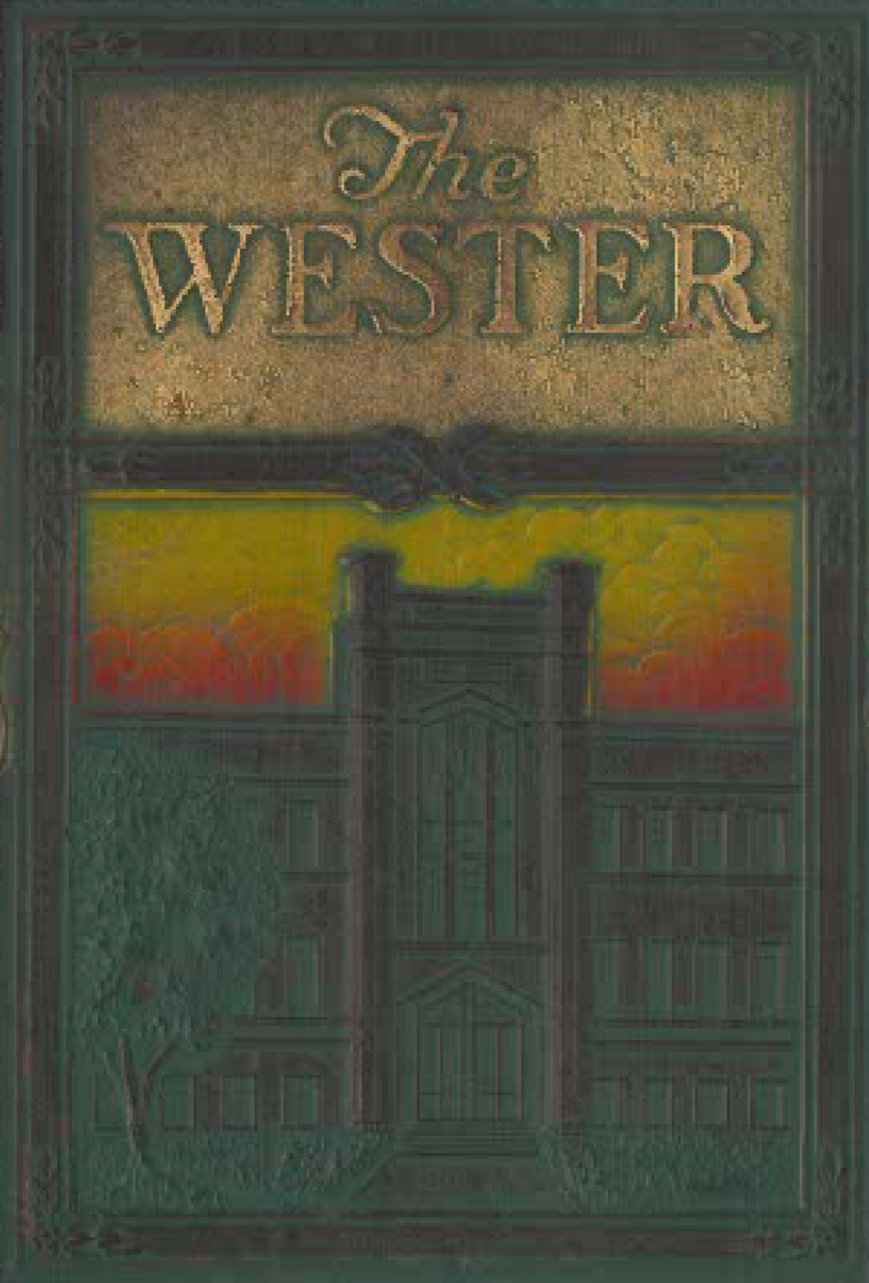


# CATALOG



# 2023-2024

Quasquicentennial 1898-2023

# CLARENDON COLLEGE

## 2023-2024 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 (SACSCOC) to award associate. Questions about the accreditation of (name of member institution) may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

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  
High Plains Higher Education Regional 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 2023-2024 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 2023-2024 school year must be satisfied by the student for the successful completion of any program.

This catalog should be retained permanently since future program revisions will generally not apply to students already enrolled. Furthermore, the course descriptions provided herein may be valuable to potential employers reviewing a student's completed work.

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

## President's Welcome

### Welcome to Clarendon College!

On behalf of the current students, faculty, staff and the Board of Regents, welcome to Clarendon College. We are delighted you have chosen Clarendon College to continue or extend your educational journey. I encourage your full participation in all the college has to offer. Although the pandemic has modified services offered, Clarendon College will continue to make certain the resources you need are available to you in person or in a virtual format. This student catalog was developed with you and your needs in mind.



We are dedicated to providing quality and affordable education for your success in the real world. We are able to do this through our dedicated faculty and staff who are focused on helping you effectively complete your educational program. We are interested in your success. Please do not hesitate to contact any college representative, program, or department to find the answers you need.

We hope you take every available opportunity as a Clarendon College student to participate in the many activities that will support your education. Our motto is “Our Tradition . . . Your Success”, which means that since 1898 Clarendon College has established a long-standing tradition of helping students be successful.

Go Dawgs - Labor omnia vincet!

Texas D. Buckhaults  
President

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# I

# COLLEGE CALENDAR

## Clarendon College 2023-2024 - Calendar

### Fall 2023

Faculty Report.....	Thursday, August 10
In-Service.....	Friday, August 11
Residence Hall Check-In 10:00a.m. – 5:00p.m.....	Sunday, August 13
Cafeteria Opens for Evening Meal.....	Sunday, August 13
New Faculty Orientation.....	Monday, August 14
Registration.....	Monday & Tuesday, August 14-15
Classes Begin.....	Wednesday, August 16
Late Registration Begins.....	Thursday, August 17
Last Day to Register and/or Add/Drop.....	Monday, August 21
Last Day for Financial Settlement.....	Thursday, August 24
Census Date (12th Class Day).....	Thursday, August 31
Labor Day (College Holiday – Closed no classes).....	Monday, September 4
Constitution Day (Celebrated).....	Friday, September 15
Columbus Day & Indigenous Peoples' Day (College Holiday – Closed no classes).....	Monday, October 9
Pre-Registration Begins for Fall Mini 2023 and Spring 2024.....	Monday, October 23
60% Term Completed.....	Tuesday, October 24
Last Day to Drop a Class with a “W”.....	Friday, November 3
Cafeteria Closes after Lunch.....	Friday, November 17
Thanksgiving Holiday (Closed – no classes).....	Monday - Friday, November 20-24
Cafeteria Re-opens for Evening Meal.....	Sunday, November 26
Classes Resume after Thanksgiving Holidays.....	Monday, November 27
Fall Commencement Ceremony.....	Friday, December 1
Final Exams.....	Monday - Wednesday, December 4-6
Cafeteria Closes after Evening Meal.....	Wednesday, December 6
Residence Halls Close at Noon.....	Thursday, December 7
Final Grade Rolls Submitted by 2p.m.....	Thursday, December 7
End of Fall Semester (Grade Posted to Transcripts by 2 P.M.....	Friday, December 8
Nursing Commencement 6pm.....	Friday, December 8
College Offices Close for Christmas Break at 4:00 p.m.....	Friday, December 15
College Offices Re-open after Christmas Break.....	Tuesday, January 2, 2024

### Fall 1st 8-Week 2023

Registration.....	Monday & Tuesday, August 14-15
Classes Begin.....	Wednesday, August 16
Late Registration Begins.....	Thursday, August 17
Last Day to Register and/or Add/Drop.....	Monday, August 21
Last Day for Financial Settlement.....	Tuesday, August 22
Census Date (6th Class Day).....	Wednesday, August 23
Labor Day (College Holiday – Closed no classes).....	Monday, September 4
60% Term Completed.....	Thursday, September 14
Last Day to Drop a Class with a “W”.....	Thursday, September 14
Constitution Day (Celebrated).....	Friday, September 15
Final Exams.....	Monday & Tuesday, October 2-3
Final Grade Rolls Submitted by 2p.m.....	Wednesday, October 4
End of Fall Semester (Grade Posted to Transcripts by 2 P.M.).....	Thursday, October 5

### Fall 2nd 8-Week 2023

Pre-Registration for Fall 8-week 2023.....	Tuesday, September 5 – Friday, October 6
Columbus Day (College Holiday – Closed no classes).....	Monday, October 9
Classes Begin.....	Tuesday, October 10
Late Registration Begins.....	Tuesday, October 10
Last Day to Add/Drop or Register.....	Thursday, October 12
Last Day for Financial Settlement.....	Thursday, October 12
Census Date (6th Class Day).....	Tuesday, October 17
Last Day to Drop with a “W”.....	Friday, November 3
60% Term Completed.....	Monday, November 13
Thanksgiving Holiday (Closed – no classes).....	Monday - Friday, November 20-24
Classes Resume after Thanksgiving Holidays.....	Monday, November 27
Final Exams.....	Monday & Tuesday, December 4-5
Final Grade Rolls Submitted by 2p.m.....	Thursday, December 7
End of Fall 8-week Semester (Grades Posted to Transcripts by 2 p.m.).....	Friday, December 8
College Offices Close for Christmas Break at 4:00 p.m.....	Friday, December 15
College Offices Re-open after Christmas Break.....	Tuesday, January 2, 2024

### Fall Mini (Online Only) 2023 (5 Week Session)

Pre-Registration for Fall-Mini 2023.....	Monday, October 23 – Tuesday, December 12
Classes Begin.....	Wednesday, December 13
Late Registration Begins.....	Wednesday, December 13
Last Day to Add/Drop or Register.....	Thursday, December 14
Last Day for Financial Settlement.....	Thursday, December 14
Census Date (3rd Class Day).....	Friday, December 15
College Offices Close for Christmas Break at 4:00 p.m.....	Friday, December 15
60% Term Completed.....	Tuesday, January 2, 2024
College Offices Re-open after Christmas Break.....	Tuesday, January 2, 2024
Last Day to Drop with a “W”.....	Thursday, January 4, 2024
Final Exams.....	Wednesday, January 10, 2024
Final Grade Rolls Submitted by 2:00 p.m.....	Thursday, January 11, 2024
End of Fall Mini (Grades Posted to Transcripts by 2:00p.m.).....	Friday, January 12, 2024

## Spring 2024

College Offices Re-open after Christmas Break .....	Tuesday, January 2, 2024
Faculty Report.....	Wednesday, January 10
New Faculty Orientation.....	Wednesday, January 10
In-Service.....	Thursday, January 11
Registration.....	Friday, January 12
Residence Hall Check-In 1:00 p.m. – 6:00 p.m.....	Sunday, January 14
Cafeteria Opens Evening Meal .....	Sunday, January 14
MLK Holiday (Closed).....	Monday, January 15
Classes Begin.....	Tuesday, January 16
Late Registration Begins.....	Tuesday, January 16
Last Day to Register and/or Add/Drop .....	Thursday, January 18
Last Day for Financial Settlement.....	Thursday, January 25
Census Date (12th Class Day) .....	Wednesday, January 31
Cafeteria Closes after Lunch.....	Friday, March 8
College Closes for Spring Break at 4:00 p.m.....	Friday, March 8
Spring Break.....	Monday – Friday, March 11-15
Classes Resume and Cafeteria Re-Opens.....	Monday, March 18
60% of Term Completed.....	Tuesday, March 26
Good Friday (College Holiday – Closed, no classes).....	Friday, March 29
Pre-Registration Begins Summer 2024 & Fall 2024.....	Monday, April 1
Last Day to Drop with a “W”.....	Thursday, April 11
Commencement.....	Friday, May 3
Final Exams .....	Monday – Wednesday, May 6-8
Cafeteria Closes for the Semester after Evening Meal .....	Wednesday, May 8
Residence Halls Close at Noon.....	Thursday May 9
Final Grade Rolls Submitted by 2:00 p.m.....	Thursday, May 9
End of Spring Semester (Grades Posted to Transcripts 2:00p.m.).....	Friday, May 10
Nursing Commencement 6pm.....	Friday, May 10
Memorial Day (College Holiday - Closed).....	Monday, May 27



### Spring 1st 8-Week 2024

Registration.....	Friday, January 12
MLK Holiday (Closed).....	Monday, January 15
Classes Begin.....	Tuesday, January 16
Late Registration Begins.....	Tuesday, January 16
Last Day to Register and/or Add/Drop .....	Thursday, January 18
Last Day for Financial Settlement.....	Thursday, January 18
Census Date (6 <sup>th</sup> Class Day).....	Tuesday, January 23
60% of Term Completed.....	Thursday, February 15
Last Day to Drop with a “W”.....	Thursday, February 15
Final Exams .....	Monday & Tuesday, March 4-5
End of Spring Semester (Grades Posted to Transcripts 2:00p.m.).....	Thursday, March 7

### Spring 2nd 8-Week 2024

Pre-Registration for Spring 8-week 2024.....	Monday, February 19 – Friday, March 8
Classes Begin.....	Monday, March 18
Late Registration Begins.....	Monday, March 18
Last Day to Add/Drop or Register.....	Thursday, March 21
Last Day for Financial Settlement.....	Thursday, March 21
Census Date (6 <sup>th</sup> Class Day) .....	Monday, March 25
Last Day to Drop with a “W”.....	Thursday, April 11
60% Term Completed.....	Wednesday, April 17
Final Exams .....	Monday & Tuesday, May 6 - 7
Final Grade Rolls Submitted by 2:00 p.m.....	Thursday, May 9
End of Spring 8-week Semester (Grades Posted to Transcripts by 2:00 p.m.).....	Friday, May 10

### Summer I 2024 (5 1/2 Week Session)

Pre-Registration for Summer I 2024.....	Monday, April 1 – Thursday, May 23
Memorial Day (College Holiday).....	Monday, May 27
Classes Begin.....	Wednesday, May 29
Late Registration Begins.....	Wednesday, May 29
Last Day to Add/Drop or Register.....	Thursday, May 30
Last Day for Financial Settlement.....	Thursday, May 30
Census Date (4th Class Day).....	Monday, June 3
Last Day to Drop with a “W”.....	Tuesday, June 18
60% of Term Completed.....	Thursday, June 20
Final Exams.....	Tuesday, July 2
Final Grade Rolls Submitted by 2:00 p.m.....	Wednesday, July 3
End of Summer I Semester (Grades Posted to Transcripts 2:00p.m.).....	Wednesday, July 3
Fourth of July (College Holiday – Closed).....	Thursday, July 4

### Summer II 2024 (5 1/2 Week Session)

Pre-Registration for Summer II 2022.....	Monday, April 1 – Wednesday, July 3
Fourth of July (College Holiday – Closed).....	Thursday, July 4
Classes Begin.....	Monday July 8
Late Registration Begins.....	Monday, July 8
Last Day to Add/Drop or Register.....	Tuesday, July 9
Last Day for Financial Settlement.....	Tuesday, July 9
Census Date (4th Class Day).....	Thursday, July 11
Last Day to Drop with a “W”.....	Wednesday, July 24
60% Term Completed.....	Thursday, August 1
Final Exams.....	Tuesday, August 13
Final Grade Rolls Submitted by 2:00 p.m.....	Wednesday, August 14
End of Summer II Semester (Grades Posted to Transcripts by 2:00 p.m.).....	Thursday, August 15

### Summer 2024 (12 Week Session)

Pre-Registration for Summer 12 Week 2022 CTE.....	Monday, April –Thursday, May 16
Classes Begin.....	Monday, May 20
Late Registration Begins.....	Monday, May 20
Last Day to Add/Drop or Register.....	Thursday, May 23
Last Day for Financial Settlement.....	Thursday, May 23
Memorial Day (College Holiday).....	Monday, May 27
Census Date (12th Class Day).....	Thursday, June 6
Fourth of July (College Holiday - Closed).....	Thursday, July 4
60% of Term Completed.....	Monday, July 8
Last Day to Drop with a “W”.....	Thursday, July 25
Final Exams.....	Monday, Tuesday August 5 & 6
Final Grade Rolls Submitted by 2:00 p.m.....	Wednesday, August 7
End of Summer 12 Week (Grades Posted to Transcripts by 2:00 p.m.).....	Thursday, August 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 is an open door to learning. With this goal in mind, we extend educational opportunities 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, learning and providing access to opportunities that assist in the holistic development of its constituents and community. In pursuit of this mission the college provides academic transfer programs, career/technical education, student services, developmental education programs, continuing education/community service courses through a variety of instructional methodology, including but not limited to face to face, distance education, and hybrid delivery. Clarendon College strives to provide diverse cultural enrichment opportunities for its constituents.

## **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 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 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 and industrial maintenance 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.

### **CLARENDON COLLEGE AMARILLO CENTER**

The Clarendon College Amarillo Center is located at 3211 SW 26th, in Amarillo, Texas, approximately 60 miles northwest of Clarendon on Highway 287.

Cosmetology courses are the sole offerings at this location and began in spring 2014.

### **CLARENDON COLLEGE CANYON CENTER**

The Clarendon College Canyon Center is located inside the Midway Alternative High School at 1402 23<sup>rd</sup> Street, in Canyon, Texas, approximately 71 miles west of Clarendon.

Cosmetology courses are the sole offerings at this location and began in fall 2019.

### **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 on campus, or via Internet browser.

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

The Library and Learning Resource Center 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 which provides access to millions of items. Materials owned by other libraries may be requested through an interlibrary loan. Hours of operation for the Library and LRC located on the Clarendon campus are evaluated each semester, but generally include regular business hours, as well as evenings and some weekend access.

The Learning Resource Center (LRC) located at the Clarendon College Pampa Center and the Clarendon College Childress Center are open during regular business hours and houses computers, and other resources 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. For additional information on systems and software supported by the College, please contact the Office of Information Technology.

## BOOKSTORE

Clarendon College has partnered with *MBS Direct* 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.

## TRANSCRIPT SERVICES

Official copies of a student's Clarendon College transcript (a student's permanent record of classes taken at Clarendon College) are available from the Office of the Registrar. Adequate advance notice is required for a transcript.

Current and Previous Students may request transcripts in writing in person at the Office of the Registrar. Students may also order transcripts online at <http://www.clarendoncollege.edu/transcript>. A processing fee is charged per transcript. Certified PDF transcripts are \$3.02 and paper transcripts are \$5.52.

Contact:

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

Official transcripts will 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 Coordinator 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. The 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. Applications may also be submitted through the ApplyTexas website, [goapplytexas.org](http://goapplytexas.org),
  - b. Upload your UNOFFICIAL Transcripts in your student portal. To do so, activate your student portal and upload your documents. Once Admissions has verified your documents, you will receive an email stating your advisor has greenlighted you and you can go to your student portal and register.
  - c. All required official transcripts.
    - i. Your official high school or high school equivalency transcripts must be sent to the Office of Admissions at Clarendon College. If you are not a high school graduate, send an official copy of your high school equivalency scores.
    - ii. If you are a transfer student, request each college that you attended to send a complete transcript of credits directly to the Office of Admissions at Clarendon College.
    - iii. All transcripts must be original copies (translated into English)
  - 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 and residence hall application fee (\$100) are located on the student portal.
  - b. 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, 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 2 or 3 below.
2. **Home School Graduate.** Graduates from a home school will be admitted upon completion of an Application for Admission and presentation of a certified list of completed coursework. Clarendon College defines a home school where the parent or guardian has been directly involved in the instructional process.
3. **High School Equivalency.** An individual who has passed an approved high school equivalency exam will be admitted subject to normal admissions requirements.
4. **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.
5. **Transient/Visiting Student.** Transient students (also known as visiting students) are students who are enrolled full-time at another college/university but wish to enroll concurrently in courses at Clarendon College for transfer credit, will need to submit the following documents to the admissions office to register for courses at Clarendon College.
  1. Online application, <https://application.clarendoncollege.edu>
  2. Unofficial transcript from current college or university
  3. TSI scores (you may be exempt through previous college coursework, ACT, or SAT scores)
  4. Proof of bacterial meningitis vaccination (only required if attending face-to-face classes)

Transient students are admitted on a semester-by-semester basis. All admissions documents must be resubmitted before enrolling in each semester. Financial aid can only be used if you have a consortium agreement from your home institution with Clarendon College.

\*\*Students who have not yet attended college must submit a high school transcript in place of the college transcript. The high school transcript must be official and contain a graduation date. \*\*

6. **Transient (Concurrent) International Student Admission.** International students who are enrolled full-time at another college/university and who have an I-20 on record with that institution but wish to enroll concurrently in courses at Clarendon College for transfer credit, will need to submit the following documents to the admissions office to register for courses at Clarendon College.
1. Online application, <https://application.clarendoncollege.edu>
  2. Unofficial transcript from current college or university
  3. Copies of current I-20, passport or F-1 visa, and I-94 form
  4. An Advisor's Report Form completed by your current International Student Advisor
  5. TSI scores (you may be exempt through previous college coursework, ACT, or SAT scores)
  6. Proof of bacterial meningitis vaccination (only required if attending face-to-face classes)

Transient students are admitted on a semester-by-semester basis. All admissions documents must be resubmitted before enrolling in each semester. Financial aid can only be used if you have a consortium agreement from your home institution with Clarendon College.

**\*\*Students with an inactive or terminated SEVIS status are not eligible for admission\*\***

7. **Individual Approval.** A person who did not graduate from an accredited high school, or an individual who graduated from a high school program not recognized by the Texas Education Agency, or the Texas Private School Accreditation Commission. 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. 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. Students admitted under Individual Approval are not eligible for financial aid.
8. **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 Acceptance - Early Admissions Program. For additional information, interested individuals should contact the Office of Admissions.
9. **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.
10. **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 students have 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.

11. **International Students.** Clarendon College is authorized under federal law to enroll non-immigrant students. International students seeking admissions must meet the requirements outlined for all students as well as the items listed below:

- a. Application for Admission. It is recommended that the Application should be submitted 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 score for this test is 71 on the internet-based test. 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.**

IELTS Test Score of 6.0 will serve as an acceptable alternative to the above TOEFL requirement.

Students from foreign English-Speaking Countries are exempt from TOEFL.

- e. Submit a statement of financial support, an official bank statement accompanied by a letter of support showing the availability of financial funding adequate to meet the tuition and living expenses for the first year.
- f. Individuals must have proof of medical insurance or purchase appropriate insurance for the duration of their studies.
- g. Complete the Texas Success Initiative Assessment 2.0 (TSIA2) exam.
- h. Upon acceptance for admission, an international student applicant must complete an application for the residence hall and forward a \$100 residence hall application fee. 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.
- i. All international students are required to live on campus. Any exception must be approved by the Vice President of Student Affairs.

12. **International Online Students.** Clarendon College is authorized under federal law to enroll non-immigrant students. International online students are not eligible for an F-1 or M-1 visa. International students seeking online admission should submit the following:

- a. Application for Admission. It is recommended that the Application should be submitted 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 score for this test is 71 on the internet-based test. 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.**

Students from foreign English-Speaking Countries are exempt from TOEFL.  
IELTS Test Score of 6.0 will serve as an acceptable alternative to the above TOEFL requirement.

- e. Complete the Texas Success Initiative Assessment 2.0 (TSIA2) exam.

**\*\*Payment plans are NOT available for international students. Balances must be paid in USD funds. \*\***

Applicants not eligible for enrollment under one of the methods listed above should contact the Admissions Office. The Admissions Coordinator may refer the applicant to the Admissions Committee and/or the Vice President of Student Affairs for further review.

## **SPECIALIZED ACCEPTANCE**

Admission to Clarendon College does not guarantee acceptance 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 acceptance procedures in addition to those outlined above for general enrollment at the College.

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

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

1. Applicants must complete an application form for the Ranch and Feedlot Operations Program with a \$250.00 nonrefundable deposit.
2. As part of the application, applicants should be able to:
  - a. demonstrate a background in agriculture (i.e., preference is given to those who can demonstrate a background in agriculture);
  - b. demonstrate an ability to benefit from the program; and,
  - c. demonstrate an aptitude for Ranch and Feedlot Operations.
3. Applicants must interview with the Ranch and Feedlot Program Selection Committee.

Clarendon College maintains an open admissions 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 (VN)**

In addition to the general admissions requirements to Clarendon College, applicants to the vocational nursing program must meet the following requirements by the advertised deadline:

1. The applicant must complete an application form for entry into the program.
2. Achieve a passing score (80 or greater) on the Health Education System, Inc (HESI A<sup>2</sup>) pre-entrance examination. The \$55.00 fee is the responsibility of the applicant and is non-refundable. Areas to be tested include Math, Reading Comprehension, and Vocabulary. This test may only be taken twice during an academic year.
3. The applicant must submit two (2) letters of reference. The letters of reference should be sent to the Director of Allied Health from teachers, professors, or past employers. Letters of reference should not be obtained from friends or relatives and should not be hand delivered.
4. Texas Board of Nursing (BON) Texas DPS, FBI Background Check
5. BON “Blue Card” or BON Declaratory Order, Letter of Eligibility.
6. Negative results on a 10-panel drug screen paid for by applicant.
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 admissions 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 Allied Health.



### **Associate Degree in Nursing (ADN) - Bridge**

Acceptance to the Clarendon College ADN Nursing Program is competitive. Applicants will be ranked according to a point system. For students to be eligible for acceptance to the ADN, they must meet all following criteria by the advertised deadline:

1. Compete an application packet for the Professional Nursing Program by the advertised deadline;
2. Achieve a passing score on the Health Education Systems, Inc. (HESI A<sup>2</sup>) (80 or better) pre-entrance examination. The \$55.00 fee is the responsibility of the applicant and is non-refundable. Areas to be tested include Math, Reading Comprehension, and Vocabulary. This test may only be taken twice during an academic year. If the test is taken more than twice in an application period, the first two test scores will be used for application scoring purposes.
3. GPA Requirements: a cumulative GPA of a 2.75 or greater; Science (BIOL) courses require a grade point of a 3.0 or better;
4. Completion of additional prerequisite course with a grade of a “C” or better;
5. Proof of current CPR course completion;
6. Texas Board of Nursing (BON)/Texas DPS, FBI Background Check;
7. BON “Blue Card” or BON Declaratory Order, Letter of Eligibility;
8. Negative results on an 11-panel drug screen paid for by applicant;
9. Signed release of information form;
10. Social Security Release Form;
11. Physical exam on program form;
12. Mandatory immunizations and TB Screening;
13. Submit two (2) letters of reference. Reference letters should not be from friends or relatives and should not be hand delivered.
14. Applicants will be ranked according to a point system;
15. International students may have additional requirements.
16. Applicants applying for the LVN-to-RN Bridge Program must have a current non-encumbered Texas LVN nursing license.

Clarendon College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nursing and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces available, applications for the nursing program will be screened by a selection committee. Students will 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 Texas 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.

Students may seek additional clarification from the Director of Allied Health.  
Acceptance to the ADN Program will permit students to register for ADN courses.

### Dual Credit & Dual Enrollment Program

Clarendon College offers a Dual Credit and Dual Enrollment Program (DCDEP) for the benefit of qualified high school students. Students who participate in the DCDEP 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 are enrolled 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).
  - 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.
  - e. Obtain the approval of the Vice President of Academic Affairs 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) 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).
  - 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.
  - e. Obtain the approval of the Vice President of Academic Affairs or designee.

All students who enroll in the DCDEP 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 DCDEP must maintain at least a 2.0 GPA to remain in good standing. Further, students who earn a failing grade in a course may be required to repeat the course before enrolling in additional courses. 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 DCDEP must submit a final high school transcript upon graduation from their high school, or a high school equivalency (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 89-358 and 82-550, under the Vocational Rehabilitation Laws, and the Department of Defense “Voluntary Education Programs” partnership Memorandum of Understanding (DODMOU).

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>*

## ACADEMIC FRESH START FOR ADMISSIONS DECISIONS

Texas Senate Bill 1321 (1993) allows residents of Texas to seek admission to public institutions of higher education without consideration of courses taken 10 or more years prior to enrollment. Should an applicant seek admission under this option, then no college courses or credits completed ten (10) or more years prior to the starting date of the semester in which the applicants seeks to enroll will be considered for admissions or 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. A student must submit a request for Fresh Start at the time of the application process. For additional information on Academic Fresh Start, contact the Office of the Registrar.

## 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. TSI requirements may be exempted 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: *before February 15, 2023*, composite score of 23 with a minimum of 19 on both the English and mathematics tests. *Tests on or after February 15, 2023*, a combined score of 40 on the English and reading tests and/or a minimum score of 20 on the mathematics test.
  - b. SAT: *before March 2016*, a combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and the mathematics tests. *Tests on or after March 5, 2016*: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) will be exempt for both reading and writing. A minimum score of 530 on the math will be exempt for math.
2. A student who scores one of the following:
  - a. STARR End-of-Course (EOC): English III EOC combined assessment in both reading and writing Level 2 TEA recommended scores and Algebra II EOC Level 2 TEA recommended score **OR**
  - b. STARR End-of-Course (EOC) Dual Credit Only Waiver: English II EOC combined assessment in both reading and writing Level 2 TEA recommended scores and Level 2 TEA recommended score on Algebra I EOC and a passing grade in Algebra II high school course.
3. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
4. A student who transfers to Clarendon College from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level course work as determined by Clarendon College.
5. A student who has completed the Texas College Bridge Program will be exempt from testing for two years from high school graduation provided the freshman-level courses are taken during the first year of enrollment.
6. A student enrolling in ESOL courses may be waived from TSIA2 testing pending completion of the ESOL coursework. The student must take the TSIA2 exam before enrolling in any TSI intensive classes.
7. A student who is enrolled in a certificate program of one year or less (Level-One Certificates).
8. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard, or service as a member of a reserve component of the armed forces of the United States.
9. Students who are non-degree seeking or non-certificate seeking may be exempt. Students should contact the Registrar's Office for additional information.
10. A student with exceptional circumstances may delay testing not later than the end of the first semester of enrollment in freshman-level academic coursework.

## **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 educational 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 Admissions Coordinator. 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 for other than educational purposes prior to the student's first registration at Clarendon College
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 County).

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 County), 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 County).

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 Admissions Coordinator.

### 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 or an approved payment plan has been established. 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	\$124	\$139	\$148	\$288
2	248	278	296	376
3	372	417	444	540
4	496	556	592	720
5	620	695	740	900
6	744	834	888	1,080
7	868	973	1,036	1,260
8	992	1,112	1,184	1,440
9	1,116	1,251	1,332	1,620
10	1,240	1,390	1,480	1,800
11	1,364	1,529	1,628	1,980
12	1,488	1,668	1,776	2,160
13	1,612	1,807	1,924	2,340
14	1,736	1,946	2,072	2,520
15	1,860	2,085	2,220	2,700
16	1,984	2,224	2,368	2,880
17	2,108	2,363	2,516	3,060
18	2,232	2,502	2,664	3,240

*\*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.) Tuition and fees are subject to change at the discretion of Clarendon College.*

## SCHEDULE OF TUITION AND REQUIRED FEES

### TUITION

In-District Resident.....	\$60 per credit hour
In-Taxing District Resident.....	\$60 per credit hour
Out-of-District Resident .....	\$60 per credit hour
Out-of-State/Non-Resident (minimum of \$200) .....	\$92 per credit hour

### CONTINUING EDUCATION TUITION

Per Contact Hour .....	\$4
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### GENERAL INSTITUTIONAL FEE

Per credit hour .....	\$35
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### BUILDING USE FEES

Per credit hour .....	\$29
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### DISTANCE LEARNING FEE

Per credit hour .....	\$29
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*\*The distance learning fee is charged when a course is taught off campus or electronically.*

### BRANCH MAINTENANCE TAX DISTRICT RESIDENT (GRAY AND CHILDRESS COUNTIES) FEES\*

Per credit hour .....	\$15
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### OUT-OF-DISTRICT / NON-RESIDENT FEES\*\*

Per credit hour .....	\$24
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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

SELF SUSTAINING COURSE FEE .....	\$500—\$675
DIPLOMA REPLACEMENT FEE.....	\$40
RETURNED CHECK FEE .....	\$35
RESIDENCE HALL APPLICATION FEE .....	\$100

**OTHER FEES AND DEPOSITS**

<b>AGRICULTURE</b>	
All Courses (Annual Fee) .....	\$30
AGRI 2371, AGRI 2372 .....	\$75
AGRI 2121, 2321 (Transportation).....	\$100
All other Agriculture courses except (AGRI 1131, 1325, 1329, 2317)	\$30
<b>ART (Each Course).....</b>	
Art Supply Fee (Except ARTS 1303 and 1304)...	\$64
<b>COMPUTER SCIENCE (Each Course).....</b>	
	\$30
<b>COSMETOLOGY</b>	
Student Permit Fee (First Semester Only) .....	\$25
.....	\$50
Cosmetology Fee (Per Lab Course) .....	\$50
.....	\$1,250
<b>DEVELOPMENTAL STUDIES</b>	
ENGL, ESOL, MATH, & IRAW, NCBO .....	\$30
IRAW/NCBO/Dev MATH Course Dev Software.....	\$55
<b>DRAMA (Each Course) .....</b>	
	\$24
<b>FOREIGN LANGUAGES (Spanish &amp; ASL) .....</b>	
Spanish (Access Code) .....	\$95
<b>INDUSTRIAL MAINTENANCE (Per Course).....</b>	
	\$50
<b>MATHEMATICS</b>	
All Courses (Annual Math XL Fee).....	\$65
MATH 2342, 2413, 2414, and 2415 .....	\$30
<b>PHYSICAL EDUCATION</b>	
PE Activity Transportation Fee (Except 1105, 1110, & 1115) .....	\$100
Rodeo (Livestock).....	\$100
PHED 1308, 1309, 1321, 1322.....	\$24
PHED 1105, 1110, & 1115.....	\$24
<b>RANCH AND FEEDLOT OPERATIONS</b>	
RFO Course Fee .....	\$35
RFO Transportation .....	\$100
Specialized Schools & Seminars (Fall).....	\$650
Specialized Schools & Seminars (Spring).....	\$650
Technology Fee.....	\$450

**SCIENCE**

Biology (Except 1322), Horticulture, Physics ...	\$30
Chemistry .....	\$35
HITT 1305 (Access Card) .....	\$125

**VOCATIONAL NURSING**

Course Fee .....	\$30
Insurance Fee (VN& Intro. to Nursing) (1 <sup>st</sup> Semester) .....	\$35
Seminar Fee (per semester).....	\$45
Assessment (per semester) .....	\$659
VNSG 1304-Nursing Skills Bag.....	\$300
Phlebotomy Certificate.....	\$168
Intro. to Nursing Certificate.....	\$85

**ASSOCIATE DEGREE IN NURSING**

Course Fee (Each Course).....	\$30
Insurance Fee (1 <sup>st</sup> Semester Only) .....	\$35
Assessment (Each Semester).....	\$1009
RN Clinical Lab Pack (1st Semester Only).....	\$182

**WELDING (Each Course) .....**

<b>INTERNSHIP / COOPERATIVE EXPERIENCE.....</b>	\$100
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**LIVESTOCK AND EQUINE CENTER**

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

TSI (Placement Exam) .....	\$20
Course Challenge Fee .....	\$465
Technical Program Assessment Fee (Per Course or Test).....	\$60-\$200
Testing Proctor Fee (2 hour minimum).....	\$25 per hour

**VCT COURSES\*\*\* .....**

**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 Vice President of Student Affairs 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.....	\$2,336.00*
Phelan Hall per person w/meals .....	\$2,336.00*
Regents Hall per person w/meals .....	\$2,336.00*
Southwest Hall per person w/meals.....	\$2,336.00*
Vaughan Hall per person w/meals.....	\$2,336.00*

*\*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.*

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

### Housing

A nonrefundable housing application fee of \$100 is required to reserve a room. The application fee is refundable for cancelation, which is in addition to the residence hall charges, 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.

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 to the College for the payment of tuition, fees, and other charges before installment payments are scheduled.
3. The College Green installment payment plan option has a \$35 service fee and is available online through the student portal at: <https://student.clarendoncollege.edu/login.asp> The payment plan is available for all academic semesters except the fall-mini and the spring-mini terms.
4. College Green payment plan options vary by the date of registration and by the length of the semester.
5. All College Green 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 remain responsible for the full amount due under the contract;
  - d. Will be responsible for all attorney or collections fee for the accounts in default;
  - e. Will receive no awards, diplomas, or 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., commencements, 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 payments. (For students receiving Title IV aid and/or military benefits, refunds will be applied in accordance with the respective refund guidelines.)
10. Students withdrawing from the College must pay all amounts owed. Withdrawal does not cancel or void the installment payment plan contract.

**REFUND POLICY**

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

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

<b>Drops and Withdrawals</b>		
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

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 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 are 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 4:30 P.M and Fridays 8:00 A.M. to 4:00 P.M. Summer hours (mid-May) M-T 8:00 A.M. to 5:00 P.M. Closed on Friday.

### FINANCIAL AID PRIORITY DEADLINES & INFORMATION

A priority deadline is the date an eligible student must meet to be reasonably assured of receiving financial assistance for the upcoming school year. If the student has submitted all appropriate processed forms to the financial aid office by the priority deadline, he/she has reasonable assurance of receiving aid for the coming semester. All forms, including the FAFSA, MUST be fully and accurately completed. Any incorrect or incomplete forms will delay the award process.

Plan ahead! Students should start the process (completing FAFSA, submitting requested documents, transcripts,) eight to 12 weeks before the priority deadline. Students must check their portal and electronically submit requested financial aid documents.

Required FAFSA and accompanying documents must be submitted by the priority deadlines of **July 1** for the Fall Semester, **November 1** for the Spring Semester and **April 1** for the Summer Semester(s). 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. Additional summer PELL Grant eligibility may be available for those who qualify. Complete a financial aid summer enrollment form after registering and submit to financial aid for review.

Clarendon College and the Clarendon College Foundation offer a number of scholarship opportunities for prospective and current students. Selection of scholarship recipients is based on a combination of factors that include academic achievement, major, leadership, and personal need. The priority deadline for Clarendon College and Clarendon College Foundation Scholarship applications is April 15th 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 held responsible for payment of tuition and fees. Students needing financial assistance should complete the financial aid process on or before the previously 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 (FAFSA). 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, determines 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. Grant funds do not have to be repaid.

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

The FSEOG grant is awarded according to Department of Education criteria. This federal grant was designed to provide financial assistance to undergraduate students with exceptional financial need.

Eligibility requirements include:

- Show exceptional financial need
- Complete the FAFSA
- Have a complete financial aid and admissions file
- Be a U.S. citizen or eligible non-citizen
- Not be in default on a federal student loan or owe money back on a federal student grant
- If required, be registered with selective service
- Make satisfactory academic progress

### **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. A portion of Federal Work-Study funds will be used to fund workers for community service employment.

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

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

## Federal Direct Loan

There are two types of loans: 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 do not 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 Financial Aid Office must have an official Expected Family Contribution (EFC) before eligibility for any fund may be determined. In addition, the student must have supplied any other requested documentation to the Financial Aid Office and his or her application must be validated.

Upon completion of all required financial aid documents, the student will then be packed with all eligible awards. Once packaged an award letter will be sent via email to the student. The student will be required, through the portal, to accept or decline awards. If the student would like to decrease or change the loan amount, they would need to contact the FAO for assistance. Before they can receive a Direct Loan, they must complete counseling and sign a *Master Promissory Note* (MPN) at [studentaid.gov](http://studentaid.gov).

Students may be packed at full time, awards could be adjusted, reduced, or eliminated due to funding availability, outside scholarships, less than full time enrollment, eligibility changes, corrections, or updates to FAFSA information, or satisfactory academic progress (SAP).

**NOTE:** 150 Percent Rule for Direct Subsidized Loans-Effective July 1, 2013, federal regulations added a new provision to the Federal Direct Loan requirements that limits a first-time borrower's eligibility for Federal Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower's educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150% limit to lose the interest subsidy on their Federal Direct Subsidized Loans.

Loans will not be awarded after the last day to receive a "W" for any semester. These dates are published in the official college calendar.

## 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 Financial Aid Office. To be considered for federal financial aid, students must do the following:

1. Use the Clarendon College code number of 003554 on the FAFSA.
2. Obtain an FSA User ID for student and parent (of dependent students) online at <https://studentaid.gov/fsa-id/sign-in/landing>.
3. Complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>.
4. One to two weeks after submitting the application Clarendon College will send an email notifying students to check the student portal for documents needed to complete the financial aid file.
5. Most financial aid forms can be completed electronically through the student portal. If additional documents are required, they should be submitted in a timely manner
6. Once the financial aid file is complete, students will receive an award letter stating the types and amounts of funds for which they have qualified.

### **Transfer Students**

In addition to the steps cited above, transfer students must submit an official High School transcript and official academic transcripts from all colleges previously attended.

## PROGRAMS AND ASSISTANCE FROM THE STATE OF TEXAS

### TEXAS Educational Opportunity Grant (TEOG)

TEXAS grant programs are provided by the Texas Legislature for financially needy students enrolled in Texas public two-year colleges. Clarendon College follows the annual rules and requirements of this program as stated on The College for All Texans website located at: [www.collegeforalltexans.com](http://www.collegeforalltexans.com).

### 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:

- Ad Valorem Exemption;
- Blind or deaf students;
- Border States residents attending Clarendon College;
- 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
- Adopted student Exemption
- Volunteer Fire Fighters
- Reciprocal Educational Exchange Program (REEP) Waiver

## 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.

**College for All Texans**  
**[www.collegeforalltexans.com](http://www.collegeforalltexans.com)**

The State of Texas has many special grant and exemption programs that may be available to eligible Texas residents. See [www.collegeforalltexans.com](http://www.collegeforalltexans.com) for available programs.

This site also provides information on tax credits for qualifying students.

## Financial Aid Eligibility

Federal and state funded financial aid programs are administered according to the laws and guidelines for each program. In general, to receive financial assistance a student must meet the following requirements:

- Be a high school graduate or have a high school equivalency
- Be enrolled as a regular student in an eligible program working toward a degree or certificate
- Be either a U.S. citizen or an eligible non-citizen
- Have a valid social security number
- If required, be registered with selective service
- Not be in default on any educational loan or owe a refund on any grant made under Title IV at any institution
- Maintain satisfactory academic progress in a course of study
- Be degree seeking at Clarendon College

## How Is 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 Payments**

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. First time borrowers will have a 30-day waiting period before funds are disbursed to their student accounts.

The financial aid disbursement date is the date when funds are expected to be posted to a student's account to cover tuition and fees. The refund date is the date the student should expect to receive the excess funds posted to the designated payment type as selected on their student portal. Students should receive these funds by check or direct deposit as designated in the student portal. It can take up to 14 days to receive the excess funds after posting.

## **Rights and Responsibilities of Financial Aid Recipients**

Students have a right to know the following:

1. What financial aid programs are available at CC.
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.
10. The student has the right to know how the school determines whether he/she is making financial aid satisfactory academic progress and the results of not meeting the minimum standards.
11. A college work study student has the right to know the rate of pay, the job duties, the required work hours, and how and when paychecks are received.
12. Student loan borrowers assume the responsibility for repaying the loan. The student should contact the lender of any challenges that make it difficult to meet his/her responsibility.

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 to either the Office of Financial Aid or the agency to which the application was submitted.
4. Accept responsibility for 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 all deadlines for application of re-application for financial aid.
7. Report any changes in name or address to the Office of Financial Aid.
8. Establish enrollment in all courses prior to census date. And only enroll in courses required to complete the stated major.
9. Understand and monitor financial aid satisfactory academic progress.
10. Report to the FAO any additional financial resources received during the period of the financial aid award.
11. Review all email correspondence sent from the financial aid office.
12. The student must complete exit counseling if enrollment drops below 6 credit hours; if he/she graduates, transfers, or fails to enroll for any long semester.

## **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 2.0 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**

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, ranch horse, men's baseball, women's softball, or women's volleyball.

Athletic Grants-in-aid are awarded by the 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. Student athletes must complete a FAFSA or TASFA (if applicable) and have a Student Aid Report on file at the College. All official transcripts must be submitted to Clarendon College before any Title IV aid is awarded.

### **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. Students must be regularly admitted students and must meet all eligibility requirements. A FAFSA or TASFA must be completed, and a Student Aid Report must be on file at Clarendon College.



## 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 see the Clarendon College website. CC scholarships and other financial aid will be awarded through the Office of Financial Aid.

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

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

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

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

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

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

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

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

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

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

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

**Donley County Waiver for Dual Credit** - Open to any Donley County resident who is enrolled in dual credit courses. The college will pay half of the tuition and fees.

**Donley County Tuition Cap** - Open to any Donley County resident who is taking courses at Clarendon College. These students will have their tuition capped at 15 semester credit hours per semester. Any hours above 15 will be covered by a waiver.

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

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

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

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

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

**Harrington Regional Medical Campus (HRMC) Scholarship Grant Program** – Available for area students and professionals pursuing health care related education who demonstrate a commitment to locate in the region and contribute to area communities.

**Jewel Austin Houston Memorial Scholarship** – Available to two students each year. Recipients must have a GPA of 2.8 on a 4.0 scale at the time of application and must enroll full-time.

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

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

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

**Grett Betts Masonic Scholarship** - To be awarded to a graduate of Clarendon or Hedley High Schools.

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

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

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

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

**Julie Papa Memorial Scholarship** – Available to students attending Clarendon College who are enrolled in the Vocational Nursing Program.

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

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

**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.

**President's Scholarship**– Available to full-time students who reside in on-campus housing. Recipients must maintain a 2.0 GPA and complete 12 hours per semester to continue receiving this scholarship.

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

**Tex Selvidge Memorial Scholarship**- Available to students graduating from and attending Clarendon College. Must demonstrate financial need, be full-time, and have a 2.0 GPA or higher.

**Dean and Clara Simon Memorial Scholarship** – Available to freshman students entering Clarendon College who were in the top 5 percent of their graduating class, who demonstrate economic need, and who are an established Texas resident. The scholarship can only be used for tuition, fees, and books for the fall and spring semesters. Requirements for a continuing award through the sophomore year at Clarendon College includes maintaining full-time status and a 3.5 grade point average.

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

**AEP - Southwestern Electric Power Company Scholarship** - Available to students attending the Clarendon College Childress Center who have been accepted into either the Vocational Nursing or Associate Degree Nursing – Bridge program.

**Pat Steinbrugge Memorial Scholarship** – Available to two students per semester. Recipients must be a high school graduate with a 3.0 GPA on a 4.0 scale, must be considered financially needy, reside within 80 miles of Clarendon, and enroll full-time.

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

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

**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.

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

**Dean Hawkins Memorial Scholarship** – Available to a CC sophomore student from Texas or New Mexico. Must have GPA of 3.0 and have been involved in 4-H or FFA.

**Donna Sweet Memorial Scholarship** – To be awarded in the summer to a student attending at-least half-time at the Pampa campus.

**Brenda Kay McAnear Barrett Memorial Scholarship** – To be awarded as second chance funding for a student with great financial need.

**Myrna Lee Carney Endowed Scholarship** – To be awarded to a women’s basketball player with financial need.

**Joan Crawford Endowed Scholarship** - To be awarded to a women’s basketball player with financial need.

**Top O’ Texas Lodge Scholarship** – Available to 4 students a year attending full-time at the CC Pampa campus. Recipients may have to meet with Lodge members and take a photo for the Pampa newspaper.

## 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.

**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.

**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.

**Danny Finley Memorial Scholarship**- May be awarded to a student demonstrating good moral character. Preferably raised on a ranch and have adequate horsemanship abilities. This student must be degree seeking and pursuing a career in agriculture. Selection of scholarship to be at the discretion of the RFO instructor(s).

**Singleton Ranches Scholarship**- Awarded by the Ranch Horse Instructor to a Sophomore Ranch Horse student who is an asset to the team, a student who helps their teammate figure out a drill or work the flag. Also, the student must be willing to spend their time helping someone else accomplish their goals and better their horsemanship.

## **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 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 Veteran's 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 Veteran's 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 Veteran's 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 Veteran's 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 the financial aid office.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>*

## **Workforce Innovation and Opportunity Act (WIOA)**

Students may qualify for help in meeting their educational expenses through the Workforce Innovation and Opportunity Act. Prior to enrollment at Clarendon College, a student should have a personal interview with the area WIOA coordinator to be certain of receiving assistance from the program. Information about WIOA 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 provides a financial incentive for students to complete their bachelor's degree with as few courses outside the degree plan as possible. This rebate is provided through the Texas University where you complete your bachelor's degree. Requirements can be found on The College For All Texans website or you can stop by the financial aid office for additional information.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) CRITERIA**

The CC Financial Aid SAP is separate and stricter than CC Admissions and Records Academic requirements.

Federal regulations require all financial aid recipients to maintain SAP in a course of study leading to a degree or certificate. Failure to meet one or more of these SAP standards will make a student ineligible for aid. SAP is calculated at the end of each semester, including summer. Students are notified via their CC email if standards are not met. It is the student's responsibility to check their email accounts frequently when the SAP notices are sent, including at the end of semester after grades have been posted.

Some non-federal student aid programs have specific SAP standards that are unique to the individual program. In those instances, the defined program requirements will supersede the SAP policy stated here. It is the student's responsibility to understand these requirements.

Courses that are not part of the stated degree plan are not included in the determination of enrollment status and are not eligible for financial aid, with the exception of developmental/remedial courses.

Failure to attend class does not automatically constitute withdrawal from a class. Should a student decide to withdraw, he or she can complete a withdrawal form for the Office of Student Services to officially withdraw from Clarendon College. Failure to officially withdraw from a class could result in a grade of "F".

Excessive major changes may affect your financial aid eligibility.

Taking a semester off will not lift financial aid suspension.

**Transfer Students:** Prior to the awarding for financial aid, students who attended other colleges are required to submit official academic transcripts to CC, regardless of whether the student received financial aid or not. A transfer student may enter on financial aid warning if the accepted hours are below financial aid minimum standards.

Transfer hours counted toward degree completion at Clarendon College will be counted in a student's cumulative GPA, completion rate, and maximum time frame.

## **Satisfactory Academic Progress Measures**

1. Cumulative GPA – 2.0 or above (Grades of F are included)
2. Successful Completion of Courses – 67% of all attempted hours (including remedial, withdrawals, and repeated courses)
3. Time Frame – student must graduate within 150% of required hours in program (including remedial, withdrawals, and repeated courses)
4. Grades of A, B, C, & D will be considered attempted and completed
5. Grades of F, I, & W will be counted in hours attempted
6. Remedial hours can be funded up to a maximum of 30 hours [34 CFR 668.20]
7. See above insert on transfer hours

### **Qualitative Progress Measurement Cumulative Financial Aid GPA Requirement**

Students must maintain an overall cumulative grade point average of 2.0 (including remedial courses)

### **Quantitative Progress Measurement #1**

#### **Maximum Time Frame**

Students are expected to complete their degrees or certificates within a reasonable time frame. Taking extra courses not required in a student's degree plan may exhaust financial aid eligibility prior to completion of a degree or certificate.

To ensure program completion in a reasonable amount of time, a limit has been placed on the number of hours that you can attempt in order to complete your program. That limit is 150% of the minimum number of hours required to complete the stated program. For example, 150% of a 60 credit hour degree is 90 hours.

Some of the variables included in the time frame calculation included, but not limited to:

- All attempted hours are counted regardless of if you received aid
- Any transfer hours accepted for the stated program are counted
- Both attempts are counted for repeated courses
- Course withdrawal is counted as an attempt

### **Quantitative Progress Measurement #2 Successful Completion of Courses**

When receiving financial aid, you are expected to complete a minimum of 67% of the hours you started each semester. Enrollment status is based on the student's enrollment on the semester's census date.

## Failure to Maintain SAP

**Financial Aid Warning:** Students who do not achieve one or more of the minimum SAP standards will be placed on Financial Aid Warning and are eligible to receive financial aid for the next term of enrollment. This is a Warning semester. Students in Warning status should be able to meet the minimum financial aid standards within one semester.

**Financial Aid Suspension:** Students who are in a Financial Aid Warning status and do not meet SAP in the following term of enrollment are placed on Financial Aid Suspension. Students on Financial Aid Suspension are not eligible to receive financial aid for their next term of enrollment and is responsible for payment of courses. While on suspension, the student must enroll in a minimum of 6 hours, and pay for the related enrollment expenses. The earned grades for this semester will be considered with the previous standards in re-evaluating the students SAP requirements. It is the student's responsibility to alert the financial aid office to request a SAP review.

**Financial Aid Suspension for Maximum Time Frame:** Students who reached 150% credit hour length of their program are immediately placed on Financial Aid Suspension. A change of program does not extend the length of the time frame.

**Financial Aid Suspension for Inability to Meet Program Requirements within Time Frame:** If determined by the Financial Aid Office that a student cannot possibly raise their grade point average or rate of course completion within the maximum time frame, the student is immediately placed on Financial Aid Suspension.

**Financial Aid Appeal Process:** Students placed on financial aid suspension due to lack of Satisfactory Academic Progress (SAP) may appeal the denial of financial aid if an unusual or extraordinary situation affected the student's progression toward the successful completion of his or her program of study. Some examples of unusual circumstances include injury or illness of the student or family member, death of a relative of the student, maximum time limit exceeded, or other documented special circumstance. The appeal must be submitted to the financial aid office and must include supporting documentation. Appeals submitted without supporting documentation will be considered incomplete and will be denied. The appeal must explain why the student failed to meet satisfactory progress standards, this includes, what has changed in the student's situation that would allow the student to meet satisfactory academic progress at the next financial aid SAP evaluation. An appeal may be approved only if the financial aid office has determined that the student will be able to meet SAP minimum standards after the subsequent semester. The financial aid office also has the option to develop an academic plan with the student that, if followed, will ensure that the student is able to meet financial aid SAP standards by a specific point in time. Students who are appealing the maximum time frame limit must provide a copy of their degree plan that has been signed by the students' academic advisor. The financial aid office will notify students in writing and/or email of the results in a timely manner after receiving all required/requested documentation. Students whose appeal is denied have the option to submit a second appeal in writing to the Scholarship Committee. The second appeal should be submitted to the financial aid office who will, in turn, submit it to the Scholarship Committee. The Scholarship Committee's decision will be final and will be reported to the student in writing and/or by email in a timely manner. Students who successfully appeal their financial aid suspension status will be placed on financial aid probation. Clarendon College can require that a student on probation fulfill specific terms and conditions, such as taking a reduced course load, enrolling in specific courses, or not receiving a grade of F or W. A student on financial aid probation may receive financial aid for one semester only. At the end of that semester, the student must meet Clarendon College's financial aid satisfactory academic progress standards or the requirements of the established individual academic plan to maintain financial aid eligibility. Failure to do so will result in the student being placed back on financial aid suspension.

**Re-entry upon Acceptance of an Appeal:** Students who re-enter based on an accepted appeal are awarded financial aid for their next term of enrollment and are placed on Financial Aid Probation status for that term. If at the conclusion of the term the student is not making satisfactory academic progress in accordance with this policy, the student is placed on Financial Aid Suspension. If the student can meet financial aid minimum standards at the end of one semester, he/she will be placed on Warning status.



# **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

Vice President of Student Affairs 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 semester examinations.

### STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS

**Anime Club-** The anime club at Clarendon College is a club devoted to the study and enjoyment of the modern Japanese visual culture, especially of anime.

**Block and Bridle-**The Clarendon College anime club is a public club, and so is open to members of the community as well as students and employees of the college. However, due to possible content issues in the shows watched and the discussions had, it is recommended that any participant in the anime club be at least 17 years of age.

**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

**Judging Teams** – The college fields two Judging teams: Livestock and Meats,. Team members are selected from the Agriculture Evaluation Courses. Students gain practical experience in livestock, 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.

**National Technical Honor Society (NTHS)** - NTHS strives to bring well deserved recognition, scholarship opportunities, and career opportunities to students who excel in Career and Technical Education (CTE) at Clarendon College. NTHS students embody all the attributes and talent which is in demand today. NTHS students also embrace a clear vision for tomorrow's workforce and their role in it. To be invited to become a member, a student majoring in a CTE program must achieve a 3.50 grade point average and have a recommendation from a CTE faculty member.

**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 3.50 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 rodeo and roping events.

**Ranch Horse Team** – The Ranch Horse Team is dedicated to promoting Clarendon College and agriculture through competitions in ranch and stock horse events. The team competes in trail, western pleasure, reining, and working cow-horse. While representing the college the Ranch Horse Team also promotes the deep ranching tradition in the Panhandle of Texas. The Clarendon College Ranch Horse Team competes against schools such as Texas Tech and Texas A&M, and competes in competitions in Stephenville, Abilene, and Austin, as well as many others.

**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.

## **STUDENT SERVICES**

### **STATEMENT OF EQUAL OPPORTUNITY**

Clarendon College does not and shall not discriminate on the basis of race, color, religion (creed), national origin (ancestry), gender, disability, age, marital status, sexual orientation, or military status, in any of its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Texas D. "Tex" Buckhaults  
P.O. Box 968  
Clarendon, TX 79226  
806-874-4807  
[tex.buckhaults@clarendoncollege.edu](mailto:tex.buckhaults@clarendoncollege.edu)

Clarendon College provides students with 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. 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, transfer information 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, Texas Success Initiative, 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

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:

- 22 years of age or older by the first day of the semester (OR)
- enrolled in only online courses, distance education courses, (OR)
- enrolled in a continuing education course or program that is less than 360 contact hours or continuing education corporate training (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 three options for students that do not wish to receive the vaccination or booster:

- 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.
- An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used. This form can be located at:  
<http://collegevaccinerequirements.com>
- Confirmation that the student has completed the Internet-based Department of State Health Services form to claim an exemption for reasons of conscience (for entering students at public junior colleges ONLY) To access this form go to: <https://corequestjc.dshs.texas.gov/>

## **LEARNING FRAMEWORKS (ORIENTATION)**

A Learning Frameworks course is required by all academic students at Clarendon College as part of the Core Curriculum. This program is designed to assist students in adjusting to college, improving study habits, enabling them to take advantage of College facilities, and managing 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 Associate Dean of Enrollment Services coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Vice President of Student Affairs 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 Associate Dean of Enrollment Services. The Associate Dean 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 Associate Dean of Enrollment Services 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 Halls 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 commuter from the homes of parents, close relatives, or legal guardians. All international students are required to live in the Clarendon College residence halls.

Clarendon College does reserve the right to refuse housing to students. Any student who has been designated as a sexually violent offender, sexually oriented offender, sexual predator, child-victim predator, habitual sex offender, or habitual child-victim offender or of any similar classification by any state or country, is not eligible for housing in any residence hall at Clarendon College.

## **Living Off Campus**

When there is no room available in the college residence halls, the Vice President of Student Affairs 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 Vice President of Student Affairs to live off campus.
2. The student who was last approved by the Vice President 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 application fee. An application fee of \$100 is required for a double occupancy room.

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, the housing application fee is retained. The student is not required to put up a new housing application fee for each semester that they remain in the dorms. Students will be subject to charges as damage occurs.

## **Vacations**

All residence halls will be closed during the Christmas break, between semesters, 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 [www.clarendoncollege.edu](http://www.clarendoncollege.edu) ..

## **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 Vice President of Academic Affairs.

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 Vice President of Student Affairs 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 for 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**

The modes of transportation used for student travel shall include, but not be limited to cars, pickups, 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 18 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.
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
6. 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 Local Law Enforcement Agency 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 semesters.

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 for 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 Vice President of Academic Affairs or the Vice President of Student Affairs.

In the summer semester a student normally earns 6 semester hours in five weeks and 12 hours in twelve weeks.

### **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 other 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.

### **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 as received. Transfer credits can only be awarded off official transcripts received directly from the institution.

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 Vice President of Academic Affairs. Transfer students who are admitted by the VP 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 student involved 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, continuing education, military experiences 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. Students should visit the Registrar's Office for additional information.

Students wishing to apply for Credit by Experience must fill out the required Credit by Experience Application that can be requested from the college's Admissions Office or from the college website. Forms that are not filled out completely will not be processed. Credit by Experience Applications should be submitted to the Registrar's Office with the appropriate documentation. Once received the applications will be evaluated by the Registrar or the Vice President of Academic Affairs and if deemed necessary the appropriate Program Coordinator. Credit will be awarded by the Registrar once the proper approvals have been received on the form.

Every effort has been made to assure that the credits awarded by the College's credit by exam program will transfer to a four-year institution; however, final acceptance of these credits for specific degree purposes is determined by the accepting institution.

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

Students may earn credit by an evaluation of various credentials, including but not limited to the following:

1. State or national board exams/certifications, (LVN, R.N., Cosmetology, Law Enforcement, etc.);
2. Non-traditional transcripts (hospital-based schools, cosmetology, etc.);
3. Nationally recognized tests or certifications;
4. Formal military training (credit for military experience and training will be awarded based on military credentials and recommendations from the Guide to the Evaluation of Educational Experiences in the Armed Services as published by the American Council on Education (Ace).

The course number, the course title, and the number of semester hours of credit will be recorded on the transcript. A grade of CR will be issued, and 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 3 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 Registrar's Office.

<b>Subject</b>	<b>Credit</b>	<b>Minimum</b>
Art History	ARTS 1303	3
General Biology	BIOL 1406*	3
General Biology	BIOL 1406*, 1407*	3
Calculus AB	MATH 2413	3
Calculus BC	MATH 2413	3
Chemistry	CHEM 1311, 1111	3
Chemistry	CHEM 1311, 1111, 1312, 1112*	3
Economics (Macro)	ECON 2301	3
Economics (Micro)	ECON 2302	3
English Language/Literature	ENGL 1301	3
English Language/Literature	ENGL 1301, 1302	3
Government	GOVT 2305	3
European History	HIST 2311	3
U.S. History	HIST 1301, 1302	3
Psychology	PSYC 2301	3
Spanish	SPAN 1411*	3
Spanish	SPAN 1411*, 1412*	3

## Scholastic Aptitude Test (SAT)

Students who present scores from a SAT administered prior to March 2016: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment; a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; Students who present scores from a SAT administered on or after March 5, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.

(iii) Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016, is not allowable.

Requests for additional information on credits based on SAT scores at Clarendon College should be directed to the Registrar's Office.

## 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). Credit will not be posted until the student has completed 12 hours at Clarendon College. Requests for additional information on credits based on ACT scores at Clarendon College should be directed to the Registrar's Office.



### 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 Registrar's Office.

<i><b>IB Examination</b></i>	<i><b>Score</b></i>	<i><b>CC Course</b></i>	<i><b>Credit Hours</b></i>
Biology SL	4+	BIOL 1406	4
Biology HL	4+	BIOL 1406, 1407	8
Chemistry SL	4+	CHEM 1311, 1111	4
Chemistry HL	4+	CHEM 1311, 1312, 1111, 1112	8
Economics SL	4+	ECON 2301	3
Economics HL	4+	ECON 2301,2302	6
English SL or HL	4+	ENGL 1301, 1302	6
History SL or HL	4+	HIST 1000, 2000	8
Music SL or HL	4+	MUSI 1306	6
Mathematics SL	4+	MATH 1314	3
Mathematics HL	4+	MATH 2413	3
Psychology SL or HL	4+	PSYC 2301	8
Spanish SL or HL	4+	SPAN 1411, 1412	3
Theater Arts SL or HL	4+	DRAM 1310	8

### 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 successfully taking of an examination. The College Level Examination Program (CLEP) is a national testing program administered by College Board. Clarendon College is not a testing center for CLEP. However, Clarendon College awards credit to 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>Minimum Score</b>	<b>Credit Hours</b>
Financial Accounting	ACCT 2301	50	3
Biology	BIOL 1406 BIOL 1407	50	6
Introduction to Business Law	BUSI 2301	50	3
Chemistry	CHEM 1311 CHEM 1312	50	6
Macroeconomics	ECON 2301	50	3
Microeconomics	ECON 2302	50	3
English Composition (Modular)	ENGL 1301	50	3
English Literature	ENGL 2332 ENGL 2333	50	6
American Government	GOVT 2305	50	3
United States History (Early to 1877)	HIST 1301	50	3
United States History (1865 – present)	HIST 1302	50	3
College Algebra	MATH 1314	50	3
Calculus	MATH 2413	50	4
Psychology Introduction	PSYC 2301	50	3
Human Growth & Development	PSYC 2314	50	3
Sociology	SOCI 1301	50	3
Spanish Level 1	SPAN 1411 SPAN 1412	50	8
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 Vice President of Academic Affairs.

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" will 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, student ID, 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. 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 Registrar's Office.

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) courses 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 Vice President of Academic Affairs, the Vice President of Student Affairs, or another 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.

A student shall be permitted more than six dropped courses if the enrollment is for a student who qualifies for a seventh course enrollment, who:

1. Has enrolled at the College following a break in enrollment from the institution or another institution of high education covering at least the 24-month period preceding the first-class day of the initial semester or other academic term of the student's reenrollment; and
2. Successfully completed at least 50 semester credit hours of coursework at an institution of higher education that are not exempt from the limitation on formula funding set out in 19 Administrative Code 13.104(1)-(6) before that break in enrollment.

## 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.

Postponed Examinations. A student who misses a semester examination for reasons beyond control should petition, in writing, to the course instructor and Vice President of Academic Affairs 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 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** - All students who do not achieve satisfactory progress (cumulative minimum G.P.A. of 2.0) will be placed on Academic Probation for the next long semester. Students on Academic Probation are also on "attendance probation" and are expected to attend every class unless hindered by circumstances beyond their control. No unexcused absences or "cuts" are allowed. Such "cuts" may result in immediate suspension from classes. In addition, students on academic probation will be limited to a maximum of 16 semester credit hours.
3. **Academic Suspension** - All students who are on academic probation 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 a term GPA of 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

Official copies of a student's Clarendon College transcript (a student's permanent record of classes taken at Clarendon College) are available from the Office of the Registrar. Adequate advance notice is required for a transcript.

Current and Previous Students may request transcripts in writing in person at the Office of the Registrar. Students may also order transcripts online at <http://www.clarendoncollege.edu/transcript>. A processing fee is charged per transcript. Certified PDF transcripts are \$3.02 and paper transcripts are \$5.52.

Contact:

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

Official transcripts will 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, who have completed requirements during the preceding semesters or are within 15 hours of completing their specific degree or certificate.

Diplomas are awarded automatically. Students should submit an application to participate in commencement for fall ceremony to the Registrar's Office no later than November 1 and for spring ceremony no later than April 1. Applications for commencement can be located on the college website at [www.clarendoncollege.edu/graduation](http://www.clarendoncollege.edu/graduation).

### 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 are 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**

### **COMMUNICATION** Semester Hrs.

ENGL 1302 or ENGL 2311	3
SPCH 1315 or SPCH 1318	3

### **LANGUAGE PHILOSOPHY AND CULTURE**

ENGL 2332, ENGL 2333, PHIL 1304, PHIL 2306 SPAN 1411, HIST 2311 or HIST 2312	3
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### **CREATIVE ARTS**

ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366 or MUSI 1306	3
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### **MATHEMATICS**

MATH 1314, MATH 1316, MATH 1324, MATH 1332, MATH 2342 or MATH 2413	3-4
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### **LIFE AND PHYSICAL SCIENCES**

AGRI 1415, BIOL 1306, BIOL 1307, BIOL 1311, BIOL 1313, BIOL 2301, BIOL 2302, BIOL 2321, CHEM 1311, CHEM 1312, CHEM 2323, CHEM 2325, PHYS 1301, PHYS 1302, PHYS 2325, or PHYS 2326	6
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### **AMERICAN HISTORY**

HIST 1301 and HIST 1302	6
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### **GOVERNMENT/POLITICAL SCIENCE**

GOVT 2305 and GOVT 2306	6
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### **SOCIAL OR BEHAVIORAL SCIENCE**

AGRI 2317, CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 1306, or SOCI 2319	3
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### **COMPONENT AREA OPTIONS**

BIOL 1106, BIOL 1107, BIOL 1111, BIOL 1113, BIOL 2101, BIOL 2102, BIOL 2121, CHEM 1111, CHEM 1112, CHEM 2123, CHEM 2125, PHYS 1101, PHYS 1102, PHYS 2125, or PHYS 2126	2
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EDUC 1100 or PYSC 1100 or PHED 1105, PHED 1110 or PHED 1124	1
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ENGL 1301	3
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<b>TOTAL REQUIRED CORE CURRICULUM HOURS</b>	<b>42-43</b>
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## **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 60 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 in all work from Clarendon College.
5. The student must satisfy the requirements of the Texas Success Initiative, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

*\*Developmental courses may not be counted or used as hours toward the 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 60 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 in all work from Clarendon College.
5. The student must satisfy the requirements of the Texas Success Initiative, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

*\*Developmental courses may not be counted or used as hours toward the 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 60 semester hours of college-level credit. \* As part of the minimum 60 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.*

### 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 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**

Clarendon College guarantees to its Associate in Arts and Associate in Science graduates and other students who have met the requirements of a 60-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 the conditions described above.

## Guarantee for Job Competency

If a recipient of an Associate in Applied Science degree or a 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 guaranteed 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 Vice President 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 the conditions described above.
11. The program can be initiated through written contact with the Office of the College President.

# IX

## **SUGGESTED COURSES OF STUDY TRANSFER GUIDES AND CAREER AND TECHNICAL EDUCATION PROGRAMS OF STUDY**

## **INSTRUCTIONAL OVERVIEW**

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

### **Liberal Arts**

Behavioral Science, Criminal Justice, Drama, English, Social Science, Speech, and Developmental Studies.

### **Science and Health**

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

### **Career & Technical Education**

Cosmetology, Ranch and Feedlot Operations (RFO), Welding and Industrial Maintenance.

### **Allied Health**

Vocational Nursing (VN), Associate Degree Nursing (ADN), & Introduction to Nursing

## **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.

Several suggested courses of study are given in the pages that follow. In general, all students working towards earning a Bachelor’s 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 a 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.



**Multidisciplinary Degree**  
**(General Studies/Liberal Arts)**  
**Associate in Science/Associate in Arts**

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 a time a major is declared.

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
ENGL 1301 Composition I.....	3	BIOL 1306 Biology for Science Majors I .....	3
HIST 1301 United States History I.....	3	BIOL 1106 Biology for Science Majors I Lab.....	1
Math 1314 College Algebra.....	3	DRAM 1310 Introduction to Theater.....	3
EDUC 1100/PSYC 1100 Learning Frameworks .....	1	GOVT 2305 Federal Government.....	3
PSYC 2301 General Psychology.....	3	AGRI 2317 Introduction to Agricultural Economics....	3
SPCH 1318 Public Speaking.....	3	HIST 2311 Western Civilization I.....	3
	16		16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
BIOL 1307 Biology for Science Majors I.....	3	ENGL 2311 Technical Writing.....	3
BIOL 1107 Biology for Science Majors I Lab.....	1	PYSC 2314 Lifespan, Growth, & Development.....	3
ENGL 1302 Composition II.....	3	HIST 2312 Western Civilizations II.....	3
HIST 1302 United States History II.....	3	ENGL 2332 World Literature I.....	3
GOVT 2306 Texas Government.....	3	SOCI 1301 Introduction to Sociology.....	3
	13		15

**Agriculture/Agri-Business/Agricultural Economics\***

**Associate in Science**

The suggested course of study transfer guide below is designed for students 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.\* Upon 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 2311 Technical and Business Writing.....	3
HIST 1301 United States History I.....	3	HIST 1302 United States History II.....	3
Laboratory Science <sup>4</sup> .....	4	Laboratory Science <sup>4</sup> .....	4
AGRI 1319 Introductory Animal Science.....	3	Mathematics.....	3
EDUC 1100/PSYC 1100 Learning Frameworks.....	1	AGRI 1131 The Agricultural Industry.....	1
	14		14

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
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> .....	4	Laboratory Science <sup>4</sup> .....	4
SPCH 1315 Public Speaking.....	3	AGRI 2317 Introduction to Agricultural Economics....	3
AGRI 1307 Agronomy.....	3	Visual and Performing Arts Elective <sup>5</sup> .....	3
	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 students who plan to pursue a degree in Psychology or Sociology at a senior college or university after completing their studies at Clarendon College. \* Upon 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 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
EDUC 1100/ PSYC 1100 Learning Frameworks .....	1	SOCI 1301 Introductory Sociology.....	3
	14		16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
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 students who plan to pursue a degree in Biology at a senior college or university after completing their studies at Clarendon College. \* Upon 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>
EDUC 1100/EDUC 1100 Learning Frameworks.....	1	SPCH 1315 Public Speaking OR.....	
ENGL 1301 Composition I.....	3	SPCH 1318 Interpersonal Communication.....	3
HIST 1301 US History I.....	3	ENGL 1302 Composition II OR.....	
BIOL 1306 Biology for Science Majors I.....	3	ENGL 2311 Technical and Business Writing.....	3
BIOL 1106 Biology for Science Majors I Lab.....	1	HIST 1302 US History II.....	3
MATH 1314 College Algebra.....	3	BIOL 1307 Biology for Science Majors II or	
	14	BIOL 1311 General Botany.....	3
		BIOL 1107 Biology for Science Majors II Lab or	
		BIOL 1111 Botany Lab.....	1
		Visual & Performing Arts Elective.....	3
			16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
Humanities Elective.....	3	Social and Behavioral Sciences.....	3
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government.....	3
CHEM 1311 General Chemistry I.....	3	CHEM 1312 General Chemistry II.....	3
CHEM 1111 General Chemistry I Lab.....	1	CHEM 1112 General Chemistry II Lab.....	1
BIOL 2301 Anatomy and Physiology I.....	3	BIOL 2302 Anatomy and Physiology II or	
BIOL 2101 Anatomy and Physiology I Lab.....	1	BIOL 2321 Microbiology.....	3
	14	BIOL 2102 Anatomy and Physiology II Lab or	
		BIOL 2321 Microbiology Lab.....	1
		MATH 1316 Plane Trigonometry or	
		MATH 2342 Elementary Statistical Methods.....	3
			17

Notes:

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

<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.

## CHEMISTRY\*

### Associate in Science

The suggested course of study transfer guide below is designed for students who plan to pursue a degree in Chemistry at a senior college or university after completing their studies at Clarendon College. \* Upon 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 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
EDUC 1100/PSYC 1100 Learning Frameworks .....	1	MATH 2414 Calculus II.....	4
	15		14

#### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
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
	15	Transfer Elective .....	2
			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> 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 students who plan to pursue a degree in Criminal Justice at a senior college or university after completing their studies at Clarendon College. \* Upon 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 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
EDUC 1100/PSYC 1100 Learning Frameworks.....	1	+CRIJ 1307 Crime in America.....	3
	14	SPCH 1315 Public Speaking.....	3
			16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
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
	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 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 CRIJ 1313 or SOCI 1301 based on senior institution transfer requirements.

**DRAMA\***

**Associate in Arts**

The suggested course of study transfer guide below is designed for students who plan to pursue a degree in Drama at a senior college or university after completing their studies at Clarendon College. \* Upon successful completion of the 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 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
EDUC 1100/PSYC 1100 Learning Frameworks.....	1	DRAM 1121 Theater Practicum II .....	1
	14	MATH 1314 College Algebra.....	3
			16

**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>2</sup> .....	3
GOVT 2305 Federal Government .....	3	GOVT 2306 Texas Government.....	3
Laboratory Science.....	4	Laboratory Science .....	4
DRAM 2120 Theater Practicum III.....	1	DRAM 2121 Theater Practicum IV.....	1
DRAM 1351 Acting I.....	3	DRAM 1352 Acting II.....	3
Drama Elective <sup>1</sup> .....	2		14
	16		

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.

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

The suggested course of study transfer guide below is designed for students who plan to pursue a degree in English at a senior college or university after completing their studies at Clarendon College. \* Upon successful completion of the 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
EDUC 1100/PSYC 1100 Learning Frameworks .....	1	Visual and Performing Arts Elective <sup>2</sup> .....	3
	14		16

**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
Elective <sup>3</sup>	3	Elective <sup>3</sup> .....	3
MATH 1314 College Algebra 3		Transfer Elective <sup>3</sup> .....	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 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
GOVT 2305 Federal Government.....	3	GOVT 2306 Texas Government.....	3
Visual and Performing Arts Core.....	3	MATH 2413 Calculus I.....	4
EDUC 1100/PSYC 1100 Learning Frameworks.....	1	SPCH 1315 Public Speaking.....	3
	16		16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
MATH 2414 Calculus II.....	4	MATH 2415 Calculus III.....	4
ECON 2302 Principles of Microeconomics.....	3	Humanities Core <sup>2</sup> .....	3
PHYS 2325 University Physics I.....	3	PHYS 2326 University Physics II.....	3
PHYS 2125 University Physics I Lab.....	1	PHYS 2126 University Physics II Lab.....	1
MATH 1342 Elementary Statistical Methods.....	3	Math Elective.....	3
	14		14

Notes:

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

<sup>2</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 students who plan to pursue a degree in Physical Education or Kinesiology at a senior college or university after completing their studies at Clarendon College. \* Upon 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**

<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	
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
EDUC 1100/PSYC 1100 Learning Frameworks.....	1	Social and Behavioral Science Elective .....	3
	14	PHED 1306 First Aid.....	3
			16

**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
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 students who plan to pursue a degree in Social Sciences at a senior college or university after completing their studies at Clarendon College. \* Upon 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 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
EDUC 1100/PSYC 1100 Learning Frameworks.....	1	Visual and Performing Arts Elective <sup>2</sup> .....	3
	14	SPCH 1315 Public Speaking.....	3
			16

**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
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
	15		15

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 students who plan to pursue a degree in Speech at a senior college or university after completing their studies at Clarendon College. \* Upon successful completion of the 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
EDUC 1100/PSYC 1100 Learning Frameworks .....	1	SOCI 1301 Introduction to Sociology .....	3
	14	SPCH 1318 Interpersonal Communications .....	3
			16

### SOPHOMORE YEAR

First Semester	Semester Hours	Second 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
Transfer Elective <sup>6</sup> .....	6	Transfer Elective <sup>3</sup> .....	3
	15	Visual and Performing Arts Elective <sup>4</sup> .....	3
			15

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

## **CAREER, TECHNICAL & CONTINUING EDUCATION PROGRAMS**

Career, Technical & Continuing Education (CTE) are terms which describe 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 Career, Technical & Continuing Education at the postsecondary level has been given to the community colleges. Clarendon College has accepted the responsibility for providing high quality CTE 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 ranch and feedlot operations, welding, cosmetology, vocational nursing, associate degree nursing, introduction to nursing, certified nurse aide, and industrial maintenance. 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 people from business and industry who advise college officials in matters such as curriculum and current business and industry expectations.

### **ENROLLMENT IN CTE PROGRAMS**

To enroll in a Career, Technical & Continuing Education program, the student must meet the requirements for entrance to Clarendon College and specific admission requirements to some programs. Refer to Specialized Acceptance in the Admissions section of this catalog for any special requirements.

### **CURRICULA IN CTE PROGRAMS**

On the following pages, specific courses of study that are required in each of the Career, Technical & Continuing 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

### 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 Department of Licensing and Regulation 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 2310 Adv Haircutting & Related Theory .....	3
CSME 1405 Fundamentals of Cosmetology.....	4	CSME 1310 Intro. to Haircutting & Related Theory	3
CSME 1447 Principles of Skin Care/Facials and Related Theory.....	4	CSME 1431 Principles of Nail Technology I.....	4
	12		10

### SOPHOMORE YEAR

First Semester	Semester Hours
CSME 1451 Artistry of Hair Theory & Practice .....	4
CSME 2439 Advanced Hair Design*.....	4
CSME 2401 Hair Coloring & Related Theory .....	4
	12

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate

## INDUSTRIAL MAINTENANCE

### Introduction to Industrial Maintenance Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion in Industrial Maintenance and qualifies the student to pursue further college training or seek entry-level employment in various maintenance fields.

#### FRESHMAN YEAR

First Semester	Semester Hours
INMT 1305 Introduction to Industrial Maintenance .....	3
MCHN 1343 Machine Shop Mathematics .....	3
ELPT 1311 Basic Electrical Theory .....	3
WLDG 1337 Introduction to Welding Metallurgy.....	3
WLDG 1307 Introduction to Welding .....	3
CNBT 2310 Commercial/ Industrial Blueprint Reading* ....	3
	18

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate

## INDUSTRIAL MAINTENANCE

### Basic Electrical Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion in Industrial Maintenance – Basic Electrical and qualifies the student to pursue further college training or seek entry-level employment in various maintenance fields.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
INMT 1305 Introduction to Industrial Maintenance .....	3	OSHT 1301 Introduction to Safety and Health.....	3
MCHN 1343 Machine Shop Mathematics .....	3	IEIR 1306 Electric Motors .....	3
ELPT 1311 Basic Electrical Theory .....	3	IEIR 1312 Distribution Systems.....	3
WLDG 1337 Introduction to Welding Metallurgy.....	3	IEIR 1310 Motor Controls* .....	3
WLDG 1307 Introduction to Welding .....	3		12
CNBT 2310 Comm. /Industrial Blueprint Reading.....	3		
	18		

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate



## INDUSTRIAL MAINTENANCE

### Basic Mechanical Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion in Industrial Maintenance – Basic Mechanical and qualifies the student to pursue further college training or seek entry-level employment in various maintenance fields.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
INMT 1305 Introduction to Industrial Maintenance .....	3	OSHT 1301 Introduction to Safety and Health.....	3
MCHN 1343 Machine Shop Mathematics .....	3	ELMT 1305 Basic Fluid Power.....	3
ELPT 1311 Basic Electrical Theory .....	3	MCHN 1332 Bench Work and Layout .....	3
WLDG 1337 Introduction to Welding Metallurgy.....	3	INMT 2301 Machinery Installation.....	3
WLDG 1307 Introduction to Welding .....	3	MCHN 2312 Millwright V*	15
CNBT 2310 Comm. /Industrial Blueprint Reading.....	3		
	18		

Notes:

\*Capstone Experience

Level I—TSI Exempt Certificate

## INDUSTRIAL MAINTENANCE

### Electromechanical Instrumentation & Maintenance Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion in Industrial Maintenance and qualifies the student to pursue further college training or seek entry-level employment in various maintenance fields.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
INMT 1305 Introduction to Industrial Maintenance.....	3	OSHT 1301 Introduction to Safety and Health.....	3
MCHN 1343 Machine Shop Mathematics .....	3	ELMT 1305 Basic Fluid Power .....	3
ELPT 1311 Basic Electrical Theory .....	3	MCHN 1332 Bench Work and Layout .....	3
WLDG 1337 Introduction to Welding Metallurgy.....	3	INMT 2301 Machinery Installation.....	3
WLDG 1307 Introduction to Welding .....	3	MCHN 2312 Millwright V	15
CNBT 2310 Comm. /Industrial Blueprint Reading.....	3		
	18		

#### SOPHOMORE YEAR

First Semester	Semester Hours
IEIR 1306 Electric Motors .....	3
IEIR 1312 Distribution Systems .....	3
IEIR 1310 Motor Controls .....	3
ELMT 2341 Electromechanical Systems* .....	3
	12

Notes:

\*Capstone Experience

Level II – TSI Exempt Certificate

## INDUSTRIAL MAINTENANCE

### Electrical Controls Technician Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion in Industrial Maintenance and qualifies the student to pursue further college training or seek entry-level employment in various maintenance fields.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
INMT 1305 Introduction to Industrial Maintenance .....	3	OSHT 1301 Introduction to Safety and Health.....	3
MCHN 1343 Machine Shop Mathematics .....	3	IEIR 1306 Electric Motors .....	3
ELPT 1311 Basic Electrical Theory .....	3	IEIR 1312 Distribution Systems .....	3
WLDG 1337 Introduction to Welding Metallurgy.....	3	IEIR 1310 Motor Controls .....	3
WLDG 1307 Introduction to Welding	3		12
CNBT 2310 Comm. /Industrial Blueprint Reading	3		
	18		

#### SOPHOMORE YEAR

First Semester	Semester Hours
ELMT 1301 Programmable Logic Controllers.....	3
ELMT 1305 Basic Fluid Power.....	3
ELMT 2333 Industrial Electronics .....	3
ELMT 2341 Electromechanical Systems .....	3
ELMT 2337 Electronic Troubleshooting Service and Repair* .....	3
	15

Notes:

\*Capstone Experience

Level II – TSI Exempt Certificate

## INDUSTRIAL MAINTENANCE

### HVAC Technician Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion in Industrial Maintenance and qualifies the student to pursue further college training or seek entry-level employment in various maintenance fields.

First Semester	Semester Hours	Second Semester	Semester Hours
INMT 1305 Introduction to Industrial Maintenance .....	3	OSHT 1301 Introduction to Safety and Health.....	3
MCHN 1343 Machine Shop Mathematics .....	3	IEIR 1306 Electric Motors .....	3
ELPT 1311 Basic Electrical Theory .....	3	IEIR 1312 Distribution Systems .....	3
WLDG 1337 Introduction to Welding Metallurgy.....	3	IEIR 1310 Motor Controls .....	3
WLDG 1307 Introduction to Welding	3		12
CNBT 2310 Comm./Industrial Blueprint Reading	3		
	18		

### SOPHOMORE YEAR

First Semester	Semester Hours
HART 1307 Refrigeration Principles.....	3
HART 1341 Residential Air Conditioning .....	3
HART 1345 Gas and Electric Heating.....	3
HART 2336 Air Conditioning Troubleshooting* .....	3
ELMT 2338 Air Conditioning Installation & Startup...	3
	15

Notes:

\*Capstone Experience

Level II – TSI Exempt Certificate

## INDUSTRIAL MAINTENANCE

### Industrial Maintenance Electrical Controls Technician Associate in Applied Science

Completion of the curriculum outlined below leads to the Associate in Applied Science in Industrial Maintenance Electrical Controls Technician and qualifies the student to pursue further college training or seek entry-level employment in various maintenance fields.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
INMT 1305 Introduction to Industrial Maintenance .....	3	ELPT 1311 Basic Electrical Theory .....	3
MCHN 1343 Machine Shop Mathematics .....	3	OSHT 1301 Introduction to Safety and Health.....	3
WLDG 1337 Introduction to Welding Metallurgy.....	3	IEIR 1306 Electric Motors .....	3
WLDG 1307 Introduction to Welding .....	3	MATH X3XX College Level Mathematics Core .....	3
CNBT 2310 Comm./Industrial Blueprint Reading	3	ENGL 1301 Composition I .....	3
	15		15

#### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ELMT 1305 Basic Fluid Power .....	3	ELMT 2333 Industrial Electronics .....	3
IEIR 1312 Distribution Systems .....	3	ELMT 2341 Electromechanical Systems* .....	3
IEIR 1301 Motor Controls .....	3	X3XX Social and Behavioral Science Core Course .....	3
ELMT 1301 Programmable Logic Controllers.....	3	ENGL 2311 Technical Writing .....	3
SPCH 131X Speech Communications Core.....	3	INTC 1301 Principles of Industrial Measurements.....	3
	15		15

Notes:

AAS Degree requires 60 Credit Hours - TSI Completion Required

\*Capstone Experience

## INDUSTRIAL MAINTENANCE

### Industrial Maintenance Electromechanical Technician Associate in Applied Science

Completion of the curriculum outlined below leads to the Associate in Applied Science in Industrial Maintenance Electromechanical Technician and qualifies the student to pursue further college training or seek entry-level employment in various maintenance fields.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
INMT 1305 Introduction to Industrial Maintenance .....	3	ELPT 1311 Basic Electrical Theory .....	3
MCHN 1343 Machine Shop Mathematics .....	3	OSHT 1301 Introduction to Safety and Health.....	3
WLDG 1337 Introduction to Welding Metallurgy.....	3	IEIR 1306 Electric Motors .....	3
WLDG 1307 Introduction to Welding .....	3	MATH X3XX College Level Mathematics Course.....	3
CNBT 2310 Comm./Industrial Blueprint Reading	3	ENGL 1301 Composition I .....	3
	15		15

#### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
IEIR 1312 Distribution Systems .....	3	ELMT 2341 Electromechanical Systems* .....	3
IEIR 1301 Motor Controls .....	3	X3XX Social and Behavioral Science Core Course .....	3
ELMT 1305 Basic Fluid Power .....	3	INMT 2301 Machinery Installation .....	3
MCHN 1322 Bench Work and Layout.....	3	MCHN 2312 Millwright V.....	3
SPCH 131X Speech Communications Core.....	3	ENGL 2311 Technical Writing .....	3
	15		15

Notes:

AAS Degree requires 60 Credit Hours - TSI Completion Required

\*Capstone Experience

## INDUSTRIAL MAINTENANCE

### HVAC Technician Associate in Applied Science

Completion of the curriculum outlined below leads to the Associate in Applied Science in Industrial Maintenance HVAC Technician and qualifies the student to pursue further college training or seek entry-level employment in various maintenance fields.

#### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
INMT 1305 Introduction to Industrial Maintenance .....	3	ELPT 1311 Basic Electrical Theory .....	3
MCHN 1343 Machine Shop Mathematics .....	3	OSHT 1301 Introduction to Safety and Health.....	3
WLDG 1337 Introduction to Welding Metallurgy.....	3	IEIR 1306 Electric Motors .....	3
WLDG 1307 Introduction to Welding .....	3	MATH X3XX College Level Mathematics Course.....	3
CNBT 2310 Comm./Industrial Blueprint Reading	3	ENGL 1301 Composition I .....	3
	15		15

#### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
IEIR 1312 Distribution Systems .....	3	HART 1345 Gas and Electric Hearing.....	3
IEIR 1301 Motor Controls .....	3	X3XX Social and Behavioral Science Core Course .....	3
HART 1307 Refrigeration Principles.....	3	HART 2336 Air Conditioning Troubleshooting* .....	3
HART 1341 Residential Air Conditioning.....	3	HART 2338 Air Conditioning Installation and Startup....	3
SPCH 131X Speech Communications Core.....	3	ENGL 2311 Technical Writing .....	3
	15		15

Notes:

AAS Degree requires 60 Credit Hours - TSI Completion Required

\*Capstone Experience

## NURSING

### Introduction to Nursing Certificate of Completion

Completion of the curriculum outlined below leads to the Certificate of Completion and qualifies the student to seek further education or pursue registry to provide services in nursing facilities and skilled nursing facilities licensed by Texas Health and Human Services.

#### FRESHMAN YEAR

First Semester	Semester Hours
PSYC 1100 Learning Frameworks .....	1
SPCH 1318 Interpersonal Communications.....	3
HITT 1305 Medical Terminology.....	3
NURA 1361 Clinical – Nursing Assistant/Aide .....	3
VNSG 1226 Gerontology	2
VNSG 1402 Applied Nursing Skills I	4
	16



## NURSING

### 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 acceptance requirements of the Vocational Nursing Program. Students should consult the Specialized Acceptance- Vocational Nursing section of the catalog and program faculty for additional information.

### FRESHMAN YEAR

First Semester (Spring)	Semester Hours	Second Semester (Summer 12 WK)	Semester Hours
VNSG 1304 Foundations of Nursing.....	3	VNSG 1201 Mental Health / Mental Illness.....	2
VNSG 1226 Gerontology .....	2	VNSG 1330 Maternal / Neonatal Nursing.....	3
VNSG 1227 Essentials of Medication Administration .	2	VNSG 1429 Medical-Surgical Nursing I .....	4
VNSG 1231 Pharmacology.....	2	VNSG 1461 Clinical II.....	4
VNSG 1260 Clinical I .....	2		13
BIOL 2301/2101 Anatomy & Physiology I .....	4		
VNSG 1402 Applied Nursing Skills I .....	4		
	19		

### SOPHOMORE YEAR

First Semester (Fall)	Semester Hours
BIOL 2302/2102 Anatomy and Physiology II.....	4
VNSG 1191 Special Topics in LVN.....	1
VNSG 1334 Pediatrics.....	3
VNSG 1432 Medical-Surgical Nursing II.....	4
VNSG 1463 Clinical III* .....	4
	16

Notes:

Level I—TSI Exempt Certificate

\*Capstone Experiences

BIOL 2301/2101 must be completed prior to enrolling in second semester

## NURSING

### LICENSED VOCATIONAL NURSE (LVN) to ASSOCIATE DEGREE NURSING BRIDGE PROGRAM Associate in Applied Science Degree in Nursing (ADN)

Successful completion of the curriculum outlined below will lead to the Associate in Applied Science Degree in Nursing and enables the student to graduate from Clarendon College. Completion of the ADN program of study allows graduates the opportunity to apply to take the *National Licensure Examination for Registered Nurses* (NCLEX-RN).

#### FRESHMAN YEAR

First Semester (Summer 12 WK)	Semester Hours	Second Semester (Fall)	Semester Hours
RNSG 1327 Transition to Professional Nursing .....	3	RNSG 1343 Complex Concepts of Adult Health.....	3
RNSG 1163 Clinical (Registered Nursing).....	1	RNSG 2260 Clinical (Complex Adult Health).....	2
RNSG 1301 Pharmacology .....	3	RNSG 1412 Care of the Childbearing & Childrearing Family ....	4
RNSG 1300 Health Assessment Across the Lifespan.....	3	RNSG 2261 Clinical (Childbearing & Childrearing Family) ....	2
PSYC 2314 Human Growth and Development.....	3	RNSG 2213 Mental Health Nursing .....	2
	13	RNSG 2160 Clinical (Mental Health).....	1
			14

#### SOPHOMORE YEAR

First Semester (Spring)	Semester Hours
RNSG 2331 Advanced Concepts of Adult Health	3
RNSG 2262 Clinical (Advanced Adult Health) *	2
RNSG 2221 Professional Nursing: Leadership & Management .....	2
RNSG 2263 (Clinical) Leadership * Management Family).....	2
DRAM 1310 Introduction to Theater.....	3
	12

#### \*Capstone Experience

Students must take the following pre-requisite courses prior to beginning this program. BIOL 2301/2101, BIOL 2302/2102, ENGL 1301

This program has special admissions requirements that must be followed to be admitted into this program.

LVN to ADN students upon completion of the Bridge Level will receive credit for RNSG 1413, RNSG 1341, RNSG 1244, and RNSG 1160.

TSI Completion is 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 acceptance requirements of the Ranch and Feedlot Operations Program. Students should consult the Specialized Acceptance—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 13XX Communications Core .....	3
Math 1314 College Algebra or Laboratory Science .....	3-4	Visual and Performing Arts Elective.....	3
Electives .....	6	Social and Behavioral Science.....	3
	12-13		9

**Notes:**

AAS Degree requires 60 Credit Hours - TSI Completion Required

\*Capstone Experience

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 acceptance requirements apply. Students must meet the general institutional admission requirements and the specialized acceptance requirements for the Ranch and Feedlot Operations Certificate Program. See Ranch and Feedlot Operations Certificate Program under the Admissions and Registration chapter of this catalog.

<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.

## 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.

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 Cutting.....	2	WLDG 1457 Intermediate Shielded Metal Arc Welding.	4
DFTG 1325 Blueprint Reading and Sketching.....	3	WLDG 2488 Internship Welding Technology / Welder*	4
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW).....	4		11
	12		

Notes:

Level I—TSI Exempt Certificate

\*Capstone Experience

**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**

<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 Cutting.....	2	WLDG 1457 Intermediate Shielded Metal Arc Welding.	4
DFTG 1325 Blueprint Reading and Sketching.....	3	WLDG 2488 Internship – Welding Technology / Welder	4
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW).....	4		11
	12		

<b>Third Semester</b>	<b>Semester Hours</b>
WLDG 1202 Fundamentals of Gas 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*	4
	12

Notes:

Level I—TSI Exempt Certificate

\*Capstone Experience

## 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.

#### 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 Cutting.....	2	WLDG 1457 Intermediate Shielded Metal Arc Welding .	4
DFTG 1325 Blueprint Reading and Sketching.....	3	WLDG 2488 Internship – Welding Technology / Welder	4
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW).....	4		11
	12		
<b>Third Semester</b>	<b>Semester Hours</b>		
WLDG 1206 Fundamentals of Gas Tungsten Arc Welding (GTAW).....	2		
WLDG 1435 Introduction to Pipe Welding.....	4		
WLDG 2506 Intermediate Pipe Welding .....	5		
WLDG 2453 Advanced Pipe Welding.....	4		
	15		

Notes:

Level I—TSI Exempt Certificate

\*Capstone Experience

**Advanced Welding  
Certificate of Completion in Advanced Welding**

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

**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 Cutting.....	2	WLDG 1457 Intermediate Shielded Metal Arc Welding.	4
DFTG 1325 Blueprint Reading and Sketching.....	3	WLDG 2488 Internship – Welding Technology / Welder	4
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW).....	4	WLDG 2451 Adv. Gas Tungsten (GTAW)	15
	12		

**SOMPOMORE YEAR**

<b>First Semester</b>	<b>Semester Hours</b>	<b>Second Semester</b>	<b>Semester Hours</b>
WLDG 1202 Fund. Of Gas Metal (GMAW) .....	2	WLDG 1206 Fundamentals of GTAW .....	2
WLDG 1435 Intro. To Pipe Welding.....	4	WLDG 2506 Intermediate Pipe Welding.....	5
WLDG 2443 Adv. Shielded Metal Arc (SMAW).....	4	WLDG 2453 Advanced Pipe Welding* .....	4
WDLG 1305 Art Metals.....	3	.....	11
.....	13		

Notes:

Level 2 – TSI Exempt Certificate

\*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)**

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operation and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owner's equity while learning to use reported financial information for the purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IDRS).

*Prerequisite:* Must Meet TSI college-readiness standard for Mathematics; or equivalent.  
Recommended Co-requisite: MATH 1324 Mathematics for Business & Social Sciences

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

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operation and capital budgeting, and performance evaluation.

*Prerequisite:* ACCT 2301 Principles of Financial Accounting

### AGRICULTURE

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

Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

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

Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.

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

Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock.

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

Essential marketing functions in the movement of agricultural commodities and products from producer to consumer.

**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, nutritional quality and quality control.

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

Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management. Laboratory activities will reinforce the items listed above.

**AGRI 2121. Livestock /Meat Judging. (1-1-5) 01.0901.52 01 (E)**

Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts, Emphasis will be placed on value determinations. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits.

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

Fundamental economic principles and their application in the agricultural industry.

**AGRI 2321. Livestock /Meat Judging. (3-1-5) 01.0901.52 01 (E)**

Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts, Emphasis will be placed on value determinations. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits.

**AGRI 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.

**AGRI 2372. Equine Care and Management. (3-3-0) 01.0307.75 01 (E)**

Fundamental principles and their applications to the proper care and management of equine.

## ART

**ARTS 1301. Art Appreciation (3-3-0) 50.0703.51 26 (C)**

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

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

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14<sup>th</sup> century.

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

A chronological analysis of the historical and cultural contexts of the visual arts from the 14<sup>th</sup> century to the present day.

## BIOLOGY

**BIOL 1106. Biology for Science Majors I (Lab) (1-0-3) 26.0101.51 03 (C)**

This laboratory-based course accompanies BIOL 1306, Biology for Science Majors I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics and scientific reasoning are included.

*Pre-/Co-requisite: BIOL 1306 Biology for Science Majors I*

**BIOL 1107. Biology for Science Majors II (Lab) (1-0-3) 26.0101.51 03 (C)**

This laboratory-based course accompanies BIOL 1307, Biology for Science Majors II. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology and evolution of plants and animals.

*Pre-/Co-requisite: BIOL 1307 Biology of Science Majors II*

**BIOL 1111. General Botany (Lab) (1-0-3) 26.0301.51.03 (C)**

This laboratory-based course accompanies BIOL 1311, General Botany. Laboratory activities will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution and phylogeny of major plant groups, algae, and fungi.

*Pre-/Co-requisite: BIOL 1311 General Botany*

**BIOL 1113. General Zoology (Lab) (1-0-3) 26.0701.51 03 (C)**

This laboratory-based course accompanies BIOL 1313, General Zoology. Laboratory activities will reinforce fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology.

*Pre-/Co-requisite: BIOL 1313 General Zoology*

**BIOL 2101. Anatomy & Physiology I (Lab) (1-0-3) 26.0707.51 03 (C)**

This laboratory-based course accompanies BIOL 2103, Anatomy & Physiology I. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary skeletal, muscular, nervous, and special senses.

*Pre-/Co-requisite: BIOL 2301 Anatomy & Physiology I*

**BIOL 2102. Anatomy & Physiology II (Lab) (1-0-3) 26.0707.51 03 (C)**

This laboratory-based course accompanies BIOL 2103, Anatomy & Physiology I. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

*Pre-/Co-requisite: BIOL 2302 Anatomy & Physiology II*

**BIOL 2121. Microbiology for Science Majors (Lab) (1-0-3) 26.0503.51 03 (C)**

This laboratory-based course accompanies BIOL 2321, Microbiology for Science Majors. Laboratory activities will reinforce principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts and the environment.

*Pre-/Co-requisite: BIOL 2321 Microbiology for Science Majors*

**BIOL 1306. Biology for Science Majors I. (3-3-0) 26.0101.51 03 (C)**

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

*Co-requisite: BIOL 1106 Biology for Science Majors I Lab*

**BIOL 1307. Biology for Science Majors II. (3-3-0) 26.0101.51 03 (C)**

Continuation of BIOL1306. The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology and evolution of plants and animals.

*Prerequisite: BIOL 1306 or consent of the instructor.*

*Co-requisite: BIOL 1107 Biology for Science Majors II Lab*

**BIOL 1311. General Botany. (3-3-0) 26.0301.51 03 (C)**

Fundamental Biological concepts relevant to plant physiology, life cycle, growth and development, structure, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae and fungi.

*Co-requisite:* BIOL 1111 General Botany Lab

**BIOL 1313. General Zoology. (3-3-0) 26.0701.51 03 (C)**

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology.

*Co-requisite:* BIOL 1113 Zoology Lab

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

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestions, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

**BIOL 2301. Anatomy and Physiology I. (3-3-0) 26.0707.51 03 (C)**

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulations of physiological functions involved in maintaining homeostasis.

*Prerequisite* BIOL 1313 or consent of instructor.

**BIOL 2302. Anatomy and Physiology II. (3-3-0) 26.0707.51 03 (C)**

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

*Prerequisite* BIOL 2301 or consent of instructor.

**BIOL 2321. Microbiology for Science Majors. (3-3-0) 26.0503.51 03 (C)**

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment.

*Co-requisite:* BIOL 2121 Microbiology for Science Majors (Lab)

*Prerequisite:* BIOL 1313 or consent of the instructor.

## BUSINESS ADMINISTRATION

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

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions, organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

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

This course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

## BUSINESS COMPUTER INFORMATION SYSTEMS

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

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity, software applications and professional behavior in computing, including word processing (as needed), 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.

*Co/Prerequisite:* MATH 1314, comparable math or consent of instructor

*Co-requisite:* CHEM 1111 (lab).

**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.

*Prerequisite:* CHEM 1111 and CHEM 1311;  
*Co-requisite:* CHEM 1112 (lab).

**CHEM 2123. Organic Chemistry Lab I.** (1-0-4) 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 2125. Organic Chemistry Lab II.** (1-0-4) 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 and CHEM 2123.  
*Co-requisite:* CHEM 2225.



## COMMUNICATIONS

**COMM 1318. Photography I** (3-3-0) 50.0605.51 06 (E)  
Introduction to the basics of photography, including techniques and equipment operations.

**COMM 1319. Photography II** (3-3-0) 50.0605.51 06 (E)  
Extends the students' knowledge of techniques and guides them in developing personal outlooks towards specific applications of the photographic process. STUDENTS SHOULD HAVE A BASIC TO INTERMEDIATE KNOWLEDGE OR PHOTOGRAPHY OR HAVE COMPLETED PHOTOGRAPHY I. STUDENTS WILL NEED ACCESS TO A DIGITAL CAMERA WHERE THEY CAN CONTROL APERTURE, SHUTTER SPEED, AND ISO. PREFERABLY A DSLR (DIGITAL SINGLE-LENS REFLEX)

## COMPUTER SCIENCE

**COSC 1301. Introduction to Computing.** (3-3-0) 11.0101.51 07 (E)  
Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary 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 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 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 laboratory experience.

**CSME 1405. Fundamentals of Cosmetology.** (4-2-8) 12.0401.0009 (T)  
A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, wet styling, haircuts, comb-out and salon management. This course includes laboratory experience.

**CSME 1431. 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 laboratory experience.

**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 1447. 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 laboratory experience.

**CSME 1451. 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 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 laboratory experience.

**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 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 laboratory experience.

**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.

## **CRIMINAL JUSTICE**

**CRIJ 1301. Introduction to Criminal Justice.** (3-3-0) 43.0104.51 24 (E)  
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

**CRIJ 1306. Court Systems and Practices.** (3-3-0) 22.0101.54 24 (E)  
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

**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)  
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

**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)  
This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

**CRIJ 2323. Legal Aspects of Law Enforcement.** (3-3-0) 43.0104.56 24 (E)  
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

**CRIJ 2328. Police Systems and Practices.** (3-3-0) 43.0104.57 24 (E)  
This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

## 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 is 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 is 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 percentages; basic measurement and geometry; signed numbers; simple algebraic expressions. Placement 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 percentages; basic measurement and Geometry; signed numbers; evaluation of simple algebraic expressions and equations as well as application to real world events. The course serves as preparation for MATH 0303 and College Algebra. Placement 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. The course serves as preparation for College Algebra. Placement based on proficiency test or completion of MATH 0302. Upon successful completion of this course the student will be TSI complete.

**Developmental Mathematics (NCBO)** (2-0-3) 32.0104. 53 19  
The NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

## 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 the methods and components of theatrical production that may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

**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)  
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

**DRAM 1352. Acting II.** (3-3-3) 50.0506.51 26 (E)  
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.

*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)  
Continues study and application of the methods and components of theatrical production that may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

**DRAM 2351. Acting III.** (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 2361. History of Theater I.** (3-3-0) 50.0505.51 26 (C)  
Study of the history of the theater from primitive times through the Renaissance.

**DRAM 2362. History of Theater II.** (3-3-0) 50.0505.51 26 (C)  
Study of the history of the theater from the Renaissance through today.

**DRAM 2366. Introduction to Cinema.** (3-2-4) 50.0602.51 26 (C)  
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.

## **ECONOMICS**

**ECON 2301. Principles of Macroeconomics.** (3-3-0) 45.0601.51 25 (C)  
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 (C)  
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 1100. Learning Frameworks.** (1-2-0) 42.2701.51 25 (C)

A study of 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.

Cross-listed as PSYC 1100

## 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 academic essays 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).

## 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 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 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 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 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.

## 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 (C)**

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 (C)**

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.

## INDUSTRIAL MAINTENANCE

**CNBT 2310. Commercial/Industrial Blueprint Reading. (3-2-4) 15.1001.0002 (T)**

Blueprint reading for commercial/industrial construction.

**ELMT 1301. Programmable Logic Controllers. (3-2-2)15.0403.0002 (T)**

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment.

**ELMT 1305. Basic Fluid Power. (3-2-2)15.0403.0002 (T)**

Basic fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls.

**ELMT 2333. Industrial Electronics. (3-2-2)15.0403.0002 (T)**

Devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Includes presentation of programming schemes.

**ELMT 2341. Electromechanical Systems.** (3-2-2)15.0403.0002 (T)  
Application of electromechanical systems. Emphasizes programmable control devices and solid-state systems.

**ELMT 2337. Electronic Troubleshooting, Service and Repair.** (3-2-4) 15.0403.0002 (T)  
In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis on safety and use of test equipment. May be offered as a capstone course.

**ELPT 1311. Basic Electrical Theory.** (3-2-2)46.0301.0002 (T)  
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

**ETWR 1391. Special Topics in Professional, Technical, Business, Scientific Writing.** (3-3-0)23.1303.0002 (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

**HART 1307. Refrigeration Principles.** (3-2-4) 15.0501.0002 (T)  
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

**HART 1341. Residential Air Conditioning.** (3-2-4) 15.0501.0002 (T)  
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

**HART 1345. Gas and Electric Heating.** (3-2-4) 15.0501.0002 (T)  
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

**HART 2336. Air Conditioning Troubleshooting.** (3-2-4) 15.0501.0002 (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.

**HART 2338. Air Conditioning Installation and Startup.** (3-2-4) 15.0501.0002 (T)  
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

**IEIR 1306. Electrical Motors.** (3-2-2)47.0105.0002 (T)  
Fundamentals of single phase and three phase alternating current motors and direct current motors including operating principles, characteristics, application, selection, installation, maintenance, and troubleshooting.

**IEIR 1310. Motor Controls.** (3-2-2)47.0105.0002 (T)  
General principles and fundamentals of electrical controls and control components including starters, troubleshooting techniques, various protective devices, schematics, and diagrams.

**IEIR 1312. Distribution Systems.** (3-2-2)47.0105.0002 (T)  
Fundamentals of distribution systems include single phase and three phase systems, grounding, ground fault protection, and the National Electrical Safety Code.

**INTC 1301. Principles of Industrial Measurements I.** (3-2-4) 15.0404.0002 (T)  
Principles of measurement. Includes operation of devices used to measure process variables and basic control functions.

**INMT 1305. Introduction to Industrial Maintenance.** (3-2-2)15.0613.0002 (T)  
Basic mechanical skills and repair techniques are common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out.



**INMT 2301. Machinery Installation.** (3-2-2)15.0613.0002 (T)  
Students utilize skills acquired in previous studies. Machinery foundation, locations, installation, and alignment activities are practiced and tested. Emphasis is on the various methods of shaft alignment including laser shaft alignment.

**MCHN 1332. Bench Work and Layout.** (3-2-2)48.0501.0002 (T)  
An introduction to bench work and layout. Application of the use and theory of tools such as hand tools, height gages, pedestal grinders, and layout tools.

**MCHN 1343. Machine Shop Mathematics.** (3-2-2)48.0501.0002 (T)  
Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

**MCHN 2312. Millwright V.** (3-2-2)47.0105.0002 (T)  
An introduction of drive installations using chain and belt drives. This course will focus on troubleshooting, repairing, and installing gearboxes, chain drives, and belt drives.

**OSHT 1301. Introduction to Safety and Health.** (3-2-4) 15.0701.0002(T)  
An introduction to the basic concepts of safety and health.

**WLDG 1307. Introduction to Welding Using Multiple Processes.** (48.0508.0002 (T)  
Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), and gas tungsten arc welding (GTAW). This course includes laboratory experience.

**WLDG 1337. Introduction to Welding Metallurgy.** (3-1-6) 48.0508.0002 (T)  
A study of 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. This course includes laboratory experience.

## INTRODUCTION TO NURSING

**NURA 1361. Clinical – Nursing Assistant/Aide and Patient Care Assistant /Aide** (3-0-18) 51.3902.0018 (T)  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## MATHEMATICS

**MATH 1314. College Algebra.** (3-3-0) 27.0101.54 19 (C)  
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)  
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming and probability, including expected value.

**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 1332. Contemporary Mathematics I. (3-3-0) 27.0101.51.19 (C)**

Topics may include introductory treatment sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.

**MATH 1342. 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 is recommended.

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

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

*Prerequisite:* MATH 2413

**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****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.

**PHILOSOPHY****PHIL 1304. Introduction to World Religions.****(3-3-0) 38.0201.5212 (C)**

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

**PHIL 2306. Introduction to Ethics.****(3-3-0) 38.0201.53.12 (C)**

The systematic evaluations of classical and/or contemporary ethical theories concerning the good life, human contact in society, morals and standards of value.

**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 1105. Weightlifting.****(1-0-3) 36.0108.51 23 (E)**

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

**PHED 1110. Walking for Fitness.****(1-0-3) 36.0108.51 23 (E)**

An introductory course in walking for fitness.

**PHED 1115. Physical Fitness.****(1-0-3) 36.0108.51 23 (E)**

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

**PHED 1124. Cardiovascular Fitness.****(1-0-3) 36.0108.51 23 (E)**

A course designed to cover the various aspects of cardiovascular fitness.

- PHED 1116, 1132, 2116, 2132. Women's Varsity Basketball.** (1-0-3) 36.0108.51 23 (E)  
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 (E)  
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 (E)  
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 (E)  
Open only to members of the Women's Varsity Volleyball team.
- PHED 1122, 1144, 2122, 2144. Ranch Horse Team.** (1-0-3) 36.0108.51 23 (E)  
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 (E)  
Only open to members of the Women's Varsity Softball team.
- PHED 1128, 1156, 2128, 2156. Women's Varsity Rodeo.** (1-0-3) 36.0108.51 23 (E)  
Open only to members of the Women's Varsity Rodeo team. Membership in the NIRA is mandatory for this course.
- PHED 1129, 1158, 2129, 2155. Men's Varsity Rodeo.** (1-0-3) 36.0108.51 23 (E)  
Open only to members of the Men's and Women's Varsity Rodeo team. 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 1321. Coaching/Sports/Athletics I.** (3-3-0) 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 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 1101. College Physics I (Lab).** **(1-0-3) 40.0801.53 03 (C)**

This laboratory-based course accompanies PHYS 1301, College Physics I. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Law of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving.

**PHYS 1102. College Physics II (Lab).** **(1-0-3) 40.0801.53 03 (C)**

This laboratory-based course accompanies PHYS 1302, College Physics II. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, modern physics topics; with emphasis on problem solving.

**PHYS 1301. College Physics I.** **(3-3-0) 40.0801.5303 (C)**

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 1302. College Physics II.** **(3-3-0) 40.0801.5303 (C)**

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 1301/PHYS 1101

**PHYS 2125. University Physics Laboratory I (Lab)** **(1-0-3) 40.0101.52 03 (C)**

Basic laboratory experiments supporting theoretical principles presented in PHYS 2325 involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.

*Co-requisite:* PHYS 2325-University Physics I

**PHYS 2126. University Physics Laboratory II (Lab)** **(1-0-3) 40.0101.52 03 (C)**

Laboratory experiments supporting theoretical principles presented in PHYS 2326 involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, optics; experimental design, data collection and analysis, and preparation of laboratory reports.

*Co-requisite:* PHYS 2326-University Physics II

**PHYS 2325. University Physics I.** **(3-3-0) 40.0101.5203 (C)**

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 2326. University Physics II.** **(3-3-0) 40.0101.5203 (C)**

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 2325/PHYS 2125 and MATH 2414

## PSYCHOLOGY

**PSYC 1100. Learning Frameworks.** (1-2-0) 42.2701.51 25 (C)

A study of 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.

Cross-listed as EDUC 1100

**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 reproduction.

**AGAH 2309. Ranch and Feedlot Jobs and Development.** (3-2-3) 01.0302.0001 (T)

Study of the proper maintenance of livestock and facilities.

**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)

Practical problems of managing native pastures and rangelands. Includes rangeland 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.

**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.

## **ASSOCIATE DEGREE NURSING**

**RNSG 1160. Clinical (Common Adult Health).** (1-0-6) 51.3801.69 14  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

**RNSG 1244. Nursing Skills II.** (2-1-4) 51.3801.53 14 ( )  
Study the concepts and principles necessary to perform intermediate or advanced nursing skills for the adult patient and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework.

**RNSG 1300 Health Assessment across the Lifespan.** (3-3-1) 51.3801.53 14  
Development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of nursing process within a legal/ethical framework.

**RNSG 1301. Pharmacology.** (3-2-1) 51.3801.53 14  
Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

**RNSG 1341. Common Concepts of Adult Health.** (3-3-1) 51.3801.63 14 ( )  
Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework.

**RNSG 1343. Complex Concepts of Adult Health.****(3-3-1) 51-3801-64 14**

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and a member of a profession in care of adult patients and families with complex medical-surgical health care needs associated with each body system. Emphasis on complex knowledge, judgments, skills and professional values within a legal/ethical framework.

**RNSG 1412. Nursing Care of the Childbearing and Childrearing Family.****(4-4-1) 51.3801.56 14**

Study of the concepts related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework.

**RNSG 1413. Foundations for Nursing Practice.****(4-3-3) 51.3801.51 14 ( )**

Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision-making and critical thinking. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework.

**RNSG 2160 Clinical-Nursing/Registered Nursing Training (Mental Health).****(1-0-6) 51.3801.5614**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

**RNSG 2213. Mental Health Nursing.****(2-2-1) 51.3801.55 14**

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families.

**RNSG 2221. Professional Nursing: Leadership and Management.****(2-2-1) 51.3801.5614**

Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills and professional values within a legal/ethical framework.

**RNSG 2260 Clinical-Nursing/Registered Nurse Training (Complex Adult Health).****(2-0-8) 51.3801.5614**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

**RNSG 2261 Clinical-Nursing/Registered Nurse Training (Mental Health).****(2-0-8) 51.3801.5614**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

**RNSG 2262. Clinical-Nursing/Registered Nurse Training (Advanced Adult Health).****(2-0-8) 51.3801.5614**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

**RNSG 2263-Clinical-Registered Nursing/Registered Nurse.****(2-2-1) 51.3801.5614**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

**RNSG 2331. Advanced Concepts of Adult Nursing.****(3-3-1)51.3801.5614**

Application of advanced concepts and skills for the development of the professional nurse's roles with adult patients and families. Emphasis on advanced knowledge, judgment, skills, and professional values within a legal/ethical framework.



## 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 (C) (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.

## 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 physical, psychosocial and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult.

**VNSG1227. 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. Includes 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. Foundations of Nursing.** (3-3-0) 51.3901.0018 (T)

Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

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

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

**VNSG 1334. Pediatrics. (3-3-0) 51.3901.0018 (T)**

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

**VNSG 1402. 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.

**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 along the health-illness continuum in a variety of health care settings.

**VNSG 1432. Medical-Surgical Nursing II. (4-4-0) 51.3901.0018 (T)**

A continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in 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.

## 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. This course includes laboratory experience.

**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. This course includes laboratory experience.

**WLDG 1204. Fundamentals of Oxy-Fuel Welding and Cutting (2-1-3) 48.0508.0002 (T)**

Oxy-fuel welding and cutting equipment. Includes equipment safety, setup, and maintenance. Students will demonstrate proper set up and use of oxy-fuel welding equipment; demonstrate safety procedures for oxy-fuel equipment; and demonstrate proper welding of basic joints and basic cutting.

**WLDG. 1206. Fundamentals of Gas Tungsten Arc Welding (GTAW) (2-1-3) 48.0508.0002 (T)**

Fundamentals of Gas Tungsten Arc Welding (GTAW). Includes setup and safe use of GTAW equipment as well as instruction in flat positions on joint designs. Students will describe various joint designs; describe safety rules and equipment; perform basic visual inspection of equipment; and demonstrate proper welding techniques of ferrous or non-ferrous metal in the flat position.

**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 laboratory experience.

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

Fundamentals of producing utilitarian and ornamental items in various metals. Skill development through the techniques used in fabrication with sheet and/or stock materials including various welding and cutting processes. This course includes laboratory experience.

**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. This course includes laboratory experience.

**WLDG 1337. Introduction to Welding Metallurgy. (3-1-6) 48.0508.0002 (T)**

A study of 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. This course includes laboratory experience.

**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 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, and various joint designs. This course includes laboratory experience.

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

Principles of gas metal arc welding, setup and use of Gas Metal Arch Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs. This course includes 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 various welding positions and electrodes. This course includes laboratory experience.

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

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. This course includes 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 various positions. This course includes 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) and/or other processes. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. This course includes 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). This course includes laboratory experience.

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

An advanced course in layout and fabrication. Emphasis on application of fabrication and layout skills. This course includes 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 oxy-fuel welding process, including welding and cutting, brazing, and soldering operations. This course includes 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 various positions. This course includes 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) and/or other processes. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. This course includes laboratory experience.

**WLDG 2453. Advanced Pipe Welding. (4-2-6) 48.0508.0002 (T)**

Advanced topics involving welding of pipe using shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on Weld Positions 5G and 6G using various electrodes.



# **XI**

# **ORGANIZATION**

## Board of Regents

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 Carey Wann, Vice-Chair  
 James “Jim” Shelton, Secretary

### Members

Lon Adams, Dr. Guy Ellis, Chris Matthews  
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### Presidents of Clarendon College

Rev. J. W. Adkisson	1898-1899	J. R. Cox	1960-1962
Rev. W. B. McKeown	1899-1900	Kenneth D. Vaughan*	1962-1989
Frank B. St. John	1900-1901	Dr. Jerry D. Stockton	1989-1995
Rev. J. Sam Barcus	1901-1903	Dr. Scott D. Elliott	1995-1998
Rev. G. S. Hardy	1903-1906	Dr. Raymond Hawkins	1998-1999
Rev. J. R. Mood	1906-1907	Dr. W. Myles Shelton	1999-2007
Dr. George S. Slover*	1907-1926	Dr. W. R. Auvenshine	2007-2011
Dr. R. E. L. Morgan	1926-1927	Dr. Phil E. Shirley	2011-2013
H. T. Burton	1927-1953	Dr. Robert K. Riza	2013- 2020
H. W. Truitt	1953-1955	Mr. Texas Buckhaults	2020-Present
W. W. Pinkerton	1955-1959		

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

### Senior Staff

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

**Will Thompson** ..... **Vice President of Information Technology**  
 B.S., Oklahoma Panhandle State University

**Brad Vanden Boogaard** ..... **Vice President of Academic Affairs**  
 B.S., University of Wisconsin-Parkside **SACSCOC Liaison**  
 M.A., Loras College



## Administration

- Dr. Mike Davis**.....**Dean of Career, Technical and Continuing Education**  
 B.A., Wayland Baptist University  
 M.A., Baylor University  
 M.A., Baylor University  
 Ph.D., Vanderbilt University
- Sherrie Denham**.....**Interim Director of Allied Health**  
 A.D.N., Excelsior University  
 B.S.N., University of Phoenix  
 M.S.N., University of Phoenix  
 Additional Study Walden University
- Brandi Havens** ..... **Registrar**  
 A.A., Clarendon College  
 B.B.A., West Texas A&M University  
 M.B.A, West Texas A&M University
- Aaron Lopez** ..... **Director of Correctional Education Programs**  
 B.B.A. West Texas A&M University
- Michael Metcalf**.....**Comptroller**  
 B.B.A., Eastern New Mexico University  
 M.S., Western Governor’s University
- Dr. Mitch Parker**.....**Dean of Students**  
 B.A., Henderson State University  
 M.S., Henderson State University  
 Ed.D., Sam Houston State University
- Pamela Reed** ..... **Director of the Library**  
 A.A., Clarendon College  
 B.G.S., West Texas A&M University  
 M.L.S., University of North Texas
- Janean Reish**..... **Associate Dean of Enrollment Services**  
 B.S., Ohio State University  
 B.T., Christian Life School of Theology  
 M.T., Christian Life School of Theology
- Amanda Smith**.....**Director of Financial Aid**  
 A.S.,Clarendon College  
 B.S., West Texas A&M University
- Donna Smith**.....**Dean of the Childress Center**  
 B.S., Texas Tech University  
 M.L.S., University of North Texas

## Faculty

- Austin Adams, Instructor** ..... **Ranch and Feedlot Operations**  
 A.S., Clarendon College  
 B.S., Texas Tech University  
 M.S., Texas Tech University
- Toni Broom R.N., Instructor** ..... **Vocational Nursing**  
 A.A., Amarillo College
- Araceli Carreon-Jimenez, Instructor** ..... **Cosmetology**  
 Instructor Certificate, Cosmetology, Milan Institute of Cosmetology
- Dr. Edward Caraway, Instructor** ..... **Biology**  
 A.A., Clarendon College  
 B.S., West Texas State University  
 M.S., West Texas A&M University  
 Ph.D., West Texas A&M University
- Bruno Castel, Instructor** ..... **Spanish/ESOL**  
 B.A., University of Texas at Arlington  
 M.A., Texas A&M University- Corpus Christi
- Tye M. Chesser, Instructor** ..... **Ranch and Feedlot Operations**  
 A.A.S., Clarendon College  
 B.S., New Mexico State University
- Dr. Rodney Donahue, Assistant Professor** ..... **Drama**  
 B.F.A., Culver-Stockton College **Program Coordinator, Fine Arts**  
 M.A., University of Missouri  
 P.H.D., Texas Tech University
- Scarlet Estlack, Assistant Professor** ..... **Division Director, Science**  
 B.S., West Texas A&M University **Program Coordinator, Biology**  
 M.S., West Texas A&M University
- Bret Franks, Coach** ..... **Men's Rodeo**  
 B.S., Oklahoma Panhandle State University **LEC Manager**
- Alicia Hunter R.N., Instructor** ..... **Vocational Nursing**  
 A.A., Amarillo College  
 Additional Study: Texas Tech University
- Holly Irish, Coach** ..... **Ranch Horse**  
 A.S., Fort Scott Community College  
 B.S., Black Hill State University
- Mark James, Instructor/Coach** ..... **Physical Education**  
 B.S., Emporia State University **Women's Basketball**  
 M.S., Emporia State University
- Kim Jeffrey, Assistant Professor** ..... **Division Director, Liberal Arts**  
 B.S., West Texas A&M University **Program Coordinator, Criminal Justice**  
 M.A., West Texas A&M University

- Hunter Jenkins, Coach** ..... **Men’s Basketball**  
 A.A., Trinity Valley Community College  
 B.A., Louisiana Tech University  
 M.A., Texas Tech University
- Danaria Lewis, Coach** ..... **Softball**  
 B.S., Midway University  
 M.B.A., Midway University
- Desiree Marmolejo Coach**.....**Volleyball**  
 A.S., Midland College  
 B.A., Cameron University
- Dr. Ken McIntosh, Instructor** ..... **History**  
 B.S.E., University of Arkansas  
 M.A., Texas Christian University  
 Ph.D., Texas Christian University
- Michael Andrew McLatchy, Instructor** ..... **Program Coordinator, Social Sciences**  
 A.A.S., Community College of the Air Force  
 B.S., Tarleton University  
 M.A., Tarleton University
- Dr. Lauraine Paul, Associate Professor**.....**Psychology**  
 B.A., Edinboro University of Pennsylvania  
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Gene Denney .....	Psychology
Pam Denney.....	Computer Science
Cynthia Ewing .....	Business
Joseph “Skip” Frazier.....	History
Sharon Hannon .....	Developmental Studies
Theresa Jan Haynes .....	Office Technology
Pat Johnson .....	Business
Dr. Russell Killingsworth .....	Chemistry
Kent Miller .....	Heating, Ventilation, & Air Conditioning
Linda Rowland.....	Mathematics
Curtis A. Schaefer .....	Agriculture, Economics
Terry Scoggin .....	English
William C. “Bill” Taylor .....	History
Linda Thompson .....	English
Laban W. Tubbs.....	Ranch and Feedlot Operations
Ken Wilson.....	English, Speech, Psychology, Sociology



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