge

### Officers

Dr. John Howard, Chair  
 Jerry Woodard, Vice-Chair  
 Delbert Robertson, Secretary

### Members

Doug Lowe  
 Jack Moreman  
 Ruth Robinson  
 Dr. William A. "Bill" Sansing  
 Mary Ellen "Susie" Shields  
 Leonard "Tex" Selvidge

## Presidents of Clarendon College

Rev. J. W. Adkisson	1898-1899	H. W. Truitt	1953-1955
Rev. W. B. McKeown	1899-1900	W. W. Pinkerton	1955-1959
Frank B. St. John	1900-1901	J. R. Cox	1960-1962
Rev. J. Sam Barcus	1901-1903	Kenneth D. Vaughan*	1962-1989
Rev. G. S. Hardy	1903-1906	Dr. Jerry D. Stockton	1989-1995
Rev. J. R. Mood	1906-1907	Dr. Scott D. Elliott	1995-1998
Dr. George S. Slover*	1907-1926	Dr. Raymond Hawkins	1998-1999
Dr. R. E. L. Morgan	1926-1927	Dr. W. Myles Shelton	1999-2007
H. T. Burton	1927-1953	Dr. W. R. Auvenshine	2007-2011
		Dr. Phil E. Shirley	2011- Present

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

## Principal Administrative Officers

**Dr. Phil E. Shirley..... President**

B.S., University of North Texas  
M.Ed., University of North Texas  
M.R.E., Southwestern Baptist Theological Seminary  
Ph.D., University of North Texas

**Raymond Jaramillo..... Vice President of Off Campus Affairs  
Dean of Workforce Development**

A.A., Clarendon College  
B.B.A., West Texas A&M University  
M.B.A., Wayland Baptist University

**Dr. Patricia Westergaard.....Dean of Instruction**

B.S., Abilene Christian University  
M.Ed., University of North Texas  
Ed.D., Texas A&M University Commerce

**Texas Buckhaults .....Dean of Students & Institutional Research**

B.S., West Texas State University  
M.Ed., West Texas A&M University

**Annette Ferguson ..... Dean of Administrative Services**

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

## Administration

**Wendy Altman ..... Director of the Clarendon College Childress Center**

A.A., Clarendon College  
B.S., West Texas A&M University

**Michele Copelin ..... Director of Financial Aid**

B.S. University of North Texas  
M.S., University of North Texas

**Ashlee Estlack ..... Marketing Coordinator**

A.A., Clarendon College  
B.G.S., West Texas A&M University  
M.A., West Texas A&M University

**Becky H. Green..... Director of Enrollment - Clarendon**

A.A., Frank Phillips College  
B.A., West Texas State University  
M.Ed., West Texas A&M University

**John Green.....Athletic Director  
Men's Golf Coach**

B.B.S., Hardin Simmons University  
M.Ed., Northwestern State University of Louisiana

**David Hall .....Director of Enrollment - Pampa Center**

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



- Brandi Havens** ..... **Registrar**  
 A.A., Clarendon College  
 B.B.A. West Texas A&M University
- Aaron Lopez**..... **Recruiter and Default Aversion Specialist**  
 B.B.A. West Texas A&M University
- Pamela Reed**.....**Director of Library**  
 A.A., Clarendon College  
 B.G.S., West Texas A&M University  
 M.L.S., University of North Texas
- Will Thompson**.....**Director of Information Systems & Computer Operations**  
 B.S., Oklahoma Panhandle State University

## Faculty

- Jay Anders, Instructor** ..... **Program Coordinator, Welding**  
 B.S., West Texas A&M University  
 AWS - Certified Associate Welding Inspector, 2001
- Dale Askew, Instructor**.....**Ranch and Feedlot Operations**  
 A.A., Clarendon College  
 B.S., West Texas A&M University
- Charla Crump, Assistant Professor** ..... **Program Coordinator, Speech**  
 A.A., Clarendon College  
 B.S., West Texas State University  
 M.A., West Texas A&M University
- Angela DeMine, Instructor** ..... **Program Coordinator, Office Technology**  
 B.B.A., West Texas A&M University
- Gene Denney, Professor** .....**Program Coordinator, Behavioral Sciences**  
 B.A., Oklahoma Christian College  
 M.A., West Texas A&M University  
 Additional Study: West Texas A & M University
- Kory Dunn R.N., Instructor**..... **Director Vocational Nursing**  
 V.N. Certificate, Frank Phillips College  
 ADN, Amarillo College  
**Vocational Nursing**
- Russell Estlack, Assistant Professor** ..... **Biology**  
 A.S., Clarendon College  
 B.S., Texas A&M University  
 M.S., West Texas A&M University
- Scarlet Estlack, Assistant Professor** ..... **Division Director, Science and Health**  
 B.S., West Texas A&M University  
 M.S., West Texas A&M University  
**Program Coordinator, Biology**
- Cynthia Ann Ewing, Associate Professor** ..... **Business & Speech**  
 B.S., Southwestern Oklahoma University  
 M.Ed., Southwestern Oklahoma University  
 Additional Study: West Texas A & M University  
**Computer Information Systems**

- Joseph “Skip” M. Frazier, Ed.D., Professor** ..... **Program Coordinator, Education**  
 B.A., Southwestern Oklahoma State University **Government**  
 M.Ed., Southwestern Oklahoma State University **History**  
 Ed.D., Oklahoma State University
- Brian Fuller, Instructor** ..... **Program Co-Coordinator, Agriculture, Agri Business,**  
 B.S., West Texas A&M University **Agriculture Economics**  
 M.S., West Texas A&M University **History**
- Dana Hagood, Instructor** ..... **Cosmetology**  
 Instructor Certificate, Cosmetology, Amarillo College of Beauty
- Sharon Hannon, Instructor** ..... **Program Coordinator, Developmental Studies**  
 B.A., University of Texas at Austin  
 M.Ed., West Texas A&M University
- Raquel Hawkins, Instructor/Coach** ..... **Physical Education**  
 A.A., Western Texas College **Women’s Softball**  
 B.S., Lubbock Christian University  
 M.S., Lubbock Christian University
- Cody Heck, Coach** ..... **Rodeo**  
 B.S., Eastern New Mexico University  
 Additional Study: New Mexico University
- Alicia Hunter R.N., Instructor** ..... **Vocational Nursing**  
 A.A., Amarillo College  
 Regist
- Kim Jeffrey, Instructor** ..... **Program Coordinator, Criminal Justice**  
 B.S., West Texas A&M University  
 M.A., West Texas A&M University
- Mary Nell Kiser, Assistant Professor** ..... **Director Cosmetology**  
 Instructor Certificate, Cosmetology, Frank Phillips College
- Kim Layton, Coach** ..... **Cheerleading**  
 A.S., Clarendon College
- Zachary Leggett, Instructor/Coach** ..... **Physical Education & Health**  
 B.B.A., Texas Tech University **Cross Country**  
 M.S., Hardin Simmons University
- Melissa McCoy, Instructor** ..... **Division Director Liberal Arts**  
 B.A., West Texas A&M University **Program Coordinator, English**  
 M.A., West Texas A&M University  
 Additional Study: West Texas A&M University
- Devin McIntosh, Instructor/Coach** ..... **Physical Education**  
 B.S., LeATourneau University **Baseball**  
 M.Ed. University of Texas at Tyler
- Michael Andrew McLatchy, Instructor** ..... **Program Coordinator, Social Sciences**  
 A.A.S., Community College of the Air Force

- Holli Reyna, Coach** ..... **Volleyball Coach**  
 A.S., Midland College  
 B.A., Notre Dame College
- Linda Rowland, Assistant Professor** ..... **Program Coordinator, Mathematics**  
 A.A., Odessa College  
 B.S., University of Texas of the Permian Basin  
 M.E., West Texas A&M University
- Jeremy Sain, Ph.D., Associate Professor** ..... **Mathematics**  
 B.S., Texas Tech University  
 Ph.D., University of California at Berkeley
- Anthony Starnes, Assistant Professor/Coach** ..... **Program Coordinator Physical Education**  
 B.S., Howard Payne University **Men's Basketball Coach**  
 M.Ed., Texas A&M University Commerce
- Robert Taylor, Ph.D., Associate Professor** ..... **Program Coordinator, Business Administration**  
 A.S., Clarendon College  
 B.B.A., West Texas A & M  
 M.A., West Texas A & M  
 Ph.D., West Texas A & M University
- Johnny Treichel, Associate Professor/Coach** ..... **Program Co-Coordinator, Agriculture**  
 B.S., West Texas A&M University **Livestock Judging**  
 M.S., Tarleton State University **Meat Judging Coordinator**  
 M.S., University of Arizona
- E. Daniel Trejo, R.N., Instructor** ..... **Vocational Nursing**  
 A.S., Excelsior College
- 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
- Brad VandenBoogaard, Instructor/Coach** ..... **Physical Education**  
 B.S., University of Wisconsin– Parkside **Women's Basketball**  
 M.A., Loras College
- 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

Pam Denney .....	Computer Science
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
Kent Miller .....	Heating, Ventilation, & Air Conditioning
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
Bill Huey .....	Drama



# **XII**

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# CAMPUS MAP

## CLARENDON COLLEGE | CLARENDON, TX

1. Academic/Administration Building

2. Vera Dail Dickey Library

3. Hamed Sisters Fine Arts Center

4. Dining Hall

5. Vaughan Hall  
(Men's Residence Hall)

6. Phelan Hall  
(Men's Residence Hall)

7. Bulldog Gym/Phys Ed Center

8. Bairfield Activity Center

9. Fitness/Training Center

10. Courson RPO Center

11. Knorrp Hall  
(Women's Residence Hall)

12. Southwest Hall  
(Student Residence Hall)

13. Maintenance Building

14. Regents Hall  
(Student Residence Hall)

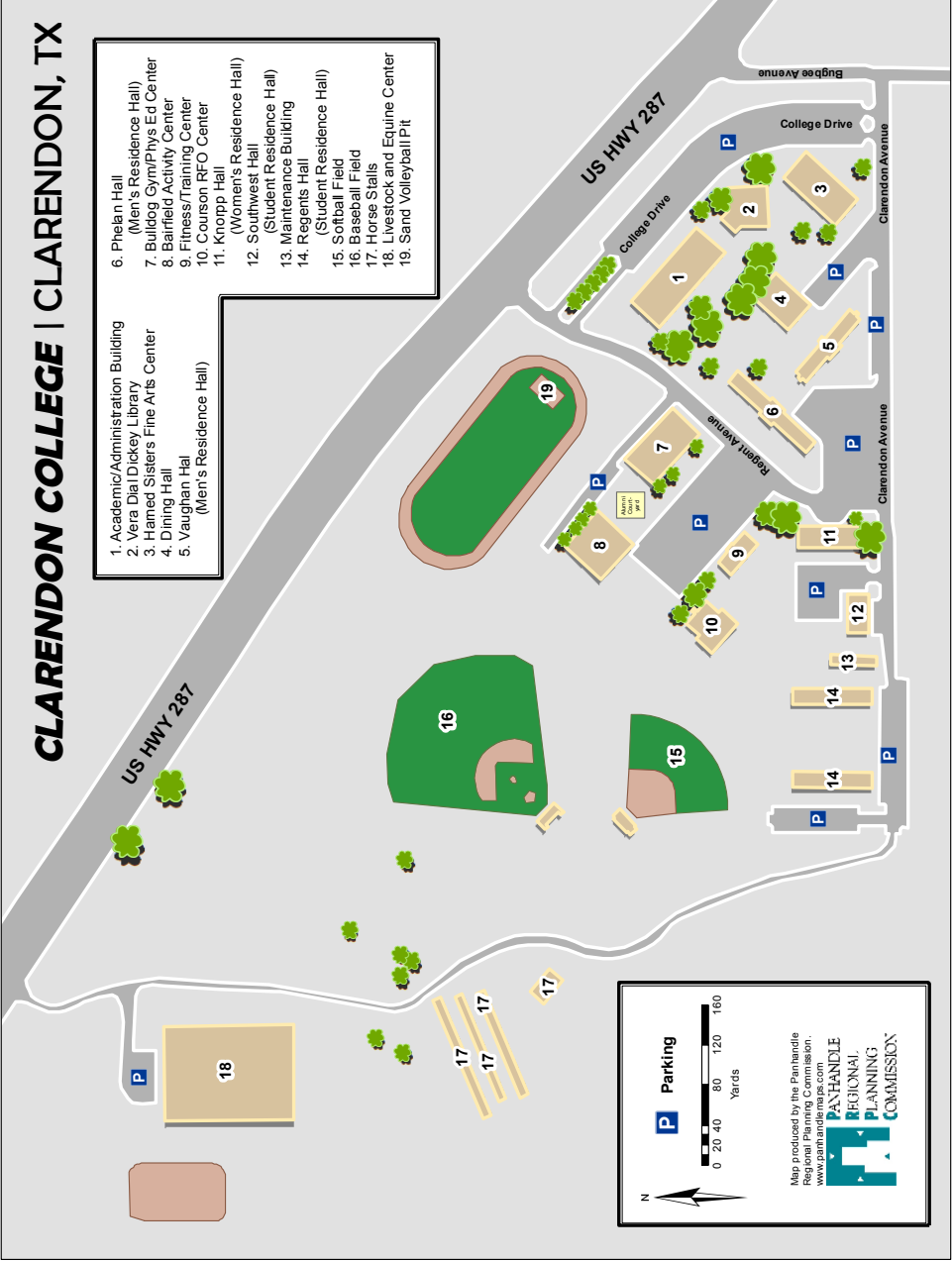
15. Softball Field

16. Baseball Field

17. Horse Stalls

18. Livestock and Equine Center

19. Sand Volleyball Pit



Parking

P

0 20 40 80 120 160

Yards

Map produced by the Panhandle  
Regional Planning Commission.  
[www.panhandlemns.com](http://www.panhandlemns.com)

PANHANDLE

REGIONAL

PLANNING

COMMISSION

**CNN MONEY SUCCESS RATE**

**TOP 30**

**IN THE NATION**

***RANKED #1 IN TEXAS***

Clarendon College has been recognized by CNN Money as one of the top 30 colleges in the nation in a ranking of success rates of U.S. community college. The ranking is based on the percentage of students that graduated within 3 years or transferred to 4-year colleges.

- *Ranked #28 in the nation with 64% success rate*
- *Ranked #1 for Texas community colleges*
- *#14 in the nation among small, rural colleges*

Source: <http://www.money.cnn.com/pf/college/community-colleges/>

**Locations in Clarendon, Pampa & Childress**

**P.O. Box 968 • 1122 College Dr.**

**806-874-3571 • 1-800-687-9737**

**[www.ClarendonCollege.edu](http://www.ClarendonCollege.edu)**

Clarendon College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities.