



SOUTHERN UNION
BISON



2022-2023
STUDENT HANDBOOK AND CATALOG

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2022-23 Catalog

Web site: <http://www.suscc.edu>

E-mail: info@suscc.edu

General Information

Program and Catalog Changes

The contents of this catalog are for informational purposes only and are not to be considered as a contract between a student and Southern Union State Community College. The College reserves the right to change any provision listed in this catalog without furnishing actual notice to individual students. Information on any changes will be available on our website at www.suscc.edu. Every attempt will be made to advise students if any changes do occur. It is the student's responsibility to know and follow all requirements.

Accreditation

Southern Union State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Southern Union State Community College 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).

Southern Union State Community College instructional programs have received individual professional accreditation/approval from the following organizations:

Associate Degree Nursing (ADN) - The ADN program at SUSCC located in Opelika, AL is accredited by the Accreditation Commission for Education and Nursing, 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326; telephone (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the ADN program is continued accreditation (2021). View the public information disclosed by ACEN regarding this program at <https://www.acenursing.org> The Associate Degree Nursing program is approved by the Alabama State Board of Nursing.

Computer Science Certified Internet Web Professional (CIW) - Authorized academic partner. Pearson VUE authorized Testing Center.

Cosmetology - Approved by the Alabama State Board of Cosmetology.

Emergency Medical Services - The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Education Programs for the EMS Professionals (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 Phone: (727) 210-2350; Website: www.caahep.org

Machine Shop Technology - The Machine Technology program is accredited by the National Institute for Metalworking Skills (NIMS). National Institute for Metalworking Skills 10565 Fairfax Blvd. Suite 203 Fairfax, Virginia 22030, www.nims-skills.org

Nursing Assistant - Approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

Practical Nursing (PN) - The PN program at SUSCC located in Opelika, AL is accredited by the Accreditation Commission for Education and Nursing, 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326; telephone (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the ADN program is initial accreditation (2021). View the public information disclosed by ACEN regarding this program at <https://www.acenursing.org>. The Practical Nursing program is approved by the Alabama State Board of Nursing.

Physical Therapist Assistant Program - Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA, 22305; phone: 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Southern Union State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call Jeff Leatherman, DPT, MS, PT, Program Director at 334-756-4121 x 5254 or email jleatherman@suscc.edu.

Radiologic Technology Program - Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300).

Surgical Technology Program - Has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, Florida, 33756, Phone: 727-210-2350; Fax 727-210-2354 Website: www.caahep.org

Therapeutic Massage - Approved as a licensed Massage Therapy School by the Alabama Board of Massage Therapy. State of Georgia Board Recognized Massage Therapy Educational Program.

Welding - American Welding Society (AWS), Accredited Test Facility

Non-Discrimination Policy

It is the official policy of the Alabama State Department of Education and Southern Union State Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

SOUTHERN UNION STATE COMMUNITY COLLEGE complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Inquiries concerning this policy may be directed to the ADA Coordinator at ext. 5488. Grievance Procedure Forms are available in the President's Office at ext. 5352 and online at www.suscc.edu.

The non-discrimination policies, the compliance officers, and the grievance procedure are detailed beginning on page 13.

President's Message



At Southern Union State Community College, we understand that “community” isn’t just part of our name, it’s the reason we exist. It was, after all, local community members who had the foresight to bring a small two-year college to the up-and-coming rural town of Wadley, Alabama back in 1922. Those same residents and generations of their successors also had the dedication and perseverance to support their school through good times and bad because they understood Southern Union wasn’t just a school, it was a gateway to opportunity.

Looking back on a century of service, we are proud of the accomplishments made by and through our college, which has always worked hand-in-hand with members of our local community to address issues and create opportunities for our citizens.

But we will not rest on our laurels. As we look forward to the next one-hundred years, we remain laser-focused on the hopes and needs of our community, which now encompasses an eight-county region of east central Alabama and parts of west Georgia.

We remain committed to providing a diverse array of academic and technical educational opportunities always focused on student success and always guided by local

citizens and civic and business leaders. Whether students dream of going on to a four-year college, straight into the local workforce, or simply need to build or strengthen their basic educational foundation, we are here to help. When our communities need highly skilled workers in areas ranging from health care to high-tech manufacturing we will respond. And all the while, we will continue to offer a diverse and well-rounded education to all who come to our doors.

As we celebrate our centennial, Southern Union is ready and eager to continue our long heritage of responsive service to, and collaboration with, the community that welcomed our little school to east central Alabama back in 1922 and has supported, sustained, and grown with us ever since. We at Southern Union State Community College are already looking toward the future and we can't wait to see what great things we and our beloved community accomplish in our next one-hundred years.



Todd Shackett
President

College Calendar 2022-2023

Fall Semester 2022

78 Instructional Days
11 Faculty Duty Days

August 10	College Assembly - Wadley Campus/Faculty Duty Day
August 11	Professional Development/Faculty Duty Days
August 11	Tuition and Fees Due by 4:30 p.m.
August 10, 11, 12	Residence Hall Move-in Days - Wadley Campus
August 12, 15, 16	Faculty Duty Days
August 12, 15, 16	Walk-in Registration - All Campuses
August 17	Classes Begin (\$25 late registration fee applies); Drop/Add Begins
August 22	Drop/Add Ends; Last day for registration, course change, or change to Audit
August 25	Attendance Verification Deadline - due by 11:59 p.m.
September 5	Labor Day Holiday (College Closed)
September 7	Last day to readmit for nonattendance
October 4	Last day to apply for Fall Semester diploma and pay diploma fee
October 6	Mid-term Alerts
October 18	Spring 2023 Online Registration for students with 45 hours or more
October 19	Spring 2023 Online Registration for students with 30 hours or more
October 24	Spring 2023 Online Registration open for all students
November 1	Last day to withdraw with a "W" for full-term classes
November 11	Veterans Day Holiday (College Closed)
November 21, 22	State Professional Development/Faculty Duty Days (No Classes)

November 23	Local Professional Development/Faculty Duty Day (No Classes)
November 24, 25	Thanksgiving Holidays (College Closed)
December 6	Last Class Day
December 7, 8, 9, 12, 13	Final Exams
December 14	Grades due to Records Office for processing by 9:00 a.m.
December 14-16	Faculty Duty Days
December 16	Professional Development
December 19-21	Faculty Non-duty Days (Workdays for Administrators & Staff)
December 23 thru January 2	Christmas & New Year's Holidays (College Closed)

Spring Semester 2023

80 Instructional Days
6 Faculty Duty Days

January 3	Tuition and Fees Due by 4:30 p.m.
January 3, 4	Residence Hall Move-in Day - Wadley Campus
January 3, 4	Walk-in Registration - All Campuses
January 3, 4	Faculty Duty Days
January 5	Classes Begin (\$25 late registration fee applies); Drop/Add Begins
January 11	Drop/Add Ends; Last day for registration, course change, or change to Audit
January 13	Attendance Verification Deadline - due by 11:59 p.m.
January 16	Martin Luther King, Jr./Robert E. Lee Birthday Holiday (College Closed)
January 19	Tuition and Fees Due by 4:30 p.m. for students that registered on or after January 4
February 17	Professional Development (8:00 a.m. - 12:00 p.m.)
March 2	Last day to apply for Spring Semester diploma and pay diploma fee
March 6-10	Spring Break/Faculty Non-duty Days (Workdays for Administrators & Staff)
March 14	Mid-Term Alerts
April 4	Last Day to withdraw with a "W" for full-term classes
April 5	Summer & Fall 2023 Online Registration for students with 45 hours or more
April 6	Summer & Fall 2023 Online Registration for students with 30 hours or more
April 11	Summer & Fall 2023 Online Registration Open for all students
April 27	Last Class Day
April 28, May 1-4	Final Exams
May 5	Grades due to Records Office for processing by 9:00 a.m.
May 5, 6, 9, 10	Faculty Duty Days
May 9	Commencement/Graduation
May 11	Tuition and Fees for Summer Semester Due by 4:30 p.m.
May 11, 12, 15, 16	Faculty Non-duty Days (Workdays for Administrators & Staff)

Summer Semester 2023

50 Class Days
4 Faculty Duty Days

May 16, 17	Walk-in Registration - All Campuses/Faculty Duty Days
May 18	Classes Begin (\$25.00 late registration fee applies); Drop/Add Begins
	Drop/Add Ends; Last day for registration, course change, or change to Audit
May 22	Tuition and Fess Due by 4:30 p.m. for students registered on or after May 12
May 26	Attendance Verification Deadline - due by 11:59 p.m.
May 29	Memorial Day Holiday (College Closed)
June 8	Last day to apply for Summer Semester diploma and pay diploma fee
June 19	Juneteenth Holiday (College Closed)
June 21	Mid-Term Alerts
July 4	Independence Day Holiday (College Closed)
July 5	Last day to withdraw with a "W" for full-term classes
July 26	Last Class Day
July 27, 31	Final Exams
August 1	Grades due to records office for processing by 9:00 a.m./Faculty Duty Day
August 2, 3	Faculty Duty Days
August 4, 7-11	Faculty Non-Duty Days (Workdays for Administrators & Staff)
August 14	College Assembly

Fall 2022 Mini Terms

Mini-Term 1 37 days

August 17	Classes Begin; Drop/Add Begins
August 18	Drop/Add Ends
August 25	Attendance Verification due by 11:59 p.m.
September 22	Last day to withdraw with a "W" from Mini-Term 1
October 6	Final Exams for Mini-Term 1
October 7	Mini-Term 1 Ends

Mini-Term 2 36 days

October 6	Tuition and Fees Due by 4:30 p.m. for students registered for mini-term 2 only
October 10	Classes Begin; Drop/Add Begins
October 11	Drop/Add Ends
October 14	Attendance Verification due by 11:59 p.m.
October 20	Tuition and Fees Due by 4:30 p.m. for students registered on or after October 7 for mini-term 2 only
October 31	Last day to readmit for nonattendance
November 1	Last day to withdraw with a "W" from Mini-Term 2
December 5	Final Exams for Mini-Term 2
December 6	Mini-Term 2 Ends

Fall 2022 Five-Week Terms

Five-Week Term 1 26 days

August 11	Tuition and Fees Due by 4:30 p.m.
August 17	Classes Begin; Drop/Add Begins
August 18	Drop/Add Ends

August 25	Attendance Verification due by 11:59 p.m.
August 31	Tuition and Fees Due by 4:30 p.m. for students that registered on or after August 12
September 7	Last day to withdraw with a "W" from five-week term 1
September 22	Final Exams/Five-Week Term 1 Ends

Five-Week Term 2 26 days

September 21	Tuition and Fees Due by 4:30 p.m. for students registered for five-week term 2 only
September 23	Classes Begin; Drop/Add Begins
September 27	Drop/Add Ends
October 4	Attendance Verification due by 11:59 p.m.
October 11	Tuition and Fees Due by 4:30 p.m. for students registered on or after September 22
October 13	Last day to withdraw with a "W" from five-week term 2
October 14	Last day to readmit for nonattendance
October 28	Final Exams/Five-Week Term 2 Ends

Five-Week Term 3 26 days

October 27	Tuition and Fees Due by 4:30 p.m. for students registered for five-week term 3 only
October 31	Classes Begin; Drop/Add Begins
November 1	Drop/Add Ends
November 4	Tuition and Fees Due by 4:30 p.m. for students hat registered on or after October 28
November 8	Attendance Verification due by 11:59 p.m.
November 21	Last Day to readmit for nonattendance
November 29	Last day to withdraw with a "W" from five-week term 3
December 13	Final Exams/ Five-Week Term 3 Ends

Spring 2023 Mini Terms

Mini-Term 1 40 days

January 3	Tuition and Fees Due by 4:30 p.m.
January 5	Classes Begin; Drop/Add Begins
January 6	Drop/Add Ends
January 13	Attendance Verification due by 11:59 p.m.
January 19	Tuition and Fees Due by 4:30 p.m. for students that registered on or after January 3
February 9	Last day to withdraw with a "W" from Mini-Term 1
March 1	Final Exams for Mini-Term 1
March 2	Mini-Term 1 Ends

Mini-Term 2 39 days

February 24	Tuition and Fees Due by 4:30 p.m. for students registered for mini-term 2 only
March 13	Classes Begin; Drop/Add Begins

March 14	Drop/ Add Ends
March 17	Attendance Verification due by 11:59 p.m.
March 17	Tuition and Fees Due by 12:00 p.m. for students that registered on or after February 24
April 4	Last day to withdraw with a “W” from Mini-Term 2
May 4	Final Exams/Mini-Term 2 Ends

Spring 2023 Five-Week Terms

Five-Week Term 1 26 days

January 3	Tuition and Fees Due by 4:30 p.m.
January 5	Classes Begin; Drop/Add Begins
January 6	Drop/Add Ends
January 13	Attendance Verification due by 11:59 pm
January 19	Tuition and Fees Due by 4:30 p.m. for students that registered on or after January 3
January 30	Last day to withdraw with a “W” from five-week term 1
February 10	Final Exams/Five-Week Term 1 Ends
February 27	Tuition and Fees Due by 4:30 p.m. for students that registered on or after February 10

Five-Week Term 2 26 days

February 9	Tuition and Fees Due by 4:30 p.m. for students registered in five-week term 2 only
February 13	Classes Begin; Drop/Add Begins
February 14	Drop/Add Ends
February 20	Attendance Verification due by 11:59 pm
March 14	Last day to withdraw with a “W” from five-week term 2
March 27	Final Exams/Five-Week Term 2 Ends

Five-Week Term 3 26 days

March 24	Tuition and Fees Due by 4:30 p.m. for students registered in five-week term 3 only
March 28	Classes Begin; Drop/Add Begins
March 29	Drop/Add Ends
April 4	Attendance Verification due by 11:59 pm
April 10	Tuition and Fees Due by 4:30 p.m. for students that registered on or after March 25
April 18	Last day to withdraw with a “W” from five-week term 3
May 2	Final Exams/Five-Week Term 3 Ends

Summer 2023 Mini Terms

Mini-Term 1 25 days

May 11	Tuition and Fees Due by 4:30 p.m.
May 18	Classes Begin; Drop/Add Begins
May 22	Drop/Add Ends
May 26	Attendance Verification due by 11:59 pm

June 1	Tuition and Fees Due by 4:30 p.m. for students that register on or after May 12
June 17	Last day to withdraw with a “W” from Mini-Term 1
June 23	Final Exams/Mini-Term 1 Ends

Mini-Term 2 24 days

June 22	Tuition and Fees Due by 4:30 p.m. for students registered in mini-term 2 only
June 26	Classes Begin; Drop/Add Begins
June 27	Drop/Add Ends
June 30	Attendance Verification due by 11:59 pm
July 6	Tuition and Fees Due by 4:30 p.m. for students that register on or after June 23
July 11	Last day to withdraw with a “W” from Mini-Term 2
July 31	Final Exams/Mini-Term 2 Ends

Summer 2023 Seven-Week Term

Seven-Week Term 37 days

June 8	Tuition and Fees Due by 4:30 p.m. for students registered in seven-week term only
June 12	M/W Classes Begin
June 13	Drop/Add Ends - M/W Classes
June 13	T/TH Classes Begin
June 14	Drop/Add Ends - T/TH Classes
June 19	Attendance Verification due by 11:59 pm
June 23	Tuition and Fees Due by 4:30 p.m. for students that register on or after June 9
July 11	Last day to withdraw with a “W” from Seven-Week Term
July 27	Final Exams/Seven-Week Term Ends

Mission

Southern Union State Community College, an open admission, public two-year college and member of the Alabama Community College System, provides quality and relevant teaching and learning in academic, technical, and health science programs that are affordable, accessible, equitable, and responsive to the diverse needs of its students, community, business, industry, and government.

History

Southern Union State Community College was formed on August 12, 1993, when the Alabama State Board of Education effectively merged Southern Union State Junior College, located in Wadley, Valley, and Opelika, with Opelika State Technical College in Opelika. Final approval was granted on August 11, 1994. Each partner brought to the merger a history rich in tradition of service to students.

The older of the two colleges, Southern Union, was chartered as Bethlehem College on June 2, 1922, by the

Southern Christian Convention of Congregational Christian Churches. Wadley was chosen as the site for the college because of its proximity to a large number of the denomination's churches and because of the donation of a forty-acre site by John M. Hodge, a local banker.



Southern Union Log Cabin, Wadley Campus

From its opening with 51 students in a single building on September 13, 1923, until 1964, the College remained church related, operating as Piedmont Junior College, Southern Union College, and The Southern Union College. On October 1, 1964, the college was deeded to the State of Alabama and became part of a newly created system of two-year colleges under the governance of the Alabama State Board of Education. The name of the college became Southern Union State Junior College, and it achieved accreditation in 1970 from the Southern Association of Colleges and Schools.

Opelika State Technical College was created by an act of the Alabama State Legislature on May 3, 1963, in response to a recognized need to establish vocational/technical colleges in industrial areas of Alabama. Contributions of local governmental entities such as the Lee County Commission, which donated 63 acres of land for the college site, and the City of Opelika, which provided access to utility services, helped make the college a reality. The college opened on January 10, 1966, as Opelika State Vocational Technical Institute but was designated Opelika State Technical College on August 22, 1973, by the Alabama State Board of Education and accredited in 1971 by the Southern Association of Colleges and Schools.

Southern Union State Community College serves residents of an eight-county area of East Central Alabama as well as neighboring Georgia counties from its campuses in Wadley, Valley and Opelika. A three-faceted educational emphasis is on academic pro- grams for transferability, technical/ vocational programs for specialized career competencies, and nursing and allied health programs for specialized training in health sciences.

Campus Maps and Directions

Campus Maps

[Wadley Campus Map](#)

[Opelika Campus Map](#)

[Valley Campus Map](#)

Traveling to SUSCC?

From Montgomery to:

- **Wadley Campus:** Take I-85 N to exit 62 (Opelika). Turn left onto 280/431. Take an immediate right on Hwy. 431 N. Continue to follow 431 for approximately 22 miles, into LaFayette. (You will pass SU's Opelika campus on the right.) Turn left onto Highway 77 N/ Pete Turnham Parkway. Follow 77 about 18 miles. Turn left on to Highway 22. Go 1.3 miles, turn right on AL 77 Turn right at the intersection downtown, continuing to follow Highway 77 N, travel approximately ½ mile. Turn right on to Roberts Street. Continue through the four-way stop and SU is just ahead.
- **Opelika Campus:** Take I-85 N to exit 62 (Opelika). Keep left onto 280/431. Take an immediate right on Hwy. 431 N (approximately 2 miles). The campus will be located on your right (across from Opelika High School).
- **Valley Campus:** Take I-85 N to exit 77 (Valley/ Huguley). Turn right onto Fob James Drive. The campus will be on your right (approximately 2 miles).

From Birmingham to:

- **Wadley Campus:** Head on Hwy. 280. Travel 280 until you reach Alexander City. In Alex City, turn left onto Hwy. 22 East. Stay on Hwy. 22 until you reach Wadley (Approximately 31 miles). Turn left on to Roberts Street. Proceed through three stop signs and SU is just ahead.
- **Opelika Campus:** Take Hwy 280 East; Turn left on 147 N . The road will dead end on to 431 S (approximately 10 miles). Turn right. Travel another approximate 9 miles and the campus will be on your left.
- **Valley Campus:** Take Highway 280 East; Merge onto I-85N; take exit 77; turn right onto Fob James Drive. The campus is on your right.

[Click here for information on campus tours.](#)

Services

The College approaches its commitment to educational opportunity by maintaining an open admission policy in accordance with State Board requirements and by charging low tuition fees. The College also assists students in obtaining financial support. Residence hall facilities are provided for students at the Wadley Campus. Effort is made to provide and to schedule courses for the convenience of students.

Student services are provided by the College to support the educational programs and to assist in the development of the students enrolled. Among the services provided to students are placement testing and orientation for entering freshmen and transfer students, academic advising, tutorial services, and student activities such as clubs and intercollegiate sports.

Visiting the College

Guided tours of campuses are available upon request to the College recruitment department. For additional information or to schedule a tour, visit [Campus Tours](#) on our website.

[Click here for directions or to view campus maps.](#)

Policy Statements

Southern Union State Community College subscribes fully to the following state and federal regulations and institutional policies.

Adverse Weather (College Closings)

Campus closings during periods of extremely adverse weather shall be authorized by the President or designee. Students will be informed via text message on the alert system. Closings will also be posted on the college website and all social media outlets.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination against any qualified person regardless of his or her disability. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. All reasonable and

appropriate accommodations for qualified disabled students, applications, or employees, will be met unless to do so would present an undue hardship to the College.

To request accommodations, students with disabilities should provide documentation of the disability to the ADA Coordinator on their campus. The documentation should address the specific accommodation and should be dated within three (3) years of the enrollment date. Once the documentation is filed with the ADA Coordinator, the student's instructors will be notified of the requested accommodation. Students should update their information with the ADA Coordinator by the courses for which they are seeking accommodations each semester.

ADA Coordinators

Ms. Lakieshia Barnett	Ms. Lubecca Marbury	Ms. Sandra Hughley
Opelika Campus	Wadley Campus	Valley Campus
(334) 745-6437 ext. 5345	(256) 395-2211 ext. 5107	(256) 395-2211 ext. 5102

Campus Awareness and Campus Security Act

Jean Clery Disclosure of Campus Security Policy and Crime Status

The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) requires a disclosure document to be provided by Southern Union State Community College. The CLERY Report can be found under [Campus Police Resources](#) on the Southern Union website. Inquiries regarding the information contained in such documentation should be directed to:

Jimmy Holmes, Chief
Southern Union State Community College, Campus Police
P.O. Box 1000
Wadley, Alabama 36276

Copies of the full report are also available upon written request to address listed above.

Cell Phones and Electronic Communication Devices

Cell phones, pagers, or other electronic communication devices must be in the **silent or off position** during all classes and labs.

Communicable Disease Policy

Southern Union State Community College recognizes that students and employees with communicable diseases and/or life-threatening illnesses, including but not limited to AIDS, hepatitis (HBV), tuberculosis (TB), cancer and heart disease, may wish to continue educational pursuits. As long as these students/employees are able to meet acceptable performance standards and medical evidence indicates that their condition(s) is not a threat to themselves or others, the College will ensure they are treated consistently with other students/employees. At the same time, Southern Union State Community College is committed to providing a safe environment for all students and employees. Every precaution will be taken to ensure that neither the health nor safety of Southern Union State Community College employees and students is threatened.

The Exposure Control Officer (ECO) for Southern Union State Community College is Lisa Shiver, DNP, RN. Students/ Employees who have medical conditions which require confidentiality are urged to contact the ECO. Information about health matters will be treated confidentially, and any information shared by the ECO will be only on a professional need-to-know basis.

Athletes participating in college sports are urged to report any communicable disease and/or life-threatening illness to the ECO. Notifications may be in person or may be in writing and sent to the ECO in an envelope marked "personal and confidential." Decisions regarding participation in contact sports will be made on a case-by-case basis. All students living in the college resident hall must attend a required meeting in which the communicable disease policy and prevention of transmission of communicable diseases are explained.

As long as their medical condition permits, students who have a communicable disease and/or life-threatening illness may have equal access to college facilities or campus activities, including living in the resident hall and participating in social activities offered by the College. Any problems encountered involving equal access should be referred to the college ADA compliance officer.

Health care is not provided at Southern Union. Students and employees requesting information on HIV, AIDS, and AIDS-related illnesses, HBV, and TB will be referred to appropriate agencies.

Complaint Resolution

Southern Union State Community College promotes the open exchange of ideas among all members of the Southern Union State Community College community,

students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Southern Union State Community College recognizes that in order to efficiently and effectively carry out its mission, its employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

1. Complaint

For purposes of this policy, a complaint shall mean a specific event, activity, or occurrence within the scope of the authority of the College's administration or faculty about which an individual has expressed a specific concern in writing.

Faculty and staff procedures can be found in the Employee Handbook.

A. Students

1. Complaint Related to Academic Matters: All complaints involving academic disputes must follow the College's Academic Appeal Procedure.
2. Complaint Related to Disability: Complaints related to a disability should be reported orally or in writing to the College ADA Coordinator within ten (10) business days of occurrence of the event prompting the complaint.
3. Other Types of Complaints: Complaints related to any matter other than academic or disability should be reported in writing to the Associate Dean of Students within ten (10) business days of the event prompting the complaint.

If, after discussion between the student and the respective college official, it is determined that the complaint is valid and can be resolved immediately and informally, the college official will take action to resolve the complaint. The college official to whom the complaint was made shall record and keep a written report of the complaint and resolution of the complaint.

B. Plan of Resolution

If the student's complaint cannot be resolved immediately and informally, but requires instead a "Plan of Resolution", the appropriate college official to whom the complaint was made shall submit a written report to the College Grievance Officer. The report shall be submitted within ten (10) business days of the complaint and shall detail the complaint and the plan to resolve the complaint. If the Plan

of Resolution does not result in satisfactory resolution to the complaint, the complainant may choose to pursue a grievance. (See Section 2: Grievance Procedures)

C. VA Complaint Policy

Any VA complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

2. Grievance Procedures

Faculty and Staff procedures can be found in the Employee Handbook.

Any student who submits a written complaint to the appropriate college official, and who is not informed of a satisfactory resolution or plan of resolution of the complaint within ten (10) business days, shall then have the right to file a grievance with the College Grievance Officer. [Grievance Procedure Forms](#) are available online or in the President's Office. The written grievance statement shall include, at minimum, the following information:

1. Date the original complaint was reported;
2. Name of the person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance that the Grievant wants considered by the Grievance Officer.

If the grievance involves a claim of discrimination based on sex, race, age, nation of origin, religion, handicap, or disability, the complaining party should state with particularity the nature of discrimination and, if known, a reference to any statute or policy which the Grievant believes to have been violated. The Grievant shall file any claim involving discrimination as described above within thirty (30) calendar days of the occurrence of the alleged discriminatory act, or the date on which the Grievant became aware that the alleged discriminatory act took place.

3. Investigation: Hearing and Findings

The College shall have thirty (30) calendar days from the date of receipt by the College Grievance Officer of the grievance to conduct an investigation of the allegation(s),

hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing.

Grievance Form A shall be used to report both the grievance and the hearing findings. The hearing findings shall be reported by the President (or his/her designee) to the Grievant by either personal service or certified mail sent to the Grievant's home address.

3.1 Investigation Procedures

The Grievance Officer, either personally or with the assistance of such other person(s) as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, and/or policy, if any. The College Grievance Officer shall determine, after completion of the investigation, whether there is substantial evidence to support the grievance. The factual findings of the investigation and the conclusions of the Grievance Officer shall be stated in a written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. Publications or verified photo copies containing relevant statutes, regulations, and policies shall also be prepared by the Grievance Officer for the hearing record. If the Grievance Officer finds that the grievance is supported by substantial evidence, he or she shall also make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievance Officer's report, the Grievant shall have five (5) business days to notify the Grievance Officer whether or not the Grievant demands a hearing on the grievance. Failure of the Grievant to request a hearing by the end of the fifth business day shall constitute a waiver of the opportunity for a hearing. However, the College Grievance Officer may, nevertheless, at his or her discretion schedule a hearing on the grievance if to do so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be filed with the President, and a copy provided to the Grievant and each Respondent.

3.2 Hearing Procedures

In the event that the Grievant requests a hearing within the time frame designated by the Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer and/or committee members will generally be employees of SUSCC. However, the President shall have the

discretion to select someone other than SUSCC employees to serve as a hearing officer or a committee member. The hearing officer and/or committee shall notify the Grievant, and each Respondent, of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent shall be read the grievance statement. After the grievance statement is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and offer such evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respective College.

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representation. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter or on audio/video or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

3.3 Rules of Evidence

The hearing officer or committee shall make the participants aware that the rules relating to the admissibility of evidence for the hearing will be similar to, but less straight than, those which apply to civil trials in the Circuit Courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excludable. However, hearsay evidence and unauthorized documentary evidence may be admitted if the hearing officer or chairperson determines that the evidence offered

is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing officer or committee chairperson shall have the authority to rule on the admissibility of the evidence, and the ruling shall be final and binding on the parties.

3.4 Report of Findings and Conclusions of Law

Within five (5) working days following the hearing, there shall be a written report given to the College Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report shall contain at least the following:

1. Date and place of the hearing;
2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance; and
6. Recommendation(s) arising from the grievance and the hearing thereon.

3.5 Conciliation of Grievance

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer shall notify the Grievant of any appeal that may be available to the Grievant.

In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer shall meet with the Grievant and the appropriate college representative(s) (which include the Respondent(s)) and attempt to bring about resolution of the grievance.

4. Available Appeals

4.1 Presidential Appeal

If the grievance does not involve a claim of illegal discrimination based on gender, race, or disability, the findings of the hearing officer/committee shall be final and non-appealable. However, if the grievance involves such a claim, the Grievant shall have the right to appeal the

decision of the hearing officer or committee to the President of Southern Union State Community College, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer and the President within fifteen (15) calendar days following the Grievant's receipt of the committee report; and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), and/or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth day following the Grievant's receipt of the report, the Grievant's rights to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

4.2 President's Review

If an appeal is accepted by the President, the President shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, and to hold an appellate hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations arising from the college grievance hearing. The President's report shall be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

4.3 Appeal to the Chancellor

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions shall not be appealable. However, pursuant to State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Community College System for a review of the President's report and the findings arising from the college grievance hearing.

A Grievant who has grounds for appealing the findings of the President to the Chancellor may do so by:

1. Filing a notice of appeal, using Grievance Form C, to the Chancellor and the President of SUSCC within fifteen (15) calendar days following the Grievant's receipt of the report of the President's findings; and

2. Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it shall be denied by the Chancellor. Alabama Community College System (ACCS) Appeal Process.

Forms for the [Alabama Community College System \(ACCS\) Appeal Process](#) can be found online.

5. Review by the Chancellor

If an appeal is accepted by the Chancellor, the Chancellor shall have thirty (30) calendar days following receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the grievance, to review the reports of the President and the college hearing officer/ committee, to hold an appellate hearing, (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations of the President and/or the hearing officer/ committee. The report of the Chancellor shall be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Chancellor shall not be further appealable with the Alabama two-year system.

6. General Rule on Filings

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date on the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

7. List of Responsible Officials

Below is a list of the officials who have been referenced herein above as responsible for responding to complaints and grievances.

President	Mr. Todd Shackett
Dean of Academics	Dr. Linda North
Dean of Health Sciences	Ms. Rhonda Davis
Dean of Technical Education and Workforce Development	Dr. Darin Baldwin
Dean of Student Affairs	Mr. Gary Branch
Associate Dean of Student Affairs	Ms. Derika Griffin
Director of Adult Education	Ms. Conner Chaveaux

Each of these officials is charged with the responsibility of assisting in every reasonable way to resolve any valid complaint and to assist when one has been unable to resolve a complaint and desires to file a formal grievance. The President reserves the right to make such changes or substitutions to the above list of officials as he/she deems appropriate in order to avoid conflicts of interest or any potential appearance of bias or prejudice.

Computer Lab and Internet Policy

Southern Union State Community College provides internet and email services to all students through computer labs, college libraries, and wireless access in specific locations throughout all campuses. Being consistent with our mission, Southern Union has invested in computing resources to provide students with reliable internet access that is readily available and computers with current software that is used in a variety of courses.

These policies apply to all users that use college computers, internet services, and network resources, including but not limited to Southern Union students, faculty, staff, administrators, and guests of Southern Union. Users may be asked to provide proper identification upon using the school's resources.

Acceptable Uses

All college-provided computers shall be compliant with the educational purposes and goals of Southern Union. It is mandatory that all users conduct themselves in a responsible, ethical, and moral manner. All users must adhere to local, state, and federal laws and maintain a high standard of internet use that is outlined in this policy. Use of the internet, college computers and network resources within Southern Union is a privilege and information attained from these computers shall be deemed the property of the College. Southern Union reserves the right to monitor and review any material on college computers at any time in order to determine inappropriate use.

Guidelines for Appropriate Use

1. Use of college computers is limited to educational purposes which include: completing class assignments, educational advancement, and obtaining general knowledge.
2. The computers at Southern Union are not to be used to play games, participate in chat rooms, or any peer-to-peer activity used to transfer files.

3. Southern Union will not be responsible for any lost or damaged data to removable disks. Users must save all files to their own disks and no files should be saved to the college computers.
4. Computers should not be used to display personal information or for the endorsing of political candidates.
5. Any attempts to deface or alter any computer or network resource provided by Southern Union could result in disciplinary action.

Southern Union State Community College and The Alabama Supercomputer Authority reserve the right to monitor and review all traffic for potential violations of this policy and have authority to levy penalties that can result in the loss of computer access privileges or suspension and expulsion from the College.

Unacceptable Uses

The use of internet resources should comply with ethical and legal standards. The following will be considered as unacceptable uses for the internet/network:

1. Purposes and content which violate any federal or state law or college policy.
2. Illegal purposes to include, but not limited to, harrasing, threatening, stalking, pornographic, destructive or obscene materials.
3. Manners that disrupt normal network use and service. Such disruption would include, but it not limited to, the propagation of computer viruses, the violation of personal privacy, the unauthorized access to protected and private network resources, and the altering of system software and hardware configuration.
4. Commercial activities including, but not limited to, commercial solicitation for business.
5. Use for private or personal business is prohibited.
6. Copyright infringement.

The user must be aware that information retrieved from the internet may not have been verified, validated, or authenticated by a properly credentialed source to assure its accuracy. Information accessed on the internet or other computer software available is to be used in a professional and responsible manner. Southern Union State Community College is not responsible for information which is considered offensive in nature or is misused by the user.

Copyright and Fair Use Policy

Copyright is the ownership and control of the intellectual property in original works of authorship. The laws of the United States (Title 17, United States Code) provide

protection to the owner of copyright. This protection is available to both published and unpublished works. Public Law 94-553, section 6, generally gives the owner of copyright the exclusive right to, and to authorize others to: reproduce in copies, prepare derivative works, distribute copies, perform publicly, and display publicly the copyrighted work. In compliance with Millennium Copyright Act, Head of Library Services has been appointed as the College's agent to receive notification of claimed infringement from a copyright owner.

Copyright law governs any print or non-print reproduction of copyright material. It is illegal for anyone to violate any of the rights provided by law to the owner of copy right. One major limitation on the law, however, is the doctrine of "fair use."

Whether use of copyright materials falls under the "fair use" exception depends on these four factors: purpose of the use, nature of the work, amount of copying, and effect of the copying on the potential value of the work. Another limitation can be "compulsory license" which permits limited uses of copyrighted works in return for the payment of fees or royalties.

Faculty, staff and students of the College must comply with the provisions of the state and federal intellectual property laws such as the Copyright Act. Procedures for obtaining copyright permissions for course materials have been established and must be followed. Information explaining the Copyright Act as it pertains to copying both course material and material for personal use is available in all campus libraries.

Drug-Free Workplace Policy

In compliance with the drug-free workplace requirements of Public Law 100-690 for the recipients of Federal contracts and grants, the following policy is in effect for Southern Union State Community College.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Southern Union State Community College on any property owned, leased, or controlled by Southern Union State Community College or during any activity conducted, sponsored, or authorized by or on behalf of Southern Union State Community College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.)

Southern Union State Community College has and shall maintain a drug-free awareness program to inform employees about the dangers of drug abuse in the

workplace; the college's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance program; and the penalties that may be imposed upon employees for drug abuse violations.

Any employee who is convicted of any Federal or State Court of an offense which constitutes a violation of paragraph 1 above shall notify the College President in writing of said conviction within five (5) days after conviction occurs. Conviction, as defined in PL 100-690, shall mean "a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both."

In the event of a report of conviction pursuant to paragraph 4 above, where the employee is working in a project or program funded through Federal contract or grant, Southern Union State Community College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.

Southern Union State Community College shall make a good faith effort to ensure that paragraphs 1-5 above are followed. Each newly hired employee of Southern Union State Community College shall receive a copy of this policy.

The Drug Abuse Office and Treatment Act of 1972 (PL 92-255)

As amended, relates to nondiscrimination on the basis of drug abuse.

Emergency Alert Notifications

In the event that a situation arises, either on or off campus, that in the judgement of the President or his/her designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College's emergency notification system (SchoolCast). Additional information and registration for the emergency notification system is available on the website at www.suscc.edu or by calling 256-395-2211.

Encumbrance of Student Records

Student records may be encumbered for any debt owed the College for tuition, fees, fines, unpaid damages, bad

checks, unpaid loans, or any bookstore or residence hall debt. Encumbrance means that the student may not receive a grade report, have a transcript sent, or register at Southern Union until the encumbrance has been cleared.

Equal Opportunity in Education and Employment

It is the official policy of the Alabama State Department of Education and Southern Union State Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity or employment.

SOUTHERN UNION STATE COMMUNITY COLLEGE complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Inquiries concerning this policy may be directed to the ADA Coordinator at ext. 5488. Grievance Procedure Forms are available in the President's Office, at ext. 5352 and online at www.suscc.edu. Southern Union State Community College is an equal employment/equal educational opportunity institution. Inquires of recipients concerning the application of the above regulations and their implementing regulations may be referred to either one of the Compliance Officers listed below or the Office for Civil Rights.

COMPLIANCE OFFICERS WADLEY CAMPUS

Mr. Steve Spratlin
sspratlin@suscc.edu
P.O. Box 1000
Wadley, AL 36276
(256) 395-2211

VALLEY CAMPUS

Ms. Robin Brown
rbrown@suscc.edu
321 Fob James Drive
Valley, AL 36854
(334) 756-4151

OPELIKA CAMPUS

Ms. Cydney Mathews
Compliance Officer

301 Lake Condy Road
Opelika, AL 36801
(334) 745-6437

Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act of 1974, as amended, U.S.C. 20 § 1232g, Southern Union State Community College may disclose certain student information as "directory information." Directory information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students, as well as information about students' participation in officially recognized activities and sports, the weight and height of members of the athletic teams, the dates of attendance by students, degrees and awards received, and the most recent previous educational agency or institution attended by the respective student. If any student has an objection to any of the aforementioned information being released during any given term or academic year, the student should notify the Registrar through written communication.

Notification of Student rights under FERPA

FERPA affords students certain rights with respect to their education records. These rights are listed below.

1. The right to inspect and to review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Southern Union State Community College to comply with the requirements of FERPA.
5. The right to obtain a copy of Southern Union State Community College's student records policy, which is available at the Records Office.

Food and Drink

Food or drinks are not allowed in certain areas of the college such as, but not limited to, computer labs, clinical labs, or learning resource centers.

Immigration Reform and Control Act

Effective November 6, 1986, the Immigration Reform and Control Act requires that all employers must attest, under penalty of law, that they have verified that a newly hired worker is not an unauthorized alien. This attestation must be made on

Form I-9, issued by the Immigration and Naturalization Service. Copies of this form are available from the Business Office. The completed I-9 form must be kept within the employee's personnel file for three years after the individual begins work or one year after termination of employment, whichever period is longer. All employees hired after September 1, 1987, must have the form completed within three days after commencement of employment. This requirement is for all employees, including seasonal, hourly, and part-time.

Lost and Found

Lost and found articles should be taken to the Campus Police. Items found and/or left with the Campus Police will be inventoried, dated, and held for a period of thirty (30) calendar days.

During this time, articles may be claimed upon verification of ownership. After thirty days, the College automatically disposes of unclaimed articles. Cash will be held for sixty (60) days. After sixty days, if no one has claimed the money, it will be returned to the finder (faculty and staff excluded).

Parking and Driving Regulations

Any student who drives a car or other motorized vehicle on any campus, day or night, must have liability insurance and must secure and display a parking permit. If more than one vehicle is driven on campus regularly, each vehicle should have its own decal. Parking decals are \$20.00 and can be purchased online through the college website. Vehicles must first be registered through the website before a parking permit can be issued. Payment can be made in the Business Office or on the website after registration. Permits will be mailed after payment and registration process is complete. **All student parking permits expire at the end of summer term each year.**

Click to [register vehicle and purchase parking decals](#).

Parking hangtags must be displayed on the rearview mirror. By doing so, the student agrees to abide by the following parking regulations:

1. The speed limit is not to exceed 10 mph on any campus.
2. The registered driver is responsible for his/her automobile regardless of who is driving.
3. Visitor's Parking Permits are issued to non-student campus guests. Students experiencing car trouble or other extenuating circumstances that necessitate bringing an unregistered vehicle on campus may also qualify for a Visitor's Parking Permit. A Visitor's Parking Permit should be obtained immediately upon arriving on campus. Permits are available from Campus Police on the Wadley and Opelika campuses and from the Administrative Office on the Valley campus.
4. Vehicles may not be parked in a "no parking" zone.
 - a. Vehicles parked improperly with or without a parking hangtag showing, will be ticketed and a \$25.00 fine will be assessed. Students owing fines will have all college records placed on hold until fines are paid.
 - b. Vehicles parked improperly can be towed from campus at the owner's expense.
5. All users of handicapped parking spaces must validate their parking permit. Information on the validation process is available from Campus Police.
6. No parking on yellow curbs.
7. All stop signs must be obeyed.
8. Vehicles left on campus overnight must be registered with the Campus Police.
9. No driving and/or parking on the grass, sidewalks, or curbs.
10. Double parking is prohibited.
11. Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
12. Drivers must yield to pedestrians in designated crosswalks.
13. Vehicles must be parked in designated parking spaces.
14. All drivers must obey all "Rules of the Road" as described in Alabama Title 32, Traffic and Motor Vehicle Laws.

Rehabilitation Act of 1973

Southern Union State Community College is committed to protecting its students, employees, and visitors from harassment, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964. The Southern Union Coordinator for Title IX is Gary Branch, Dean of Student Affairs.

Harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an

individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of sexual nature.

Sexual harassment refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Harassment of employees or students by employer, other employees, other students, or non-employees is a violation of this policy. Any person who believes herself or himself to be subjected to such harassment, intimidation, and/or exploitation should contact any college official as promptly as possible after the harassment occurs. The college official will take appropriate action to resolve the complaint.

Reporting Criminal Actions or Other Emergencies

It is the policy of Southern Union State Community College that any criminal act or threat of violence, injury, destruction of college or personal property, traffic accident, or other situation which occurs on any campus operated by Southern Union State Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order, be reported to one of the following:

Wadley Campus

Campus Police	(334) 328-4743
Campus Police - Evening	(334) 328-9793
Steve Spratlin, Associate Dean of Instruction	(256) 395-2211 ext. 5150

Valley Campus

Campus Police	(334) 756-4151
Campus Police - Evening	(334) 756-4151
Robin Brown, Associate Dean of Institutional Effectiveness/Campus Director	(334) 756-4151 ext. 5204

Opelika Campus

Campus Police	(334) 324-3631
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Wadley Campus

Campus Police - Evening	(334) 328-9392
Linda North, Dean of Academics	(334) 745-6437 ext. 5402
Rhonda Davis, Dean of Health Sciences	(334) 745-6437 ext. 5511
Darin Baldwin, Dean of Technical Education and Workforce Development	(334) 745-6437 ext. 5380

An emergency is hereby defined as any event that is disruptive to the normal affairs of the college. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below. In reporting an emergency, the caller must:

1. State name;
2. State type of emergency;
3. State location of emergency; and
4. Remain in the same area until assistance arrives.

All witnesses to any of the above described situations may be asked to provide written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. Information provided by witnesses will be held in the strictest of confidence. It shall be an offense subject to appropriate disciplinary action for any Southern Union State Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of any situation of the nature described in this section.

If you are a victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. The purposes of a confidential report is to comply with your wish to keep the matter confidential, while taking action to ensure the future safety of yourself and others. The College will use this information to maintain accurate records, determine patterns of crime (methods, location or assailant) and create a proactive approach to address the situation. The information filed in this manner will be counted and disclosed in the annual crimes' statistics for the institution.

The College's designated official or officials will take all reasonable action to prevent or minimize any harm to the employees, students, and visitors of Southern Union State Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of criminal nature or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

Copies of the Emergency Preparedness Manual are located on the college website under the Campus Police section at www.suscc.edu.

Security of Personal Property

The College cannot be responsible for personal property, nor can the College assume responsibility for the protection of vehicles or their contents. Campus Police recommend students conceal books, supplies, and other valuables in the trunk of their vehicle or keep valuables in their possession at all times. **Valuables such as purses, handbags, book bags, and knapsacks should never be left unattended.**

Sexual Offenders Registration

The campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Act. In May 1996, the Alabama State Legislature passed a law establishing the Community Notification Act. This law requires convicted adult sex offenders to notify local law enforcement of their residence within the community where they are living. Law enforcement authorities must then notify community residents living near the sex offender. Along with this law are provisions that prohibit a convicted sex offender from living near a school and living in a residence with children.

The College is required to inform the campus community that the Alabama Bureau of Investigation (ABI) registration list of sex offenders is available through the Dean of Student Affairs. Additionally, a list of Alabama registered offenders is available from the Alabama Department of Public Safety's website at www.dps.state.al.us or by calling (334) 242-4371.

Solicitation

No off-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without sponsorship by a registered student organization and approval by the President or Dean of Student Affairs.

Alabama State Board Policy 515.01 - Agents, Vendors, and Solicitation

1. An agent, vendor or solicitor shall not be permitted on campus to distribute literature, solicit funds, or sell to faculty, staff, students, or campus organizations without specific approval by the President or an authorized designee.
2. An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.
3. On-campus solicitation or other solicitations originated by students to raise funds for institution-related activities may be permitted only with prior approval of the President or appropriate Dean. Solicitation for non-institutional related activities shall not be permitted on campus except with the approval of the President or designee.

Students' Rights and Responsibilities

Southern Union State Community College is committed to educating students about their responsibilities as college students and as citizens. The faculty, staff, and administrators of the College provide students with current information about specific student responsibilities through publications, classroom announcements, and direct mail. See the Student Handbook section for a specific statement of Students' Rights and Responsibilities.

Tobacco-Free

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Southern Union is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on Southern Union properties. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented, or otherwise used by Southern Union. The use of tobacco products is prohibited in all

vehicles - private or public vehicles - located on Southern Union properties. This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by Southern Union shall be smoke and tobacco-free.

All offenses violating the Smoke-Free and Tobacco-Free Policy will result in a \$25 ticket. Students owing fines will have all college records placed on hold until fines are paid.

Admissions Information

Southern Union State Community College has an open-door admissions policy to assure optimal higher educational opportunities. The College admits eligible applicants at the beginning of the Fall semester, Spring semester, and Summer semester. Admission applications are available online at www.suscc.edu or requests for information can be sent to the following address:

Southern Union State Community College
Admissions Office/ Registrar
P.O. Box 1000
Wadley, Alabama 36276

Admission Requirements

Admission of First Time College Students

First Time College Students

Applicants who have not previously attended a regionally accredited postsecondary institution will be considered first time college students. For admission to an Alabama Community College System institution, an applicant must provide the following:

1. Admission Application
2. Primary ID*
3. Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
4. Official transcript(s) –all college(s) attended (if applicable)

*One primary form of documentation such as an unexpired driver's license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent

residence card or if an applicant cannot present a primary document, he/she must provide two secondary forms of documentation, one of which must be a photo identification card such as a School ID (with photo) or an Employee ID (with photo), AND one additional form of identification such as a Certificate of Naturalization; a Social Security card; a certified copy of a U.S. birth certificate.

For admission to an Alabama Community College System institution, all international applicants must provide a VISA acceptable to the United States and an official translated copy of the student's high school/college transcript, a copy of their original transcript(s), a minimum score on an approved English as a Foreign Language exam as specified in the guidelines, signed, a notarized statement verifying adequate financial support, and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

Note: The documentation identified above should be submitted along with the online application, in person, or by email to admissions@suscc.edu.

First time applicants seeking admission to Southern Union State Community College must provide an official high school transcript or an official copy of their GED.

1. Admission to Courses Creditable Toward an Associate Degree

To be eligible for admission to courses creditable toward an associate degree, a first time college student must meet one of the following criteria:

1. The student holds the Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/ or state accredited high school; or
2. The student holds a GED Diploma issued by the appropriate state education agency.

Students who meet one of the above criteria shall be classified as "Degree-Eligible."

2. Unconditional Admission of First Time College Students

Students who have applied and submitted all required documentation shall be admitted unconditionally. For unconditional admission, applicants must have on file at the College a completed application for admission and at least one of the following:

1. An official transcript showing graduation date.

2. An official GED Diploma

3. Conditional Admissions of First Time College Students

Students who have applied but not submitted required documentation shall be admitted as conditional status (excluding transient and international students). Failure to provide all required documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

Conditional admission may be granted to an applicant who does not have on file at the College at least one of the following:

1. An official transcript showing graduation date.
2. An official GED diploma.

Note: Conditionally admitted students are not eligible for financial aid.

1. Policy on Placement Testing

Students are required to take the Accuplacer placement test in English and math prior to enrollment in classes unless appropriate exemptions are on file with the Admissions Office (see the Accuplacer section of this catalog). Prospective students are strongly urged to schedule and complete the placement test prior to registration, as results are used to determine placement in courses at registration. Students whose Accuplacer scores indicate the need for developmental courses must register for the indicated developmental courses the first term. There is no fee for the first Accuplacer test, but students who retest must pay an \$8 fee and complete remediation.

The following students are exempt from taking the ACCUPLACER:

- a. Students who have the required scores on the ACCUPLACER, SAT, ACT, or GED test that are less than five years old.
- b. Students who have a 2.75 high school GPA or higher and a grade of "A", "B", or "C" in English IV and Math (Algebra II, Elements of College Math, Algebra II with Trigonometry, Pre-Calculus, or Calculus) that are less than five years old.
- c. Transient students who submit a completed transient form.
- d. Students who enroll as non-credit students (Training for Business and Industry and Continuing Education).

- e. Students who successfully completed a college-level English or math course with a "C" or better at a regionally accredited institution as verified by official transcripts, faxed transcripts, or student grade reports. (Unofficial transcripts or reports are only used for registration purposes. All official transcripts must be received before the end of the first term of enrollment.)
- f. Students scoring 510 or above on the SAT verbal or a 17 or above on the English component of the ACT are exempt from the ACCUPLACER for English.
- g. Students scoring 510 or above on the SAT math or a 17 or above on the math component of the ACT are exempt from the ACCUPLACER for math.
- h. Students who provide documentation of successful completion ("C" or higher) of developmental course(s) which determine eligibility for English 101 and/or college-level math from a regionally accredited institution.
- i. Students who have an associate degree or higher from a regionally accredited institution that demonstrates successful completion of college-level English and/or math courses.
- j. Students who enroll to audit a course.
- k. Students who score 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED.

Re-Testing

A student who has not attended a developmental English or math class may retest one time per calendar year provided there is evidence the student has completed test preparations and/or remediation activities. Additional preparation includes academic boot camps or online study aids.

Southern Union will charge a one-time fee of \$8.00 per retest assessment. Placement test scores will be valid for five years from the date of the retest assessment. Students **may not** retake the ACCUPLACER if they have previously been unsuccessful in the developmental course within the last five years.

Admission of Transfer Students

Admission of Transfer Students

Applicants who have previously attended another regionally accredited postsecondary institution will be

considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Southern Union may also require the transfer of student documents required of first-time college students.

Transfer Student Admission Requirements:

1. Admission Application
2. Primary ID
3. Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
4. Official transcript(s) – all college(s) attended

Transfer students who meet requirements for admission to courses creditable toward an associate degree shall be classified as “Degree-Eligible” students. Transfer students who do not meet these requirements shall be classified as “Non-Degree-Eligible” students.

Applicants who have been placed on one-year academic suspension from another institution for academic or disciplinary reasons must wait one full semester before being considered for admission.

1. **Unconditional Admission of Transfer Students**

- a. For unconditional admission, transfer students must have submitted to the College an application for admission and official transcripts from all regionally accredited institutions attended, official high school transcripts (Students with an associate degree or bachelor's degree are not required to submit a high school transcript), and any other requested documents required for first-time college students.
- b. Transfer students will be subject to placement testing as detailed in the section “Policy on Placement Testing.”

If the student intends to obtain a degree or certificate from the College, transcripts from all institutions must be submitted for evaluation prior to applying for graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution, transcripts must be submitted for evaluation prior to enrolling.

2. **Initial Academic Status of Transfer Students**

- a. Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.
- b. Transfer students whose cumulative GPA at the transfer institution(s) is less than 2.0 on a 4.0

scale will be admitted on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.

- c. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as transfer students only after following the appeal process established at the institution for native students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

3. **General Principles for Transfer of Credit**

- a. Course work transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Southern Union's undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
- b. A course completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
- c. A transfer student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of equivalent transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- d. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above at the institution where the "D" grade was earned. This does not apply to English courses.
- e. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.

Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

Admission of Georgia Students

Students are eligible for in-state tuition if the student resides in the state and county, and attends the designated campus noted below: **PLEASE NOTE THAT DESIGNATIONS ARE BY THE INDIVIDUAL CAMPUS.**

Wadley Campus

Adjacent State: Georgia

***Counties:** Carroll, Chattahoochee, Coweta, Haralson, Harris, Heard, Marion, Meriwether, Troup

Valley Campus

Adjacent State: Georgia

***Counties:** Harris, Muscogee, Pike, Stewart, Talbot, Taylor, Troup, Upson

Opelika Campus

Adjacent State: Georgia

***Counties:** Chattahoochee, Harris, Heard, Marion, Meriwether, Muscogee, Quitman, Stewart, Talbot, Troup

***The student must live in the reciprocal county for at least the previous twelve (12) months.**

Admission of Transient Students

Transient Students

Students who attend another postsecondary institution and who wish to earn credits for transfer to the parent institution may be admitted to Southern Union State Community College as transient students. A transient student must submit the following items for admission: a) a complete admissions application, and b) an official transient letter from the institution the student has been attending which certifies the credits s/he earns at Southern Union State Community College will be accepted as part of his/her academic program. Students must present the transient letter prior to registering at Southern Union.

Transient Student Admission Requirements:

1. Transient admission application
2. Primary ID
3. Appropriate transient documentation from home institution*

*The transient permission form must be properly signed by the appropriate official at the parent institution and must list the specific college course(s) for which the student has been approved to enroll. Students are not required to

submit transcripts since the transient approval letter will serve in lieu of transcripts. A transient student may not enroll in a course and its prerequisite concurrently.

Note: The documentation identified above should be submitted along with the online application, in person, or by email to admissions@suscc.edu.

Admission of International Students

In addition to the regular admission requirements, and before an I-20 can be issued, all international students must request an International Student Information Packet

Prior to being issued an I-20 form, all international student applications must be submitted no less than 3 months prior to the beginning of the semester for which the applicant hopes to gain admittance.

ALL International Students must present the following requirements.

International First-Time Students

- Admission application
- A certified, original, translated, and evaluated copy of the student's high school transcript, if graduated outside of the United States.
- A current and valid passport or other official documentation to verify lawful presence
- A current photo (passport-size, preferred)
- A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam; however, students may not enroll in regular college courses until the English Language requirement is met.
- A signed, notarized statement verifying adequate financial support
- Receipt of payment of I-90I Student and Exchange Visitor Information System (SEVIS) Fee
- A medical health history with proof of vaccination
- Documentation demonstrating adequate accident, sickness, and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20.

International Transfer Students

- Admission application

- A certified, original, translated, and evaluated copy of the student's high school transcript verifying completion status and a translated and evaluated transcript from each college attended if graduated outside of the United States.
- Original transcripts from all US institutions attended
- A signed notarized statement verifying financial support
- Copy of the student's current Form I-20
- Receipt of payment of I-901 Student Exchange Visitor Information System (SEVIS) Fee.
- Copy of student's Visa and Passport
- A medical health history with proof of vaccination
- Documentation demonstrating adequate accident, sickness, and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20.

Other non-immigrant students must meet all ACCS admission requirements as well as provide documentation of immigration status as prescribed by the institution. An international student who fails to provide the required documentation will not be admitted to any ACCS institution.

When all documentation is completed, it must be forwarded to the International Student Coordinator.

**Note: International student applications are not eligible for conditional admissions status.*

1. English as a Second Language Exam Waiver

The English as a Second Language exam may be waived for students from all English speaking countries including, but not limited to: Anguilla, Antigua and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), the British Indian Ocean Territory, the British Virgin Islands, Canada (Canadian English), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia, and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, the Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States.

Admission to an ACCS institution does not ensure admission to any individual program or course.

Institutions are expected to comply with all applicable accreditation requirements and standards regarding program admission.

2. Transfer Credit from Foreign Institutions

Students who have attended academic institutions outside the United States must submit an official translated copy of their high school transcript and college transcript translated by World Education Services, Inc., Education Credential Evaluators or JS&A (Josef Silny & Associates). Course descriptions must be included with evaluation/transcripts. Transfer credit is not guaranteed and will be subject to the following conditions:

- Transfer credits must fall within the school's guidelines and are subject to approval by the registrar, dean and/or program chair.
- Courses must be germane to a program/degree/certificate at Southern Union State Community College.
- A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 at all institutions where the "D" grade was earned. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for first time students.
- Transfer students will be subject to placement testing as detailed in the section "Policy on Placement Testing".

3. Issuance of Form I-20

- The I-20 will be issued to the student only after all requirements above have been met and the student's file is complete

Admission of High School Students

Admission of High School Students

High school students admitted to any program must meet the qualifications outlined below including placement testing. Admission is available to students attending public, private, parochial, or church/religious schools and to students who are receiving instruction from a home school/private tutor(s) entity.

1. Accelerated High School Students

A secondary education student who is earning college credit while still in high school. Accelerated High School credit is only applied toward college.

A student is eligible for admission as an Accelerated High School student if he/she meets all of the following criteria:

1. The student has completed the 10th grade
2. The student provides a letter from the local principal or his or her designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy

Accelerated High School Admission Requirements:

1. Admission Application
2. Primary ID
3. Written approval from school administrator

Students must satisfy admission requirements outlined in Policy and Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion. In the absence of an Alabama driver's license or state issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. Citizenship and a printout of the student info profile sheet from iNow, signed and dated by their high school principal to establish current residency and ID.

Additional Information for Accelerated Students:

1. Students may enroll in academic, career and technical, or health profession courses/programs in accordance with additional written guidance issued by the Chancellor.
2. Enrolled students must pay tuition and fees as required by the institution.
3. Exceptions may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. Exceptions apply only to the requirements above.

2. Dual Enrollment High School Students

A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward high school AND college.

Dual Enrollment Admissions Requirements:

1. Admission Application
2. Primary ID
3. High school transcript
4. Written approval from a school administrator

The College is authorized to establish Dual Enrollment for Dual Credit agreements with local educational agencies in the College's service area. The College may also establish agreements with private, home school/private tutor, parochial or church/religious secondary entities. Dual Enrollment for Dual Credit is available for academic, career

and technical, and health science courses/programs. A student is eligible for conditional admission as a dual enrollment for dual credit student if the student meets all of the following criteria:

- a. The student has submitted a college application and identification for general admission;
- b. The student has met the entrance requirements established by Southern Union;
- c. The student is in the 10th, 11th, or 12th grade. An exception may be granted by the Chancellor of the Alabama Community College System for students documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12;
- d. The student has a minimum cumulative 2.5 grade point average on a 4.0 scale;
- e. The student provides written approval from the appropriate principal or career and technical education program representative and counselor. Students enrolled in private, home school/private tutor, parochial or church/religious secondary educational entities must provide written approval from the appropriate school official indicating that the student has demonstrated both academic readiness and social maturity.
- f. The College has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.

Official college credit will be awarded and unconditional transcripts will be released only when students enrolled under this program meet regular admission criteria for courses creditable toward an associate degree.

Placement and Pre-Requisites

- Dually enrolled students registering for college-level English or math courses must be placed into courses using the current placement guidelines. Students who do not register for college-level English or math courses are not required to take any English or math placement test, regardless of their grade levels.
- Students must meet all applicable pre-requisites prior to enrolling in courses.
- Developmental courses (those numbered below 100) are not offered through dual enrollment. This includes developmental co-requisite courses which are required to be taken along with college-level English and math courses.

Students who meet the criteria for initial admission and eligibility requirements for Dual Enrollment for Dual Credit program will maintain continuous eligibility so long as they earn a grade of C or better in attempted college courses.

Students who fail to meet this minimum requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer semester. The student may not re-enroll until the suspension has been served. The student may reapply to the program and must meet the minimum 2.5 grade point average requirement.

Note: Three semester credit hours at the postsecondary level equals one credit at the high school level in the same or related subject.

Comprehensive information pertaining to Dual Enrollment policies and procedures can be accessed by referring to the SUSCC Dual Enrollment Handbook and the ACCA Chancellors Procedure 801.03.

Admission of Students to Special Programs

Special/ Non-Degree Seeking Admissions

A student who wishes to enroll but does not wish to pursue a degree or certificate.

Special/Non-Degree Seeking Admissions Requirements:

1. Admission Application
2. Primary ID
3. Official final high school transcript with proof of graduation or GED® (if applicable). Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
4. Official transcript(s) – all college(s) attended (if applicable)

Admission Requirements for Health Sciences Programs

In addition to the required documents for admission to the College, an applicant

to Nursing, Radiologic Technology, EMS, Medical Assistant Technology, Surgical Technology, Physical Therapist Assistant, or Therapeutic Massage must complete all requirements for admission into these programs.

Admission into the above mentioned programs is highly competitive and completion of all requirements certifies eligibility but in no way implies or guarantees admission. Specific program admissions and progression requirements are found in the Health Sciences section of this catalog, or visit our website at www.suscc.edu.

NOTE: Falsification of Records

Any falsifying of records by a student will disqualify the student from receiving academic credit or earning a degree from Southern Union.

Admissions Procedures

Credit Programs and Courses

1. First-Time College Students
 - a. Complete an application form online at www.suscc.edu. Applications can be obtained upon request from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus. Submit the form as early as possible prior to the first enrollment.
 - b. Students must submit an official form of identification to Admissions either in person or by emailing admissions@suscc.edu
 - c. Request that an official transcript from the high school from which the applicant graduated or a copy of the GED Diploma be sent directly to the Registrar.
2. Transfer Students
 - a. Complete an application form online at www.suscc.edu. Applications can be obtained upon request from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus. Submit the form as early as possible prior to the first enrollment.
 - b. Students must submit an official form of identification to Admissions either in person or by emailing admissions@suscc.edu.
 - c. Request all colleges or universities previously attended to mail official transcript(s) of academic records directly to the Registrar. Transcripts are accepted only from institutions, not from students. If only non-credit, continuing education work was attempted, a letter from an official of the college attended verifying this fact should be submitted instead of a college transcript.
3. Readmission Students
 - a. An applicant previously admitted but who did not enroll will be required to complete a status update form. A former student, previously enrolled at Southern Union who has not been in attendance for more than three (3) consecutive semesters, will be required to complete an online readmission application or obtain a form from the College Records Office or from the College website (www.suscc.edu).

- b. Students seeking readmission must request that any colleges attended during the interim period of attendance at Southern Union mail official transcripts of academic record(s) directly to the Registrar. Students who have not attended for six or more terms must resubmit all previous college transcripts.
 - c. Students on their first academic suspension who seek readmission must apply for the “Intervention for Student Success” program and must see their academic advisor for instructions. Students wishing to return to Southern Union after being placed on one-year suspension must wait one full semester before being considered for readmission. Students can apply for readmission, after waiting the appropriate time, 30 days prior to the start of the following term after serving their suspension. The appeal will be considered by the Academic Suspension Appeals Committee and decisions of the Committee are final.
 - d. Students seeking readmission who have not been enrolled for more than two academic years will be admitted under the current catalog requirements.
4. Transient Students
- a. Complete an application form online at www.suscc.edu. Applications can be obtained upon request from the admissions office on the Wadley and Opelika Campuses or the administrative office on the Valley Campus.
 - b. Secure a transient form of permission, in lieu of transcripts, from the dean of the college most recently attended indicating the course(s) to be taken at Southern Union. This letter must be submitted prior to registration.
5. Veterans
- In addition to completing regular admission requirements, veterans and veterans’ dependents eligible for educational benefits under the GI Bill through the Veterans Administration must make application for such benefits through the VA. This may be done by contacting the College Financial Aid Office, the State Veterans’ Service Office in the county of residence, or any VA Regional Office for the necessary forms and assistance in completing them.
6. Additional admission requirements have been established for certain technical and health science programs. These are found in the “Programs of Study” section of each specific division.

Non-Credit Courses

1. Continuing Education Courses
Continuing education courses are designed to provide for the intellectual and cultural development

of the participants. There are no entrance requirements. An application and information may be obtained at the administrative office on each campus. For further information, contact the Director of Adult and Continuing Education.

2. Courses for Audit
Students may take college courses without credit by a process called “audit” in which students are expected to meet all the requirements of the course with the exception of the examinations. Admission requirements and fees are the same for audit courses as for those carrying college credit. In order to audit a course, the audit must be declared by the end of the registration period and may not be changed thereafter. Students auditing a class will not receive credit applicable to satisfaction of degree requirements. Students must meet all class requirements except tests in order to successfully complete an audit and have a grade of “AU” recorded on his/her transcript.
3. Training for Business and Industry
The College assists businesses/industries by offering customized non-credit courses, workshops, or seminars which meet their employees’ specific needs. This specialized training may be conducted at the business/industry facility or on campus at a time which is convenient to employees. For an application and further information, contact the Director of Workforce Development or the Dean of Technical Education and Workforce Development.
4. Developmental Courses
Developmental courses (college preparatory) are offered in English, math and reading. These courses allow students to begin studying at their own level, to develop the skills and knowledge they will need to attempt credit-bearing courses. Descriptions of these courses: ENG 080, ENR 094, MTH 090, and MTH 098 appear in the “Course Description” section of this catalog. These courses produce institutional, non-transferable credit only and will not satisfy the requirements for degrees or certificates.

Financial Information

Tuition and Fees

General Policies

1. Students must pay tuition and fees in full by the designated payment due date set by the institution for the term in order to have their names placed on class rolls and to attend class. Payment may be in any combination of cash, check, Visa, MasterCard, Discover Card, grants, direct student loans, and

scholarships. Sponsored students, i.e., Vocational Rehabilitation Service, Alabama Veterans Affairs, etc., must have written authorization from the appropriate agency to complete registration.

2. Students who fail to pay tuition and fees by designated payment due dates are not considered a registered student.
3. Southern Union State Community College reserves the right to revise fees, price schedules and terms of payment, and other financial elements listed in this cata- log at any time without notice.
4. Tuition is waived for Alabamians age 60+ through the Senior Adult Scholarship Program if enrollees concur with program guidelines in course selection. Fees must be paid by the senior adult student.

Tuition and Fee Schedule

Credit Hours Alabama Residents Non-Alabama Residents

Credit Hours	Alabama Residents	Non-Alabama Residents
1	162.00	295.00
2	324.00	590.00
3	486.00	885.00
4	648.00	1,180.00
5	810.00	1,475.00
6	972.00	1,770.00
7	1,134.00	2,065.00
8	1,296.00	2,360.00
9	1,458.00	2,655.00
10	1,620.00	2,950.00
11	1,782.00	3,245.00
12	1,944.00	3,540.00
13	2,106.00	3,835.00
14	2,268.00	4,130.00
15	2,430.00	4,425.00
16	2,592.00	4,720.00
17	2,754.00	5,015.00
18	2,916.00	5,310.00
19	3,078.00	5,605.00
20	3,240.00	5,900.00

***In-state tuition is \$123.00 per semester hour; facility fee and technology fee are \$9.00 each per semester hour; bond reserve fee is \$1.00 per semester hour; special building fee and ACCS Enhancement fee are \$10.00 each per semester hour.**

The following Additional Fees are Charged When Applicable:

Late Registration Fee: \$25.00 (incurred if registration is not completed on published regular registration date)

Note: Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

Returned Check Fee: \$30.00 for each returned check

Diploma Fee: \$25.00 (nonrefundable) for diploma and cover. Cap and gown are rented for an additional fee from the bookstore.

ACCUPLACER Retest Fee: \$8.00

PED Classes: Golf, bowling, and CrossFit are subject to fees payable to the facilities used in these classes.

Health Science and Technical Programs: Various program fees are charged for liability insurance, assessment fees, lab fees, and drug testing fees, based on the individual program of study.

Online Fee: \$20.00 Proctor U Fee (per online class)

Guidelines for Determining Eligibility for “In-State” Tuition Rates

For the purpose of assessing tuition, applicants for admission shall be classified in one of the two categories as outlined below:

1. Resident Student

- a. “Resident Student” shall be charged the in-state-tuition rate established by the State Board of Education.
 - i. A Resident Student is an applicant for admission who meets all legal requirements or is a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. **Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.**
- b. In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent whom the court has granted custody.
 - i. Minor: An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18

years of age, but excludes an individual whose disabilities of non-age have been removed by a court competent jurisdiction for reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.

- ii. Supporting Person: Either or both parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.
- c. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
 - i. Students having graduated from an Alabama high school or having obtained a GED in the State of Alabama within three years of the date of application for admission shall be considered Residential Students for tuition purposes.
 - ii. The in-state tuition rate shall be extended to students who reside outside of Alabama in a state and county within fifty (50) miles of a campus of an Alabama Community College System institution, provided, however, that the campus must have been in existence and operating as of January 1, 1996.
 - iii. An individual claiming to be a resident shall certify by a signed statement **each** of the following:
 1. A specific address or location within the State of Alabama as his or her residence.
 2. An intention to remain at this address indefinitely.
 3. Possession of more substantial connections with the State of Alabama than with any other state.
 - iv. Although certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with

the State of Alabama. The evaluation shall include the consideration of the following connections:

1. Consideration of the location of high school graduation.
 2. Payment of Alabama state income taxes as a resident.
 3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
 4. Full-time employment in the state.
 5. Residence in the state of a spouse, parents, or children.
 6. Previous periods of residency in the state continuing for one year or more.
 7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
 8. Possession of state or local licenses to do business or practice a profession in the state.
 9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
 10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
 11. Membership in religious, professional, business, civic, or social organizations in the state.
 12. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.
 13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registration, last will and testament, annuities, or retirement plans.
- d. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has

abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

- e. Southern Union State Community College is in compliance with Section 702- Tuition under Veteran's Access Choice and Accountability Act of 2015, providing for resident (in-state) tuition and fees for the following:
- i. A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill® - Active Duty Program) or Chapter 33 (Post 9/11 G.I. Bill®), of Title 38, United States Code, who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service;
 - ii. Anyone using transferred Post -9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service;
 - iii. A spouse or child using benefits under the marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311) (b) (9) who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the service member's death in the line of duty following a period of active duty service;
 - iv. Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either Chapter 30 or Chapter 33, or Title 38, United States code.
2. **Non-Resident Student (additional persons for resident tuition)**

A Non-Resident student, one who does not meet the standard of having resided in the State of Alabama for at least 12 months immediately preceding application

for admission, shall be charged the in-state tuition rate established by the State Board of Education under the following circumstances, provided such student is a citizen of the United States.

- a. The dependent student
 - i. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
 - ii. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; or
 - iii. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
 - iv. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
- b. The student who is not a dependent (as defined by Internal Revenue Codes)
 - i. who is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
 - ii. who can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within 90 days of registration with the institution; or
 - iii. who is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
 - iv. who is an accredited member of or the spouse of an accredited member of a consular staff assigned to duties in Alabama.
- c. In determining Non-Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The institution may request proof that the applicant meets the stipulations noted above prior to admission.
- d. Students are eligible for in-state tuition if the student resides in the state and county and attends the designated campus noted below:
PLEASE NOTE THAT THE DESIGNATIONS ARE BY CAMPUS AND NOT BY INSTITUTION.

Wadley Campus

Adjacent State: Georgia

Counties: Carroll, Chattahoochee, Coweta, Haralson, Harris, Heard, Marion, Meriwether, Troup

Valley Campus:

Adjacent State: Georgia

Counties: Harris, Muscogee, Pike, Stewart, Talbot, Taylor, Troup, Upson

Opelika Campus:

Adjacent State: Georgia

Counties: Chattahoochee, Harris, Heard, Marion, Meriwether, Muscogee, Quitman, Stewart, Talbot, Troup

3. Out-of-State Student

Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate charged by that institution.

Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

Students determined to be eligible for in-state tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

Students who wish to apply for the Out-of-State tuition waiver should contact the Dean of Students Office at 256-395-2211 (Wadley) or 334-745-6437 (Opelika).

Residence Hall Room and Board - Expenses (Per Semester)

The \$200 reservation fee is required prior to being added to the dorm's waiting list. The reservation fee can be refunded only if the student is not placed in a dorm for that school year, or if they choose to be removed from the waiting list prior to move-in. Once your placement is confirmed for the residence hall, the total room and board fee for the semester is due prior to the date of move-in.

Reservation/Deposit Fee

Required to reserve a room. Refunded only when student does not move into the Residence Hall. Any damages to a room are payable at time of occurrence. \$200.00

Residence Hall Room and Board - Fall/Spring Term

Due before move-in. Includes five-day meal ticket with three meals daily Monday - Friday. \$1600.00

Residence Hall Room and Board - Summer Term

Due before move-in. Includes five-day meal ticket with three meals daily Monday - Friday. \$1200.00

Wireless Internet service Included

Telephone Service (long distance service) is available through CenturyTel. Students must contact and contract directly with the company.

Single room supplement

Single rooms are rarely available, especially during Fall Term, and must be requested through the Coordinator of Student Life. \$100.00

Overnight guest lodging

Overnight guests must be approved in advance through the Coordinator of Student Life. \$15.00

Note: All fees are subject to change without notice.

Refunds

1. Withdrawal From the College

To withdraw from the College, a student should secure a withdrawal form from the Records Office and complete and return the form. Students may also withdraw from the college online under the student portal at www.suscc.edu. Refund applies for students who completely withdraw from the College during the refund period and so notify the Records Office in writing of their withdrawal. The date to establish refund will be determined by the date withdrawal is initiated and acknowledged (documented) by an appropriate college official. Any financial obligation to the College is deducted from any refund due.

a. Refunds for Fall and Spring Terms

Prior to first day of class: 100%

First Week (beginning the same day as late registration fee applies): 75%

Second Week: 50%

Third Week: 25%

b. Refund for Summer Term

Specific dates are in the term schedule. Each refund period is approximately three days during summer term

c. Refund for Mini-Terms

See class schedule for refund policies on mini-terms.

All refunds, other than 100% withdrawals, are subject to a 5% administrative fee, not to exceed \$100.00. Refunds are made at mid-term.

Financial aid students are subject to the "Financial Aid Return of Title IV Funds Policy" found in the Financial Aid section of the *Catalog*.

2. **Reduction in Credit Hours**

Students who reduce their credit hours during the drop/add period will receive at mid-term a tuition adjustment at the applicable rate. After the end of the drop/add period, students who reduce their credit hours without withdrawing from the College will receive no tuition refund.

3. **Room and Board**

Room and board will be refunded as follows:

- a. Withdrawal prior to published first day of class: full refund.
- b. Withdrawal prior to the end of first week of class: 75% less 5% administrative fee.
- c. Withdrawal prior to the end of second week of class: 50% less 5% administrative fee.
- d. Withdrawal prior to the end of third week of class: 25% less 5% administrative fee.
- e. Withdrawal after the end of the third week of class:
 - i. No refunds will be issued for room and board.
 - ii. Residents will owe for the entire semester.

In case of residence hall suspension, only advance payments for food will be refunded.

4. **Short Courses**

Full refunds for short courses will be given if students withdraw prior to the beginning of the class. After the class meets, no refund will be given.

Dining Hall

Commuters and other occasional diners are invited to use the dining hall. Prices for occasional meals are kept as low as the food market will allow. The College reserves the right to change meal prices without notice.

Financial Aid

Through institutional, state, and federally subsidized assistance programs, Southern Union State Community College provides financial aid to students of academic promise and financial need. Part-time employment, scholarships, loans, and grants assist students who have difficulty meeting the financial obligations of college. Financial aid rules and regulations are subject to change according to new regulations handed down by the U.S. Department of Education and/or the Alabama Community College System.

Federal Financial Aid

1. **Eligibility**

There are certain eligibility requirements mandated by the U.S. Department of Education. In order for students to receive Title IV federal financial aid, students must:

- a. have a high school diploma or GED;
- b. be enrolled as a regular student in an eligible program leading to a degree or certificate;
- c. be a U.S. citizen or eligible non-citizen;
- d. be making satisfactory academic progress;
- e. not owe a refund on a federal grant or be in default on a federal educational loan;
- f. be registered with selective service if required;
- g. must not possess a Bachelor's degree from any foreign or U.S. college

2. **Application Process**

All students applying for the federal financial aid programs must submit a Free Application for Federal Student Aid (FAFSA). This application should be completed on the internet at www.studentaid.gov. The school code to use for Southern Union is 001040. Students and parents of dependent students should first create a FSA User ID and password to complete FAFSA online.

Applications received by June 1 receive priority consideration for Pell and/or loans for the upcoming fall semester. Students who have not completed all the required paperwork by June 1 cannot be assured that Pell and/or loans will be ready in time for fall tuition and fee payment. Students must apply each academic year for assistance.

Students should have an application for admission and all required transcripts on file in the Student Services Office. If a student is selected for additional verification, all documentation requested by the Financial Aid Office should be submitted as soon as possible. Students can check their student portal for documents needed in order to process their financial aid offer. When all required information is received, eligible students will receive an offer notification from the Financial Aid Office.

All questions relating to the verification process or awarding of financial aid can be sent to financialaid@suscc.edu.

3. **Ineligibility/Drug Conviction**

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; you are not required to confirm this unless you have conflicting information.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when they were a juvenile, unless they were tried as an adult.

Standards of Academic Progress for Financial Aid

All students receiving federal aid (Pell Grant, College Work Study, Supplemental Grant, or William D. Ford Direct Loan) must make satisfactory academic progress (SAP). Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. In accordance with federal guidelines, students receiving federal financial aid at Southern Union State Community College must meet the following requirements:

- Status Review:** Academic progress will be assessed at the time a student is awarded and at the end of each semester after grades have been posted to academic history by the Registrar’s Office. You will receive one of the following status notifications:

 - Pass:** Your status was reviewed and you are eligible to receive aid for the following term.
 - Warning:** status and allowed to keep aid for one term. Your continued eligibility will be determined after the next term check point.
 - Failure:** Your status was reviewed after the check point of a “Warning” classification and it was found that you do not qualify for financial aid for the following term.
 - Close to Max:** Your status was reviewed and you are close to reaching your maximum timeframe in credit hour limit. You will continue to be monitored until you have exhausted your eligibility. Your continued eligibility will be determined after the next term check point.
 - Max:** Your status was reviewed after the check point of "close to max" classification and it has been determined you have exceeded the maximum timeframe in credit hours. you no longer qualify for federal financial assistance.
- Maximum Time Frame:** Students may receive financial aid for a period of time not to exceed 1 1/2 times the normal length of their specific program of study. For example, students in an Associate in Science Degree requiring 64 credit hours will have a maximum of 96 hours to complete the program. Students who transfer from other colleges will have all credit hours accepted by Southern Union included in the 96-hour total. The length of programs may vary.

Note: All attempted courses, to include transfer credits accepted by the institution, incompletes,

periods where academic bankruptcy or course forgiveness was applied, and developmental courses, must be factored into the calculation of Maximum Time Frame.

- Grade Point Average Standard:** Each student will be expected to meet or exceed the following GPA at the indicated points in his/her program of study:

Long-Term Certificates and Degrees:

Credit Hours	Minimum Cumulative GPA
1 - 21 semester hours	1.50
22 - 32 semester hours	1.75
33+ semester hours	2.00

Short-Term Certificates:

Credit Hours	Minimum Cumulative GPA
1 - 12 semester hours	1.50
13+ semester hours	2.00

Note: Transfer credits, if applicable, are not included in GPA calculation. Academic bankruptcy and course forgiveness courses must be factored into the GPA calculation. Incompletes are not averaged into the GPA calculation until the grade has been updated to reflect the student’s actual grade for the course.

- Pace Standard:** Each student will be expected to meet or exceed the following Pace of Progression at the indicated points in his/her program of study:

Long-Term Certificates and Degrees:

Credit Hours	Completion Rate
1 - 21 semester hours	58%
22 - 32 semester hours	62%
33+ semester hours	67%

Short-Term Certificates:

Credit Hours	Completion Rate
1 - 12 semester hours	58%
13+ semester hours	67%

Note: If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion. Withdrawals count as hours attempted but not earned. Academic bankruptcy and course forgiveness courses must be factored into the completion rate. Incomplete grades

are calculated in attempted but not as passed for Pace.

5. **Developmental Courses:** A student may not enroll in the same developmental course more than three times and continue to receive financial assistance. A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental work. In addition, effective beginning Fall Semester 2011, developmental hours taken will not be included when determining a student's grade point average and pace standards progress for financial aid, including the maximum time frame allotment.
6. **Academic Suspension:** When a student is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. To regain eligibility, the student must attain the minimum cumulative GPA required for the number of credit hours attempted, or make a 2.0 GPA for the term.
7. **Change in Program:** A student may change his/her program of study; however, this may cause the student to exceed the maximum time frame for financial aid. All hours attempted at Southern Union and all transfer hours accepted in all programs are counted in the maximum time frame allowed for the student's current program of study.
8. **Regaining Eligibility:** In order to regain eligibility, a student must attend Southern Union at his/her own expense until the standards outlined in this policy are met.
9. **Appeal Process:** A student who loses his/her financial aid because of a failure to meet these academic progress requirements may appeal if there are extenuating circumstances. The student must submit a completed Financial Aid Appeal Form and supporting documentation of the extenuating circumstances. The student will be allowed to appeal one time. All appeals will be reviewed by the Financial Aid Committee and the decision of the committee is final. Each student will be notified in writing as to the outcome of his/her appeal. An approved appeal is void after three (3) consecutive semesters of non-enrollment.
10. Beginning with the 2012-2013 academic year, the Pell Grant duration of eligibility will be 600%, which is the equivalent of 12 full-time semesters. The Pell Lifetime Eligibility Used (LEU) limit of 600% will apply to all Pell recipients regardless of when they first began receiving Pell Grant funds.

Types of Financial Assistance

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1. Grants

Federal Pell Grant

The Pell Grant is an entitlement program, which means all students who qualify will be awarded the grant. This grant is intended for "exceptionally needy" students, as defined by federal guidelines and determined by completing the FAFSA. Each student completing the FAFSA is assigned an "EFC" number, which indicates the student's "expected family contribution." This EFC number measures the student's ability to pay for college. The neediest students are those who have a zero (0) EFC. Pell Grant award ranges are based on Congressional appropriations. Award amounts will also vary based on student enrollment status. Students are not required to be full-time, but the amount of the grant is prorated for less than full-time enrollment.

Federal Supplemental Educational Opportunity Grant

The SEOG is a grant program for the neediest students (those who qualify for the Pell Grant). Funds are very limited, so those students who complete the FAFSA by April 1 will receive priority consideration. Awards are generally \$1,000 per academic year.

Alabama Student Assistance Program

The ASAP is a grant for exceptionally needy students (Pell Grant recipients) who are Alabama residents. Funds are very limited, so those students who complete the FAFSA by April 1 receive priority consideration. Awards are generally \$300-\$1,000 per academic year and dependent on funding from the state.

2. Employment

Federal College Work Study

The College Work Study Program is for students who

have financial need and would like a part-time job to help pay college expenses. Students do not have to qualify for a Pell Grant but must complete the FAFSA to determine financial eligibility. Interested students should contact the Financial Aid Office to receive a job assignment if eligible. Students generally make above minimum wage and work 10-15 hours per week.

Institutional Work Study

Students who do not have financial need but would like part time employment may be assigned campus jobs. Applicants are required to complete the FAFSA. Job opportunities are limited, and students should apply early. Students generally make above minimum wage and work about 10 hours per week. Interested students should contact the Financial Aid Office to inquire about job assignments and eligibility.

3. Loans

Students must complete the FAFSA to be considered for a Direct Loan. Students will be notified through their school portal and/or student email of the Direct Student Loan offer along with other federal financial aid offers extended after eligibility has been determined. First-time borrowers must complete an entrance counseling session and sign a promissory note online at www.studentaid.gov. The student is the borrower, repayment generally begins six months after the student graduates or drops below half-time enrollment status.

Per federal regulations, a student must be enrolled for at least half-time (6 hours) at the time of disbursement. Student loans are offered with the assumption the student will be enrolled full time. If you are enrolled less than full time, your loan amounts may be reduced, cancelled, or moved to an unsubsidized loan to correct a subsidized loan over-award.

Students who have financial need may receive a Subsidized Direct Loan, which will not accrue interest while the student is in school at least half-time. Students who do not have financial need may receive an Unsubsidized Direct Loan, which will accrue interest while the student is in school.

Freshmen may borrow up to \$3,500 per academic year, and sophomores may borrow up to \$4,500 per academic year. Loan funds are disbursed approximately 30 days after each term begins.

Students may qualify for additional unsubsidized funds, and should inquire in the Financial Aid Office about eligibility.

Parent Plus Loans for Undergraduate Students

Parents may borrow through the PLUS Loan program. The student must have completed a FAFSA, then the parent completes a PLUS Loan information sheet to at www.studentaid.gov. The amount of the PLUS Loan will be dependent on the cost of attendance and other financial assistance the student might receive. Parent Plus borrowers must complete the credit check and sign the Master Promissory Note using their FSA user i.d. and password at www.studentaid.gov.

4. Institutional Scholarships

The College Financial Aid Committee meets once a year to award the Presidential Honors Scholarships, Presidential Academic Scholarships, Partial Scholarships and Technical Scholarships. In order to be considered for Presidential Honors Scholarship, Presidential Academic, Technical, Ambassador, Partial or Performing Arts Scholarships, applicants must meet all admissions requirements and submit a complete scholarship application packet.

Institutional scholarships will pay for a limited number of credit hours. Students may have tuition and applicable fees for up to 57 credit hours per academic year paid for by their institutional scholarship. The scholarship will pay for up to 82 total credit hours or the length of the program, whichever is shorter, providing all other criteria are met. Applicable fees are limited to technology, facility, and special building fee.

Note: *Institutional Scholarships will not pay for a repeat of successfully completed courses.*

Presidential Honors Scholarship

Presidential Honors Scholarships are awarded to students graduating from high school or currently enrolled who would like to pursue an academic program. Applicants must have at least a 90 % average or higher numeric GPA, a composite ACT score of at least 21, a score of 21 or higher in English and a score of 21 or higher in Math. Students must commit to being a peer tutor for at least four (4) hours per week/ 2 days per week on the assigned campus in Developmental English and/or Math courses (not to exceed 19 total hours per week). These scholarships pay tuition and applicable fees for two years, rental of required textbooks and hourly compensation for tutoring services. Students must be enrolled full-time

(12 credit hours or more), maintain a GPA of at least 3.5 and meet the peer tutor hour requirement in order for the scholarship to be continued beyond the first year. Should the student not meet the stated requirements, he/she may be considered for the Presidential Academic scholarship for the duration of the eligible timeframe. Each qualified applicant will be evaluated by the Presidential Honors Committee based on his/her academic achievement, outgoing personality, people skills, and communication skills.

Presidential Academic Scholarships

Presidential Academic Scholarships are awarded to students graduating from high school who want to pursue an associate's degree program. Applicants are evaluated based on numerical GPA (90 percentile and higher required) and ACT score (20 or higher preferred). These scholarships pay tuition and applicable fees for two years. Students must be enrolled full time (12 credit hours or more) Fall and Spring semesters (summer semester is optional) and have a GPA of at least 3.0 for the scholarship to be continued beyond the first year.

Technical Scholarships

Graduating High School Senior: These scholarships are awarded to students graduating from high school who want to complete a technical program. Applicants must declare a technical area of interest and remain in that program for the duration of the scholarship. These scholarships pay tuition and applicable fees for up to two years. Awards can vary from single semester scholarships to full two-year scholarships. Students must be enrolled full time (12 credit hours or more) and have a GPA of at least a 2.5 for the scholarship in order to be continued beyond the first year, if offered a full two-year scholarship. Single-term scholarship awards are non-renewable.

Non-traditional: These scholarships are awarded to current students or new students who are not graduating high school seniors and wish to pursue a technical degree. Applicants must remain in that program for the duration of the scholarship. These scholarships pay tuition and applicable fees for up to two years. Awards can vary from single-semester scholarships to full two-year scholarships. These scholarships pay tuition and applicable fees. Students must be enrolled full time (12 credit hours or more) and have a GPA of at least a 2.5 for the scholarship to be continued beyond the first year, if offered a full two-year scholarship. Single-term scholarship awards are non-renewable.

Ambassador Scholarships

Ambassador Scholarships are awarded to students graduating from high school who have a desire to represent the college in a responsible, ethical, and professional manner, while portraying a positive image of the institution. Applicants must have a minimum high school GPA of 2.75 to be considered for the Ambassador Scholarship. Services provided by the Ambassadors may include: conducting campus tours, hosting campus activities, recruiting students, assisting with registration, graduation and orientations, and welcoming groups to the campus. Each applicant will be evaluated by the Ambassador Scholarship Committee based on her/his academic achievement, outgoing personality, professional appearance and communication skills. Student must earn a GPA of 2.75 in order to continue beyond first year.

Performing Arts Scholarships

Performing Arts Scholarships are awarded to students who want to participate in the performing arts programs at Southern Union. These tuition and applicable fee scholarships are awarded in the areas of dance, theatre, music (vocal), and production technical support. Auditions/interviews are held in March. Applicants are selected based on auditions, interviews, and/or other criteria which may be established by the director of the respective program. Student must earn a GPA of 2.5 in order to continue beyond first year.

Partial Scholarships

Partial scholarships are available to incoming freshmen or currently enrolled students. The scholarship covers tuition and applicable fees for six (6) credit hours. Student must be enrolled full time (12 credit hours or more) and have a cumulative GPA of at least a 2.5 for the scholarships to be continued beyond the first year. If enrolled in a technical or health science program of study, the full-time enrollment requirement may be substituted for twelve (12) contact hours or more. An allotted amount of scholarships will be divided amongst each division: academic, technical, and health sciences. This scholarship cannot be used in conjunction with any other institutional scholarships.

Counselor's Leadership Scholarships

Counselor's Leadership Scholarships are available for one semester to students for summer or fall term immediately following high school graduation. These scholarships are awarded to students who have demonstrated leadership in an area such that they are recognized by their high school counselors and/or principals. Each principal or counselor submits to the

Financial Aid Director a letter naming his/her recipient. Each high school in the Southern Union service area will be allotted one scholarship. This scholarship is non-renewable.

Special Circumstances Scholarships

Special Circumstances Scholarships may be available in isolated cases to students who may have encountered an emergency or hardship that is not easily addressed by conventional financial aid or scholarship policies. The President, Financial Aid Director and at least one financial aid committee member will be involved in any decision to award a Special Circumstances scholarship.

Bison Scholarships

Bison Scholarships are awarded to students as a result of performance and/or participation in selected Southern Union sponsored activities including, but not limited to, academic tournaments, pageants, SOAR and community events. The number of scholarships awarded may vary. Two scholarships will be allotted for each academic tournament including the Language and Fine Arts Tournament, Business Tournament, Mathematics Tournament, and Scholars' Bowl.

Athletic/ Cheerleading Scholarships

Athletics and Cheerleading scholarships cover tuition, applicable fees, and books. Coaches of each respective sport make awards based on tryouts and other criteria.

Note: *All of the above listed institutional scholarships are under the oversight of the College Financial Aid Committee.*

Senior Adult Scholarships

Any student meeting institutional admission requirements who is 60 years of age or older is eligible for the Senior Adult Scholarship Program, which covers tuition only. This waiver (scholarship) can be used for developmental and credit courses. Scholarships are limited based on availability of space. Applicants that wish to enroll using this scholarship must register for classes on the last published date of registration so that space availability may be determined. The program is restricted to those courses which support the institution's approved associate degree and certificate programs. The program is not extended to continuing education, personal enrichment, recreation, or leisure classes.

5. Veterans' Assistance

Veteran students and/or their dependents may qualify for VA educational benefits. Students must self-identify themselves with the school certifying official (SCO) located in the Student Veterans Resource Center on the Opelika campus and in the Financial Aid Office on the Wadley campus.

a. Application Procedures:

- i. For veterans or dependents of disabled veterans, apply online at www.va.gov for federal VA benefits.
- ii. For dependents of Alabama disabled veterans, go to local VA office. Visit www.va.alabama.gov for more information and to locate a VA office in each county.
- iii. A National Guard or Reservist eligible for tuition assistance must log on to www.ArmyIgnitED.com to establish an account and submit their schedule with exact courses and costs of said courses prior to registration. Student must submit approved tuition assistance form to the SCO no later than 7 days after the first day of each semester.
- iv. Official transcripts from all institutions previously attended must be submitted. Military transcripts can be obtained by going to JST or Joint Service Transcripts and should be submitted by the completion of the students' second term of enrollment at the college.
- v. Student must complete the Statement of Understanding (SOU) each academic year and complete the Enrollment Certification Request Form (ECR) each semester to confirm enrollment that will be submitted to the VA on the student's behalf. Forms can be found online at www.suscc.edu or in the Veterans Resource Center located on the Opelika \ campus.

b. Enrollment Certification:

- i. The first semester of the student's enrollment will be certified /billed with the VA once documentation of entitlement is submitted to the SCO in the financial aid office.
- ii. To continue enrollment certifications for subsequent semesters, a student must submit the VA Statement of Understanding form every academic year authorizing the SCO to certify / bill the VA.

- iii. Certification will be granted only for registered students. Tuition and all applicable fees must be paid in full using VA benefits or by other means of financial aid.
- iv. Certification will be granted only for those courses required for the student's declared program of study.
- v. Certification will be granted only for those repeat courses where credit was not previously earned.
- vi. Certification will not be granted for courses audited.
- vii. Students should promptly notify the SCO of any change in enrollment status as this could result in overpayment of VA benefits.

c. **State VA Educational Benefits:**

- i. **Alabama GI Dependent Scholarship Program**
The veteran must meet the necessary qualifications to establish eligibility of his/her dependents. A dependent is defined as a child, stepchild, spouse or the un-remarried widow(er) of the veteran. Visit www.va.state.al.gov to learn more. Students must complete the Free Application for Federal Student Aid online at www.studentaid.gov to be considered for the scholarship.

Students must also meet the institution Standards of Academic Progress guidelines to qualify for benefits. This scholarship is the payer of last resort.

- ii. **Alabama National Guard Educational Assistance Program**
ANGEAP is a program established by the legislature of the State of Alabama and is designed to provide financial assistance to active Alabama National Guard members who are enrolled in degree programs at accredited postsecondary institutions of higher learning located within the State of Alabama. Students must complete the Free Application for Federal Student Aid online at www.studentaid.gov. Beginning Spring 2022 Southern Union State Community College will be requiring that all students using ANGEAP to pay their tuition and fees up front. Applying for FAFSA and being approved is one way that your tuition can be paid, or you can pay out of pocket for expenses.

iii. **Purple Heart Waiver**

The Purple Heart Waiver is a waiver of undergraduate tuition and fees for Purple Heart recipients. A public institution of higher education may waive undergraduate tuition and fees for each veteran who is the recipient of the Purple Heart and who satisfies all of the following:

1. Is enrolled as a full-time, part-time, or summer school student in an undergraduate program that culminates in a degree or certificate.
2. Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart, a resident of this state.
3. Submits to the public institution of higher education the DD-214 form issued at the time of separation from service as documentation that he or she has received the Purple Heart.

d. **Federal VA Education Benefits:**

- i. **Federal Tuition Assistance** (i.e. ArmyIgnitED or Navy WAWF) Tuition Assistance (TA) is a Department of Defense (DOD) program. VA does not administer TA. TA rules vary by branch of service and can even vary between units depending on whether the unit is active, reserve, or National Guard.

ii. **Chapter 31 Veterans Readiness and Employment**

A veteran may be eligible for Veterans Readiness and Employment (Chapter 31) benefits if he or she:

1. Received, or will receive, a discharge other than dishonorable conditions;
2. Incurred or aggravated a service-connected disability which entitles him or her to VA disability compensation; and
3. Is in need of vocational rehabilitation because his or her disability creates an employment handicap. Students may apply by visiting <https://www.va.gov> online.

- iii. **Chapter 30 Montgomery GI Bill® Active Duty** (MGIB-AD) The Montgomery GI Bill® (Active Duty), also known as Chapter 30, is a program of education benefits generally for individuals who enter active duty for

the first time after June 30, 1985, and have contributed to the College Fund. When using this benefit, all tuition and fees must be paid at the time of registration. Students may apply by visiting <https://www.va.gov> online.

iv. **Chapter 33 Post 9-11®**

The Post 9/11 GI Bill® is a program for individuals who served on active duty on or after September 11, 2001. The benefits are payable for training pursued on or after

August 1, 2009. No payments can be made under this program for training pursued before that date. Students may apply by visiting <https://www.va.gov> online. * As of December 17, 2021; all students using Chapter 33 (Post 9/11) GI Bill® Educational Benefits. That receive Monthly Housing Allowance (MHA) and/or kicker payments will be required monthly to verify their enrollment status continue receiving their payments.

v. **Chapter 1606 Montgomery GI Bill®**

Selected Reserves (MGIB-SR) This program provides benefits for members of the Selected Reserve and National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985. Students may apply by visiting <https://www.va.gov> online.

vi. **Chapter 35 Survivors and Dependents Education Assistance (DEA)**

Sons, daughters and spouses of veterans may be eligible for educational assistance if the veteran died while in service, died as a result of a service connected disability, became permanently and totally disabled as a result of a service-connected disability, or died while disability was in existence. Benefits are paid at the single rate. Students may apply by visiting <https://www.va.gov> online.

vii. **Southern Union State Community College Military Spouse Career Advancement Accounts (MyCAA)**

MyCAA is a Department of Defense program that provides up to \$4,000 of financial assistance for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields.

viii. **Additional Benefits**

Any additional benefits are subject for review by the Veteran Affairs Office, Financial Aid Office, and Business Office prior to using benefits at Southern Union State Community College.

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>.

e. **Work-Study**

The Work-Study program allows a VA student to earn the Federal or state minimum wage (whichever is higher) for up to 1,300 hours per year. The benefit is tax free and allows each VA student to “earn while he/she learns,” while he/she is pursuing an approved post-secondary program of education on at least a three-quarter time basis. The VA Work-Study student may only perform VA related work. This work might include preparing and processing VA enrollment certifications, checking VA student attendance records or checking for course changes. Students who are eligible for Federal VA education benefits may be eligible for work study.

f. **Shopping Sheet/College Financing Plan**

Southern Union State Community College has agreed to comply with Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), with a commitment to use the Financial Aid Shopping Sheet (Shopping Sheet). The Shopping Sheet/ College Financing Plan will provide each prospective veteran and service member students with a personalized form that contains standardized information describing the cost of the educational program and the amount of that cost that may be covered by available Federal educational benefits and financial aid.

g. **In-State Tuition Rates**

Southern Union State Community College is in compliance with Section 702-Tuition under Veteran’s Access Choice and Accountability Act of 2015 by providing resident in-state tuition and fee rates for students who meet the said requirements listed in this catalog under “Guidelines for Determining Eligibility for “In-State” Tuition Rates”.

Note: For additional information and application procedures for each benefit, visit the Southern Union State Community College Veterans Assistance webpage at www.suscc.edu under the About SUSCC tab.

6. PACT

The Prepaid Affordable College Tuition plan provides a total of 135 semester hours of tuition and 8 terms of fee payment. Once the PACT program pays for tuition and fees, the plan will not allow families to pay tuition and fees back to the program to use those funds at another time. Students should be aware that if the PACT is used to pay for a semester of tuition and fees, one of the eight allowed terms for fees is charged. This is true even if the student takes only one class. Therefore, Southern Union requires authorization from students to use the PACT program at this college. All PACT students must submit an authorization form which can be found on the Southern Union website. The completed form must indicate which term(s) the student intends to use PACT during the academic year. Students must notify the Financial Aid Office each term prior to registering. Students registering on the web must still contact our office via e-mail at least 48 hours prior to registration to ensure that tuition and fees are paid. All students should check each term to ensure that their account is in "Paid Status". Tuition and fee rates are determined by the PACT program and are subject to change each year. Students will be responsible for paying any difference between the PACT payment and their current tuition and fee obligation.

7. State Vocational Rehabilitation

Students who have physical or mental challenges that interfere with their ability to work may be eligible for assistance through Vocational Rehabilitation Services. For further information, students should contact the Vocational Rehabilitation office in their home county.

8. Other Programs Based on Special Qualifications

- a. Workforce Innovation & Opportunity Act (WIOA)
*
- b. Trade Readjustment Act (TRA)*
- c. Police Officers', State Patrol, and Firefighters' Survivors Program (eligibility determined by Alabama Commission on Higher Education)
- d. Scholarships for Students of Blind Parents (eligibility determined by the Chancellor of Postsecondary Education)

* Contact State Employment Office

Return of Title IV Funds

A Return of Title IV Funds (R2T4) calculation is processed for a student who meets the following conditions: receives grant funds (or who meets the conditions that may entitle the student to a late disbursement), begins attending classes, and completely withdraws his/her period of enrollment. The Return of Title IV Funds calculation is a policy of the United States Department of Education that determines the amount of grant funds SUSCC and/or the student are to return to a federal financial aid program. The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) that at SUSCC include the following programs: Direct Student Loans, Direct Plus Loans, Federal Pell Grants and Federal Supplemental Opportunity Grants (FSEOG).

The student's recalculated award amount is used in the Return of Title IV Funds calculation. The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the time of withdrawal date by the number of calendar days in the term. If the student has completed more than 60% of the term, the student is considered to have earned 100% of the Title IV aid. The amount of Title IV aid earned is found by multiplying the amount of aid disbursed for the term plus what could have been disbursed by the percentage of Title IV aid earned. If the amount earned is less than the amount of aid disbursed, the difference must be returned. If the student earned more than what was disbursed, a late disbursement may be due. If the amount earned equals the amount disbursed, no return and no disbursement are to be made. SUSCC returns the lesser of (a) the total amount of unearned aid or (b) an amount equal to the student's institutional charges multiplied by the percentage of aid unearned.

Effective Summer 2021 SUSCC opted to early implement the R2T4 Final Rules for modules as instructed by the Federal Register. These rules allow for withdrawal exemptions. Given these are exemptions, no R2T4 calculations are required given students meeting one or more of these exemptions are not considered withdrawn. In the case a return is needed, students are not expected to pay the college any money associated with Title IV calculations. The college will return the funds on behalf of the student with no further obligations due from the student, per college directive.

Attendance

If a student is the recipient of Title IV funds, he/she must attend classes to receive aid. If a student fails to attend classes for which he/she is enrolled, no financial aid will be awarded for those courses, and the student will be administratively withdrawn or dropped from those classes not attended.

Students who stop attending classes during the semester also may be reported for nonattendance and may be administratively withdrawn or dropped from those classes. A calculation will be performed at the time of withdrawal for all students who withdraw or are administratively withdrawn from all of their classes prior to completion of 60% of the semester in order to determine return of Title IV funds.

A copy of the "Return of Title IV Funds" calculation worksheet is available in the Financial Aid Office.

Financial Aid Overpayment Policy

In accordance with federal regulations, financial aid overpayments made to a student must be repaid to the college to be refunded to the appropriate Title IV financial aid program.

Student Notification

Students are responsible for checking their SUSCC-Bison email accounts on a regular basis. Students will be notified of their financial aid status by way of student email and/or mysuscc student portal.

Southern Union Bookstores

Southern Union Bookstores

The bookstores at Southern Union State Community College are operated by **Barnes and Noble College Booksellers**, with a bookstore located on each campus. The bookstore offers new, used, digital, and rental books to help students save money. The bookstore also carries Southern Union apparel, gifts, class supplies, office supplies, snacks, and drinks year round. Please visit <http://susccopelika.bncollege.com>, www.facebook.com/SUBookstore, @SUSCCBookstore (on twitter).

Bookstore Refund or Exchange Policy

1. Textbooks in original condition may be returned or exchanged during the first week of class **with a valid receipt**. Books in shrink wrap must remain unopened to be refunded or exchanged.
2. A textbook refund may be given within thirty (30) days after the first day of class of each term when accompanied by **a revised schedule, a processed drop/add form or a withdrawal form, as well as a sales receipt**.
3. Refund is given back in the original form of payment. In the case of financial aid refunds made after the last day of the financial aid window, refund will be issued to the student's financial aid account.

Bookstore Buyback Policy

While buyback is a service offered year-round in the bookstore, the best time to use this service is during finals week and the week after finals. During this period we can offer up to 50% of the original selling price of the textbook providing 1) the textbook is going to be used the following semester and 2) the textbook is in good condition.

Damaged books, books missing pages, books with CDs or access code, lab manuals and/or workbooks are not eligible for buyback. Textbooks not being used the following semester will be offered a market value price based on the current national demand. **Buyback is a service offered only to Southern Union students; therefore, a valid Student ID is required.**

NOTE: Selling stolen books to Southern Union Bookstores is a crime under Alabama and Federal laws. Any student caught selling stolen books may be prosecuted by Barnes & Noble. In addition, the student may be faced with suspension or expulsion from Southern Union State Community College.

Bookstore Accepted Forms of Payment

1. Cash
2. Visa/MasterCard/American Express/Discover with proper identification
3. Financial Aid including, but not limited to, Veterans Certificate, Vocational Rehabilitation, miscellaneous scholarships with prior authorization, Pell Grants and Loans with valid Southern Union Student ID.
4. Barnes and Noble Gift Cards

NOTE: All CREDIT CARD and FINANCIAL AID purchases must be made by the account holder IN PERSON with required proper identification.

Student Affairs Division

Student Affairs Division

Gary Branch, Dean of Student Affairs

The purpose of the Student Affairs Division is to accommodate students in gaining access to Southern Union by providing pre-admission counseling, academic advising, placement testing, orientation, special needs counseling and special accommodations, tutorial assistance and other support services. The Student Affairs Division seeks to facilitate the successful movement of students through the educational process to the completion of their identified goals, including the pursuit and continuation of undergraduate education, personal enrichment, specific job skills, and career preparation or development.

OBJECTIVES

1. To provide administrative leadership that will result in the effective interaction of student development services with other programs and services of the college to fulfill the institution's mission.
2. To maintain cooperative relationships with other educational institutions and services to facilitate smooth student articulation, student transfer, and graduation.
3. To provide counseling services which will facilitate the educational, vocational, social, and personal development of each student.
4. To provide a systematic and effective academic advising program.
5. To provide a broad range of testing services for students to enhance their success in their individual educational programs.
6. To provide a comprehensive orientation program for all new students.
7. To provide effective tutorial services to assist students with academic deficiencies in math and English.
8. To coordinate recruitment activities which reflect and highlight the role and mission of the college.

Academic Advising

At Southern Union, academic advising is an extension of the educational process with its primary purpose to assist students in selecting appropriate course work for desired

programs of study. Professional academic advisors and specified faculty are available on all campuses to assist students.

The College provides transfer guides to students for Alabama state colleges and universities. Transfer guides may be obtained from the academic advisors or by accessing the following website: stars.troy.edu. Students planning to transfer to another college or university upon completing their studies at Southern Union have the ultimate responsibility for determining specific admission and course requirements at their intended transfer institution.

For more information about Academic Advising or to schedule an appointment, [click here to visit our website](#).

Assessment Services

1. Placement Testing

Students are required to take the Accuplacer placement test in English and math prior to enrollment in classes unless appropriate exemptions are on file with the Admissions Office (see the Accuplacer section of this catalog). Prospective students are strongly urged to schedule and complete the placement test prior to registration, as results will be used to determine placement in courses at registration. Students whose Accuplacer scores indicate the need for developmental courses must register for the indicated developmental courses the first term. There is no fee for the first Accuplacer test, but students who retest must pay an \$8 fee and complete remediation.

2. Accuplacer

a. Requirements

Students included in any one of the following categories are required to take the ACCUPLACER prior to registering for classes:

- i. Students who have not previously attended college, and do not provide proof of appropriate ACT/SAT/GED scores, or high school GPA of 2.75 and minimum course grade of "C" for English IV or math (Algebra II, Elements of College Math, Algebra II with Trigonometry, Pre-Calculus, or Calculus are the only courses that may be used for placement.) Scores, high school GPA, and grades may not older than five years.
- ii. Transfer students who have not successfully completed a college-level English or math with a "C" or higher.
- iii. Students whose successful completion of a college-level English or math course at a

regionally accredited institution cannot be verified with a transcript, faxed transcript, or a student grade report at registration. (Unofficial transcripts or reports are only used for registration purposes. All official transcripts must be received before the end of the first term of enrollment.)

- iv. Accelerated high school students and high school students enrolling for dual credit who do not have appropriate ACT/SAT scores for the course(s) in which the student wishes to enroll.
- v. Students who have acceptable ACT scores as designated in the Placement Guidelines and/or high school transcripts on file but wish to improve their course placement.

b. Exemptions

The following students are exempt from taking the ACCUPLACER.

- i. Students who have the required scores on the ACCUPLACER, SAT, ACT, or GED test that are less than five years old.
- ii. Students who have a 2.75 high school GPA or higher and a grade of “A,” “B,” or “C” in English IV and math (Algebra II, Elements of College Math, Algebra II with Trigonometry, Pre-Calculus, or Calculus) that are less than five years old.
- iii. Transient students who submit a completed transient form.
- iv. Students who enroll as non-credit students (Training for Business and Industry and Continuing Education).
- v. Students who successfully completed a college-level English or math course with a “C” or better at a regionally accredited institution as verified by official transcripts, faxed transcripts, or student grade reports. (Unofficial transcripts or reports are only used for registration purposes. All official transcripts must be received before the end of the first term of enrollment.)
- vi. Students scoring 510 or above on the SAT verbal or a 17 or above on the English component of the ACT are exempt from the ACCUPLACER for English.
- vii. Students scoring 510 or above on the SAT math or a 17 or above on the math component of the ACT are exempt from the ACCUPLACER for math.
- viii. Students who provide documentation of successful completion (“C” or higher) of developmental course(s) which determine

eligibility for English 101 and/or college-level math from a regionally accredited institution.

- ix. Students who have an associate degree or higher from a regionally accredited institution that demonstrates successful completion of college-level English and/or math courses.
- x. Students who enroll to audit a course.
- xi. Students who score 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts of the 2014 series GED.

During registration, unofficial transcripts, faxed transcripts, or student grade reports will be accepted to determine eligibility for English and math; however, official transcripts must be on file to register for a second term.

3. General Educational Development (GED) Testing

Southern Union is designated by the Alabama State Department of Education as a test center for the General Educational Development (GED) test. The GED test is used as the basis for granting the state high school equivalency diploma issued by the Alabama State Department of Education. GED tests are administered on the Opelika, Valley, and Wadley campuses.

Southern Union is pleased to offer the 2014 GED test (a computer-based test only) at all of our campuses. Visit www.gedcomputer.com or call 1-877-EXAM-GED (392-6433) to register, schedule, and pay for the GED test. Credit and debit cards are acceptable forms of payment. The 2014 GED test consists of four content areas, and the cost per content area is \$30. You must bring a valid photo ID (driver’s license, state identification card, military ID, or passport) with you on test day. For step-by-step instructions on the registration and scheduling processes, please visit the GED Testing Service tutorial page.

For eligibility to be administered the GED test, candidates must:

- a. Not be enrolled in a public K-12 school, a private K-12 school, a church school, or a private tutoring program registered with the Alabama Department of Education.
- b. Not have earned a secondary school diploma from a public school or a private school registered with the Alabama Department of Education.

NOTE: Those awarded the Alabama Occupational Diploma (AOD) as defined in

§290-3-1.02(8)(g) of the Alabama State Board of Education Administrative Code are eligible to take the GED test.

- c. Meet one (1) of the following requirements:
 - i. Students Sixteen (16) Years of Age
Individuals Who Dropped Out of a Public School
 - 1. Student must present a notarized Certificate of Exemption from his/her last school system attended AND a notarized and signed Parental Permission Form.
 - 2. Student must have TABE test scores [in all three (3) sub-skill tests at a minimum of ASE Low with a grade equivalent of 9.0 or higher OR official GED Ready test scores in Math and RLA of “Likely to Pass”.
 - 3. Student must provide proof of Alabama residency
 - ii. Individuals Who Dropped Out of a Private School, Church School, or Private Tutoring Program (Home-School Program)
 - 1. Student must present a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and stating the student has dropped out of school and has permission to be administered the GED test. Evidence of withdrawal from school must be included.
 - 2. Student must have TABE test scores in all three (3) sub-skill tests at a minimum of ASE Low with a grade equivalent of 9.0 or higher OR official GED Ready test scores in Math and RLA of “Likely to Pass”.
 - 3. Student must provide proof of Alabama residency.
 - iii. Students Seventeen (17) Years of Age
State approval must be granted based on the following:
 - 1. Individuals Who Dropped Out of a Public School
 - a. Student must have participated in an exit interview with his/her high school administration and provide a signed Exit Interview Form. NOTE: The student’s refusal to participate in the scheduled exit interview

should be documented by school personnel on the Exit Interview Form.

- b. Student must provide a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and providing parental permission for the student to be administered the GED test.
- c. Student must provide proof of Alabama residency.
- 2. Individuals Who Dropped Out of a Private School, Church School, or Private Tutoring Program (Home-School Program).
 - a. Student must provide a notarized and signed letter (Parental Permission Form) from his/her parent or legal guardian naming the school, providing the drop-out date, and providing parental permission for the student to be administered the GED test. Evidence of withdrawal must be included.
 - b. Student must provide proof of Alabama residency.
 - b. Interested persons may contact the Assessment Center at (334) 745-6437, ext. 5416, 5557, or 5563.

4. **Specialized Testing Services**

a. **ACT Testing**

Southern Union is an approved testing site for the ACT and offers the test on the designated national test dates for the examination in Alabama. The test is given on the Wadley Campus. Interested persons should contact the Assessment Center for the schedule by calling (256) 395-2211, ext. 6416 or 5416.

b. **Health Sciences Admissions Testing**

The Assessment Center provides scheduled testing services for admission for certain programs in the Health Science Division. The ACT National or the ACT On-Campus (Residual) test is required for admission to the Nursing, Physical Therapist Assistant, and Radiologic Technology programs. Interested persons should refer to the Health Sciences Division

webpage at www.suscc.edu for complete information and instructions on the application process.

c. **WorkKeys Testing**

The Assessment Center administers the ACT WorkKeys assessments for individuals who are seeking employment as paraprofessionals in area school systems that require applicants have the WorkKeys Proficiency Certificate for Teacher Assistants. The Assessment Center is also a certified testing site for the National Career Readiness Certificate (NCRC). Based on test scores, testers will be issued a National Career Readiness Certificate (NCRC) at the platinum, gold, silver, or bronze level. Some area employers require an NCRC for employment candidates, and some students enrolled in a technical program are also required to take this test. Finally, the Alabama Peace Officers Standards and Training Commission (APOSTC) has adopted ACT WorkKeys as the Basic Ability Test (BAT) for law enforcement and correctional officer applicants. Interested persons should contact the Assessment Center at (334) 745-6437, ext. 5563 or 5557 - or email the Assessment Center at testing@suscc.edu.

ADA Accommodations

Students with a documented disability are eligible to receive services for educational accommodations on all campuses. Students are required to meet with the ADA Coordinator on the campus where they attend classes and submit supporting documentation from their medical provider in order for the ADA Coordinator to determine eligibility for accommodations. In most cases, a high school IEP or 504 Plan will not be sufficient to document a learning disability or attention deficit disorders. Please be advised that accommodations provided during high school may not be considered a reasonable accommodation on the post-secondary level. Also, depending on the disability, medical documentation age limits range from 1-3 years.

Students who have documented disabilities and need special accommodations should contact Cydney Mathews on the Opelika campus at (334) 745-6437 (extension 5488); or Carol Howell on the Wadley campus at (256) 395-2211 (extension 5403); or Robin Brown on the Valley campus at (334) 756-4151 (extension 5204). For more information on services to our students with disabilities, please visit the SUSCC website at www.suscc.edu.

Career Exploration

To assist students with career decisions, a collection of current resource materials on careers, occupations, and undergraduate programs at other universities is located in the campus academic advising offices, and the learning resource centers.

Orientation Activities

1. **BISON BOUND - Pre-College Orientation**

During the months of June and July, a pre-college program is offered called Bison Bound. All new and transfer students are strongly encouraged to participate. This program is designed to help entering freshmen and transfer students make wise decisions in choosing their fields of study and to adjust more readily to their first semester at Southern Union. Bison Bound sessions are available on all campuses.

New students, after being accepted for Fall semester enrollment, may register for Bison Bound sessions on the SUSCC website at www.suscc.edu.

2. **Orientation to College (ORI 101) and Student Success Skills (ORI 105)**

Orientation is a two credit hour course designed to introduce beginning students to college life. This course provides an introduction to programs, personnel, and policies at the college. It provides students with information regarding what the College expects from students and what students should expect from the College. The course also addresses student attitudes, goals, study skills, and health related issues. Orientation is required for all new students who have not previously attended college and is offered each term. Students who initially entered Southern Union prior to Fall Quarter 1994 and students who have successfully completed at least 12 semester hours (15 quarter hours) within the past five years with a 2.0 GPA (on a 4.0 scale) at a regionally accredited institution are exempted from ORI 101 and ORI 105. It is incumbent on the student to verify the 12 semester/15 quarter hours at the time of registration.

Academic Support Services

1. **Tutorial Services**

Students have access to tutorial services both virtually or face-to-face. Writing coaches and math tutors are available for students on all campuses. More tutoring subjects, which include sciences, business, foreign languages, social sciences, history, computer science, and health sciences are available

throughout online tutoring platform which is accessible through Canvas and available 24/7. The tutorial program arranged through the College is free of charge to all currently enrolled Southern Union students and subjects tutored on campus are subject to the availability of interested and qualified students. For tutorial assistance, students should check posted schedules in classrooms, bulletin boards or the SUSCC web site at www.suscc.edu or they may also consult their academic advisor for information and referral assistance.

Academic Support Services on the Opelika campus are provided in the Student Success Center which is located in the Business Technology Center, Room 110. The Student Success Center also sponsors workshops covering topics like study strategies, test taking strategies, time management, and health and wellness. The Student Success Center provides a quiet place to study as it has WiFi, desks and tables, a study room, and computers available for student use.

Academic Coaching and Academic Intervention Program are also offered through the Student Success Center. Students who are on probation, returning from academic suspension, readmitted through the academic appeal process, or in financial aid warning status are referred to the Academic Intervention Program for additional academic support. Please visit the Student Success Center webpage on the Southern Union website at www.suscc.edu for more information on services provided.

2. **Southern Union Program for Athletic Academic Counseling (SUPAAC)**

The Athletic Academic Counseling Program (SUPAAC) is designed to aid athletes by (1) helping to improve retention and academic performance; (2) ensuring proper registration in transferable courses that fulfill requirements in academic programs of study; and (3) providing academic counseling regarding athletic eligibility. Assistance is provided in scheduling classes to avoid conflict with athletic competition and practice as well as assigning study halls and tutorial sessions. The program is not restricted to athletes but offers tutoring services for **all students** in subjects in which they need help.

3. **Tutorial Lab**

The College provides open computer labs for students to utilize tutorial software and complete special assignments. A current Southern Union identification is required to use an open lab.

Diversity Program

The Diversity Program objectives are to: (1) increase student retention in general and minority student retention in particular; and (2) promote issues of cultural diversity throughout the College. Some of the activities sponsored by this office include special programs, guest lecturers, and field trips to historical sites and colleges.

Recruiting

Southern Union provides a comprehensive recruiting program. Southern Union recruiters participate in area high school career day/evening programs, assist with annual academic and athletic tournaments, provide individual tours on each campus and respond to special requests for information and speaking engagements. Recruiters are available to provide presentations for local civic, service, and community groups and represent the college at community events.

Graduation

A graduation ceremony is held in May of each year for graduates of the Spring and preceding Summer and Fall terms in the Southern Union Arena on the Wadley Campus. Information concerning the ceremony is mailed to students wishing to participate in graduation.

No student may participate in graduation who has not (1) completed all degree and/or certificate requirements, and (2) purchase a cap and gown through the College bookstore prior to the date of the graduation ceremony.

Graduation Evaluations

Qualified students who wish to receive a diploma or participate in graduation ceremonies must complete an application for graduation through an academic advisor and pay the \$25.00 non-refundable diploma fee by the deadline published in the College calendar found in the College Catalog. Although degrees are officially conferred in May, students may complete degree or certificate requirements and order after each term.

1. **Degrees and Certificates Awarded**

Southern Union State Community College awards the Associate in Science, Associate in Applied Science, and Associate in Occupational Technologies Degrees, and Certificates.

- a. The Associate in Science Degree is awarded to students completing the General Education Core (Area I-IV) and the pre-professional/pre-major (Area V) courses detailed in the Academic Division section of this Catalog.=

- b. The Associate in Applied Science Degree is awarded to students who satisfy the requirements of any one of the specific career programs outlined in this *Catalog*.
- c. The Associate in Occupational Technologies Degree is awarded to students who satisfy the requirements of any one of the specific career programs outlined in this *Catalog*.
- d. A Certificate is awarded to students who satisfy the requirements of a specific certificate program outlined in this *Catalog*.

2. Degree Requirements

A student shall be awarded the Associate in Science, Associate in Applied Science, or Associate in Occupational Technologies Degree upon satisfactory completion of the requirements as specified by Southern Union State Community College and the Alabama State Board of Education. A student must:

- a. satisfactorily complete a minimum of 60 semester hours of college credit (from courses numbered 100 or above) in an approved program of study, including prescribed general education courses.
- b. earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
- c. successfully complete English 101 and/or 102 or English 131 (AOT only) with a minimum grade of “C”.
- d. complete at least twenty-five percent of the total semester credit hours required for the degree at Southern Union State Community College.
- e. transfer only credit hours which represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of “native” students.
- f. fulfill all financial obligations to the College. (The return of all college owned books and property is considered a financial obligation.)

3. Certificate Requirements

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by Southern Union State Community College in accordance with policies of the Alabama State Board of Education. A student must:

- a. satisfactorily complete an approved program of study.

- b. earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
- c. successfully complete English 101 or English 131 with a minimum grade of “C” when English is a required course for the Certificate.
- d. complete at least 25 percent of the total semester credit hours required in the program at Southern Union State Community College.
- e. transfer only credit hours which represent collegiate course work relevant to the certificate, with course content and level of instruction resulting in student competencies at least equivalent to those of “native” students.

4. Graduation Honors

Southern Union State Community College provides selected academic honors to recognize and promote notable student achievement. These academic honors include: (1) Graduation Honors for Degrees to include Graduation with Honors, Graduation with High Honors, and Graduation with Highest Honors; and (2) Graduation Honors for Other Formal Awards (Certificates) to include Graduation with Distinction.

a. Graduation Honors for Degrees

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts.

Graduation with Highest Honors	3.90 to 4.00 GPA
Graduation with High Honors	3.70 to 3.89 GPA
Graduation with Honors	3.50 to 3.69 GPA

b. Graduation Honors for Certificates

Graduation with Distinction	3.50 to 4.00 GPA
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NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester hours at Southern Union State Community College.

Learning Resource Centers

Southern Union has a Learning Resource Center (LRC) located on each of the three college campuses: Wadley, Valley and Opelika. The mission of each Learning Resource Center (library) is to support all programs of study, to facilitate and enhance learning by providing essential resources and services, provide access to resources through innovative technology, instruction in library usage, and provision of adequate facilities and personnel. This is accomplished by providing users with monographs in both

print and electronic formats, subject databases, periodicals and journals in print and electrical formats, self-tutoring aids, LibGuides on identified subject content, and access to library instructions and orientations.

Students have access to the library's collection of more than 46,000 volumes of books and media materials through our online public access catalog (AG-Cat) accessible on campus through the college website by connecting to the library's page. The library subscribes to 10 databases for research to access multiple subjects and links to Alabama Virtual Library (AVL) with over 60 databases for academic use. All of resources are accessible on our LibGuide platform website. Study room(s) available on all campuses for individual or small group use and more than 35 computers are available between the three LRC's with access to the most updated software. WIFI and outlets are available for students needing to access their personal computers as well as personal study spaces.

Students must obtain a Southern Union Student Identification Card prior to borrowing materials from the collection. These cards are attainable on either the Opelika or Wadley campus in the library and are only issued in the name the student is registered by at Southern Union.

Students will lose borrowing privileges when materials are overdue or fines are unpaid. For more information on obtaining a student ID, visit the Southern Union website at www.suscc.edu under the Prospective Students tab.

The use of cellular phones, food and loud talking is prohibited in all libraries. If there are any questions concerning library policies, available resources or AVL access, contact the LRC director, Michelle Wimbish, at mwimbish@suscc.edu.

Academic Policies

Class Scheduling

1. **Class Schedules**

Class schedules are distributed prior to registration dates and provide students with information needed while registering for the subsequent term. The College reserves the right to cancel any course listed in the schedule of classes or to change instructors as conditions necessitate.

2. **Registration Procedures**

Students must follow the registration procedures established by the College to register initially for a course or to change their program after initial registration.

3. **Courses**

Courses are offered at Southern Union to fulfill degree and certificate requirements. With exception for specialized training programs, course numbers and descriptions are chosen from the *Common Course Guide* which is required system wide by the Department of Postsecondary Education for all Alabama College System colleges.

4. **Course Load**

Course work at Southern Union is measured in terms of "semester hours." The semester hour of credit (or credit hour) is based upon the average number of hours of instruction taught weekly. The ratio of weekly contact hours to credit hours varies with the type of instruction being used and the division of the College. State Board of Education Procedure 705.01 outlines six general categories of types of instruction: (1) Theory, (2) Experimental Laboratory, (3) Practical Application Laboratory, (4) Clinical Practice, (5) Preceptorship, and (6) Internship.

A variety of class meeting schedules fall within this structure and are offered within the Academic, Health Science and Technical Divisions of the College. The recommended student load per semester is 15-19 semester hours. Permission of the appropriate instructional dean is required for hours over 19. A student is considered full time when registered for 12 or more semester hours. The maximum for which a student may register is 24 credit hours.

5. **Course Overload**

Special approval from the appropriate instructional dean is required for students who desire to register for more than 19 credit hours. Students may not register for more than 24 credit hours during any term. A cumulative 2.0 GPA or higher is required for consideration.

6. **Schedule Adjustments**

All changes in student schedules shall be made during the drop and add period (see College Calendar).

7. **Withdrawal From a Single Course**

A student who wishes to drop a single course may do so online. Prior to the deadline date specified in the college calendar, the student will receive a grade of "W" for any course dropped. Withdrawal after the date specified in the calendar is permitted only under extenuating circumstances and requires the approval of the appropriate instructional dean. A grade of "W" is assigned if the student is doing satisfactory work

and approval is given. Otherwise, a grade of “F” is assigned. Courses in which a final grade has been earned may not be dropped.

Note: *Students may not drop a course in which a final grade has been earned prior to the published date to withdraw.*

8. Withdrawal From the College

A student may withdraw from the College online or by obtaining a “Withdrawal Request Form” from the Admissions Office. Any withdrawal before the deadline specified in the calendar will result in a grade of “W” in all courses.

9. Administrative Withdrawal or Drop from a Course or from College

A student may be dropped administratively from any course for (1) failure to complete college registration properly; (2) failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis; (3) falsification of application and/or records (4) failure to fulfill other conditions of admissions and/or registration; (5) failure to comply with student conduct standards; (6) failure to attend class(es); and (7) failure to comply with “Standards of Practice” as established by the Alabama Board of Nursing, American Registry of Radiologic Technologists, National Registry of Emergency Medical Technicians, or other regulatory or licensing agencies for programs of study in the Health Sciences Division.

10. Catastrophic Withdrawal Policies and Procedures

A Catastrophic Withdrawal may be granted in circumstances that are outside of the student’s control in which a serious catastrophic personal life situation prevents the student from attending classes or completing required classwork.

A Catastrophic Withdrawal is intended to be considered on a case-by-case basis, and it is not intended to be used more than once per academic year. Catastrophic Withdrawal consideration is for a complete withdrawal from a given term. Students that have requested and received an Incomplete in a class will not be considered for a Catastrophic Withdrawal. All requests for Catastrophic Withdrawal require thorough, original, and credible documentation. If approved, a Catastrophic Withdrawal will be noted on the transcript with a symbol of “W.”

A Catastrophic Withdrawal may be requested upon recommendation of a licensed health care provider when a student cannot continue enrollment in his/ her courses after the College’s published “last day to

withdraw” date because of a serious physical and/or psychological condition. Additionally, a student may request and be considered for a Catastrophic Withdrawal when extraordinary personal reasons, not related to the student’s physical or mental health, prevent the student from continuing in classes (examples may include caring for a seriously ill family member, death of an immediate family member, extreme financial hardship, a traumatic experience, or other significant personal hardship).

A Catastrophic Withdrawal Request Form can be obtained from the Instructional Deans’ Assistants in each division. Forms may be submitted for consideration after the published “last day to withdraw” date but no later than the last day of classes in the term in which the event occurred.

Requests for Catastrophic Withdrawals must be verified and approved by the Catastrophic Withdrawal Committee.

Prior to Submitting the Catastrophic Withdrawal Request Form

- a. Students are strongly encouraged to consult with a Financial Aid counselor to identify and understand the financial aid and monetary implications of processing the request for Catastrophic Withdrawal.
- b. International students with an F1/J1 visa are strongly encouraged to consult with the International Student Advisor to discuss the serious immigration consequences that may result from withdrawal from Southern Union State Community College.
- c. Any course for which a student has previously registered may be repeated. Each attempt that results in an official grade (A, B, C, D, F) will be recorded on the student’s transcript, and each attempt resulting in an official grade will be used

Catastrophic Withdrawal Request Procedures

- a. Complete the Catastrophic Withdrawal Request Form.
- b. Secure the Licensed Provider Recommendation for Catastrophic Withdrawal information and signatures, as required.
- c. Provide documentation to support the catastrophic event, e.g., a copy of the death certificate of the student’s immediate family member.
- d. Submit the completed forms to the Registrar after the published withdrawal date but no later than the last day of classes in the term in which the event occurred.

11. **Repetition of Courses**

Any course for which a student has previously registered may be repeated. Each attempt that results in an official grade (A, B, C, D, F) will be recorded on the student's transcript, and each attempt resulting in an official grade will be used in computing the grade point average except in the case of implementation of the grade adjustment policy. No course in which the last grade received was an "F" may be counted toward graduation. Also, a course may be counted only once toward fulfillment of credit hours for graduation. The student should be aware that the last grade recorded may be regarded by a senior institution as the grade of record for transfer purposes. Institutional Scholarships will not pay for a repeat of successfully completed courses.

12. **Course Forgiveness Policy**

When a course is repeated more than once, all grades for the course - excluding the first grade - will be employed in the computation of the cumulative grade point average. A course may be counted only once toward fulfillment of credit hours for graduation. Course forgiveness does not influence aid nor transfer GPA. When a course is repeated one time, the last grade awarded (excluding grades of "W") replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.

This policy applies to Southern Union State Community College courses only. Implementation of forgiveness does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

A student may request forgiveness for courses by completing a "Request for Course Forgiveness" form in Student Records.

13. **Transient Form (SU Students)**

Southern Union students wishing to take courses at another postsecondary institution and receive transfer credit must receive a Transient Form. To apply for a transient form, a student must meet the following criteria:

- a. In compliance with the Family Educational Rights and Privacy Act, transient forms are provided upon the student's written request. Requests must be done in person through an academic advisor.

- b. Students must be currently enrolled at Southern Union with a minimum cumulative GPA of 2.0.
- c. Students must be planning to return to Southern Union the next term after the transient status.
- d. Requests should be made at least one week prior to need.
- e. Requests may be denied for students who have a financial or other obligation to the college. It is the student's responsibility to have an official transcript forwarded to the Admissions Office at Southern Union after completing courses at another institution. Course credit earned as a transient student does not influence Southern Union cumulative GPA.

Class Attendance Policy

Students are expected to attend each class session, to arrive on time, and to remain for the entire class session. Faculty will record attendance from the first day of the semester. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course. In such cases, the student should withdraw from the class before the last date to drop with a grade of "W". Withdrawal from class may affect eligibility for federal financial aid. Students should contact the Financial Aid Office for information.

When a student is absent from class, the student is responsible for all material covered in class and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if the student is in danger of a lowered grade due to any graded work missed. The instructor is not required to provide an opportunity for makeup. The instructor's policies regarding makeup work shall be clearly defined in the syllabus to be distributed on the first day of class.

Administrative Withdrawal for Failure to Attend Class

Before the published drop date (last day to withdraw with a "W"), a student may be dropped (withdrawn) administratively from any course for failure to attend class when the student has missed more than 20% of the total hours that the class meets. However, no student may be administratively withdrawn after the last day to withdraw with a "W" as published in the college calendar. The number of absences resulting in administrative withdrawal may differ in programs that lead to board licensure or certification, but must be clearly stated in the course syllabus. Administrative withdrawal from class may affect eligibility for federal financial aid. Students should contact

the Financial Aid Office for information. Students who are administratively withdrawn from a class will also be withdrawn from all co-requisite classes, if any. Instructors using the Administrative Withdrawal Policy shall include and clearly define the policy in the course syllabus.

Administrative Withdrawal Appeal

- Students who have been dropped for failure to attend may submit, in writing, an appeal to the course faculty member.
- Faculty members will evaluate the appeal for extenuating circumstances and will notify the student within five working days as to the outcome of the appeal.
- If a student is to be allowed to return to class, the faculty member must submit a request to the student records office for the student to be re-enrolled.
- If a student is not allowed to return to class, the student may file a written appeal to the appropriate department chair who will notify the student within five working days as to the outcome of the appeal.
- If the matter cannot be resolved at the department chair level, the student may make a written appeal to the appropriate instructional dean. The decision of the instructional dean will be communicated to the student within five working days from the date the written appeal is received.

Attendance policies for Hybrid and Online courses are the same as other courses. Attendance requirements in programs that lead to board licensure or certification may differ from this policy.

Examinations and Grading

1. Examinations

Students will be expected to take their final examinations at the regularly scheduled times. No exceptions will be made without the permission of the instructor of the course and the appropriate Dean. The request for an early exam must be made three weeks in advance of the final examination period. Makeup examinations or early examinations are not permitted unless the student satisfies the faculty member and the Dean that the absence involves an official college trip, a return or responsibility to another educational institution, or an emergency such as illness (doctor's statement), death in the family, or court appearance.

2. Grading System

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades are assigned quality points as follows:

A - 90-100 4 quality points per credit

B - 80-89 3 quality points per credit
 C - 70-79 2 quality points per credit
 D - 60-69 1 quality points per credit
 F - 59 and below 0 quality points per credit

Grades in the Health Sciences Division (excluding physical education, CPR, emergency services dispatcher, and fire science) are assigned quality points as follows:

A - 90-100 4 quality points per credit
 B - 80-89 3 quality points per credit
 C - 75-79 2 quality points per credit
 D - 60-74 1 quality points per credit
 F - below 60 0 quality points per credit

In all college divisions, the following grade options apply.

No credit; a grade of "W" is assigned to a student who officially withdraws from a class or from the College on or before the date specified in the college calendar. If the withdrawal is re-quested after the date specified in the calendar, the student must be passing at the time of withdrawal and receive permission of the appropriate dean of instruction in order to withdraw passing (W). Only under extenuating circumstances will a student be allowed to withdraw passing (W) after the published deadline. Students who withdraw from a course after the date specified in the college calendar and who are failing at the time of the withdrawal will receive the grade of "F." No credit; used for verifiable unavoidable reasons. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/ faculty consultation.

W - Withdrawal

I - Incomplete
 Courses for which a grade of "I" (incomplete) has been awarded must be completed by the end of the subsequent term. Unless the deficiency is made up within the following term, the mark "I" automatically becomes "F".

AU - Audit
 No credit; a grade of "AU" is assigned for the completion of college credit courses audited by students. A student may change from credit to audit at any time prior to the last day of registration, but must meet all class requirements except tests in order to receive a grade of "AU".

The College may use grades of "S" and "U" for institutional credit courses, Training for Business/ Industry courses, and internship experiences (cooperative education, practicums, sponsored work experiences, and other sponsored but not directly supervised instruction).

3. Grade Reports

At the close of each term, an individual report showing the scholastic record of each student is accessible on-line at www.suscc.edu. These grades are a part of the student's permanent record and will be recorded on his/her official transcript. At the option of the instructor, midterm progress reports may be sent to students who are in danger of failing a course. Midterm alerts are posted on a student's campus email account via BISONmail.

4. **Grade Point Average (GPA)**

The student's academic standing or quality point average is obtained by dividing his/her total number of quality points by the total number of semester hours for which the grades of A, B, C, D, or F are assigned. A course repeated is counted as hours attempted each time a grade is awarded except in cases of academic bankruptcy and course forgiveness.

A student must earn a total grade point average of 2.0 in order to be eligible for graduation. Grades earned in courses carrying institutional credit are not computed for graduation GPA.

Any course for which the student has previously registered may be repeated. However, a course may be counted only once toward fulfillment of credit hours required for graduation.

Transcripts

A transcript is an exact copy of a student's permanent academic record at the time it is issued. It can be either an official or an unofficial transcript, the latter usually issued directly to and only for the personal information of the student concerned. Partial transcripts are not issued. Southern Union State Community College transcripts include the student's complete record at Southern Union.

Transcript Requests

The Admissions Office maintains student records and, upon written request from the student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that might be maintained and/or released.

- In compliance with the Family Educational Rights and Privacy Act, the College does not release transcripts of a student's work except upon the student's written request, except in a case where educational or governmental offices have a lawful need for the information.
- Enrolled students may obtain an unofficial copy of their Southern Union transcript through the website at www.suscc.edu.
- Requests for official transcript(s) can be submitted online at www.suscc.edu.
- The Records Office does not issue official transcripts from other institutions. The student must request any required transcripts where the course work was taken.

Academic Honors

Southern Union State Community College provides selected academic honors to recognize and promote notable student achievements. These academic honors include the President's List and the Dean's List which are compiled at the end of each term. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the term GPA; however, developmental courses will not count toward the minimum course load requirement for eligibility for the President's or Dean's Lists.

President's List:

Requirements for the President's List are (1) a term grade point of 4.0 and (2) completion of a minimum term course load of 12 semester hours of college-level work.

Dean's List:

Requirements for Dean's List are (1) a term grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum term course load of 12 semester credit hours of college-level work.

Academic Appeal Procedure

The College has established a grade appeal procedure to be used if a student has a valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a clinical, a lab, or a project is inaccurate or an inaccurate grade has influenced the final grade in the class. This procedure will be followed for all students whether enrolled in courses held on campus in a traditional classroom setting or courses that are delivered via distance learning formats.

Formal appeals are accepted only when a student believes the instructor did not assign the grade correctly based on the syllabus guidelines. Students may also appeal the final grade in the class if he/she believes the final grade is inaccurate.

To initiate the formal Academic Appeal process, a student must file the Academic Appeal Form **within ten (10) days of the College's scheduled faculty duty days** after the student has received the grade in question. If the student is appealing the final course grade, the ten (10) *scheduled faculty duty days* period will begin on the first class day of the next academic term for full term or second mini term classes or the first class day of the second mini term for first mini term classes.

The student will initiate the formal appeal by following the procedure outlined below. The student must demonstrate proof that the instructor did not assign the course grade correctly based on the syllabus guidelines. The burden of proof is the responsibility of the student when appealing a

grade. A student who receives a failing grade because he/she was unaware of the procedure or deadline for withdrawing from a course does not have the right to appeal the grade.

Thereafter, each subsequent appeal must occur **within ten (10) of the College's scheduled faculty duty days** after the respective decision is emailed to the student's official SUSCC email address (SUSCC will use the institutional student email as its official form of communication). If a student does not meet the deadline for appealing a grade, the right to appeal will be waived.

Appeal Procedure

In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

1. Initiation of Appeal

To initiate a grade appeal, the student must complete the Grade Appeal Form Level 1, and include a written statement describing why he/she believes that the grading procedures outlined in the class syllabus were not appropriately followed, attaching all relevant evidence to the form.

The completed form and evidence must be submitted in person or by email to the Assistant to the Dean of Academic, Health Sciences, or Technical Services, as appropriate. The *ten (10) scheduled faculty duty days* period will begin on the first class day of the next academic term for full term or second mini term classes or the first class day of the second mini term for first mini term classes.

The dean's assistant will log the appeal into the database and give a copy of the student's form to the course instructor.

2. Instructor Response

The instructor will prepare a written response *within (10) scheduled faculty duty days* of the receipt of the grade appeal and submit the response to the appropriate Dean's secretary or assistant.

The Instructional Dean's Assistant/Secretary will notify the student of the response from the instructor via the college email system and/or the phone number supplied by the student on the Academic Appeal Form.

The student may pick up a copy of the instructor's response from the Assistant/Secretary to the Instructional Dean or the response will be sent to the SUSCC email address.

3. Department Chair/Program Director Response

If the student does not feel the issue has been resolved by the instructor, he/she may submit a written request using the Academic Appeal Form, Level 2, for the department chair/program director to review the appeal to the appropriate dean's assistant/secretary *within (10) scheduled faculty duty days* of notification of the instructor's response. The completed appeal form may be emailed to the correct assistant/secretary by reviewing the list on the Appeal Form.

The dean's assistant/secretary will deliver copies of all documents to the department chair/program director who will analyze the appeal and provide a written response to the secretary/assistant *within (10) scheduled faculty duty days*.

The chairperson/director has the authority to call in the instructor, to ask for the assistance of another SUSCC instructor or seek the opinion of an expert in the subject area under review. The assistant/secretary will deliver the response from the department chair/program director to the student in the same manner indicated above.

4. Dean's/Academic Appeal Committee Decision

If the student still believes there is a problem, he/she has *(10) scheduled faculty duty days* from notification of the chair/director's response to request in writing a review by the instructional dean.

The student has the choice for the appeal to be considered either by the instructional dean or by the Academic Appeal Committee. The preference of the student should be indicated on the Academic Appeal Form, Final Level. The Committee will have a representative from the instructional area but not the department or discipline in question, unless a subject matter expert is requested by the committee. If a choice is not indicated, the decision of whether to use a committee will be made by the instructional dean.

The dean's assistant/secretary will give a copy of all materials that had been submitted by the student, instructor, and chair/director by the appropriate deadline to either the appropriate dean or to the Appeal Committee.

If chosen, the committee will review documents and make a recommendation to the dean. The dean's assistant/secretary will deliver the response from the dean/Appeal Committee to the student in the same manner indicated in step 2 listed above. The

instructional dean/Appeal Committee's written decision can not be appealed under the Academic Appeal Policy.

**The student may investigate the College Grievance process outlined in the College Catalog for additional options or the Appeal Process of the Alabama Community College System.*

Grade Appeal Decision: Subsequent Terms

If the grade appeal is in a course which is a prerequisite to a follow-up course for which the student is enrolled in the succeeding semester, the student will be allowed to enroll in the follow-up course if the student signs a statement that says:

I acknowledge that I am being allowed to enroll in <name of follow-up course(s)> pending the outcome of my grade appeal for <appealed course>. I understand that if my grade appeal for <appealed course> does not result in a change of grade that would qualify me to take <name of follow-up course(s)>

I will be administratively withdrawn from the follow-up course(s) with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the follow-up course(s) is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refunds if withdrawal from courses results in a reduction in my aid amount.

If an unsuccessful grade appeal would result in the student being placed on academic suspension, the student will be allowed to enroll in the succeeding semester if the student signs a statement saying:

I acknowledge that I am being allowed to enroll in <term> pending the outcome of my grade appeal for <name of course>. If the grade appeal does not result in a change of grade that would preclude suspension, I will be administratively withdrawn from the college with full refund of tuition and fees. I acknowledge that the return of any books and supplies associated with the courses I was enrolled in for <term> is entirely my responsibility, and that if those books were paid through financial aid, I must return that aid money. I also acknowledge that I am fully responsible for returning any financial aid refund associated with <term>.

Once the student has exhausted all the SUSCC appeal processes the student may choose to appeal to the Alabama Community College System. The student must use the System's official Student Complaint Form, which is

available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130

The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt. The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution. The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

Academic Bankruptcy

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the registrar/records official.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours or coursework at the college since the most recent semester for which the academic bankruptcy is being requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.

7. When a student receives a declaration of academic bankruptcy, a permanent notation of “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester affected.
8. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

Standards of Academic Progress

These standards of progress shall apply to all students unless otherwise noted. Exceptions:

- Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
- Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.
- Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

1. Definition of Terms Related to Standards of Progress Policy

Grade Point Average (GPA)

The grade point average based on all hours attempted during any one term at the institution based on a 4-point scale.

Cumulative Grade Point Average (CGPA)

The grade point average based on all hours attempted at the institution based on a 4-point scale.

Clear Academic Status

The status of a student whose cumulative grade point average (CGPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Probation

- a. The status of a student whose academic status the previous term was Clear and whose cumulative grade point average falls below the level required by this policy for the total number of credit hours attempted at the institution; or
- b. The status of a student who was on Academic Probation the previous term and whose cumulative GPA remained below the level required by this policy for the total number of credit hours attempted at the institution but whose GPA for the term was 2.0 or above; or

- c. The status of a student who has re-entered the institution after being suspended for one term or one year (or after being granted readmission upon appeal).

Suspension

One Term Academic Suspension

The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose GPA for that term was below 2.0.

One Calendar Year Academic Suspension

The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose GPA for that term was below 2.0.

Appeal of Academic Suspension

The process by which a student suspended for one term or one year (whether a “native” student or a transfer student) may request readmission through the Academic Suspension Appeals Committee.

Students on suspension for one year may file an Academic Suspension Appeal with the Admissions Committee. The appeal should include an Academic Suspension Appeal Form (available online or in the Record’s office), a detailed summary of consideration, supporting documentation, and a current unofficial copy the student’s college transcript.

2. Standards of Progress Policy

Required GPA levels for students according to number of hours attempted at the institution:

- a. Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 cumulative grade point average.
- b. Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative grade point average.
- c. Students who have attempted 33 semester or more credit hours at the institution must maintain a 2.0 cumulative grade point average.

3. Intervention for Student Success

When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, college officials may

provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

4. Application of Standards of Progress

- a. When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is Clear.
- b. When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Probation.
- c. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution but the term GPA is 2.0 or above, the student remains on Academic Probation. When the cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the term GPA is below 2.0, the student is suspended for one term. The transcript will read SUSPENDED—ONE SEMESTER.
- d. The student who is suspended for one term may appeal. If, after appeal, the student is readmitted without serving the one term suspension, the transcript will read SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL. The student who is readmitted upon appeal re-enters the institution on Academic Probation. The student who serves one semester academic suspension re-enters the institution on Academic Probation.
- e. A student who is on Academic Probation after being suspended for one term (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose term GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.
A student who is on Academic Probation after being suspended for one term (whether the student served the suspension or was readmitted upon appeal) without having since achieved Clear academic status and whose cumulative GPA remains below the level required for the total number of hours

attempted at the institution and whose term GPA is below 2.0 will be suspended for one calendar year. The transcript will read SUSPENDED—ONE YEAR.

- f. Students who have been suspended for one year must serve at least one semester of the suspension before an appeal can be filed. If, upon appeal, the student is readmitted, the transcript will read SUSPENDED—ONE YEAR/READMITTED UPON APPEAL.

Note: *Students wishing to return to Southern Union after being placed on one-year academic suspension must wait one full semester before being considered for readmission. Students can apply for readmission, after waiting the appropriate time, 30 days prior to the start of the following term after serving their suspension. The student who is readmitted upon appeal re-enters the institution on Academic Probation. The student who serves the calendar year suspension re-enters the institution on Academic Probation. All applicable academic designations except Clear will appear on the student's transcript.*

5. Transfer Students

- a. A transfer student who is admitted on Clear academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.
- b. A transfer student who is admitted on Academic Probation retains the status until the student has attempted at least 12 semester credit hours at the institution. If, at the conclusion of the term in which the student has attempted a total of 12 or more semester credit hours at the institution, the cumulative GPA at the institution is below 1.5, the student is suspended for one term. The transcript will read SUSPENDED—ONE SEMESTER.
- c. If, at the conclusion of the term in which the transfer student admitted on Academic Probation has attempted a total of 12 or more credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student's status is Clear.
- d. Transfer students on suspension may file an Academic Suspension Appeal with the Dean of Students which should include an Academic Suspension Appeal Form (available online), a

detailed summary of consideration, supporting documentation, and a current unofficial copy of the student's college transcript.

6. **Appeal Process for Readmission**

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Academic Suspension Appeals Committee with supporting documentation no later than one week prior to the first day of class. During the meeting of the Academic Suspension Appeals Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Academic Suspension Appeals Committee, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency will be the standards by which such decisions are measured.

Non-Traditional College Credit

1. **College-Level Examination Program (CLEP)**

Students who obtain the credit-granting score required on the College Level Examination Program (CLEP) exams may earn credits and course exemptions up to 40% of the total required for program completion. CLEP measures prior knowledge in a wide variety of disciplines that have been acquired through independent study, prior course work, on-the-job training, professional development, cultural pursuits, or internships. CLEP examinations are given at specific testing centers throughout the state. The College policy standards regarding CLEP may be obtained from an instructional dean or the registrar.

2. **Advanced Placement**

Credit by Advanced Placement (AP credit) may be obtained by high school students who present acceptable scores on the College Entrance Examination Board test. A score of 3 or higher on Advanced Placement subject examinations is accepted by all Alabama public community colleges for credit for a minimum of one course in the subject area corresponding to the test. A minimum score of 4 on the English Language/Composition Advanced Placement test is required to receive credit for English Composition I (ENG 101). Additional Advanced Placement credit in a single subject area may be

awarded by the individual institution at its discretion based on an evaluation of the student's high school record and career goals.

3. **Articulated Credit**

The purpose of Articulated Credit is to provide high school students who have successfully completed approved career technical courses at their high schools a continuing articulated program that builds on past learning experience and eliminates unnecessary duplication of instruction.

Articulation Criteria

- a. A current Statewide Career/Technical Education Course Articulation Agreement (the "articulation agreement") is in effect for the postsecondary course for which articulation credit is sought.
- b. The secondary course(s) applicable to the articulation agreement are certified under the Alabama State Department of Education Business and Industry Certification (BIC) standards.
- c. Teachers of the secondary courses for which articulation credit is sought must have been certified by the Alabama State Department of Education to teach those courses at the time the student passed the course(s).
- d. At the time the student passed the secondary course(s) for which articulation credit is sought, teachers of those courses must have met the instructor qualifications established by the Alabama State Board of Education for postsecondary instructors of the collegiate course(s) in which articulation credit is requested.
- e. The student must have earned a letter grade of "B" (3.0 on a 4.0 scale) or higher in the secondary course(s) for which articulation is being sought.
- f. The student must be admitted to the college from which articulation credit is granted.
- g. A student may receive articulation credit only for courses creditable to his or her declared program of study.
- h. Articulation credit must be requested by the student no later than 16 months following high school graduation.
- i. Secondary coursework completed in grades 11 and 12 is eligible for articulation credit. Students may receive statewide articulation credit for coursework completed in the 10th grade where the student continues and completes coursework in the same program area through the 11th and 12th grades.
- j. Articulation credit is not available in postsecondary courses for which there is an age

requirement that was not met by the student at the time the student passed the secondary course(s) for which articulation credit is sought.

- k. Articulation credit is not available in postsecondary courses if granting such credit violates policies or regulations of licensure agencies or regulatory boards.
- l. The secondary teacher or Career/Tech Administrator is authorized to provide certification signatures. This form is available in the offices of the Dean of Technical Education and Workforce Development and the Dean of Academics.

4. **Credit for Military Training and Educational Experiences**

Military credit may be awarded on the basis of recommendations in the Guide to the Evaluations of Educational Experiences in the Armed Services published by the American Council on Education (ACE). Credit may be awarded if Southern Union offers an equivalent course and the ACE credit hour recommendation is the same as the course offered by Southern Union. Students must submit an official military transcript to the College Records office for evaluation.

Military transcripts can be obtained through the Joint Services Transcript website at www.jst.doded.mil. Once military transcripts are received the student should contact an academic adviser for a full evaluation of prior credit.

5. **Nursing and Emergency Medical Services Non-Traditional Credit Option**

Students transferring in to the ADN Program who have completed the LPN Program and are currently licensed in Alabama will be awarded 15 non-traditional hours after successful completion of the NUR 209 Concepts for Healthcare Transition Students. Students transferring into the ADN program who have completed the Paramedic program and are currently licensed as a paramedic can be awarded 15 non-traditional hours at the completion of the NUR 209 Concepts for Healthcare Transition Students. Students transferring in to the EMS Program from a non-accredited EMT Program will be awarded 10 hours of non-traditional credit upon completion of EMS 108 Directed Studies course (if they are entering the Advanced Medical Emergency Technician level), or EMS 156 Advanced Medical Technician Clinical (if they are entering the Paramedic level)

6. **Air Force Reserve Officer Training Corps (AFROTC) Course**

Air Force ROTC is an educational program designed to prepare young men and women for becoming Air Force officers while completing a four-year degree. Through an agreement with Auburn University,

Southern Union students may take basic AFROTC classes for credit at the University. However, to earn a commission, the student must transfer to Auburn to complete a four-year degree and advanced AFROTC classes. A student must contact the AFROTC office at Auburn University prior to enrollment.

7. **Credit Awarded Through Non-Traditional Means**

Southern Union recognizes that learning occurs in a variety of ways. As such, college credit may be awarded for learning obtained through non-traditional means, including, but not limited to credit awarded for prior learning, military training credit, and local and state-wide articulation agreements. Prior Learning Assessment (PLA) is a means for a student to receive college-level credit for learning that took place in a non-traditional learning environment, such as on-the-job training, military training, professional development seminars, volunteerism, and experience in-field. PLA relies heavily on aligning learning gained through experience with outcomes found in traditional courses of higher education.

Credit awarded through nontraditional means may be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PREP, DSST, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System.

Process Overview

- a. The student must be admitted to the institution and meet all requirements for the program in which credit for prior learning is being sought.
- b. The student must make application to the institution for prior learning through the PLA contact for the program in which the credit is being sought.
- c. The PLA contact will guide the student through the process and will be the point of contact for all questions concerning PLA.
- d. A portfolio evaluation will be required for prior learning assessment.

The student must compile a portfolio that includes a detailed summary of individual experiences applicable to college-level learning. The portfolio should include a description of experiences, and the skills learned from these experiences. The portfolio must contain a brief life history, statement of individual's career goals, description of experiences (work and non-work related) and related learning matched to courses for which credit is being sought, and any supporting documentation (e.g., licensures, certifications, continuing education units, training records, employer statements).

- e. A program area instructor will evaluate the portfolio for student's knowledge, skills, and experience in the program field to determine if the student should be considered for PLA credit.
- f. Upon completion of portfolio evaluations, the candidate will be informed of recommendations for award of credit or coursework needed. A \$25.00 portfolio assessment fee is required for each portfolio evaluation.
- g. All documentation of the PLA process, including evaluation results, will be maintained in the student's file by the Records Office.

Continuing Education Courses

Southern Union awards CEU credit for appropriate continuing education courses. One CEU, as defined by the Southern Association of Colleges and Schools, is 10 hours of participation in an organized continuing education experience under capable and qualified instructors. The selection of continuing education courses is based on interests and needs of the area served by the College. Such courses will vary from term to term as demand dictates.

Records of all CEU's awarded to an individual are kept by the College. All records are considered confidential and are kept in a secure area. This information is readily available to an individual or to legally constituted authority. Acknowledgment of these records will be made upon written request by the individual seeking to have his/ her records released. Upon the receipt of a written request the Student Records Office will issue an official statement providing the specifics of the CEU's that were awarded. Information released will include:

- Name and address of the college.
- Name and Social Security Number (or other numerical identification) of the individual participant.
- Title of all programs or activities completed.

Instructional Divisions

Degree Programs

Associate in Science (AS)

Associate in Science All Campuses

Associate in Applied Science (AAS)

MST	Business Management and Entrepreneurship Option in: Accounting	All Campuses
CHD	Child Development	All Campuses

Associate in Applied Science (AAS)

CIS	Information Systems	Opelika
OAD	Office Management and Support Technology Option in: Medical Office Specialist	All Campuses
EMS	Emergency Medical Services - Paramedic	Opelika
MAT	Medical Assistant Technology	Valley
NUR	Associate Degree Nursing	Opelika
RAD	Radiologic Technology	Opelika
SUR	Surgical Technology	Opelika
PTA	Physical Therapist Assistant	Valley
DDT	Engineering and Design Technology	Opelika
ILT	Industrial Electricity Technology Advanced Manufacturing Technology	Valley
INT	Concentrations in Additive Machine Repair, Mechatronics, Plastic Molding, Welding, or Machining	Opelika

Certificate (CER)

MST	Business Management and Entrepreneurship Option in: Accounting	All Campuses
CHD	Child Development	All Campuses
CIS	Information Systems	All Campuses
OAD	Office Management and Support Technology Option in: Medical Office Specialist	All Campuses
EMS	Emergency Medical Services - Paramedic	Opelika
LPN	Practical Nursing	Wadley/ Opelika
MAT	Medical Assistant Technology	Valley
SUR	Surgical Technology	Opelika
ASC	Air Conditioning and Refrigeration	Opelika
AUM	Automotive Service Technology	Opelika
COS	Cosmetology Advanced Manufacturing Technology	Opelika
INT	Options in Mechatronics, Machine Shop Technology, or Welding Technology	Opelika

Short-Term Certificate (STC)

MST	Business Management and Entrepreneurship Option in: Accounting	All Campuses
CHD	Child Development Options in: Child Development Associate Information Systems	All Campuses
CIS	Options in: Computer Network Support, Hardware and Software Support, or App Development with Swift	Opelika
CRJ	Criminal Justice	All Campuses
OAD	Office Management and Support Technology Options in: Business Foundations, or Medical Office Specialist	Opelika
EMS	Emergency Medical Technician	Opelika
EMS	Advanced Emergency Medical Technician	Opelika
EMS	Emergency Medical Services - Paramedic	Opelika
FSC*	Fire Science	
MRI	Magnetic Resonance Imaging	Opelika
CT	Computed Tomography	Opelika
NAS/ HH	Nursing Assisting/ Home Health Aide	Opelika
ASC	Air Conditioning and Refrigeration	Opelika

Short-Term Certificate (STC)

AUM	Automotive Service Technology	Opelika
DDT	Engineering and Design Technology	Opelika
ILT	Industrial Electricity Technology	Valley
	Advanced Manufacturing Technology	
INT	Options in: Mechatronics, Plastics Engineering Technology (formerly Plastics Injection Molding), Machine Shop Technology, or Welding Technology	Opelika
MSG	Therapeutic Massage	Opelika
PBL	Phlebotomy	Valley
MCT	Multi Care Technician	Valley
AMA	Administrative Medical Assistant	Valley
PEW	Wellness	All Campuses
PET	Wellness Personal Trainer	All Campuses
GES	General Education	All Campuses
COA	Physical Education/Coaching	All Campuses
KIN	Kinesiology/Exercise Science	All Campuses
PED	Wellness and Personal Trainer	All Campuses

Associate in Occupational Technology Degree

	Air Conditioning and Refrigeration	
ASC	With minor in: Business Management and Supervision or Industrial Electricity Technology	Opelika
AUM	Automotive Service Technology	Opelika & Valley
	With minor in: Industrial Electricity Technology	
COS	Cosmetology	Opelika
	With minor in: Business Management and Supervision	

Short Term Certificates offered outside of the Associate Degree.

These short term certificates are not eligible for title IV funding.

Robotics and Automated Controls	Opelika
Conventional Machining	Opelika
Die Mold Maintenance and Repair	Opelika
Cosmetology Instructor Training	Opelika

Programs of Study

An instructional program is defined as a combination of courses and experiences that is designed to accomplish a predetermined objective or set of allied objectives such as preparation for advanced study, qualification for an occupation or range of occupations, or simply the increase of knowledge and understanding. Southern Union State Community College is authorized to award the Associate in Science (AS) degree, the Associate in Applied Science (AAS) degree, the Associate in Occupational Technologies (AOT) degree as well as certificates in specified occupational areas.

Students desiring to earn an Associate in Science degree and then continue their education at a senior institution should schedule an appointment with an academic

advisor. The academic advisor can provide information to the student concerning the college and program in which they wish to transfer. Southern Union State Community College provides transfer guides and agreements for state colleges and universities through the STARS system.

Students must accept the final responsibility of becoming familiar with the requirements of the senior college to which they may transfer. The student is advised that in many cases changing from one major to another, at the same transfer school, may result in the student having to take additional courses. Because requirements frequently change between printings of catalogs, students should consult program advisors at their transfer schools.

Programs leading to the Associate in Applied Science and the Associate in Occupational Technologies degrees are college-level programs of study designed to prepare students to enter occupational, semi-professional, or para-professional employment. Though many of the courses in these programs transfer to four-year colleges and universities, the primary intent is to prepare students for immediate employment after successful completion of a two-year program. Certificates are awarded to students who successfully complete the requirements of specific technical or occupational programs. These programs vary in length from one to four semesters.

Every effort is made to ensure that courses and programs described in this catalog are offered to students in an appropriate and reasonable sequence. Students should be aware, however, that admission to the College or registration for a given semester does not guarantee the availability of a specific course or a program of courses. Course and program availability is determined by student demand, instructor availability, and periodic program reviews. Whenever a program is determined to have insufficient numbers to continue institutional support, students currently enrolled will, whenever possible, be given notification of the decision and sufficient time to complete the program with continuous enrollment. If new students are enrolled after this decision, they will be advised of the tentative status of the program and their potential inability to complete the program.

General Education Core Competencies

The following competencies are the expected outcomes for graduates of degree programs at Southern Union State Community College.

COMMUNICATION: Degree graduates will demonstrate the ability to effectively communicate in academic, work, community, and social settings.

CRITICAL THINKING: Degree graduates will demonstrate the ability to evaluate information, apply reasoning to make a decision, and employ an action.

Statewide Transfer and Articulation Reporting System (STARS)

STARS helps Southern Union students make the transition to any public four-year college or university in Alabama while retaining all course credits. This web-accessible database system provides guidance and direction to streamline the transfer process. A Transfer Guide/Agreement outlines the first two years of coursework relative to the major of choice. If the STARS Guide is followed and the student retains a copy of the official STARS Agreement, the guide will be honored by all Alabama public institutions of higher education that offer a program in the specified discipline for four years from the date of printing by the student, as recorded on the guide. For more information, consult your academic advisor or visit the STARS website at www.stars.troy.edu.

To ensure proper interpretation of the STARS Guides/Agreements, students who have completed postsecondary course work at other institutions should request an evaluation of their courses by their intended transfer college before registering for classes at Southern Union. While Southern Union makes every effort through advising and printed materials to provide accurate information to meet transfer and degree requirements, it is the student's responsibility to select and register for courses needed to meet those requirements. In addition to following the transfer guide, students are advised to personally contact their transfer school to verify specific admissions and course requirements for their major.

Southern Union provides academic advisors on all campuses to assist students in planning transfer programs. Students should consult with *academic advisors before registering each term*.

Academic Division

Academic Division

Dr. Linda North, Dean of Academics

The Academic Division at Southern Union State Community College offers the Associate in Science (AS) and Associate in Applied Science (AAS) degrees. Students may also earn certificates in some curriculum areas. Academic Division departments include Business, Child Development, Fine

Arts, Language Arts, Mathematics, Science, and Social Science. The Learning Resource Centers and Adult Education are also part of the Academic Division.

Since the College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, the College's academic courses, dependent upon an individual's program of study, are transferable to other colleges and universities. All academic courses are taught by fully qualified instructors with a low student to teacher ratio.

Program Awards

1. Associate in Science (AS)

The Associate in Science degree is an undergraduate award signifying successful completion of a prescribed course of study (60 to 64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the sciences or a specialized professional field.

2. Associate in Applied Science (AAS)

The Associate in Applied Science degree is an undergraduate award signifying successful completion of a prescribed course of study (60 to 76 semester credit hours) designed for students who wish to prepare for a career and at the same time enjoy the rewards of college general education. Associate in Applied Science degrees are offered in the following programs:

Business Management and Entrepreneurship
Business Management and Entrepreneurship - Accounting
Child Development
Information Systems
Office Management and Support Technology
Office Management and Support Technology - Medical Office Specialist

3. Certificate (CER)

The Certificate prepares students for employment in specific occupational fields. A student who completes the requirements of a prescribed course of study (30 to 60 semester credit hours) as outlined in the Catalog is awarded a Certificate. Certificates are offered in the following programs:

Business Management and Entrepreneurship
Business Management and Entrepreneurship - Accounting
Child Development
Information Systems

Office Management and Support Technology
Office Management and Support Technology -
Medical Office Specialist

4. **CTE Short-Term Certificate (STC)**

The CTE Short-Term Certificate is an undergraduate award signifying the successful completion of a prescribed course of study (9 to 29 semester credit hours) equipping the student with a focused set of skills for an entry-level position in business or industry. CTE Short-Term Certificates are not designed for transfer to a senior institution. CTE Short-Term Certificates are offered in the following programs:

Business Foundations
Business Management and Entrepreneurship
Business Management and Entrepreneurship -
Accounting
Child Development
Child Development Associate
Criminal Justice
Information Systems
Information Systems - App Development with Swift
Information Systems - Computer Network Support
Information Systems - Hardware and Software
Support
Office Management and Support Technology
Office Management and Support Technology -
Medical Office Specialist

5. **General Education Short-Term Certificate**

The General Education Short-Term Certificate is an undergraduate award signifying completion of a prescribed course of study (28-29 semester credit hours) designed to assist students in developing an academic foundation to earn credit toward the Associate in Science degree.

Distance Education

The Distance Education program at Southern Union offers students the opportunity to choose quality, affordable courses that conveniently fit their lifestyle. Courses offered by distance education are the same quality as those taught traditionally in a classroom setting. Tuition and fees are equivalent to those for traditional courses, except for the addition of remote final exam proctoring fee required in all online, virtual, and some hybrid/blended courses. Students may enroll in distance education courses in the same manner they enroll in other classes. Distance Education classes follow the same semester timelines as other courses.

Three primary forms of distance education courses are available at Southern Union: hybrid/ blended, online, and virtual.

- **Hybrid:** A hybrid course is a combination of online and classroom-based courses with a majority of the course content delivered electronically. Testing may be required on campus or proctored remotely using a variety of digital means, which may include using a lockdown browser, monitoring with a webcam and microphone, and using an online proctoring service for the final examination.
- **Online:** The entirety of the course content is delivered electronically through the college's learning management system (LMS). There are no required on-campus meetings. Tests are proctored remotely using a variety of digital means, which may include a lockdown browser, monitoring with a webcam and microphone, and using an online proctoring service for the final examination.
- **Virtual:** The virtual classroom uses a shared online space where students and instructors interact in real-time (synchronously). Online content delivery with regularly scheduled class meetings through online conferencing software such as Zoom, Canvas Conferences, or Google Meet is required. Attendance at meetings is not optional. Tests are proctored remotely using a variety of digital means, which may include using a lockdown browser, monitoring with a webcam and microphone, and using an online proctoring service for the final examination.

Students enrolled in distance education courses should have access to a reliable off-campus computer running an updated operating system and capable of downloading any software applications necessary for completing their course. Computers must be equipped with a working webcam and microphone, and connected with high-speed internet service. A list of required technology and technical skills for distance education students is located under the Distance Education webpage at www.suscc.edu. The use of mobile devices for completing course requirements is not recommended. At times it may not be possible to use a mobile device for certain requirements (see the list of minimum technology required for online learning on the Distance Education webpage at www.suscc.edu.)

Distance education courses are not self-paced, and assignment deadlines are scheduled throughout the semester. Completing courses by distance education requires computer literacy and reading comprehension (see the list of minimum technical skills required on the Distance Education webpage at www.suscc.edu).

Canvas Learning Management System and Other Course Technologies

The Canvas Learning Management System is utilized for all Southern Union courses. Canvas is used entirely in the delivery of many distance education courses. In a traditional classroom, Canvas does not replace regularly scheduled class meetings; instead, it is used as a supplement to the class. Students in any Southern Union course may be required to use Canvas and other forms of technology to complete course requirements.

Every Southern Union campus has an open computer lab in the Learning Resource Center (library) with Internet access for students' use during operating hours. The College provides high-speed Wi-Fi service on each campus for students to connect their personal computers while completing coursework. Laptops are available for loan on an individual basis. If you are interested in applying for a laptop loan, complete the Student Technology Request form available on Southern Union's website.

Students may access the Canvas LMS through a link at www.suscc.edu and use their SUSCC student email address and password to log in to Canvas. For more detailed login information, click on the Online Services link on the SU webpage. After registration, a link for each course in which the student is registered will appear in Canvas by the published first day of class for the semester. Students are responsible for accessing Canvas courses on the published first day of class.

Security in Online Courses

Upon enrollment in any college course at Southern Union, a user account is created in the Canvas LMS for students to use to complete course requirements. Each student is issued a unique student number and email address to use in accessing student accounts. It is the student's responsibility to keep this information secure and avoid sharing login information with anyone. Students are advised to change the default password for additional security.

For more information about security in Distance Education, please refer to www.suscc.edu and click on Programs of Study/Distance Education, or contact the Distance Education office at (334) 745-6437, extension 5516 or 5378.

Students Residing Outside of Alabama

Many states have regulations that require Southern Union to seek authorization to offer distance education courses to students who reside in those states. To assure that Southern Union meets these regulations, the college is a member of NC-SARA (www.nc-sara.org). At this time, all of

the United States, except California and some territories, have entered into a reciprocity agreement through NC-SARA. Students residing in a location that is not an NC-SARA member should contact the Distance Education department before enrolling in online classes.

Professional Licensure Notice

Students who reside outside of Alabama and are seeking professional licensure (for example: nursing, teaching, cosmetology, radiologic technology, etc.) in a different state should be aware that Southern Union cannot confirm whether a course or program of study meets requirements for professional licensure in that state. Therefore, the student should contact the appropriate state licensing board to determine whether Southern Union's course and/or program meets requirements for licensure in that state.

Video Conference Courses

Video conference courses use remote conferencing technology that allows students to enroll in a course hosted on another campus. Interactive video conference courses are conducted like traditional courses with regularly scheduled class meetings. The video conference system enables users at multiple locations to interact as if the instructor and all classmates are in the same room.

Adult Education Program

The Adult Education (AE) Department and the General Education Development (GED) Testing Division assist Alabamians in achieving the basic skills and credentials they need to be productive workers, family members, and citizens. The Adult Education Department provides GED test preparation, English-language learner classes (ELL) for students not proficient in the English language, and workforce training. The GED Testing Division supervises all official GED testing, issues diplomas and transcripts, and serves as a liaison between the Adult Education Department and the GED Testing Service.

The Adult Education Program at Southern Union State Community College is designed to provide assistance to adults who are seeking to achieve one or more of the following goals

- Earn a GED or high school diploma (high school diploma option for qualifying students only)
- Improve academic skills
- Improve English Language (EL) skills
- Earn the Career Readiness Certificate through WorkKeys testing
- Participate in Career Pathways to earn certificates or gain technical skills

- Earn a high school diploma through the Non-Traditional High School Diploma Option program

Adult Education classes are open entry and open exit. Students work at their own pace rather than in accordance with a set term limit. Instructors provide each learner with an individualized plan of instruction. This plan is based on the Test of Adult Basic Education (TABE) which each person is required to complete before entering classes. Classes are open to adults age 18 or above, as well as 16 or 17-year old individuals who have the proper documentation of withdrawal from public, private, church, or home schools.

Classes are available both mornings and evenings and are located on the Opelika and Valley campuses as well as other locations in Chambers, Clay, Lee and Randolph counties. For more information about Adult Education schedules, locations, and registration, please call 334-749-8480.

Concurrent Enrollment Programs

Concurrent enrollment offers exciting opportunities for students to work on their Associate in Science degree and their bachelor's degree at the same time. Students participating in concurrent enrollment are simultaneously enrolled in Southern Union State Community College and one of the four-year universities with which a concurrent enrollment agreement exists. In addition to the admissions applications for each college, a concurrent enrollment application must be submitted by the published deadline. The selection committee extends offers to participate to students meeting the defined eligibility criteria. Concurrent enrollment students have access to facilities, academic advising, and other services at both colleges. Furthermore, these students benefit from earlier exposure to a four-year campus and major courses, guaranteed admission to the four-year university, and an increased probability of graduating in four years.

For additional information on concurrent enrollment, visit the Southern Union website at www.suscc.edu under Programs of Study, [Concurrent Enrollment](#).

Saturday College

Saturday College offers students an opportunity to earn an Associate in Science degree in seven semesters or less by completing a combination of onsite Saturday classes and online classes. Transfer options in Business, Communication, Early Childhood/Elementary Education, Psychology, and Social Work are available through Saturday College. Additionally, Health Sciences and

Technical Academic Core options are available for the programs offered through Southern Union's Health Sciences and Technical Divisions. Saturday College is offered at Southern Union's Valley Campus (321 Fob James Drive, Valley, Alabama).

For additional information on Saturday College, visit the Southern Union website at www.suscc.edu under Programs of Study/Saturday College.

Health Sciences Division

Mrs. Rhonda Davis, Dean of Health Sciences

The Health Sciences Division offers programs within the departments of Emergency Medical Services, Medical Assistant Technology, Nursing, Physical Education, Radiologic Technology, Surgical Technology, Physical Therapist Assistant, and Therapeutic Massage. Physical Education courses, including health education, first aid, and activity courses, are taught on all three campuses of Southern Union during the mornings, afternoons, and evenings. Nursing is taught on the Wadley and Opelika campuses. Emergency Medical Technician, and Advanced Emergency Technician are taught on the Wadley Campus. Emergency Medical Technology (EMT, AEMT, and Paramedic), Radiologic Technology, Surgical Technology, Wellness, and Therapeutic Massage are taught on the Opelika Campus. The Medical Assistant Technology Program and Physical Therapist Assistant Program are offered on the Valley Campus, and the Nursing Assisting and Basic & Advanced EMT programs may be offered at Valley, Wadley, or Opelika. The Health Sciences Division offers programs leading to short term certificates, awards of achievement, certificates, as well as Associate in Applied Science Degrees.

Associate in Applied Science Degree programs are career development programs especially designed for students to prepare for an occupation and at the same time enjoy the rewards of general college education. Certificate programs are also designed for students desiring to prepare themselves for immediate entry into the work force. Certificate programs are of shorter duration than degree programs and require fewer general education courses.

The College's general education courses are transferable to other colleges and universities. The discipline-specific or professional courses in programs of study also may be transferable to a four-year college or university, thus allowing the student to complete a four-year institution.

Accreditations

The programs in the Health Sciences Division of the College are accredited/approved by:

Associate Degree Nursing (ADN) - accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; telephone (404) 975-5000; fax (404) 975-5020; website: www.acenursing.org). Approved by Alabama State Board of Nursing.

Emergency Medical Technology - The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Education Programs for the EMS Professionals (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756 Phone: (727) 210-2350 Website: www.caahep.org. The Commission on Accreditation for Prehospital Continuing Education (CAPCE), 12300 Ford Road, Suite 35, Dallas, TX Phone: (972) 247-4442. The Alabama Department of Public Health, Office of EMS, The RSA Tower, 201 Monroe Street, Suite 1100, Montgomery, AL 36104.

Medical Assistant Technology - The Southern Union State Community College Medical Assistant Technology Program is accredited by the Commission on Accreditation of Allied Education Programs (CAAHEP) www.caahep.org upon the recommendation of Medical Assisting Education Review Board (MAERB) www.maerb.org.

Nursing Assistant - approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

Practical Nursing (PN Program) - accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; telephone (404) 975-5000; fax (404) 975-5020; website: www.acenursing.org). Approved by Alabama State Board of Nursing.

Physical Therapist Assistant Program - Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA, 22305; phone: 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Southern Union State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact

the program/institution directly, please call Jeff Leatherman, DPT, MS, PT, Program Director at 334-756-4121 x 5254 or email jleatherman@suscc.edu.

Radiologic Technology Program - accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300).

Surgical Technology Program - has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, Florida, 33756, Phone: 727-210-2350; Fax 727-210-2354 Website: www.caahep.org

Program Abbreviations and Awards

I. Associate in Applied Science (AAS)

The Associate in Applied Science Degree requires 63 to 75 credit hours and is designed to be completed in five to six semesters or two years. General education or academic courses comprise 25%-40% of the curriculum while the remaining courses are in the specialty field. The general education courses are delineated in the specific curricula, and they include the minimum hours required in communication; math; natural science; social or behavioral science; and humanities and fine arts. No developmental courses may be accepted as meeting any associate degree requirements. Associate in Applied Science Degrees include:

EMS Emergency Medical Technology - Paramedic
MAT Medical Assistant Technology
NUR Associate Degree Nursing
PTA Physical Therapist Assistant
RAD Radiologic Technology
SUR Surgical Technology

II. Certificate

The Certificate requires completion of a minimum of 30-59 credit hours. General education courses as well as a series of career courses are required to earn the Certificate. Certificate programs include:

EMS Emergency Medical Technology - Paramedic
LPN Practical Nursing
MAT Medical Assistant Technology
SUR Surgical Technology
HED Wellness and Therapeutic Massage

III. Short Term Certificate

The general certificate programs are no more than 29 credit hours in length and may be completed in one to three

semesters. General education courses may or may not be required depending on the program. Certificate programs include:

AMA	Administrative Medical Assistant
CT	Computed Tomography
COA	Physical Education/Coaching
EMS	Emergency Medical Services Paramedic
EMS	Emergency Medical Technician
EMS	Advanced Emergency Medical Technician
FSC	Fire Science
KIN	Kinesiology/Exercise Science
MCT	Multicare Technician
MRI	Magnetic Resonance Imaging
MSG	Therapeutic Massage
NAS/HHA	Nursing Assisting/ Home Health Aide
PET	Wellness and Personal Trainer (29 hrs.)
PEW	Wellness (21 hours)
PLB	Phlebotomy Technician

IV. Award of Achievement

The Award of Achievement is an institutional award that denotes proficiency in selected courses of study. This award requires the successful completion of a series of technical or career courses but requires no general education courses. Award of Achievement programs include:

EMS	Emergency Services Dispatcher
MAC	Medical Aide Certificate
NAS	Nursing Assisting

Registration Requirements

REGISTRATION REQUIREMENTS

(After admission to a program and prior to registration each semester)

Health records vary by program and by clinical facility requirements.

Note: Health records must be updated by the scheduled deadline for the term for which the student will be enrolled or the student will not be allowed to progress.

Technical Division

Technical Education and Workforce Development

TECHNICAL EDUCATION AND WORKFORCE DEVELOPMENT

Dr. Darin Baldwin, Dean of Technical Education and Workforce Development

The mission of the Technical Education and Workforce Development Division of Southern Union State Community College is to prepare students to enter the workforce immediately upon completion of a program of study and to provide workforce training solutions for the business and industry community in the College's service area. Students may earn a degree or certificates in a wide variety of high-wage, high-skill, high-demand career and occupational programs.

Technical Education

Eric Sewell, Director of Technical Education (334)

745-6437 ext. 5492

esewell@suscc.edu

The Technical Division awards the Associate in Applied Science degree, the Associate in Occupational Technology degree, the Certificate, and the Short-Term Certificate. The general education courses required in the Associate degree program may transfer to other colleges and universities (please see your advisor).

Associate in Applied Science Degree

The Associate in Applied Science (AAS) degree is designed for students who wish to prepare for a career and at the same time enjoy the rewards of college general education. These programs may vary in length from 60 to 76 semester hours. A minimum of 15 semester hours of general education courses is required for all AAS programs. AAS degrees are offered in the following programs:

Engineering and Design Technology
Electrical Technology
Advanced Manufacturing Technology

Concentration in Mechatronics
Advanced Manufacturing Technology

Concentration in Plastics Engineering Technology
Advanced Manufacturing Technology

Concentration in Welding
Advanced Manufacturing Technology

Concentration in Machining

Advanced Manufacturing Technology

Concentration in Industrial Systems

Associate in Occupational Technology Degree

The Associate in Occupational Technology degree (AOT) is designed for the student whose goal is to gain a high-wage, high-demand technical career that requires multifunctional primary and secondary occupational or technical specialty skills. These programs range from 60 to 76 semester hours in length. A minimum of 15 semester hours of general education courses is required for all AOT programs, which are available in the following areas:

Air Conditioning and Refrigeration with a minor in Business Management and Supervision or Electrical Technology

Automotive Service Technology with a minor in Industrial Electrical Technology

Cosmetology with a minor in Business Management and Supervision

Technical Education Certificate

Certificate

Certificates prepare students for employment in specific occupational fields. A student who completes the requirements of a specific technical or occupational program of 30 to 60 semester hours as outlined in the Catalog is awarded a certificate. A minimum of six semester hours of general education courses is required for the certificate: 3 credit hours in ENG and 3 credit hours in MTH. A Certificate is available in the following programs:

Aviation Maintenance Technology Powerplant

Aviation Maintenance Technology Airframe

Air Conditioning and Refrigeration

Automotive Service Technology

Cosmetology

Advanced Manufacturing Technology

Mechatronics

Machining

Welding

Technical Education Short Term Certificate

Short Term Certificate

The following programs in the Technical Division have stackable short term certificates embedded within the

Associate Degree program. These short term certificates may be taken as stand-alone Short Term Certificates or as part of the Associate Degree plan. The short term certificates are not eligible for title IV funding if taken outside of the Associate Degree program:

Air Conditioning and Refrigeration

Automotive Service Technology

Engineering and Design Technology

Electrical Technology

Advanced Manufacturing Technology

Mechatronics

Plastics Engineering

Machining

Welding

The following Short Term Certificates are offered outside of the Associate Degree. Each short term certificate may be completed in one year provided prerequisites are met. These short term certificates are not eligible for title IV funding.

Conventional Machining

Cosmetology Instructor Training

In addition to complying with all College policies, students enrolled in programs of study in the Technical Division should have knowledge of and adhere to the following:

Articulation and Dual Enrollment Credit for High School CTE Students

Articulated Credit and Dual Enrollment Credit may be available for high school students participating in a planned sequence of study within a technical field that begins in high school. These two programs help provide linkages between high school Career Technical Education programs and Postsecondary programs. Information is presented in the admissions section of this catalog.

Program Costs

All technical programs could require the purchase of uniforms, supplies and/or tools in addition to the cost of tuition, fees, and textbooks.

Orientation

An orientation course is required for all technical students who have not already earned 12 semester hours. This course includes academic advising, academic records, campus information, career exploration, financial aid, institutional resources, online learning, and personal growth.

Workplace Readiness

Southern Union is committed to the success of its students. Part of our commitment for technical students is to evaluate and enhance workplace skills as a student completes technical training at the College. Workplace Readiness standards will be incorporated into the Technical Division's Programs of Study. Students will be measured on how well they demonstrate proficiency in several different areas, but the effort is primarily designated to address soft-skills. The topics include, but are not limited to: participation and punctuality, teamwork, problem solving, critical thinking, project-based learning, lean manufacturing skills, and communication skills. Southern Union will use various methods of delivery which may include online modules and cross curricular projects in addition to regular lab routines that incorporate these skill sets into the curriculum and training. These topics are not generally taught in the traditional college setting; however, area employers have stated that they believe applicants need these skills to be successful in today's job market.

Technical Division AOT and AAS Degree Plans General Education Electives

Note: The following list may be used when planning applicable coursework to fulfill elective credit within Technical AOT and AAS degree programs as noted below:

Humanities Electives: ART 100, MUS 101, ENG 251, ENG 252, ENG 271, ENG 272, HUM 101, IDS 102, REL 151, REL 152, THR 120 (No class may be repeated for additional credit.)

Social/Behavioral Electives: HIS 101, HIS 102, HIS 201, HIS 202, ECO 231, ECO 232, GEO 100, POL 211, PSY 200, PSY 210, SOC 200 (No class may be repeated for additional credit.)

Natural Science/Math Electives: AST 220, BIO 101, BIO 102, BIO 103, BIO 104, CHM 104, CHM 111, CHM 112, CHM 113, CHM 114, PHS 111, PHS 112, PHY 201, PHY 205, PHY 213, PHY 214, MTH 110, MTH 112, MTH 113, MTH 115, MTH

120, MTH 125, MTH 126, MTH 227, MTH 237, MTH 238, GLY 101, GLY 102 (No class may be repeated for additional credit.)

Workforce Solutions

Workforce Solutions

Greg Leikvold

Director of Workforce Development

(334) 745-6437 ext. 5496

gleikvold@suscc.edu

The Workforce Solutions Department has a dual purpose. First, it is set up to use the resources of the College whenever possible or to bring in resources as needed to assist in the training of local business and industry personnel. The Workforce Solutions Department offers non credit technical skill training to help employers or individuals seeking to upgrade or enhance their current skill sets. The Department can also work with companies to "customize" training which can be set up specifically to meet the needs of an individual industry or to meet the needs of a similar industrial unit within a group of companies. Whatever it takes to enhance the knowledge and workability for the local industry, SUSCC's Workforce Solutions is a dedicated partner in conjunction with all the instructional units of the school to enhance the workforce development and economic growth.

The second part of the Department's mission is the Skills Training Division. This portion of the mission is to assist non-credit students acquire skills through short-term training. The College offers three skills training programs: Tractor-Trailer Truck Driver Training, Ready-To-Work, and Manufacturing Production Technician.

Tractor-Trailer Truck Driver Training

Tractor-Trailer Truck Driver Training

The SUSCC Tractor-Trailer Truck Driver Program is a six-week, highly intensive occupational training program with the end result being employment in the field. This is a "Job Oriented" training program. Individuals interested in this program must be at least 21 years of age and complete the following prior to enrollment: Obtain and pass a Class "A" CDL physical and drug screen; obtain from the Department of Public Safety a current motor vehicle report (MVR); and obtain a Class "A" Learner's Permit. The individual will be required to provide the Tractor-Trailer Truck Driver Training Department with copies of the long and short form of the

CDL physical, proof of drug screen passage, original MVR and CDL Learner's Permit prior to enrollment. All drug screens and MVRs must be dated within 30 days of class enrollment. Tuition and fees must be paid prior to the beginning of the class.

Ready to Work

The Ready To Work (RTW) program is a non-credit program that provides training in basic skills and abilities required by most leading businesses and industries in Alabama. The program is offered at no cost to qualified participants. This program is grant funded through the Governor's Office of Workforce Development and offered in partnership with Southern Union and AIDT. The curriculum was designed by AIDT to build skills based on demands of local businesses and industries along with the nation-wide growth in technology, computer knowledge and employment availability.

Successful completers will receive an "Alabama Certified Worker" Certificate from AIDT as well as an Alabama Career Readiness Certificate giving them industry recognized credentials to compete for jobs in today's competitive market.

To qualify for RTW, students must score at or above a level 3 on the pretest section of Applied Mathematics and Reading for Information utilizing the computer based WIN software program. These pretests will be administered during the Orientation Session. Students must also have a high school diploma or GED to enter RTW training. Students not scoring a level 3 on the pretests or having a GED or high school diploma may be referred to Southern Union's Adult Education program until these requirements can be met.

Manufacturing Production Technician

The Manufacturing Production Technician program is a non-credit 180 hour program. Individuals may enter the program without a high school diploma or GED; however, Southern Union as well as the credentialing agency strongly recommends that individuals enrolling in this program perform at a 9th-grade math and 10th-grade reading level as well as possess basic computer skills before enrolling in the Manufacturing Production Technician training program.

The purpose of the Manufacturing Production Technician program is to prepare individuals for the MSSC credentialing program and to recognize, through a series of assessments and certification, individuals who demonstrate mastery of the core competencies of

manufacturing production at the front-line (entry-level through front-line supervisor) through successful completion of their certification assessments. The goal of the program is to raise the level of performance of production workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and that will help prepare an individual to sit for the MSSC Certified Production Technician certification assessments which, upon completion, will lead to a nationally recognized industry credential.



Administration, Faculty, and Support Personnel

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Mr. Jimmy Baker, Chancellor

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Montgomery, AL 36104
(205) 527-7186

Mr. Blake McAnally
Vice-Chairman

P.O. Box 2419
Decatur, AL 35602
(256) 566-4009

Southern Union State Community College is under the supervision and direction of the elected Board of Trustees through the Chancellor of the Alabama Community College System.

Information on the Alabama Community College System Board of Trustees can be found online at www.accs.edu/about-accs/board-of-trustees.

College Leadership

COLLEGE LEADERSHIP

EXECUTIVE COUNCIL/LEADERSHIP TEAM

Todd Shackett - 2018

President

B.S., GMI Engineering & Management Institute
M.S., Mechanical Engineering, Rensselaer Polytechnic Institute
M.S., Operations Management, Rensselaer Polytechnic Institute
Certificate, Executive Management, Stanford University

Jordan, Ben - 1993

Vice President of Financial and Administrative Services

A.S., Southern Union State Junior College
B.S., The University of Alabama
M.B.A., Auburn University
C.P.A., State of Alabama

Branch, Gary, Jr. - 1994

Dean of Student Affairs

B.A., The University of Alabama at Birmingham
M.A., University of North Alabama

Brown, Shondae - 2005

Director of Public Relations

A.S., Southern Union State Community College
B.A., The University of Alabama
M.P.A., University of West Georgia

Davis, Rhonda - 1997

Dean of Health Sciences

A.D.N., Southern Union State Junior College
B.S.N., Auburn University
M.S.N., Troy State University
Additional Graduate Studies, The University of Alabama

Holmes, Jimmy - 2010

Director of Public Safety/Chief of Campus Police

A.S., Southern Union State Community College

B.S., Columbia Southern University
Alabama Peace Officers Basic Training, Jacksonville State
University Florida Peace Officers Equivalency, Daytona
Beach Community College

Hughley, Sandra - 2009

**Executive Director of Human Resources/Senior
Personnel Officer**

A.A.S., Central Alabama Community College
B.B.A., Faulkner University

North, Linda - 2004

Dean of Academics

B.S.N., Troy State University
M.S.N., The University of Alabama at Birmingham
Ed.S., Troy State University at Montgomery
Ph.D., The University of Alabama

Sewell, Eric - 2016

**Dean of Technical Education and Workforce
Development**

B.S., M.Ed., Auburn University

ASSOCIATE DEANS

Brown, Robin Brooks - 1994

Associate Dean of Institutional Effectiveness

A.S., Southern Union State Junior College
B.S., M.Ed., Auburn University

Griffin, Derika - 2007

Associate Dean of Students

B.A., Spelman College
M.P.A., Troy University

Pigg, Edward K. - 2000

**Associate Dean of Institutional Research and Academic
Advancement**

A.S., Southern Union State Community College
B.S., Auburn University
M.S., Troy State University, Phenix City

Spratlin, Steve - 1991

Associate Dean of Instruction

B.S., The University of Alabama
M.B.A., LaGrange College
Additional Graduate Study, The University of Alabama

Associate Deans

Brown, Robin Brooks - 1994
Associate Dean of Institutional Effectiveness
A.S., Southern Union State Junior College
B.S., M.Ed., Auburn University

Griffin, Derika - 2007
Associate Dean of Students
B.A., Spelman College
M.P.A., Troy University

Pigg, Edward K. - 2000

Associate Dean of Institutional Research and Academic
Advancement

A.S., Southern Union State Community College
B.S., Auburn University
M.S., Troy State University, Phenix City

Spratlin, Steve - 1991

Associate Dean of Instruction

B.S., The University of Alabama
M.B.A., LaGrange College
Additional Graduate Study, The University of Alabama

Faculty

Adkins, Vickie - 2002

Department Chairperson, Mathematics

B.S., The University of Alabama
M.Ed., Auburn University

Aglan, Mary - 2020

Science

B.S., Michigan Technological University
M.S., Case Western Reserve University
M.Ed., Auburn University

Aldridge, Todd - 2016

Language Arts

B.A., Central Michigan University
M.A., Ph.D., Auburn University

Allen, Ezell - 2019

Mathematics

B.S., Alcorn State University
M.S., Tennessee State University
Ph.D., University of Memphis

Armbruster, Heather A. - 2018

Science

B.S., Sweet Briar College
M.S., Auburn University

Arrington, Hannah - 2020

Mathematics

B.S., The University of Alabama
M.Ed., The University of West Alabama

Baker, Christopher - 2020

Advanced Manufacturing

A.S., Central Alabama Community College

Bearden, Jeremy - 2018
Language Arts
B.A., M.A., The University of Alabama at Birmingham

Branch, Joy - 2003
Social Science
B.S., University of North Alabama
M.Ed., Auburn University at Montgomery
M.S., Auburn University

Bonner, Jackson - 2019
Social Science
B.A., Auburn University
M.A., University of West Alabama

Boyd, Valarie - 2013
Mathematics
A.S., Southern Union State Community College
B.S., M.S. Ed., Jacksonville State University

Brown, Mary John - 2005
Nursing
B.S.N., Auburn University
M.S.N., Troy University

Buckalew, Doss L. - 2005
Department Chairperson, Business
B.S., M.S.E., Auburn University
Additional Graduate Study, University of North Alabama

Burdette, M. David - 2001
Air Conditioning and Refrigeration
Diploma, Opelika State Technical College
A.S., Southern Union State Community College
B.S., Athens State University

Burney, Curtis - 2019
Science
B.S., United States Air Force Academy
M.S., Cornell University
Ph.D., Louisiana State University

Burton, Brooke - 2020
Nursing
M.S., Auburn University

Caldwell, Anthony - 2019
Emergency Medical Services
B.S., M.S., Jacksonville State University

Caldwell, Melanie B. - 2018
Program Director, Medical Assistant Technology
A.D.N., Southern Union State Community College
B.S.N., M.S.N., Jacksonville State University

Camp, Lisa - 2019
Mathematics
B.S., Auburn University
M.S., Columbus State University

Carlisle, John - 2016
Librarian/Cataloger
B.A., Auburn University at Montgomery
M.A., The University of Alabama

Catchings, Brent - 2000
Department Chairperson, Social Science
A.S., Southern Union State Community College
B.S., M.Ed., Auburn University
M.B.A., Auburn University at Montgomery
Additional Graduate Studies, Auburn University, AUM, & Florida State University

Caypless, Tonya - 2007
Nursing
A.D.N., Southern Union State Community College
B.S.N., M.S.N., Jacksonville State University

Clifton, William - 2015
Technical Education Department Chair/
B.S, M.S., Troy University Plastics Engineering Technology

Cook, Debra - 1999
Mathematics
B.S., Jacksonville State University
M.S., Troy State University

Crosby, James Derrick - 2013
Welding Technology
Diploma/Certification, Columbus Technical College
NTI Certification, Georgia State University
CWI/CWE Certificates, American Welding Association

Darden, Chandra - 2020
Nursing
B.S., Auburn University
B.S., M.B.A., Auburn University at Montgomery
M.S.N., University of North Alabama
D.N.P., Auburn University at Montgomery

Davenport, Molly - 2022
Athletic Trainer/Instructor

Downs, Christopher - 2017
Emergency Medical Services
A.S., A.A.S., Southern Union State Community College
B.S., Auburn University

Duncan, Jessica - 2015
Emergency Medical Services
A.A.S., Trenholm State Technical College
B.S., Troy University

Farrow, Tera - 2007
Adult Ed. Instructor
M.Ed., Auburn University at Montgomery

Fincher, Sonja M. - 1997
Dance
B.A., The University of Alabama
M.A., Jacksonville State University

Foster, Clint - 2017
Science
B.S., M.S., Troy University
Ph.D., Auburn University

Fuller, Seth - 2021
Nursing
Certificate, Practical Nursing, Central Alabama Community College
A.D.N., A.A.S., Southern Union State Community College
B.S.N., M.S.N., Auburn University at Montgomery

Garnett, Kim - 2013
Language Arts
B.S., M.Ed., Auburn University
Ed.S., Columbus State University
Ph.D., Auburn University

Glidewell, Horace (Buddy) - 2011
Radiologic Technology
B.S., Midwestern State University

Gudauskas, Carol - 2010
Mathematics
B.S., M.Ed., Auburn University

Hand, Elizabeth - 2021
Social Science
B.S., M.S., Troy University

Hayes, Joseph - 2002
Science
B.S., M.Ed., Auburn University

Hayes, Malorie - 2020
Science
B.S., M.S., Southeastern Louisiana University
Ph.D., Auburn University

Herndon, Mary Catherine - 2006
Program Director, Radiologic Technology

A.A.S., Southern Union State Community College
B.S., Florida Hospital College
M.A., The University of Alabama

Hickman, Kristi - 2006
Language Arts
B.A., Auburn University
M.S., Auburn University at Montgomery

Hickman, Sam - 2020
Language Arts
B.A., M.A., Auburn University

Hollifield, Katie - 2021
Nursing
A.A.S., A.S., Southern Union State Community College
B.S.N., Jacksonville State University
M.S.N., Columbus State University

Horn, Pam - 2015
Language Arts
B.A., M.A., The University of Alabama at Birmingham
Ph.D., Auburn University

Howell, Sarah - 2014
Nursing
A.S., Central Alabama Community College
A.D.N., Southern Union State Community College
B.A., Auburn University
B.S.N., M.S.N., Jacksonville State University
D.N.P., Educational Leadership, American Sentinel University

Huff, Stephanie - 2003
Nursing
Diploma, Opelika State Technical College
A.D.N., Southern Union State Community College
B.S.N., Auburn University
M.S.N./F.N.P., Troy State University
D.N.P., University of Kentucky

Hughes, Anne - 2020
Clinical Education Coordinator
A.S., Darton State College
B.S., Columbus State College

Huval, Justin - 2021
Mathematics
B.S., Troy University
M.S., Auburn University

Jackson, Jeffery - 2021
Language Arts
B.A., Clark Atlanta University
M.S., Graduate Certificate, Auburn University
Graduate Certificate, Southern Polytechnic State University

James, Frederick - 2011
Science
B.S., Paine College
Ph.D., Meharry Medical College

Johnson, Ben - 2020
Business
B.S.B.A, Auburn University
M.B.A., Jacksonville State University

Johnson, Heather - 2021
Language Arts
B.A., Wheaton College
M.A., The University of Alabama

Johnson, Mary - 2021
Mathematics
B.S., B.S., Auburn University
M.Ed., North Carolina State University

Jones, Brandi - 2020
Nursing
A.S., A.D.N., Southern Union State Community College
B.S.N., Auburn University at Montgomery
M.S.N., Auburn University

Kiser, Mike - 2008
Truck Driving
B.S., Auburn University

Koerper, Gregory - 2002
Science
B.S., Jacksonville State University
M.S., University of South Alabama

Laseter, Emily - 2014
Department Chairperson, Language Arts
B.A., Auburn University
M.L.A., Auburn University at Montgomery

Leatherman, Jeffrey - 2018
Program Director, Physical Therapist Assistant
D.P.T., The University of Montana

Lester, Timothy - 2015
Program Director, Surgical Technology
A.S., B.S., Columbus Technical College
M.S., New England College of Business

Little, Sandra - 2021
Program Director, Child Development
B.S., M.Ed., Auburn University

Manos, Steve - 2009
Engineering Graphics and Design
B.S., Auburn University

Martin, Janice - 2009
Nursing
B.S.N., Auburn University
M.S.N./F.N.P., The University of Alabama at Birmingham

McClendon, Martha (Betty) - 2015
Language Arts
B.S., M.S., Auburn University

McCoy, Brandi - 2010
Nursing
A.D.N., Southern Union State Community College
B.S.N., Jacksonville State University
M.S.N., Auburn University

McCormick, Alvin - 2012
Manufacturing Technology
B.S., Athens State University

McDonald, M. Greg - 2014
Automotive Services Technology
A.S., Broward Community College

Owen, Stephen - 2003
Department Chairperson, Science
B.S., University of South Alabama
M.Ed., Auburn University

Perry, Mary - 2021
Language Arts
A.A., Pearl River Community College
B.A., M.Ed., University of Southern Mississippi

Perry, Paige Feibelman - 2010
Mathematics
A.S., Lurleen B. Wallace Community College
B.S. Ed., Auburn University
M.S. Ed., Troy University

Pike, Richard - 2016
Emergency Medical Services
A.A.S., Southern Union State Community College
B.S., Troy University
M.S., Jacksonville State University

Powell, Amanda - 2020
Language Arts
B.A., Tuskegee University
M.A., Auburn University

Railey, Robb - 2022
Advanced Manufacturing Mechatronics
B.S., Auburn University

Ray, Nickolas - 2012
Emergency Medical Services
A.A.S., A.D.N., Southern Union State Community College
B.S., University of South Alabama

Rayfield, William W., III - 2014
Music
A.S., Southern Union State Community College
B.M.E., Birmingham Southern College
M.M., Columbus State University
Ed.D., University of Memphis

Reed, Anna - 2014
Language Arts
B.A., Auburn University
B.A., M.A., The University of Alabama at Birmingham

Reed, Christopher - 2006
Nursing
A.D.N., Southern Union State Community College
B.S.N., The University of Alabama at Birmingham
M.S.N., Troy University

Reynolds, Mindy G. - 2000
Social Science
B.S., Auburn University
M.Ed., Auburn University at Montgomery

Rhodes, Christopher - 2020
Health and Wellness
B.S., M.Ed., Auburn University

Rogers, Amy - 2012
Health and Wellness Coordinator
B.S., M.Ed., Ed.D., Columbus State University

Sadler, Gail - 1985
Cosmetology
A.A.S., Southern Union State Junior College
B.S., Athens State College
M.S., Troy State University

Sanders, Ronald A. - 1992
Science
B.S., Samford University
M.S., The University of Alabama in Huntsville

Serviss, Lillian - 2022
Business

Shiver, Lisa - 2003
Department Chairperson, Nursing
A.D.N., Northeast State Community College
B.S.N., Auburn University
M.S.N., The University of Alabama at Birmingham
D.N.P., The University of Alabama

Simpson, Steven A. - 2005
Program Director, Emergency Medical Services
A.A.S., Wallace Community College, Dothan
B.B.A., Troy University, Dothan

Stokes, Stacie - 2018
Nursing
B.S.N., M.S.N., Auburn University

Thomas, Aletia - 2003
Social Science
B.S., Auburn University at Montgomery
M.Ed., Alabama State University
Ph.D., The University of Alabama

Tucker, Augustus - 2022
Electrical Technology
A.A., Technology, H. Council Trenholm State Community College
B.S., Athens State University
M.B.A., Alabama A&M University

Turner, Lisa - 2016
Business
B.S., Auburn University
M.S., Troy University

Van Horn, Cayce - 2016
Language Arts
B.A., Columbus State University
M.A., Auburn University
M.S., Florida State University

Vernon, Phillip - 2007
Science
B.S., Auburn University
M.S., Auburn University at Montgomery
Ed.S., Troy State University
Additional Graduate Study, The University of Alabama at Birmingham

Wagner, Erik - 2010
Truck Driving

Wheeles, Melissa - 2019
Nursing
B.S.N., Auburn University
M.S.N., Troy University

Wiley, Phillip - 2010
Social Science
B.A., M.S., Auburn University

Williams, Mark - 2022
Aviation Technology
A.A.S., Pennsylvania College of Technology

B.S., Embry-Riddle Aeronautical University

Williams, Michael L. Jr. - 2009

Fine Arts

B.G.S., University of Louisiana at Lafayette

M.A., Louisiana Tech University

Wimbish, Michelle - 2006

Director of Learning Resource Center

B.S., Tuskegee University

M.S., Clark Atlanta University S.L.I.S., University of South Carolina

M.S., Troy University

Wright, Marquita - 2010

Cosmetology

A.O.T., Southern Union State Community College

Yarbrough, Mandy - 2018

Mathematics

B.S., Auburn University

M.S., Troy University

Yates, Kendall - 2019

Therapeutic Massage

Certificate, A.S., Southern Union State Community College

B.A., Auburn University

M.S., Troy University

Administrative and Support Personnel

Abernathy, John - 2003

Maintenance, HVAC Technician

Short Certificate - Air Conditioning and Refrigeration, Southern Union State Community College

Allen-Cumbie, Shannon - 2021

Food Services Worker

Barnett, Lakieshia - 2021

Human Resources Generalist

B.S., M.S., Faulkner University

Battle, Earnestine - 2018

Maintenance

Battle, Wendy - 2021

Financial Aid Specialist

A.A.S Southern Union State Community College

B.S., M.B.A Troy University

Belcher, Amanda - 2020

Residential Hall Associate

Certificate, Southern Union State Community College

Belk, Richard - 2022

Director of Aviation Technology

A.S., B.S., Embry-Riddle Aeronautical University

Bennett, Brandon - 2014

Maintenance

A.S., Southern Union State Community College

Bennett, Nichole - 2016

Records Clerk

A.S., Southern Union State Community College

Birchfield, Cynthia - 1992

Receptionist

Bradley, Dave - 2013

Maintenance

Brooks, Chiquita - 2016

Advisor/Recruiter

A.S., Southern Union State Community College

B.S., Alabama State University

M.B.A., Columbia Southern University

M.S., Columbia Southern University

Brown, William - 2021

Athletic Director, Head Men's Basketball Coach

B.S., Alabama State University

M.S.S., United States Sports Academy

Burroughs, Randy - 2013

Assistant Chief, Campus Police

Alabama Peace Officers Basic Training, Northeast AL Law Enforcement Academy

Caldwell, Deana - 2017

Assistant Accountant/Accounts Receivable

B.S., Auburn University

Caldwell, Shawn - 2016

Advisor/Recruiter

A.S., Chattahoochee Valley Community College

B.B.A., M.B.A., Faulkner University

Calloway, Justin - 2019

Maintenance

Camp, Abra - 2019

Multimedia Specialist

A.S., Southern Union State Community College

B.A., LaGrange College

Carlisle, John - 2016

Librarian/Cataloger

B.A., Auburn University at Montgomery

M.A., The University of Alabama

Carr, Breanna - 2021
Health Sciences Specialist
A.A.S., Southern Union State Community College

Carter, Ruby - 1981
Receptionist
A.A.S., Southern Union State Junior College

Character, Tiffanie - 2021
Assistant Registrar
B.S., Jacksonville State University

Chauveaux, Connor - 2021
Director of Adult Education
B.A., Southern Methodist University
M.A., University of Louisiana at Lafayette

Clanton, Melinda - 2013
Director of Health Sciences Programs
A.S., Pearl River Community College
B.S., Huntingdon College
M.S.M, Faulkner University

Crenshaw, Will - 2014
Network Systems Coordinator
B.S.B.A., Auburn University

Cupp, Christine - 2016
Accountant/Accounts Receivable
B.B.A., Columbus State University
M.B.A., Troy University

Daniel, Matthew - 2021
Maintenance

Daniel, Whitney - 2020
Residential Hall Associate
B.S., Auburn University

Davis, Brad - 2007
Assistant Director of Management Information Systems
A.S., Central Alabama Community College
B.S.B.A., Auburn University at Montgomery

Davis, Kristi - 2019
Financial Aid Specialist
A.S., Central Alabama Community College
B.S.B.A., Auburn University
M.S., Capella University

Dutton, Travis - 2016
Campus Police Sergeant
Alabama Peace Officers Standards and Training, Jefferson
County Sheriff Academy

Etris, Michelle - 2019
Assistant to the Dean of Technical Education and Workforce

Development
A.A., Wallace Community College
B.S., Auburn University

Everett, Joanna - 2020
Cheer Coach
B.S., M.S., University of Tennessee Knoxville

Fields, Rhonda - 2016
Adult Education Secretary
B.S., Auburn University

Franklin, Christopher - 2021
Director of Enrollment Management & Recruiting
B.A., M.A., Ed.D., The University of Alabama

Frith, Eddie - 2010
Maintenance/HVAC Technician
Occ. Cert., Southern Union State Community College
B.A., American Public University System

Gamill, Annie - 2016
Adult Education Student Case Manager
B.S., Mississippi Valley State University
M.S., Tuskegee University

Grubbs, Vertrina - 2013
Coordinator of Student Life
B.S., Auburn University
M.S., Troy University

Halsey, Joseph - 2014
Student Success/ADA Coordinator
A.S., Southern Union State Community College
B.A., M.P.A., M.A., Jacksonville State University

Head, Cedric - 2017
Food Services Worker

Heard, Santana - 2022
Library Assistant

Helms, Gregory - 2022
Adult Education ELL Instructor/Coordinator
B.A., University of Georgia
M.A., Georgia State University

Herring, LeMont - 2010
Women's Head Basketball Coach
A.S., Southern Union State Community College

Herring, Stanley - 2011
Maintenance

Hodges, Shron - 2021
Testing Center Associate
B.S., Auburn University at Montgomery

Hodnett, Joseph - 2013
Maintenance Manager
Certificate, Southern Union State Community College

Holmes, Kim - 2005
Payroll Coordinator
A.A., Southern Union State Community College
B.S., Auburn University

Howell, Carol - 1999
Academic Advisor/Recruiter
A.S., Central Alabama Community College
B.S., Auburn University

Huguley, Amy Anita - 2004
Coordinator of Financial Aid
A.A.S., Southern Union State Community College
B.S., M.B.A., Troy University

Hutchinson, David - 2016
Network/Computer Technician
B.S., Auburn University

Jackson, Ametrice - 2010
Head Volleyball Coach

Jaye, Katlyn - 2022
Assistant Women's Softball Coach

Johnson, Sandra - 1999
Lab Manager
Certificate, Southern Union State Community College

Jones, Angela - 2016
Assistant Accountant/Accounts Receivable/Restricted
Funds
A.A.S., Central Alabama Community College
B.S., M.S.M., Faulkner University

Jones, Johnnie - 2001
Maintenance

Jones, Larry - 1999
Maintenance

Jones, Norma J. - 1996
Receptionist
Diploma, Opelika State Technical College

Kilgore, Chase P. - 1989
Accountant/Accounts Payable
A.S., Southern Union State Junior College

Kirby, Justin Kent - 2021
Campus Police Officer

B.S., Faulkner University
Alabama Peace Officers Standards and Training, Northeast
AL Law Enforcement Academy

Kirby, Marty - 2002
Director of Accounting
B.S., Jacksonville State University
C.P.A. State of Alabama
M.B.A., Troy State University

Knight, Patsy - 2015
Food Services Worker

Lacy, Maria - 1999
Maintenance

Laye, Tyler - 2017
Director of Academic Programs
B.S., Auburn University
M.B.A., Auburn University at Montgomery

Leikvold, Gregory - 2019
Director of Workforce Development
B.S., United States Military Academy

Lewis, Caitlyn - 2021
Director of Food Services
A.S., Jefferson State Community College

Lockwood, Alecia - 1994
Assistant to the Dean of Student Affairs
A.A.S., Southern Union State Junior College

Long, Palmer - 2020
Maintenance
Short Certificate - Welding, Southern Union State
Community College

Lovelace, Amber - 2011
Registrar
A.A.S., Southern Union State Community College
B.B.A., M.B.A., Faulkner University

Lynch, Nicole - 2020
Assistant to the Dean of Academics
B.A., Point University
M.Ed., Auburn University

Marbury, Lubecca - 2012
Human Resources Coordinator
B.B.A., M.S.M., Faulkner University

Meigs, Joshua - 2018
Maintenance
Certificate, Southern Union State Community College

Menifee, Vernechia - 2000
Maintenance

Mickle, Stefanie - 2020
Records Clerk
A.S., Strayer University

Mitchell, Shawn - 2020
Technical Education Career Coach
B.A., MHRM, The University of Arizona Global Campus

Mitchum, Ronnie - 2004
Maintenance

Morsch, Kathy - 1995
Financial Aid Specialist
A.S., Southern Union State Junior College

Osborn, Alison - 2002
Administrative Assistant to the President
A.A., Southern Union State Junior College
B.S., Troy University

Osby, Demetra - 2018
Health Sciences Specialist
A.S., B.S., Columbia Southern University
M.B.A, University of West Alabama

Pena, Mercedes - 1999
Administrative Assistant
Diploma, West Georgia Technical College
A.S., Southern Union State Community College
B.S., Troy University

Pollard, Jamey - 2014
Maintenance

Pope, Ashley - 2014
Records Clerk
A.S., A.A.S., Central Alabama Community College

Racine, Jesse - 2019
Maintenance

Railey, Stephanie - 2004
Coordinator of Student Life
A.S., Southern Union State Community College
B.S., Athens State University

Siskey, Ronnie - 2008
Maintenance Manager

Silva, Allyson - 2015
Head Women's Softball Coach/Advisor
A.A.S., Southern Union State Community College
B.S., Point University
M.S., Troy University

Skinner, Alyson - 2015
Advisor/Recruiter
B.S., Auburn University

Smith, Markita James - 2022
Head Cross County Coach/Recruiter
B.A., Auburn University

Smith, Regina - 2016
Assistant Volleyball Coach

Spratlin, Tammy R. - 1992
Financial Aid Specialist
A.S., Southern Union State Junior College

Sprayberry, Jimmy Dale - 2000
Maintenance

Stapler, Whitney - 2021
Library Assistant - Aquisitions
A.A.S., Southern Union State Community College
B.S., M.Ed., University of West Georgia

Stewart, April - 2012
Athletics Secretary
A.S., Southern Union State Community College

Stewart, Lynn - 2005
Accountant/Purchasing
A.S., Southern Union State Junior College
B.A., Auburn University

Stewart, Michelle - 2004
Financial Aid Specialist
A.A., Southern Union State Junior College

Taunton, Jeremy - 2005
Coordinator, Academic Advising/Recruiter
A.S., Southern Union State Community College
B.S., M.Ed., Auburn University

Thomas, Rosario - 2017
Financial Aid/Veteran Affairs Specialist
A.S., Southern Union State Community College
B.S., Huntingdon College

Todd, Debra Y. - 2000
Tutor/Lab Assistant

Todd, Melissa - 2009
Director of Financial Aid
A.A.S., Gadsden State Community College
B.B.A., Faulkner University
MSHRM, Troy University

Waldrep, Anita - 1987
Receptionist
A.S., Southern Union State Community College

Wang, Mei - 2014
Network/Computer Technician
A.S., West Georgia Technical College
B.S., DeVry University
M.A., LaGrange College

Weaver, Wanda - 2017
Food Services Worker

Webb, April - 2022
Food Services Worker

Whaley, Robbie - 1988
Coordinator of Testing Services
A.A.S., Southern Union State Junior College
B.B.A., Faulkner University

Whitehead, Justin - 2012
Director of Maintenance
B.S., Auburn University

Willard, Tucker - 2021
Head Baseball Coach/Advisor
B.S., Faulkner University

Williams, Jitka - 2010
Accountant/Restricted Funds
B.S., Czech University of Life Sciences

Wimbish, Michelle - 2006
Director of Learning Resource Center
B.S., Tuskegee University
M.S., Clark Atlanta University S.L.I.S., University of South Carolina
M.S., Troy University

Young, Darrell - 2019
Maintenance

Zachery, Tonetta - 2020
Maintenance

DPE or OWD

Holcomb, Tamara - 1994
Education Specialist I

Williams, Annie L. - 2001
Business Manager

College Committees

The faculty, staff, and students of Southern Union State Community College participate in the governance of the College through standing committees on which they are appointed to serve. All college committees are advisory in nature, and all actions of the committees are subject to the review and approval of the President.

During the academic year, each committee meets on a regular schedule and on a call basis as necessary. An appointed secretary keeps minutes of the actions of the committee and distributes copies to the members of the committee, the President, the Deans of Instruction, the Dean of Students, and the Dean of Student Development as appropriate.

Committee items requiring administrative action are communicated to the appropriate administrator, and a written response is returned to the committee indicating the action taken on the committee's recommendation. Ad hoc committees are formulated and members are appointed by the President as deemed necessary.

Copies of the committee structure are available from the President's Office.

Degrees & Certificates

Advanced Manufacturing

Today's advanced manufacturing environment has been revolutionized by the use of high tech equipment. This program is designed to provide the core knowledge of the manufacturing process while providing the opportunity to concentrate in one of five areas of specialization in advanced manufacturing with extensive hands-on laboratory and work based learning experiences. The technical core covers four key areas including: safety, quality practices and measurement, manufacturing processes and production and maintenance awareness. The five areas of specialization are: Additive Technician, Plastic Molding, Advanced Machining, Mechatronics or Welding. Refer to the Success Guides for prerequisites and stackable short term certificates within each area of specialization within the program.

Note: All technical students are required to enroll in [ORI 106](#) or ORI 101.

Computer Numerical Controlled (CNC) Machining

Program

Advanced Manufacturing

Degree Type

Associate in Applied Science (AAS)

The Associate in Applied Science in Advanced Manufacturing with a concentration in Computer Numerical Control (CNC) Machining is designed to prepare individuals for employment in the industry as a CNC machinist. CNC Machinists produce precision metal parts, using machine tools such as lathes, drill presses, and milling machines. Also, machinists and tool programmers set up and operate a wide variety of machine tools, using their knowledge of the working properties of metals. They plan and carry out the operations needed to make machined products that meet precise specifications. Students in the Advanced Machining program manufacture, assemble, and repair metal parts, subassemblies, and complete machines. Increasingly machines used to produce metal parts are computer numerically controlled (CNC) with 3, 4 and 5 axis programming. Students in this program are required to participate in 3rd party credentialing such as NIMS and NOCTI activities prior to graduation. This concentration area has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

First Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
MSP 104	BASIC MACHINING CALCULATIONS	2
MSP 121	BASIC BLUEPRINT READING FOR MACHINISTS	2
MSP 125	INTRODUCTION TO MACHINING TECHNOLOGY	3
	MTH 100 or MTH 110	3

Second Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
MSP 105	LATHES	3
MSP 107	MILLING MACHINES	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
MSP 111	INTRODUCTION TO COMPUTER NUMERICAL CONTROL	2
MSP 212	COMPUTER NUMERICAL CONTROL LAB	3
MTT 109	ORIENTATION TO COMPUTER ASSISTED MANUFACTURING	3
MTT 127	METROLOGY	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
MSP 113	BASIC COMPUTER NUMERICAL CONTROL MILLING	3
CNC 213	ADVANCED COMPUTER NUMERICAL CONTROL MILLING	3
CNC 223	COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
MSP 112	BASIC COMPUTER NUMERICAL CONTROL TURNING	3
MTT 128	GEOMETRIC DIMENSIONING AND TOLERANCE I	3
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 243	CNC TURNING LAB I	3
	Social and Behavioral Sciences Elective	3
Total Credits		72

Computer Numerical Controlled (CNC) Machining

Program

Advanced Manufacturing

Degree Type

Certificate (CER)

First Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
MSP 104	BASIC MACHINING CALCULATIONS 2	2
MSP 121	BASIC BLUEPRINT READING FOR MACHINISTS	2
MSP 125	INTRODUCTION TO MACHINING TECHNOLOGY	3
	MTH 100 or MTH 110	3

Second Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
MSP 105	LATHES	3
MSP 107	MILLING MACHINES	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
MSP 111	INTRODUCTION TO COMPUTER NUMERICAL CONTROL	2
MSP 212	COMPUTER NUMERICAL CONTROL 3 LAB	3
MTT 109	ORIENTATION TO COMPUTER ASSISTED MANUFACTURING	3
MTT 127	METROLOGY	3

Fourth Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
MSP 113	BASIC COMPUTER NUMERICAL CONTROL MILLING	3
CNC 213	ADVANCED COMPUTER NUMERICAL CONTROL MILLING	3
CNC 223	COMPUTER NUMERICAL CONTROL 3 GRAPHICS PROGRAMMING: MILLING	3

Fifth Term

Item #	Title	Credits
MSP 112	BASIC COMPUTER NUMERICAL CONTROL TURNING	3
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 243	CNC TURNING LAB I	3
Total Credits		54

Conventional Machining

Program

Advanced Manufacturing

Degree Type

Short Term Certificate

This short-term certificate is designed to provide skills in conventional or manual machining. Students who earn this Short Term Certificate will have an in-depth knowledge of manual metal working equipment; including but not limited to, manual knee mills, engine lathes and surface grinders. They will also gain skills in figuring feed and speeds calculations when using different types of ferrous and non ferrous materials as well as a basic understanding of blueprints. This short term certificate program is subject to Title IV clock to credit hour conversion.

Item #	Title	Credits
MSP 104	BASIC MACHINING CALCULATIONS 2	2
MSP 105	LATHES	3
MSP 107	MILLING MACHINES	3
MSP 121	BASIC BLUEPRINT READING FOR MACHINISTS	2
MSP 125	INTRODUCTION TO MACHINING TECHNOLOGY	3
Total Credits		13

Mechatronics

Program

Advanced Manufacturing

Degree Type

Certificate (CER)

Industrial Safety Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	
INT 129	INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES	3
	MTH 100 or MTH 110	3

Basic Electricity Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
INT 101	DC FUNDAMENTALS	3
INT 103	AC FUNDAMENTALS	3
INT 158	INDUSTRIAL WIRING I	3
ENG 101	ENGLISH COMPOSITION I	3

Industrial Motors Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 153	PRECISION MACHINING FUNDAMENTALS I	3
INT 206	INDUSTRIAL MOTORS I	3
	Natural Science or Mathematics Elective	3

Industrial Motor Controls Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
INT 215	TROUBLESHOOTING TECHNIQUES	3
	Humanities and Fine Arts Elective	3
	Total Credits	57

Mechatronics Program

Advanced Manufacturing

Degree Type

Associate in Applied Science (AAS)

The Associate in Applied Science in Advanced Manufacturing with a concentration in Mechatronics is designed to develop multi-craft technicians trained to diagnose and repair a variety of problems that can occur with electrical and mechanical systems found in today's high tech manufacturing and industrial environments. Students will be trained to perform preventative and predictive maintenance on a variety of systems to include, but not limited to, electric, hydraulic, pneumatic, and mechanical power transmission. Students completing the Manufacturing Technology program will be required to participate in third party credentialing from NOCTI and OSHA. This concentration area has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

Industrial Safety Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 119	PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING	
INT 129	INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES	3
	MTH 100 or MTH 110	3

Basic Electricity Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
INT 101	DC FUNDAMENTALS	3
INT 103	AC FUNDAMENTALS	3
INT 158	INDUSTRIAL WIRING I	3
ENG 101	ENGLISH COMPOSITION I	3

Industrial Motors Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 153	PRECISION MACHINING FUNDAMENTALS I	3
INT 206	INDUSTRIAL MOTORS I	3
	Natural Science or Mathematics Elective	3

Industrial Motor Controls Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
INT 215	TROUBLESHOOTING TECHNIQUES	3
	Humanities and Fine Arts Elective	3

Industrial Systems Term

Item #	Title	Credits
INT 132	PREVENTIVE AND PREDICTIVE MAINTENANCE	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
INT 284	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
	Social and Behavioral Sciences Elective	3
Total Credits		72

Stackable Short Term Certificate: Basic CAD

Program

Advanced Manufacturing

Item #	Title	Credits
ADM 112	ORIENTATION TO ADDITIVE MANUFACTURING	1
ADM 291	MSSC SAFETY	3
DDT 104	BASIC COMPUTER AIDED DRAFTING	3
DDT 124	BASIC TECHNICAL DRAWING	3
Total Credits		10

Stackable Short Term Certificate: Basic Electrical

Program

Advanced Manufacturing

Degree Type

Short Term Certificate

Item #	Title	Credits
INT 101	DC FUNDAMENTALS	3
INT 103	AC FUNDAMENTALS	3
INT 158	INDUSTRIAL WIRING I	3
Total Credits		9

Stackable Short Term Certificate: Basic Gas Metal Arc Welding

Program

Advanced Manufacturing

Degree Type

Short Term Certificate

Item #	Title	Credits
WDT 110	INDUSTRIAL BLUEPRINT READING	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
Total Credits		9

Stackable Short Term Certificate: Basic Shielded Metal Arc Welding

Program

Advanced Manufacturing

Degree Type

Short Term Certificate

Item #	Title	Credits
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
Total Credits		12

Stackable Short Term Certificate: CNC Milling

Program

Advanced Manufacturing

Degree Type

Short Term Certificate

Item #	Title	Credits
MSP 113	BASIC COMPUTER NUMERICAL CONTROL MILLING	3
CNC 213	ADVANCED COMPUTER NUMERICAL CONTROL MILLING	3
CNC 223	COMPUTER NUMERICAL CONTROL 3 GRAPHICS PROGRAMMING: MILLING	3
Total Credits		9

Stackable Short Term Certificate: CNC Turning

Program

Advanced Manufacturing

Degree Type

Short Term Certificate

Item #	Title	Credits
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
MTT 243	CNC TURNING LAB I	3
MSP 112	BASIC COMPUTER NUMERICAL CONTROL TURNING	3
Total Credits		9

Stackable Short Term Certificate: Industrial Motor Controls

Program

Advanced Manufacturing

Degree Type

Short Term Certificate

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 113	INDUSTRIAL MOTOR CONTROLS I	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
Total Credits		15

Stackable Short Term Certificate: Industrial Systems

Program

Advanced Manufacturing

Degree Type

Short Term Certificate

Item #	Title	Credits
INT 215	TROUBLESHOOTING TECHNIQUES 3	3
INT 284	ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	3
ELT 117	AC/DC MACHINES	3
Total Credits		9

Stackable Short Term Certificate: SMAW Carbon Pipe

Program

Advanced Manufacturing

Degree Type

Short Term Certificate

Item #	Title	Credits
WDT 115	GTAW CARBON PIPE	3
WDT 155	GTAW CARBON PIPE LAB	3
WDT 217	SMAW CARBON PIPE	3
WDT 257	SMAW CARBON PIPE LAB	3
Total Credits		12

Stackable Short Term Certificate: SMAW Groove

Program

Advanced Manufacturing

Degree Type

Short Term Certificate

Item #	Title	Credits
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 228	GAS TUNGSTEN ARC WELDING	3
Total Credits		9

Welding

Program

Advanced Manufacturing

Degree Type

Associate in Applied Science (AAS)

The Associate in Applied Science in Advanced Manufacturing with a concentration in Welding is designed to prepare individuals for employment in the field of welding. The program is a competency based program that includes both theory and hands-on practical application based instruction. Instruction is provided in various processes and techniques of welding and cutting different types of materials. This includes, but may not be limited to,

oxy-fuel cutting, carbon arc cutting, shield metal arc welding, gas tungsten arc welding, flux cored arc welding, gas metal arc welding, pipe welding, and plasma arc cutting. Students will also be trained in blueprint reading and interpreting weld symbols and joints. After completion of the program, the student will have covered skills designated by the AWS (American Welding Society) and will be prepared to take the AWS Entry Level Welder test. Students completing the Welding Technology program will also be required to participate in AWS Sense third party credentialing as part of the curriculum. This concentration area has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

GMAW Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
WDT 110	INDUSTRIAL BLUEPRINT READING	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
	MTH 100 or MTH 110	3

SMAW Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
ENG 101	ENGLISH COMPOSITION I	3

SMAW Groove Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 228	GAS TUNGSTEN ARC WELDING	3
	Natural Science or Mathematics Elective	3

GTAW Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
WDT 115	GTAW CARBON PIPE	3
WDT 155	GTAW CARBON PIPE LAB	3
	Humanities and Fine Arts Elective	3

SMAW Term

Item #	Title	Credits
WDT 217	SMAW CARBON PIPE	3
WDT 257	SMAW CARBON PIPE LAB	3
WDT 218	Certification	3
	Social and Behavioral Sciences Elective	3
	Total Credits	72

Welding

Program

Advanced Manufacturing

Degree Type

Certificate (CER)

GMAW Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
WDT 110	INDUSTRIAL BLUEPRINT READING	3
WDT 119	GAS METAL ARC/FLUX CORED ARC WELDING	3
WDT 124	GAS METAL ARC/FLUX CORED ARC WELDING LAB	3
	MTH 100 or MTH 110	3

SMAW Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
WDT 108	SMAW FILLET/OFC	3
WDT 122	SMAW FILLET/OFC LAB	3
WDT 109	SMAW FILLET/PAC/CAC	3
WDT 123	SMAW FILLET/PAC/CAC LAB	3
ENG 101	ENGLISH COMPOSITION I	3

SMAW Groove Term

Item #	Title	Credits
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
WDT 120	SHIELDED METAL ARC WELDING GROOVE	3
WDT 125	SHIELDED METAL ARC WELDING GROOVE LAB	3
WDT 228	GAS TUNGSTEN ARC WELDING	3

GTAW Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
WDT 115	GTAW CARBON PIPE	3
WDT 155	GTAW CARBON PIPE LAB	3

SMAW Term

Item #	Title	Credits
WDT 217	SMAW CARBON PIPE	3
WDT 257	SMAW CARBON PIPE LAB	3
WDT 218	Certification	3
Total Credits		54

Air Conditioning and Refrigeration

The Air Conditioning and Refrigeration program is designed to prepare individuals for employment as heating, ventilation, air conditioning, refrigeration technicians (HVACR). The program places an extreme emphasis on safety, thermodynamic principles, basic electrical and refrigeration theory and their applications to specific types of HVACR equipment. Students receive training in troubleshooting and service techniques needed to install, service, and repair many types of equipment. Specific equipment training includes, but is not limited to, residential and light commercial air conditioning, heat pumps, gas heating, electric heating, commercial ice makers, and commercial refrigeration. Students will also receive training in laws governing proper refrigerant handling procedures per the Environmental Protection Agency (EPA) Regulations. Students completing the air conditioning and refrigeration program will be required to participate in credentialing activities such as EPA Section 608 Refrigerant Handling, R-410a Refrigerant Safety Certification, Industry Competency Exam (ICE), and NOCTI

Air Conditioning and Refrigeration

Program

Air Conditioning and Refrigeration

Degree Type

Associate in Occupational Technology Degree

First Term

Item #	Title	Credits
ASC 111	REFRIGERATION PRINCIPLES	3
ASC 121	PRINCIPLES OF ELECTRICITY FOR HVAC	3
ASC 122	HVACR ELECTRICAL CIRCUITS	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
ASC 113	REFRIGERATION PIPING PRACTICES	3
ASC 123	HVACR ELECTRICAL COMPONENTS	3
ASC 147	REFRIGERATION TRANSITION AND RECOVERY	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ASC 112	HVACR SERVICE PROCEDURES	3
ASC 203	COMMERCIAL REFRIGERATION	3
ASC 210	TROUBLESHOOTING HVAC/R SYSTEMS	3
ASC 134	ICE MACHINES	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ASC 119	FUNDAMENTALS OF GAS HEATING SYSTEMS	3
ASC 120	FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS	3
ASC 148	HEAT PUMP SYSTEMS	3
ASC 128	LOAD CALCULATIONS	3
	Humanities and Fine Arts Elective	3

Fifth Term - Option One

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
	BUS 263 or BUS 285	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
	Social and Behavioral Sciences Elective	3

Fifth Term - Option Two

Item #	Title	Credits
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ELT 117	AC/DC MACHINES	3
ELT 132	COMMERCIAL AND INDUSTRIAL WIRING II	3
	Social and Behavioral Sciences	3
	Elective	
Total Credits		69

Air Conditioning and Refrigeration

Program

Air Conditioning and Refrigeration

Degree Type

Certificate (CER)

First Term

Item #	Title	Credits
ASC 111	REFRIGERATION PRINCIPLES	3
ASC 121	PRINCIPLES OF ELECTRICITY FOR HVAC	3
ASC 122	HVACR ELECTRICAL CIRCUITS	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
ASC 113	REFRIGERATION PIPING PRACTICES	3
ASC 123	HVACR ELECTRICAL COMPONENTS 3	
ASC 147	REFRIGERATION TRANSITION AND RECOVERY	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ASC 112	HVACR SERVICE PROCEDURES	3
ASC 203	COMMERCIAL REFRIGERATION	3
ASC 210	TROUBLESHOOTING HVAC/R SYSTEMS	3
ASC 134	ICE MACHINES	3

Fourth Term

Item #	Title	Credits
ASC 119	FUNDAMENTALS OF GAS HEATING SYSTEMS	3
ASC 120	FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS	3
ASC 148	HEAT PUMP SYSTEMS	3
ASC 128	LOAD CALCULATIONS	3
	Humanities and Fine Arts Elective	3
Total Credits		51

Air Conditioning and Refrigeration

Program

Air Conditioning and Refrigeration

Degree Type

Short Term Certificate

*Stackable Short Term Certificate: HVAC Helper - 18 hours (Earned with successful completion of first and second term classes.)

*Stackable Short Term Certificate: Refrigeration Helper - 21 hours (Earned with successful completion of first and third term classes.)

First Term

Item #	Title	Credits
ASC 111	REFRIGERATION PRINCIPLES	3
ASC 121	PRINCIPLES OF ELECTRICITY FOR HVAC	3
ASC 122	HVACR ELECTRICAL CIRCUITS	3

Second Term

Item #	Title	Credits
ASC 113	REFRIGERATION PIPING PRACTICES	3
ASC 123	HVACR ELECTRICAL COMPONENTS 3	
ASC 147	REFRIGERATION TRANSITION AND RECOVERY	3

Third Term

Item #	Title	Credits
ASC 112	HVACR SERVICE PROCEDURES	3
ASC 203	COMMERCIAL REFRIGERATION	3
ASC 210	TROUBLESHOOTING HVAC/R SYSTEMS	3
ASC 134	ICE MACHINES	3
Total Credits		18-21

Automotive Service Technology

The Automotive Service Technology program is designed to prepare individuals for employment in the automotive service industry. Students completing the program can pursue careers as automotive service technicians, service advisors, parts salespersons, or automobile specialists. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful entry level employment. Instructional opportunities enable students to develop academic, technical, and professional knowledge and skills which are necessary to keep abreast of the changing technology in the automotive field. The program helps prepare students for the nationally recognized industry credentials for Automotive Service Excellence (ASE) certification.

Automotive Service Technology Program

Program

Automotive Service Technology

Degree Type

Associate in Occupational Technology Degree

Note: all technical students are required to enroll in ORI 106

First Term

Item #	Title	Credits
AUM 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
AUM 112	ELECTRICAL FUNDAMENTALS	3
AUM 162	ELECTRICAL AND ELECTRONIC SYSTEMS	3
	ILT 160 or INT 101	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
AUM 121	BRAKING SYSTEMS	3
AUM 122	STEERING & SUSPENSION	3
AUM 124	AUTOMOTIVE ENGINES	3
AUM 239	ENGINE PERFORMANCE	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
AUM 130	DRIVE TRAIN AND AXLES	3
AUM 224	MANUAL TRANSMISSION AND TRANSAXLE	3
AUM 230	AUTOMATIC TRANSMISSION AND TRANSAXLE	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
AUM 220	ADVANCED AUTOMOTIVE ENGINES	3
AUM 244	ENGINE PERFORMANCE AND DIAGNOSTICS	3
AUM 246	AUTOMOTIVE EMISSIONS	3
AUM 133	MOTOR VEHICLE AIR CONDITIONING	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
ELT 117	AC/DC MACHINES	3
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
	Social and Behavioral Sciences Elective	3
Total Credits		69

Automotive Service Technology Program

Program

Automotive Service Technology

Degree Type

Certificate (CER)

First Term

Item #	Title	Credits
AUM 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
AUM 112	ELECTRICAL FUNDAMENTALS	3
AUM 162	ELECTRICAL AND ELECTRONIC SYSTEMS	3
	ILT 160 or INT 101	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
AUM 121	BRAKING SYSTEMS	3
AUM 122	STEERING & SUSPENSION	3
AUM 124	AUTOMOTIVE ENGINES	3
AUM 239	ENGINE PERFORMANCE	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
AUM 130	DRIVE TRAIN AND AXLES	3
AUM 224	MANUAL TRANSMISSION AND TRANSAXLE	3
AUM 230	AUTOMATIC TRANSMISSION AND TRANSAXLE	3

Fourth Term

Item #	Title	Credits
AUM 220	ADVANCED AUTOMOTIVE ENGINES	3
AUM 244	ENGINE PERFORMANCE AND DIAGNOSTICS	3
AUM 246	AUTOMOTIVE EMISSIONS	3
Total Credits		48

Automotive Service Technology

Program

Automotive Service Technology

Degree Type

Short Term Certificate

Note: all technical students are required to enroll in ORI 106

First Term

Item #	Title	Credits
AUM 101	FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY	3
AUM 112	ELECTRICAL FUNDAMENTALS	3
AUM 162	ELECTRICAL AND ELECTRONIC SYSTEMS	3

Second Term

Item #	Title	Credits
AUM 121	BRAKING SYSTEMS	3
AUM 122	STEERING & SUSPENSION	3
AUM 124	AUTOMOTIVE ENGINES	3
AUM 239	ENGINE PERFORMANCE	3
Total Credits		21

Aviation Maintenance Technology

Aviation Maintenance Technology with a concentration in Airframe and Powerplant is a program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all aircraft components of the aircraft with the exception of avionics and instruments. The Airframe concentration includes instruction in layout and fabrication of sheet metal, fabric, wood, and other materials into structural members, parts, and fittings, and replacement of damaged or worn parts such as control cables and hydraulic units. The concentration in Powerplant prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of aircraft powerplant and related systems. Instruction includes engine inspection and maintenance, lubrication and cooling, electrical and ignition systems, carburetion, fuels and fuel systems, propeller and fan assemblies.

Aviation Maintenance Technology - Airframe Concentration

Program

Aviation Maintenance Technology

Degree Type

Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
AMT 100	TECHNICAL PREPARATION	5
AMT 101	BASIC ELECTRICITY	5
AMT 102	MATERIALS AND PROCESSES	5
ENG 101	ENGLISH COMPOSITION I	3

Second Term

Item #	Title	Credits
AMT 110	NON-METALLIC STRUCTURES AND WELDING	5
AMT 111	AIRCRAFT SHEET METAL STRUCTURES	5
AMT 112	AIRFRAME SYSTEMS I	5

Third Term

Item #	Title	Credits
AMT 113	AIRFRAME SYSTEMS II	5
AMT 114	AIRFRAME SYSTEMS III	5
HIS 101	HISTORY OF WESTERN CIVILIZATION I	3

Fall Term

Item #	Title	Credits
AMT 115	AIRFRAME SYSTEMS IV	5
	ART 100 or MUS 101 or THR 120	3
	Natural Science or Mathematics Elective (4 Credits)	4
	Total Credits	58

Aviation Maintenance Technology - Powerplant Concentration

Program

Aviation Maintenance Technology

Degree Type

Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
AMT 100	TECHNICAL PREPARATION	5
AMT 101	BASIC ELECTRICITY	5
AMT 102	MATERIALS AND PROCESSES	5
ENG 101	ENGLISH COMPOSITION I	3

Second Term

Item #	Title	Credits
AMP 120	ENGINE THEORY AND PROPELLERS	5
AMP 121	RECIPROCATING ENGINE SYSTEMS 5	
AMP 122	RECIPROCATING ENGINE OVERHAUL	5

Third Term

Item #	Title	Credits
AMP 123	RECIPROCATING ENGINE INSPECTION	5
AMP 124	TURBINE ENGINE THEORY AND INSPECTIONS	5
HIS 101	HISTORY OF WESTERN CIVILIZATION I	3
	Total Credits	58

Business

The field of business is very diverse and therefore requires a diverse range of skill sets to support it. Just a few examples include, but are not limited to, business management, office management, entrepreneurship, technology support, and information systems support. The Associate in Applied Science degree is designed for the professional development of individuals who desire to upgrade their knowledge and skills of business and prepare themselves for these positions. Also, the certificate programs are designed for the professional development of individuals who desire to upgrade their knowledge and skills in management in a shorter period. While obtaining their degrees or certificates, students will also have the opportunity to acquire certifications such as MOS (Microsoft Office Specialists) and CompTIA A+.

Within the Business Department of Southern Union, students have several program pathways from which to choose. These pathways include Business Management & Entrepreneurship, Office Management and Support Technology, and Information Systems. Students may also choose from concentrations in Accounting and Medical Office Specialist.

Students should also contact an academic advisor regarding the transferability of specific courses to a four-year institution.

BUSINESS DEPARTMENT INTERNSHIPS

In collaboration with local business and industry, the Business Department at Southern Union State Community College offers internships in Business Management and Entrepreneurship, Information Systems, and Office Management. The benefit to the students is real-world work experience that will assist the student in obtaining gainful employment upon completion of their degree. It also provides students with an opportunity to further develop their classroom skills and increase their knowledge of their chosen career path. The potential benefit to the employer would be a value-added employee to consider for any further openings within their company.

Students who have completed at least two semesters of studies at Southern Union and meet the minimum internship requirements may apply to receive credit through this program.

For more information, please contact Lisa Turner at ltturner@suscc.edu or (334) 745-6437 ext. 5405.

BUSINESS DEPARTMENT INDEPENDENT STUDY

A student may request an independent study if they are in their last academic semester and must have the class to graduate. Procedures for requesting an independent study are as follows:

1. The student must obtain the independent study request form from the department chair.
2. The student must meet with their advisor to obtain the required information and signatures on the request form.
3. The student must submit the completed form to the instructor for the class at least 10 faculty duty days prior to the first class meeting of the semester.
4. The student must sign a learning contract for the course.

For more information, please contact Lisa Turner at lturner@suscc.edu or (334) 745-6437 ext. 5405.

Business Management & Entrepreneurship

Program

Business

Degree Type

Associate in Applied Science (AAS)

Note: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
	Humanities and Fine Arts Elective*	3
	Natural Science Elective	4

Second Term

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 285	PRINCIPLES OF MARKETING	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
ECO 231	PRINCIPLES OF MACROECONOMICS	3
	SPH 106 or SPH 107	3
Item #	Title	Credits
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3

Fourth Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
	BUS 271 or MTH 265	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3

Program Electives

Select from one of the following program electives:

Item #	Title	Credits
BUS 210	INTRODUCTION TO ACCOUNTING	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 296	BUSINESS INTERNSHIP	3
	Total Credits	61

Business Management & Entrepreneurship Accounting

Program

Business

Degree Type

Associate in Applied Science (AAS)

Notes: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
	Humanities and Fine Arts Elective*	3
	Natural Science Elective	4

Second Term

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
	ECO 231 or ECO 232	3
OAD 131	BUSINESS ENGLISH	3
	SPH 106 or SPH 107	3

Third Term

Item #	Title	Credits
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
CIS 117	DATABASE MANAGEMENT SOFTWARE APPLICATIONS	3
OAD 218	OFFICE PROCEDURES	3

Fourth Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 248	MANAGERIAL ACCOUNTING	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3

Program Electives

Select from one of the following program electives:

Item #	Title	Credits
BUS 210	INTRODUCTION TO ACCOUNTING	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 296	BUSINESS INTERNSHIP	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
Total Credits		61

Business Management & Entrepreneurship

Program

Business

Degree Type

Certificate (CER)

Note: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
ECO 231	PRINCIPLES OF MACROECONOMICS	3
ENG 101	ENGLISH COMPOSITION I MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
BUS 285	PRINCIPLES OF MARKETING	3
ECO 232	PRINCIPLES OF MICROECONOMICS	3

Third Term

Item #	Title	Credits
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
	BUS 271 or MTH 265	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
Total Credits		45

Business Management & Entrepreneurship Accounting

Program

Business

Degree Type

Certificate (CER)

Note: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
ENG 101	ENGLISH COMPOSITION I MTH 100 or Higher-Level Math	3
OAD 218	OFFICE PROCEDURES	3

Second Term

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
OAD 131	BUSINESS ENGLISH	3

Third Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
CIS 117	DATABASE MANAGEMENT SOFTWARE APPLICATIONS	3
Total Credits		42

Information Systems

Program

Business

Degree Type

Certificate (CER)

- Notes: Courses may be taken in any semester if prerequisites are met.
- *CIS 130 may be challenged.

First Term

Item #	Title	Credits
CIS 130	INTRODUCTION TO INFORMATION SYSTEMS	3
CIS 199	NETWORK COMMUNICATIONS	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3

Second Term

Item #	Title	Credits
CIS 157	INTRODUCTION TO APP DEVELOPMENT WITH SWIFT	3
CIS 251	C++ PROGRAMMING	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3

Third Term

Item #	Title	Credits
CIS 146	MICROCOMPUTER APPLICATIONS	3
CIS 207	INTRODUCTION TO WEB DEVELOPMENT	3
CIS 222	DATABASE MANAGEMENT	3
CIS 256	ADVANCED JAVA	3

Fourth Term

Item #	Title	Credits
CIS 246	ETHICAL HACKING	3
CIS 277	NETWORK SERVICES ADMINISTRATION	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA	3
Total Credits		45

Business Foundations

Program

Business

Degree Type

CTE Short-Term Certificate (STC)

Note:

- Classes may be taken in any semester if prerequisites are met.
- OAD 101* may be challenged

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3

Second Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
Total Credits		12

Business Management & Entrepreneurship

Program

Business

Degree Type

CTE Short-Term Certificate (STC)

Note: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
	BUS 263 or BUS 285	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
Total Credits		12

Business Management & Entrepreneurship Accounting

Program

Business

Degree Type

CTE Short-Term Certificate (STC)

Note: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
	MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
BUS 242	PRINCIPLES OF ACCOUNTING II	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
BUS 263	LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS	3
OAD 131	BUSINESS ENGLISH	3
	Total Credits	27

Central Services and Sterile Processing Technician Program

Central Services and Sterile Processing Technicians are a vital support to all patient care services in many health care facilities. They are responsible for decontaminating, cleaning, processing, assembling, sterilizing, storing, and distributing the medical devices and supplies needed in patient care, especially during surgery.

Training includes preparing special packages of equipment for specialty procedures. Central Supply is also the main inventory storage area of the hospital and technicians are responsible for processing, quality assurance, and storing the equipment and instrumentation so that it is available when needed.

Upon completion of the program, students can expect to find employment in hospitals and various outpatient surgical centers.

Students require 400 hours of hands-on experience which allows the student to practice what they have learned. Hands-on experience must be completed within the program or within 6 months of provisional certification.

Enrollment Requirements:

1. Application for the program
2. Current immunizations including, but not limited to: HB Vaccination, negative TB Testing, influenza vaccination, background check and drug screen.
3. Ability to meet Essential Functions/Technical Standards.
4. Students will require surgical scrubs for the clinical rotation portion of the program, as well as comfortable, non-canvas shoes.

Central Services and Sterile Processing Technician

Program

Central Services and Sterile Processing Technician Program

Degree Type

Award of Achievement

Length of Program: 10-15 weeks in classroom. This does not include all of the 400 hours of hands-on experience required.

Credentials Earned: Certified Registered Central Services Technician (CRCST) following passage of the Central Service Technician Program and the Central Services Technician certification exam.

Total Credits

0

Child Development

The Child Development program is designed to prepare students for employment in a variety of early childhood settings. The program provides opportunities for those interested in entering the early childhood field and those currently working with young children. Each student will engage in practical and professional experiences that will build their knowledge, skills, and abilities in caring for each and every child and family. The Child Development program is an excellent pathway for those interested in a career in the field of early childhood education. The short certificate program establishes the credentials necessary to be employed as an auxiliary teacher in Alabama's First Class Pre-K program. The Associate in Applied Science degree exceeds the Alabama state minimum standard qualifications for a director, program director, and teacher in a licensed childcare center.

Child Development courses are offered as traditional in-person courses and as hybrid courses as well. Students enrolled in hybrid courses are required to attend evening seminar sessions three times during the Fall/Spring semesters and twice during the Summer semester. The seminar offers an opportunity for social interaction with instructors and classmates while also maintaining full-time employment in an early childhood setting.

Child Development

Program

Child Development

Degree Type

Associate in Applied Science (AAS)

Notes:

- Courses may be taken in any semester if prerequisites are met.
- **Speech/foreign language courses do not meet this humanities/fine arts requirement.

First Term

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3
ENG 101	ENGLISH COMPOSITION I	3
PSY 200	GENERAL PSYCHOLOGY	3

Second Term

Item #	Title	Credits
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 202	CHILDREN'S CREATIVE EXPERIENCES	3
	MTH 100 or Higher-Level Math	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
	SPH 106 or SPH 107	3

Third Term

Item #	Title	Credits
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 224	SCHOOL-AGE CHILDCARE	3
PHS 111	PHYSICAL SCIENCE I	4

Fourth Term

Item #	Title	Credits
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 208	ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
CHD 214	FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
CHD 210	EDUCATING CHILDREN WITH EXCEPTIONAL NEEDS	3
CHD 215	SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT	3
BUS 100	INTRODUCTION TO BUSINESS	3
HED 231	FIRST AID	3
	Total Credits	67

Child Development

Program

Child Development

Degree Type

Certificate (CER)

Note: Courses may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3
ENG 101	ENGLISH COMPOSITION I	3
CIS 146	MICROCOMPUTER APPLICATIONS	3

Second Term

Item #	Title	Credits
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 202	CHILDREN'S CREATIVE EXPERIENCES	3
	MTH 100 or Higher-Level Math	3
	SPH 106 or SPH 107	3

Third Term

Item #	Title	Credits
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 224	SCHOOL-AGE CHILDCARE	3

Fourth Term

Item #	Title	Credits
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 208	ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
HED 231	FIRST AID	3
Total Credits		45

Child Development

Program

Child Development

Degree Type

CTE Short-Term Certificate (STC)

Note: Courses may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 202	CHILDREN'S CREATIVE EXPERIENCES	3
CHD 203	CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT	3

Second Term

Item #	Title	Credits
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
CHD 205	PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN	3
CHD 206	CHILDREN'S HEALTH AND SAFETY	3
CHD 209	INFANT AND TODDLER EDUCATION PROGRAMS	3
HED 231	FIRST AID	3
Total Credits		27

Child Development Associate

Program

Child Development

Degree Type

CTE Short-Term Certificate (STC)

The following series of courses meets the educational requirement for students who are already employed in the field of child development and are seeking the Child Development Associate credential awarded by the Council for Professional Recognition.

Item #	Title	Credits
CHD 100	INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN	3
CHD 201	CHILD GROWTH AND DEVELOPMENT PRINCIPLES	3
CHD 204	METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN	3
Total Credits		9

Computer Science

Information Systems

Program

Computer Science

Degree Type

Associate in Applied Science (AAS)

Note: Courses may be taken in any semester if prerequisites are met.

First Term

CIS 130 may be challenged.

Item #	Title	Credits
CIS 130	INTRODUCTION TO INFORMATION SYSTEMS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
CIS 199	NETWORK COMMUNICATIONS	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3

Second Term

Item #	Title	Credits
CIS 157	INTRODUCTION TO APP DEVELOPMENT WITH SWIFT	3
CIS 251	C++ PROGRAMMING	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3
	SPH 106 or SPH 107	3

Third Term

Item #	Title	Credits
CIS 207	INTRODUCTION TO WEB DEVELOPMENT	3
CIS 222	DATABASE MANAGEMENT	3
CIS 256	ADVANCED JAVA	3
BUS 215	BUSINESS COMMUNICATION	3
	MTH 100 or Higher-Level Math	3

Fourth Term

Item #	Title	Credits
CIS 246	ETHICAL HACKING	3
	CIS 277 or BUS 296	3
	ECO 231 or ECO 232	3
	Humanities and Fine Arts Elective*	3
	Natural Science Elective	4
	Total Credits	61

Information Systems App Development with Swift

Program

Computer Science

Degree Type

CTE Short-Term Certificate (STC)

Note: Courses may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
CIS 157	INTRODUCTION TO APP DEVELOPMENT WITH SWIFT	3

Second Term

Item #	Title	Credits
CIS 220	APP DEVELOPMENT WITH SWIFT	3

Third Term

Item #	Title	Credits
CIS 151	GRAPHICS FOR THE WORLD WIDE WEB	3
CIS 227	APP DEVELOPMENT WITH SWIFT II	3
	Total Credits	12

Information Systems Computer Network Support

Program

Computer Science

Degree Type

CTE Short-Term Certificate (STC)

- Notes: Courses may be taken in any semester if prerequisites are met.
- *CIS 130 may be challenged.

First Term

Item #	Title	Credits
CIS 130	INTRODUCTION TO INFORMATION SYSTEMS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
CIS 199	NETWORK COMMUNICATIONS	3
CIS 251	C + + PROGRAMMING	3
CIS 256	ADVANCED JAVA	3

Second Term

Item #	Title	Credits
CIS 246	ETHICAL HACKING	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3
CIS 277	NETWORK SERVICES ADMINISTRATION	3
	Total Credits	27

Information Systems Hardware and Software Support

Program

Computer Science

Degree Type

CTE Short-Term Certificate (STC)

- *CIS 130 may be challenged.

Item #	Title	Credits
CIS 130	INTRODUCTION TO INFORMATION SYSTEMS	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
CIS 268	SOFTWARE SUPPORT	3
CIS 269	HARDWARE SUPPORT	3
	Total Credits	9

Cosmetology

The Cosmetology program is designed to prepare individuals to meet the rigorous standards outlined by the Alabama State Board of Cosmetology. Students completing the program will have been trained in a number of disciplines such as: shampooing, haircutting, hair straightening, permanent waving, wig and hairpiece enhancement and hair coloring. Students are also trained

in the area of facials and facial make-up, specialized scalp treatments as well as providing manicures and pedicures. These disciplines are taught and observed using strict industry standards in hygiene and safety. This program helps prepare students to take their cosmetologist exams with the Alabama State Board of Cosmetology.

Notes:

- A minimum grade of “C” in the Cosmetology courses is required for a student to enroll in Cosmetology courses for the next term and for graduation.
- Students may not switch between day and evening programs except at the beginning of a term and on a space available basis.
- TB Skin Test required for participation in Cosmetology program.
- Students who withdraw from the Cosmetology program must re-enter within a period of 12 months or start over with first term Cosmetology courses.

Cosmetology

Program

Cosmetology

Degree Type

Associate in Occupational Technology Degree

with Minor in Business Management and Supervision

First Term

Item #	Title	Credits
COS 111	INTRODUCTION TO COSMETOLOGY	3
COS 112	INTRODUCTION TO COSMETOLOGY LAB	3
COS 137	HAIR SHAPING AND DESIGN THEORY	3
COS 145	HAIR SHAPING LAB	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
COS 113	THEORY OF CHEMICAL SERVICES	3
COS 114	CHEMICAL SERVICES LAB	3
COS 115	HAIR COLORING THEORY	3
COS 116	HAIR COLORING LAB	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
COS 117	BASIC SPA TECHNIQUES	3
COS 118	BASIC SPA TECHNIQUES LAB	3
COS 145	HAIR SHAPING LAB	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
COS 123	COSMETOLOGY SALON PRACTICES 3	3
COS 164	FACIAL MACHINE	3
COS 167	STATE BOARD REVIEW	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
	BUS 263 or BUS 285	3
BUS 285	PRINCIPLES OF MARKETING	3
BUS 279	SMALL BUSINESS MANAGEMENT	3
	Social and Behavioral Sciences Elective	3
Total Credits		72

Cosmetology

Program

Cosmetology

Degree Type

Certificate (CER)

First Term

Item #	Title	Credits
COS 111	INTRODUCTION TO COSMETOLOGY	3
COS 112	INTRODUCTION TO COSMETOLOGY LAB	3
COS 137	HAIR SHAPING AND DESIGN THEORY	3
COS 145	HAIR SHAPING LAB	3
MTH 116	MATHEMATICAL APPLICATIONS	3

Second Term

Item #	Title	Credits
COS 113	THEORY OF CHEMICAL SERVICES	3
COS 114	CHEMICAL SERVICES LAB	3
COS 115	HAIR COLORING THEORY	3
COS 116	HAIR COLORING LAB	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
COS 117	BASIC SPA TECHNIQUES	3
COS 118	BASIC SPA TECHNIQUES LAB	3
COS 164	FACIAL MACHINE	3

Fourth Term

Item #	Title	Credits
COS 123	COSMETOLOGY SALON PRACTICES	3
COS 164	FACIAL MACHINE	3
COS 167	STATE BOARD REVIEW	3
Total Credits		48

Cosmetology Instructor Training

Cosmetology instructor training is a teacher training program for licensed cosmetologists. Requirements for admission include an application to Southern Union State Community College, a managing cosmetology license, a high school diploma, or GED certificate, and an interview with a Cosmetology Instructor. This short term certificate is not eligible for Title IV funding

Cosmetology Instructor Training

Program

Cosmetology Instructor Training

Degree Type

Short Term Certificate

Item #	Title	Credits
CIT 211	TEACHING AND CURRICULUM DEVELOPMENT	3
CIT 212	TEACHER MENTORSHIP	3
CIT 214	LESSON PLAN METHODS AND DEVELOPMENT	3
CIT 221	LESSON PLAN IMPLEMENTATION	3
CIT 222	AUDIO VISUAL MATERIALS AND METHODS	3
CIT 223	AUDIO VISUAL MATERIALS AND METHODS APPLICATIONS	3
CIT 224	SPECIAL TOPICS IN COSMETOLOGY INSTRUCTION	3
CIT 225	SPECIAL TOPICS IN COSMETOLOGY	3
Total Credits		24

Criminal Justice

The coursework for this certificate may provide a foundation for students desiring to further their education with an associate or bachelor's degree. Interested students should speak with an advisor for more information. C

Criminal Justice

Program

Criminal Justice

Degree Type

CTE Short-Term Certificate (STC)

First Term

Item #	Title	Credits
CRJ 100	INTRODUCTION TO CRIMINAL JUSTICE	3
CRJ 110	INTRODUCTION TO LAW ENFORCEMENT	3
ENG 101	ENGLISH COMPOSITION I	3
PED 103	WEIGHT TRAINING (Beginning)	1

Second Term

Item #	Title	Credits
CIS 146	MICROCOMPUTER APPLICATIONS	3
CRJ 140	CRIMINAL LAW AND PROCEDURE	3
CRJ 150	INTRODUCTION TO CORRECTIONS	3
	PED Elective (Activity)	1

Third Term

Item #	Title	Credits
CRJ 160	INTRODUCTION TO SECURITY	3
POL 211	AMERICAN NATIONAL GOVERNMENT	3
	PSY 200 or SOC 200	3
	Total Credits	29

Emergency Medical Services

Students enrolled in the Emergency Medical Technology Program may choose to earn a short certificate, long certificate or an Associate in Applied Science Degree in Emergency Medical Technology. Upon successful completion of the first semester of the EMS Program (EMT level), the student is eligible to apply to take the National Registry Examination. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as an EMT.

Upon successful completion of the second semester of the EMS Program (AEMT level), the student is eligible to apply to take the National Registry Examination and apply for licensure to practice in the State of Alabama as an AEMT.

The Paramedic level is the third level of the EMS program and is three semesters in length. The three levels of EMS lead to a Short Certificate, Long Certificate or an Associate in Applied Science Degree. The Long Certificate option requires the student to successfully complete all paramedic and general education courses in the curriculum, with the exception of [PSY 200](#), [SPH 107](#), and the Humanities elective. To earn an Associate in Applied Science Degree, all paramedic and general education courses in the curriculum must be completed. Upon successful completion of the Paramedic program, the student is eligible to apply to take the National Registry examination for Paramedics. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as a Paramedic.

The Emergency Medical Services Programs are fully approved by the Alabama Department of Public Health, Emergency Medical Services Division. The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Education Programs for EMS Professionals (CoAEMSP).

Admission Requirements

*Note: The admission requirements for the EMS program are subject to change. Please contact Health Sciences Admissions for additional information or visit www.suscc.edu.

EMT Level requires:

1. Unconditional admission to the College.
2. Minimum cumulative 2.0 grade point average (GPA) and enter College on clear academic status.
3. Minimum 2.0 GPA at Southern Union
4. Official transcripts from all postsecondary institutions attended.
5. Eligibility for [ENG101](#), [MTH 100](#) and meet the reading requirement of the College.
6. Age of 18 years or older within one (1) year of course completion.
7. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook and EMS Student Handbook.
8. Application for the Emergency Medical Technology Program.

AEMT Level requires:

1. Completion of 1-7 as listed for EMT level.
2. Current National Registry license for EMT.
3. Unencumbered Alabama licensure as an EMT
4. Application for the Advanced Emergency Medical Technician Program.
5. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
*Transfer students: Students who completed EMT training from a non-accredited program and plan to transfer in as a licensed EMT must take EMS108, Directed Students in EMS I, as a co-requisite with EMS 156, Advanced Emergency Medical Technician Clinical. Upon completion of EMS108 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit.

Paramedic Level requires:

1. Completion of 1-8 listed above for EMT and AEMT level admission requirements.
2. Minimum 2.0 GPA on last semester credit hours of coursework completed at a regionally accredited college.
3. A current Alabama license as an AEMT, or successfully completed AEMT from an accredited college by SACSCOC or one of the six regionally accrediting agencies. (Students who took EMT/AEMT from a non-accredited program should see *note below)

4. If seeking a long certificate, completion of [BIO 111](#) – Survey of the Human Biology (previously [EMS189](#)) or [BIO 201](#) Anatomy and Physiology I with a minimum grade of C.
5. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
6. Application to the Paramedic Program.
7. *NOTE: Students transferring into the paramedic level who have graduated from a non-accredited AEMT program must take EMS 156, Advanced Emergency Medical Technician Clinical, as a corequisite to EMS 244. Upon completion of EMS156 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit. If a student has attended a non-accredited program for both EMT and AEMT, the student must take EMS 156 and EMS 108 as a co-requisite to EMS 244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 20 hours of academic credit.

Progression Requirements

1. A 2.0 cumulative GPA.
2. Acceptance by ALL clinical agencies for clinical experience.
3. Updated health records by deadline.
4. Minimum grade of “C” in all required courses as listed in curriculum.
5. Fulfillment of all course prerequisites.
6. If seeking a long certificate, completion of [ENG 101](#), MTH 100 or higher math, and [BIO 202](#) (if [BIO 201](#) elected) with a minimum grade of “C” prior to the final semester of the Paramedic level.
7. No more than a 12 month interruption in matriculation through the Paramedic level course sequence

Students who do not meet progression requirements will be administratively withdrawn from the program and must apply for readmission.

Readmission Requirements

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

1. A 2.0 cumulative grade point average at Southern Union.
2. No more than one grade of “D” or “F” is earned in a course which has a clinical component (whether the course is the same course or two different courses). If a student withdraws from an EMS course, the withdrawal will be treated, for readmission purposes

- only, as a course failure (even if the withdrawal is before the official College “last day to withdraw with a ‘W’ date”).
3. Readmission will depend on classroom and clinical space availability and is not guaranteed.
4. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
5. Completed program readmission form, submitted by deadline.
6. No more than a 12 month interruption in matriculation through the Paramedic level course sequence.

Transfer Policy

Students desiring to transfer into the any level of the EMS program must meet minimum admission/progression standards for Southern Union’s program.

1. Must possess a grade of C or better in all required general education taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
2. Previous Southern Union students must have a minimum 2.0 at SUSCC.
3. Must be a student in good standing and eligible to return to the EMS program.
4. Provide a letter of eligibility from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into the EMS program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
7. Students transferring into the paramedic level who have completed a non-accredited AEMT program and are pursuing the long certificate OR degree route, must take [EMS 156](#), Advanced Emergency Medical Technician Clinical, as a corequisite to [EMS 244](#). Upon completion of EMS 156 with a grade of 75 or higher, the student will be awarded 9 hours of academic credit.
8. If a student has attended a non-credit program for both his/her EMT and AEMT, and are pursuing the long certificate OR degree route, the student must take EMS 156 and [EMS 108](#) as a corequisite to EMS 244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 19 hours of academic credit

Emergency Medical Technician (EMT) Paramedic Program

Emergency Medical Services

Degree Type

Associate in Applied Science (AAS)

First Term

Item #	Title	Credits
MTH 100	INTERMEDIATE COLLEGE ALGEBRA3	

Second Term

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT3	
EMS 244	PARAMEDIC CLINICAL I	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
	Humanities Or Fine Arts Elective	3

Fourth Term

Item #	Title	Credits
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2
EMS 248	PARAMEDIC CLINICAL II	3
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
PSY 200	GENERAL PSYCHOLOGY	3

Fifth Term

Item #	Title	Credits
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3
	Total Credits	71

Emergency Medical Technician (EMT) Paramedic

Program

Emergency Medical Services

Degree Type

Certificate (CER)

First Term

Pre-Requisite to taking AEMT is a National Registry/State EMS License

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1
MTH 100	INTERMEDIATE COLLEGE ALGEBRA3	

Second Term

Item #	Title	Credits
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT3	
EMS 244	PARAMEDIC CLINICAL I	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2
	BIO 111 or SEQUENCE OF BIO 201 and BIO 202	4-8

Fourth Term

Item #	Title	Credits
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2
EMS 248	PARAMEDIC CLINICAL II	3

Fifth Term

Item #	Title	Credits
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
Total Credits		58-62

Emergency Medical Technician (EMT) Advanced

Program

Emergency Medical Services

Degree Type

Short Term Certificate

First Term

Stackable Short-Term Certificate: EMT - 10 hours

Pre-Requisite to taking AEMT is a National Registry/State EMS License

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1

Second Term

Stackable Short-Certificate: AEMT - 9 hours

Item #	Title	Credits
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 156	ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL	2
Total Credits		19

Emergency Medical Technician (EMT) Basic

Program

Emergency Medical Services

Degree Type

Short Term Certificate

First Term

Stackable Short-Term Certificate: EMT - 10 hours

Pre-Requisite to taking AEMT is a National Registry/State EMS License

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1
Total Credits		10

Emergency Medical Technician (EMT) Paramedic

Program

Emergency Medical Services

Degree Type

Short Term Certificate

First Term

Stackable Short-Term Certificate: EMT - 10 hours

Pre-Requisite to taking AEMT is a National Registry/State EMS License

Item #	Title	Credits
EMS 118	EMERGENCY MEDICAL TECHNICIAN	9
EMS 119	EMERGENCY MEDICAL TECHNICIAN CLINICAL	1

Second Term

Stackable Short-Certificate: AEMT - 9 hours

Item #	Title	Credits
EMS 155	ADVANCED EMERGENCY MEDICAL TECHNICIAN	7
EMS 156	ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL	2

Third Term

Item #	Title	Credits
EMS 241	PARAMEDIC CARDIOLOGY	3
EMS 242	PARAMEDIC PATIENT ASSESSMENT	3
EMS 244	PARAMEDIC CLINICAL I	1
EMS 257	PARAMEDIC APPLIED PHARMACOLOGY	2

Fourth Term

Item #	Title	Credits
EMS 245	PARAMEDIC MEDICAL EMERGENCIES	3
EMS 246	PARAMEDIC TRAUMA MANAGEMENT	3
EMS 247	PARAMEDIC SPECIAL POPULATIONS	2
EMS 248	PARAMEDIC CLINICAL II	3

Fifth Term

Stackable Short-Term Certificate: EMP - 29 hours

Item #	Title	Credits
EMS 253	PARAMEDIC TRANSITION TO THE WORKFORCE	2
EMS 254	ADVANCED COMPETENCIES FOR PARAMEDIC	2
EMS 255	PARAMEDIC FIELD PRECEPTORSHIP	5
EMS 256	PARAMEDIC TEAM LEADERSHIP	1
Total Credits		49

Engineering and Design

The Engineering and Design program prepares students to become drafters. Drafters prepare drawings based on sketches, specifications, and calculations made by engineers, architects, and designers. These final drawings contain detailed views of an object, specifications for materials, and other information required to fully carry out the job. Students in this program use industry specific software to perform lab exercises such as AutoCAD®, Inventor®, Revit®, Solid Edge®, and ArcGIS®. Students also have the opportunity to prototype parts with large format printers, laser cutters and 3D printers. Students are required to participate in third party credentialing activities such as NOCTI as part of this curriculum.

*This program has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

Engineering and Design

Program

Engineering and Design

Degree Type

Associate in Applied Science (AAS)

Basic CAD Term

Item #	Title	Credits
DDT 104	BASIC COMPUTER AIDED DRAFTING	3
DDT 111	FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY	3
ADM 205	ADVANCED MOLDING	3
ADM 112	ORIENTATION TO ADDITIVE MANUFACTURING	1
	MTH 100 or MTH 110	3

3D Modeling Term

Item #	Title	Credits
DDT 233	INTERMEDIATE 3D MODELING	3
DDT 125	SURFACE DEVELOPMENT	3
DDT 127	INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN	3
ENT 217	MACHINE DESIGN	3
ENG 101	ENGLISH COMPOSITION I	3

Additive Manufacturing Term

Item #	Title	Credits
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
ADM 161	SPECIALIZED SOFTWARE TECHNIQUES	3
ADM 162	ADDITIVE MANUFACTURING PROCESS	3
ADM 114	DESIGN INNOVATION	3
	Natural Science or Mathematics Elective	3

Reverse Engineering Term

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
ADM 123	PLASTIC MATERIAL PROCESSES	3
ADM 261	REVERSE ENGINEERING	3
ENT 217	MACHINE DESIGN	3
	Humanities and Fine Arts Elective	3

Civil/GIS Term

Item #	Title	Credits
DDT 132	ARCHITECTURAL DRAFTING	3
DDT 133	Basic Surveying	3
DDT 212	INTERMEDIATE ARCHITECTURAL DRAFTING	3
	Social and Behavioral Sciences Elective	3
Total Credits		70

Stackable Short Term Certificate: 3D Modeling

Program

Engineering and Design

Degree Type

Short Term Certificate

Item #	Title	Credits
DDT 233	INTERMEDIATE 3D MODELING	3
DDT 125	SURFACE DEVELOPMENT	3
DDT 127	INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN	3
ENT 217	MACHINE DESIGN	3
Total Credits		12

Stackable Short Term Certificate: Additive Manufacturing

Program

Engineering and Design

Degree Type

Short Term Certificate

Item #	Title	Credits
ADM 160	ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES	3
ADM 161	SPECIALIZED SOFTWARE TECHNIQUES	3
ADM 162	ADDITIVE MANUFACTURING PROCESS	3
ADM 114	DESIGN INNOVATION	3
Total Credits		12

Stackable Short Term Certificate: Civil/GIS

Program

Engineering and Design

Degree Type

Short Term Certificate

Item #	Title	Credits
DDT 132	ARCHITECTURAL DRAFTING	3
DDT 133	Basic Surveying	3
DDT 212	INTERMEDIATE ARCHITECTURAL DRAFTING	3
Total Credits		9

Stackable Short Term Certificate: Reverse Engineering

Program

Engineering and Design

Degree Type

Short Term Certificate

Item #	Title	Credits
ADM 101	PRECISION MEASUREMENT	3
ADM 123	PLASTIC MATERIAL PROCESSES	3
ADM 261	REVERSE ENGINEERING	3
ENT 217	MACHINE DESIGN	3
Total Credits		12

General Education

General Education Core

Program

General Education

Degree Type

Associate in Science (AS)

Area I: Written Composition

Study in this area addresses effective written communication skills, which are essential in a literate society.

- [ENG 101](#) and [ENG 102](#)
 - A minimum grade of C is required in both courses to graduate.

Area II: Humanities and Fine Arts*

Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. In addition to literature, disciplines in the humanities and fine arts include, but are not limited to, area/ethnic studies, art and art history, dance, ethics, foreign languages, music and music history, philosophy, religious studies, speech, and theater.

- **Must complete a minimum of three (3) semester hours in Literature. [ENG 251](#) and/or [ENG 252](#) or [ENG 271](#) and/or [ENG 272](#)
- Must complete a minimum of three (3) semester hours in Fine Arts. [ART 100](#), [MUS 101](#), [THR 120](#) or [THR 126](#)
- The remaining six (6) semester hours to be selected from the following: [ART 100](#), [ENG 251](#), [ENG 252](#), [ENG 271](#), [ENG 272](#), [GRN 101](#), [GRN 102](#), [HUM 101](#), [IDS 102](#), [MUS 101](#), [REL 151](#), [REL 152](#), [SPA 101](#), [SPA 102](#), [SPH 106](#) or [SPH 107](#), [THR 120](#), and [THR 126](#).

Area III: Natural Sciences and Mathematics

Study in the natural sciences and mathematics emphasizes the scientific method and applies quantitative or inductive reasoning. In addition to mathematics, disciplines in the natural sciences include, but are not limited to, astronomy, biological sciences, chemistry, earth science, geology, physical geography, physical science, and physics.

- Must complete a minimum of three (3) semester hours in Mathematics at the Precalculus Algebra ([MTH 112](#)) or Finite Math ([MTH 110](#)) level or higher.
- Must complete eight (8) semester hours in the Natural Sciences which must include laboratory experience. Choose from the following courses: [AST 220](#), [BIO 101†](#), [BIO 102](#), or [BIO 103†](#), [BIO 104](#), [CHM 104†](#), [CHM 111†](#), [CHM 112](#), [GLY 101](#), [GLY 102](#), [PHS 111](#), [PHS 112](#), [PHY 201](#), [PHY 202](#), or [PHY 213](#), [PHY 214](#)

† [BIO 101](#) and [BIO 103](#) or [CHM 104](#) and [CHM 111](#) cannot be taken together to fulfill the science requirements of Area III.

Note: [BIO 201](#), [BIO 202](#), [BIO 220](#) are not natural sciences and will not fulfill the Area III requirement for an Associate in Science degree.

Area IV: History, Social, and Behavioral Sciences*

Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures, and economics. In addition to history, disciplines include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.

- **Must complete a minimum of three (3) semester hours in History. A maximum of six (6) semester hours are allowed in Area IV. Additional hours will count in Area V. [HIS 101](#) and/or [HIS 102](#) or [HIS 201](#) and/or [HIS 202](#)
- Must complete a minimum of six (6) semester hours from among other disciplines in the Social and Behavioral Sciences. Choose from the following courses: [ECO 231](#), [ECO 232](#), [GEO 100](#), [POL 211](#), [PSY 200](#), [PSY 210](#), or [SOC 200](#)

Area V: Pre-Professional, Major, and Elective Courses*

Area V is designated for courses appropriate to the degree/major requirements of the individual student.

Students completing courses that have been approved for the General Education Curriculum and are appropriate to their major and/or degree program may transfer these courses with credit applicable to their degree program among Alabama's two-year and four-year colleges and universities. (See an academic advisor or <http://stars.troy.edu>)

**ENGINEERING EXCEPTIONS: For all engineering majors, the AGSC voted to allow the hour requirements in Area II to be reduced from 12 SH to 9 SH and in Area IV to be reduced from 12 SH to 9 SH. This reduction allowed for additional hours (6 semester hours) to be added to Area V for engineering majors so that required math and science courses could be taken prior to transfer that would meet national engineering accreditation standards (ABET). The ACCS has adopted this exception. Engineering students may take 9 hours in Area II, 9 hours in Area IV, and 25 to 29 hours in Area V.*

***Must complete a 6 semester hour sequence either in Literature or in History. The sequences in Area II and IV in Literature or History need to follow the sequence requirements according to the students' major and transfer plans.*

****Respective programs of study for baccalaureate degrees at Alabama Public Universities range from 120-128 semester credit hours in length. Dependent upon the total hours allocated for the bachelor's degrees, institutions in The Alabama Community College System are authorized to provide only 50 percent of that total (60-64 hours).*

*Note: The courses that are approved as part of the Alabama General Education Curriculum for Areas I - IV are denoted with an * in the Course Descriptions section of this Catalog.*

Total Credits

60-64

General Education

Program

General Education

Degree Type

CTE Short-Term Certificate (STC)

Maximum Credit Hours: 29 Credit Hours

Item #	Title	Credits
	Area I: Written Composition	6
	Area II: Humanities and Fine Arts	6
	Area III: Natural Sciences and Mathematics	7-8
	Area IV: History, Social, and Behavioral Sciences	9
	Total Credits	28-29

Health and Wellness

There is no application process to obtain one or more of the Health and Wellness Short Certificates. Each certificate can be earned individually or within an Associates in Science Degree by applying those courses to area V. Each certificate focuses on different aspects of health and wellness by guiding students to take courses that prepare them for those different respective fields.

In addition to the general admission requirements of the College, the student must also abide by the following to be able to receive the short certificates:

1. Inform your advisor of the certificate that you wish to pursue.
2. Have unconditional admission to the College on clear academic status.
3. Be 18 years of age upon completion of certificate.
4. Have 2.0 cumulative grade point average (GPA) at Southern Union.
5. Send transcripts from all postsecondary institutions attended (minimum 2.0 cumulative GPA is required).
6. Meet and comply with standards and policies in the current College Catalog and Student Handbook.

Wellness and Therapeutic Massage (65 Hrs)

Program

Health and Wellness

Degree Type

Associate in Applied Science (AAS)

The **Wellness and Therapeutic Massage Degree (65 hrs)** is for the student wishing to complete a two-year degree, and become a certified personal trainer and a certified massage therapist.

Note:

Must apply to the Therapeutic Massage Program to pursue this degree.

Classes may be taken in any semester if prerequisites are

met. All courses for this degree must be completed with a grade of C or higher.

First Term

*Students that have completed BIO201 and BIO 202 with a grade of C or higher are not required to take BIO111.

Item #	Title	Credits
MSG 101	INTRODUCTION TO THERAPEUTIC MASSAGE	3
MSG 102	THERAPEUTIC MASSAGE LAB I	3
MSG 104	MUSCULOSKELETAL AND KINESIOLOGY I	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4
ENG 101	ENGLISH COMPOSITION I	3

Second Term

*Any approved Fine Arts or Humanities Elective will be accepted. IDS 102 preferred.

Item #	Title	Credits
MSG 105	THERAPEUTIC MASSAGE SUPERVISED CLINICAL I	2
MSG 202	THERAPEUTIC MASSAGE LAB II	3
MSG 204	MUSCULOSKELETAL AND KINESIOLOGY II	3
ENG 102	ENGLISH COMPOSITION II	3
	Humanities Or Fine Arts Elective	3
HED 226	WELLNESS	3

Third Term

Item #	Title	Credits
MSG 201	THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS	2
MSG 203	PATHOLOGY	3
MSG 205	THERAPEUTIC MASSAGE SUPERVISED CLINICAL II	2
MSG 206	NATIONAL CERTIFICATION EXAM REVIEW	1
PSY 200	GENERAL PSYCHOLOGY	3
HED 221	PERSONAL HEALTH	3
HPS 116	OVERVIEW OF COMPLEMENTARY AND ALTERNATIVE THERAPIES	3

*MTH 110 or higher will be accepted.

Item #	Title	Credits
	HEC 140 or PED 224	3
HED 231	FIRST AID	3
PED 100	FUNDAMENTALS OF FITNESS	3
PED 223	METHODS OF INSTRUCTION	3
	Total Credits	62

Kinesiology/Exercise Science Certificate (23 hours)

Program

Health and Wellness

Degree Type

CTE Short-Term Certificate (STC)

The Kinesiology/Exercise Science Certificate (23 hrs) is for the student wishing to continue their education at a four-year institution majoring in kinesiology/exercise science or some related field, or a student wanting to continue their education in the field of physical therapy or physical therapy assistant. Students will be certified as a personal trainer through the American Council on Exercise (ACE) upon passing the ACE Personal Trainer Exam, as well as First Aid and CPR certifications through the American Heart Association.

- Any 1-hour PED course can be substituted for PED 105

Item #	Title	Credits
HED 226	WELLNESS	3
HED 231	FIRST AID	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
HPS 105	MEDICAL TERMINOLOGY	3
	HEC 140 or PED 224	3
HED 232	CARE AND PREVENTION OF ATHLETIC INJURIES	3
PED 223	METHODS OF INSTRUCTION	3
PED 105	PERSONAL FITNESS	1
Total Credits		23

Physical Education/ Coaching Certificate (23 hours)

Program

Health and Wellness

Degree Type

CTE Short-Term Certificate (STC)

The Physical Education/Coaching Certificate (23 hrs) is for the student wishing to continue their education at a four-year institution for physical education, teaching, or coaching. The courses in this certificate offer basic insight into classroom/player management, student/athlete discipline, responsibilities of teachers/coaches as well as how to physically prepare students/athletes for sports and competition.

Item #	Title	Credits
HED 226	WELLNESS	3
PED 100	FUNDAMENTALS OF FITNESS	3
PED 200	FOUNDATIONS OF PHYSICAL EDUCATION	3
EDU 100	EXPLORING TEACHING AS A PROFESSION	3
PED 216	SPORTS OFFICIATING	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
Total Credits		23

Wellness Certificate (21 hrs)

Program

Health and Wellness

Degree Type

CTE Short-Term Certificate (STC)

The Wellness Certificate (21 hrs) is for the student wishing to have a more comprehensive understanding of health and fitness, conventional, complementary and alternative therapies are covered. Students will be certified as a personal trainer through the American Council on Exercise (ACE) upon passing the ACE Personal Trainer Exam, as well as First Aid and CPR certifications through the American Heart Association.

Item #	Title	Credits
HED 226	WELLNESS	3
HED 231	FIRST AID	3
PED 100	FUNDAMENTALS OF FITNESS	3
HPS 116	OVERVIEW OF COMPLEMENTARY AND ALTERNATIVE THERAPIES	3
	HEC 140 or PED 224	3
HED 221	PERSONAL HEALTH	3
PED 223	METHODS OF INSTRUCTION	3
Total Credits		21

Wellness and Personal Trainer Certificate (29 hrs)

Program

Health and Wellness

Degree Type

CTE Short-Term Certificate (STC)

The Wellness and Personal Trainer Certificates (29 hrs) is for the student wishing to continue their education at a four-year institution. Students will be certified as a personal trainer through the American Council on Exercise

(ACE) upon passing the ACE Personal Trainer Exam, as well as First Aid and CPR certifications through the American Heart Association.

Survey of Human Biology may be substituted for BIO 201 and BIO 202.

Item #	Title	Credits
	HEC 140 or PED 224	3
PED 100	FUNDAMENTALS OF FITNESS	3
HED 221	PERSONAL HEALTH	3
HED 222	COMMUNITY HEALTH	3
HED 231	FIRST AID	3
PED 223	METHODS OF INSTRUCTION	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
	Any approved HED or PED Course	3
	Total Credits	29

Industrial Electricity/ Electronics Technology

The Industrial Electricity Technology Program is designed to help students acquire skills needed to become an industrial electrician or an entry level electrician/electrician's helper. Students are also introduced to the theories and principles of the operation and installation of electrical equipment, machines, and the installation of motors, transformers, industrial controls, programmable logic controllers, and variable speed drives. Students are involved in an in-depth study of the National Electrical Code and preparation for credentialing testing. Students are required to participate in third party credentialing such as CET and third party assessments such as NOCTI prior to completion of this curriculum.

This program is designed to complement local electrical contractors' apprenticeship training program and has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

Electrical Technology

Program

Industrial Electricity/Electronics Technology

Degree Type

Associate in Applied Science (AAS)

Basic Electricity Term

Item #	Title	Credits
WKO 110	NCCER CORE	3
ILT 118	CONSTRUCTION WIRING NEC	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
	MTH 100 or MTH 110	3

Solid State Term

Item #	Title	Credits
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ELT 117	AC/DC MACHINES	3
ELT 122	Advanced AC/DC Machines	3
ENG 101	ENGLISH COMPOSITION I	3

Third Term

Item #	Title	Credits
ILT 109	ELECTRICAL BLUEPRINT READING I	3
ELT 110	WIRING METHODS	3
ILT 231	National Electric Code	3
ILT 209	MOTOR CONTROLS I	3
	Natural Science or Mathematics Elective	3

Fourth Term

Item #	Title	Credits
ILT 115	INDUSTRIAL CONTROLS	3
ELT 131	WIRING 1 COMMERCIAL AND INDUSTRIAL	3
ELT 132	COMMERCIAL AND INDUSTRIAL WIRING II	3
ELT 206	OSHA SAFETY STANDARDS	3
	Humanities and Fine Arts Elective	3

Fifth Term

Item #	Title	Credits
ILT 104	INDUSTRIAL INSTRUMENTATION	3
ILT 105	INDUSTRIAL INSTRUMENTATION LAB 2	3
ILT 240	SENSORS TECHNOLOGY AND APPLICATIONS	3
ILT 263	CERTIFICATION PREP LAB	1
	Social and Behavioral Sciences Elective	3
	Total Credits	72

Stackable Short Term Certificate: Basic Electricity

Program

Industrial Electricity/Electronics Technology

Degree Type

Short Term Certificate

Item #	Title	Credits
WKO 110	NCCER CORE	3
ILT 118	CONSTRUCTION WIRING NEC	3
ILT 160	DC FUNDAMENTALS	3
ILT 161	AC FUNDAMENTALS	3
Total Credits		12

Stackable Short Term Certificate: Commercial Industrial Wiring

Program

Industrial Electricity/Electronics Technology

Degree Type

Short Term Certificate

Item #	Title	Credits
ELT 110	WIRING METHODS	3
ELT 131	WIRING I COMMERCIAL AND INDUSTRIAL	3
ELT 132	COMMERCIAL AND INDUSTRIAL WIRING II	3
Total Credits		9

Stackable Short Term Certificate: Industrial Instrumentation

Program

Industrial Electricity/Electronics Technology

Degree Type

Short Term Certificate

Item #	Title	Credits
ILT 104	INDUSTRIAL INSTRUMENTATION	3
ILT 105	INDUSTRIAL INSTRUMENTATION LAB 2	2
ILT 240	SENSORS TECHNOLOGY AND APPLICATIONS	3
ILT 263	CERTIFICATION PREP LAB	1
Total Credits		9

Stackable Short Term Certificate: Industrial Motor Controls

Program

Industrial Electricity/Electronics Technology

Degree Type

Short Term Certificate

Item #	Title	Credits
ILT 109	ELECTRICAL BLUEPRINT READING I	3
ILT 115	INDUSTRIAL CONTROLS	3
ILT 231	National Electric Code	3
ILT 209	MOTOR CONTROLS I	3
Total Credits		12

Stackable Short Term Certificate: Solid State

Program

Industrial Electricity/Electronics Technology

Degree Type

Short Term Certificate

Item #	Title	Credits
ILT 162	SOLID STATE FUNDAMENTALS	3
ILT 166	MOTORS AND TRANSFORMERS I	3
ELT 117	AC/DC MACHINES	3
ELT 122	Advanced AC/DC Machines	3
Total Credits		12

Medical Assistant Technology

Medical Assistant

Program

Medical Assistant Technology

Degree Type

Associate in Applied Science (AAS)

Note: Subject to change due to statewide standardization of medical assistant programs.

General Admission Requirements

In addition to the general admission requirements for the College, admission to any nursing program requires:

1. Unconditional admission to the College.
2. 2.0 grade point average (GPA) or previous Southern Union students must have a minimum 2.0 GPA or higher at SUSCC.
3. Transfer students must enter SUSCC on clear academic status (cumulative 2.0 GPA).
4. Official transcripts received by Records Office (Wadley Campus) from ALL post-secondary institutions attended (or official transcripts from high school/ GED scores for those who have never attended college).
5. Meeting eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement.

- Submission of application for Medical Assistant Technology Program by deadline.

Admission to the Medical Assistant Technology Program is competitive, and the number of students admitted is limited by the number of clinical facilities available, after meeting minimal application requirements. *Meeting minimal requirements does not guarantee acceptance.*

Medical Assistant Progression Policies Progression Requirements

In order to continue in the program, the student must:

- Achieve a grade of C or better in all required general education and program courses.
- Be accepted by all clinical agencies for clinical experiences.
- Maintain program health requirements.
- Maintain ability to meet essential functions for program with or without reasonable accommodations.

Definitions:

Reinstatement: Students who have a withdrawal or failure in a program course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for program reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student, the student must take or retake all program courses.

Reinstatement Policy

In order to progress in the program, the following policy should be followed:

- A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the program will result in dismissal from the program.
- A student may be reinstated to the program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All Medical Assistant Technology program admission standards must be met.
- A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
- If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

Academic Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
	SPH 106 or SPH 107	3
IDS 102	ETHICS	3
	MTH 100 or Higher-Level Math	3
	BIO 111 or SEQUENCE OF BIO 201 and BIO 202	4-8
PSY 200	GENERAL PSYCHOLOGY	3
	MAT 101 or OAD 211 or HPS 105	3
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
	MAT 120 or OAD 214	3
	MAT 121 or OAD 214	3
MAT 216	PHARMACOLOGY FOR THE MEDICAL OFFICE	4
MAT 125	LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT	3
HED 231	FIRST AID	3
MAT 205	CLINICAL SPECIALITIES FOR THE MEDICAL ASSISTANT	4
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 218	EKG TECHNICIAN	3
	Mat 220 or OAD 215 & OAD 216	3-6
MAT 230	Medical Assisting Practicum	2
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
MAT 228	MEDICAL ASSISTANT REVIEW COURSE	1

Electives

Choose a minimum of 3 credits hours.

Item #	Title	Credits
NAS 100	LONG TERM CARE NURSING ASSISTANT	4
OAD 101	BEGINNING KEYBOARDING	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
Total Credits		63-71

Medical Assistant

Program

Medical Assistant Technology

Degree Type

Certificate (CER)

Academic Courses

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
IDS 102	ETHICS	3
	MTH 100 or Higher-Level Math	3
	BIO 111 or SEQUENCE OF BIO 201 and BIO 202	4-8
	SPH 106 or SPH 107	3

Courses

Item #	Title	Credits
	MAT 101 or OAD 211 or HPS 105	3
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
	MAT 120 or OAD 214	3
	MAT 121 or OAD 214	3
MAT 216	PHARMACOLOGY FOR THE MEDICAL OFFICE	4
MAT 125	LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT	3
HED 231	FIRST AID	3
MAT 205	CLINICAL SPECIALITIES FOR THE MEDICAL ASSISTANT	4
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 218	EKG TECHNICIAN	3
	Mat 220 or OAD 215 & OAD 216	3-6
MAT 228	MEDICAL ASSISTANT REVIEW COURSE	1
MAT 230	Medical Assisting Practicum	2
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
	Total Credits	57-64

Administrative Medical Assistant

Program

Medical Assistant Technology

Degree Type

Short Term Certificate

Item #	Title	Credits
	MAT 101 or OAD 211 or HPS 105	3
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
	MAT 120 or OAD 214	3
	MAT 121 or OAD 214	3
	Mat 220 or OAD 215 & OAD 216	3-6
MAT 205	CLINICAL SPECIALITIES FOR THE MEDICAL ASSISTANT	4
MAT 216	PHARMACOLOGY FOR THE MEDICAL OFFICE	4
	Total Credits	23-26

Multicare Technician

Program

Medical Assistant Technology

Degree Type

Short Term Certificate

Item #	Title	Credits
MAT 111	CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT	3
MAT 125	LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT	3
HED 231	FIRST AID	3
MAT 205	CLINICAL SPECIALITIES FOR THE MEDICAL ASSISTANT	4
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 218	EKG TECHNICIAN	3
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
	Total Credits	22

Phlebotomy Technician

Program

Medical Assistant Technology

Degree Type

Short Term Certificate

Item #	Title	Credits
MAT 125	LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT	3
MAT 215	LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT	3
MAT 239	PHLEBOTOMY PRECEPTORSHIP	3
	Total Credits	9

Nursing

LPN to ADN Mobility

Program

Nursing

Degree Type

Associate in Applied Science (AAS)

MOBILITY OPTION for LICENSED PRACTICAL NURSES

LPNs may earn the Associate in Applied Science Degree in Nursing (ADN) in three semesters by successfully completing one term of transition* courses and the final two semesters of the Nursing Program. Following graduation from the College, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Nurse.

The Associate Degree Nursing Program is fully approved by the Alabama Board of Nursing and accredited by The Accreditation Commission for Education in Nursing.

**Note: Policies subject to change due to statewide standardization of nursing programs.*

See prerequisite listing under Admission Requirements.

Admission Requirements for LPN to ADN Mobility Program

In addition to the general admission requirements for the College, admission to the LPN to ADN Mobility option requires:

1. applicant meets all Nursing Program general admission requirements.
2. an unencumbered or nonrestricted license as a Practical Nurse in Alabama.
3. completion of prerequisite general education courses with minimum grade of "C."

Courses are:

- BIO 201 Human Anatomy & Physiology I
- BIO 202 Human Anatomy & Physiology II
- ENG 101 English Composition I
- MTH 100 Intermediate College Algebra (or higher)
- PSY 210 Human Growth and Development
- SPH 107 Fundamentals of Public Speaking (or SPH 106)

**BIO 201 is a prerequisite to BIO 202.*

Total Prerequisites Required: 20 credit hours

4. receipt of application for the Mobility Option.
5. an official score on ACT National or ACT Residual with a minimum composite score of 18.

Track II Option: (for graduates of Alabama Community College System PN programs)

Licensed Practical nurses who have completed the standardized statewide CBC practical nurse curriculum (semesters 1-3) from a college inside the Alabama Community College System within two (2) years may apply for the LPN to ADN Track II Option. Students admitted to this program will not be required to take NUR 209 and will enter into the second term of the mobility curriculum. Applicants for this option must meet admission requirements as required for the LPN and ADN mobility program listed above. Qualified applicants are admitted as clinical space permits.

First Term

After successful completion of NUR 209, the student will be awarded 15 hours of nontraditional credit in addition to the 10 hours for the course for a total of 25 hours.

Item #	Title	Credits
NUR 209	CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS	10

Second Term

Item #	Title	Credits
BIO 220	GENERAL MICROBIOLOGY	4
NUR 211	ADVANCED NURSING CONCEPTS	7

Third Term

Item #	Title	Credits
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7
Humanities and Fine Arts Elective* 3		

Track II Option

(for graduates of Alabama Community College System PN programs)

Licensed Practical nurses who have completed the standardized statewide CBC practical nurse curriculum (semesters 1-3) from a college inside the Alabama Community College System within two (2) years may apply for the LPN to ADN Track II Option. Students admitted to this program will not be required to take NUR 209 and will enter into the second term of the mobility curriculum. Applicants for this option must meet admission requirements as required for the LPN and ADN mobility program listed above. Qualified applicants are admitted as clinical space permits.

Total Credits	46
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Nursing

Program

Nursing

Degree Type

Associate in Applied Science (AAS)

For LPN Mobility Program Policies, [click here.](#)

For Paramedic Mobility Program Policies, [click here.](#)

NURSING PROGRAM POLICIES

Note: Subject to change due to statewide standardization of nursing programs.

General Admission Requirements

In addition to the general admission requirements for the College, admission to the Nursing Program requires:

1. Unconditional admission to the College
2. 2.5 grade point average (GPA) calculated on completed academic core courses
3. Meeting minimum admission test score on the ACT
4. Current or previous Southern Union students must have a minimum 2.0 GPA or higher at SUSCC.
5. Transfer students must enter SUSCC on clear academic status (cumulative 2.0 GPA)
6. Official transcripts received by Records Office (Wadley Campus) from ALL post-secondary institutions attended (or official transcripts from high school/ GED scores for those who have never attended college)
7. Meeting eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement
8. An official score on ACT National or ACT Residual with a minimum composite score of 18.
9. Submission of application for the Nursing Program by deadline

Admission to the Nursing Program is competitive, and the number of students admitted is limited by the number of clinical facilities available. After meeting minimal application requirements, applicants are rank-ordered for acceptance using a points system based on score on ACT National or ACT Residual (minimum composite score of 18) and quality points from selected college courses. Students may be eligible to earn additional points (Maximum of 10 points). See program application for details. *Meeting minimal requirements does not guarantee acceptance.*

Effective summer 2020, all students admitted to the Nursing Program are eligible to take semesters 1-5 of the Nursing Program. Students are admitted to the SUSCC Nursing Program each semester. The Opelika campus admits students in the spring and fall semesters. The Wadley campus admits students for the summer semester. Semesters 1-5 of the Nursing Program are offered on the Opelika campus. Semesters 1-3 of the Nursing Program are offered on the Wadley campus. Students admitted to the Wadley campus will attend fourth and fifth semester classes on the Opelika campus.

Progression Requirements

In order to continue in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses.
2. Be accepted by all clinical agencies for clinical experiences.
3. Maintain program health requirements.
4. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.

Definitions:

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for program reinstatement may apply for program admission as a new student and must submit all new application criteria. If accepted as a new student, the student must take or retake all Nursing Program courses.

Reinstatement Policy

In order to progress in the nursing program the following policy should be followed:

1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the Nursing Program will result in dismissal from the program.
2. A student may be reinstated to the Nursing Program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All Nursing Program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
5. Nursing students whose second unsuccessful attempt occurs in NUR211 or NUR221 are eligible to apply for the LPN Mobility program (NUR 209 entry). These students must meet all admission requirements for LPN Mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.
6. Track II Mobility students who are unsuccessful in NUR 211 are eligible to apply for the LPN Mobility Program (NUR 209 entry). These students must meet all admissions requirements for mobility, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.

Process for Reinstatement

1. Students who are unsuccessful or withdrawn from their first nursing course should schedule an appointment with the Health Sciences Advisor and/or Program Director to discuss eligibility for reinstatement.
2. Students who are eligible must apply for reinstatement to the Nursing Program and submit the application by published deadlines. Students who submit reinstatement requests after the deadline may be considered at next course availability. See program handbook for more detail.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Reinstated students who have been out of nursing classes for more than one semester must repeat their criminal background check and drug testing.
5. Updated immunizations and other health records as required for clinical experiences must be submitted after reinstatement by the scheduled deadline.
6. Students applying for readmission will be required to demonstrate competency in clinical skills.
7. Students who are unsuccessful in NUR 112 or NUR 209 must apply for readmission as a new student to the program and are not eligible for reinstatement.

Transfer Policy

Students desiring to transfer from their current nursing program must meet minimum admission/progression standards for Southern Union's Nursing Program.

1. Must possess a grade of C or better in all required general education courses taken at other regionally accredited institutions and possess a minimum of a 2.0 cumulative GPA at time of transfer.
2. Previous Southern Union students must have a minimum 2.0 at SUSCC.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into the Nursing Program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
7. No more than one (1) semester in which a grade of D or F has been earned in a nursing course.
8. Less than one (1) calendar year since enrolled in nursing course.

Comprehensive Exams

Students in the nursing program will be required to take comprehensive examinations at the end of nursing courses within the curriculum. The test results will be part of the course grade and may serve as the course final in selected courses. Students will be charged for these tests. To comply with graduation requirements, students in the nursing program will be required to take a comprehensive program exam in NUR 115: Evidence Based Clinical Reasoning and/or NUR 221: Advanced Evidence Based Clinical Reasoning.

PRACTICAL NURSING CERTIFICATE

Upon completion of semesters 1-3 of the Nursing Program, a Certificate is awarded and students are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Following successful completion of the examination, the graduate is eligible to practice as a Licensed Practical Nurse.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Upon completion of semesters 4 & 5 of the Nursing Program, the student is awarded the Associate in Applied Science Degree (ADN). Graduates are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Following successful completion of the examination, the graduate is eligible to practice as a Registered Nurse.

Notes:

- Classes in italics may be taken prior to entering nursing or taken in consecutive nursing semesters.
- **BIO 201** is a prerequisite for **BIO 202**.
- **NUR 114** and **NUR 115** are co-requisites. NUR 115 may only be taken with NUR 114, or after the successful completion of NUR 114.

First Term

Note: After completion of NUR 112 with a "C" or higher, students may apply to take the Certified Nursing Assistant Examination and obtain license as a CNA in Alabama.

Item #	Title	Credits
	MTH 100 or Higher-Level Math	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
NUR 112	FUNDAMENTAL CONCEPTS OF NURSING	7

Second Term

Note: After completion of NUR 113 with a “C” or higher, students may apply to take the Medication Aide Certification Exam (MACE) to become a Certified Medication Aide in the State of Alabama.

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
NUR 113	NURSING CONCEPTS I	8

Third Term

Note: After completion of NUR 114 and NUR 115 with a “C” or higher, students may apply to take the NCLEX-PN Examination and obtain license as a LPN in Alabama.

Item #	Title	Credits
NUR 114	NURSING CONCEPTS II	8
NUR 115	EVIDENCE BASED CLINICAL REASONING	2
	SPH 106 or SPH 107	3

Fourth Term

Item #	Title	Credits
BIO 220	GENERAL MICROBIOLOGY	4
NUR 211	ADVANCED NURSING CONCEPTS	7

Fifth Term

Item #	Title	Credits
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7
	Humanities Or Fine Arts Elective	3
	Total Credits	66

Paramedic to ADN Mobility

Program

Nursing

Degree Type

Associate in Applied Science (AAS)

Paramedics may earn the Associate in Applied Science Degree in Nursing (ADN) in three semesters by successfully completing one term of transition courses and the final two semesters of the Nursing Program. Following graduation from the College, the graduate is eligible to apply to take the National Council Licensure Examination for Registered

Nurses (NCLEX-RN). Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Nurse.

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by The Accreditation Commission for Education in Nursing.

**Note: Subject to change due to statewide standardization of nursing programs.*

Admission Requirements for Paramedic to ADN Mobility Program

In addition to the general admission requirements for the College and the nursing program, admission to the Associate Degree Nursing Mobility program for paramedics requires:

1. Applicant meets all Nursing Program general admission requirements.
2. An unencumbered or non-restricted license as a Paramedic in Alabama.
3. Completion of prerequisite general education courses with a minimum grade of “C”.

Courses are:

BIO 201* Anatomy & Physiology I

BIO 202 Anatomy & Physiology II

ENG 101 English Composition I

SPH 107 Fundamentals of Public Speaking (or SPH 106)

MTH 100 Intermediate College Algebra or higher level

PSY 210 Human Growth and Development

**BIO 201 is a prerequisite to BIO 202.*

Total Prerequisites Required: 20 credit hours

4. Application for Paramedic to Associate Degree Nursing Program.
5. An official score on ACT National or ACT Residual with a minimum composite score of 18
6. Documentation of successful completion of a Certified Nursing Assistant (CNA) course.

After meeting minimal requirements, applicants are rank-ordered for acceptance using a points system based on the preadmission examination score and quality points from selected college courses. Students may be eligible to earn additional points (maximum up to 10 points). See program application for details.

First Term

After successful completion of NUR 209, the student will be awarded 15 hours of nontraditional credit in addition to the 10 credit hours for the course for a total of 25 hours.

Item #	Title	Credits
NUR 209	CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS	10

Second Term

Item #	Title	Credits
NUR 211	ADVANCED NURSING CONCEPTS	7
BIO 220	GENERAL MICROBIOLOGY	4

Third Term

Item #	Title	Credits
NUR 221	ADVANCED EVIDENCE BASED CLINICAL REASONING	7
	Humanities Or Fine Arts Elective	3
	Total Credits	46

Nursing Assistant

The Nursing Assisting course ([NAS 100](#)) is designed to prepare men and women as nursing assistants who work under the supervision of physicians, registered nurses, and licensed practical nurses. Preparation to provide basic, personal care for patients/residents in long term care and acute health care settings and physicians' offices is included. Content necessary for a student to become eligible to write the Nursing Assistant Certificate Examination (NACEP) is included and complies with federally mandated OBRA87 guidelines. The Nursing Assisting course is approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

The Medication Assistant course ([NAS 102](#)) is designed to prepare men and women as a medication aide who works under the supervision of registered nurses and licensed practical nurses. Preparation to administer basic medications to patients/residents in long term care settings is included. With successful completion of NAS 100 and NAS 102, students are eligible to write the Medication Aide Certification Exam (MACE) to obtain certification as a Medication Aide. The Medication Aide course is approved by the Alabama Community College System (ACCS).

Both NAS 100 and NAS 102 contain classroom, laboratory and clinical instruction.

Students who wish to obtain college credit for their coursework must meet all SUSCC admission requirements.

Non-college credit students are not required to meet College admission requirements. Both courses are offered at various times during the year on the Valley, Opelika, or Wadley campus.

NAS Course Enrollment Requirements:

1. Application for the Nursing Assisting / Medication Aide
2. Negative drug screen
3. Negative T.B. skin test within 1 year
4. Current immunizations, including but not limited to, Tetanus and Hepatitis B
5. Ability to meet essential functions
6. Clear criminal background check
7. Current CPR certification at the American Heart Association Healthcare Provider level
8. Flu shot

Students currently enrolled in high school may enroll in NAS courses but the student must be aware that some employing agencies require employees to be age 18 years or older and have a high school diploma or GED prior to employment.

Admission Requirements

In addition to the general admission requirement of the College, admission to the Nurse Assistant/Home Health Aide (NAS/HHA) program requires:

1. unconditional admission to the College.
2. 2.0 cumulative grade point average (GPA) calculated on previous coursework and clear academic status at Southern Union.
3. official transcripts from all postsecondary institutions attended.
4. eligibility for English 101 and Math 100 and satisfaction of the College reading requirement.
5. application for the Nurse Assistant/Home Health Aide Program.
6. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
7. ability to meet all health/ clinical requirements as stated in current Nurse Assistant/Home Health Aide Student Handbook.

Nursing Assistant / Medication Aide

Program

Nursing Assistant

Degree Type

Award of Achievement

Item #	Title	Credits
NAS 100	LONG TERM CARE NURSING ASSISTANT	4
NAS/HHA 120	FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE	7
Total Credits		10

NAS/HHA Certification

Program

Nursing Assistant

Degree Type

Certificate (CER)

Item #	Title	Credits
NAS/HHA 120	FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE	7
NAS/HHA 121	FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE (CLINICAL)	3
NAS/HHA 130	BASIC ELECTROCARDIOGRAM INTERPRETATION	2
HPS 105	MEDICAL TERMINOLOGY	3
ORI 101	ORIENTATION TO COLLEGE	2

Optional Course

Item #	Title	Credits
NAS/HHA 115	CPR & BASIC FIRST AID	2
Total Credits		19

Office Management

Office Management & Support Technology

Program

Office Management

Degree Type

Associate in Applied Science (AAS)

- Notes: Classes may be taken in any semester if prerequisites are met. *
- OAD101 and OAD103 may be challenged. **Speech/foreign language courses do not meet this humanities/fine arts requirement

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
	Humanities and Fine Arts Elective	3

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
PSY 200	GENERAL PSYCHOLOGY	3
	Natural Science Elective (4 Credits)	4

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
OAD 218	OFFICE PROCEDURES	3
BUS 210	INTRODUCTION TO ACCOUNTING	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
	SPH 106 or SPH 107	3

Fourth Term

Item #	Title	Credits
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 233	TRENDS IN OFFICE TECHNOLOGY	3
BUS 215	BUSINESS COMMUNICATION	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
	Program Elective	3

Program Elective

Select from one of the following program electives.

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 296	BUSINESS INTERNSHIP	3
Total Credits		61

Office Management & Support Technology Medical Office Specialist

Program

Office Management

Degree Type

Associate in Applied Science (AAS)

Note:

- Classes may be taken in any semester if prerequisites are met.
- *OAD101 and OAD103 may be challenged.

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
	Humanities and Fine Arts Elective*	3

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
OAD 211	MEDICAL TERMINOLOGY	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4
CIS 146	MICROCOMPUTER APPLICATIONS	3

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
OAD 215	HEALTH INFORMATION MANAGEMENT	3
BUS 210	INTRODUCTION TO ACCOUNTING	3
PSY 200	GENERAL PSYCHOLOGY	3
	SPH 106 or SPH 107	3

Fourth Term

Item #	Title	Credits
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 216	ADVANCED HEALTH INFORMATION MANAGEMENT	3
BUS 215	BUSINESS COMMUNICATION	3
	Program Elective	3

Program Elective

***Select from one of the following program electives:

Item #	Title	Credits
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 245	ACCOUNTING WITH QUICKBOOKS	3
BUS 296	BUSINESS INTERNSHIP	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
	Total Credits	61

Office Management & Support Technology

Program

Office Management

Degree Type

Certificate (CER)

Notes:

- Classes may be taken in any semester if prerequisites are met.
- *OAD101 and OAD103 may be challenged.

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
OAD 218	OFFICE PROCEDURES	3
BUS 100	INTRODUCTION TO BUSINESS	3
ENG 101	ENGLISH COMPOSITION I	3
MTH 100	INTERMEDIATE COLLEGE ALGEBRA 3	

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 233	TRENDS IN OFFICE TECHNOLOGY	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
BUS 210	INTRODUCTION TO ACCOUNTING	3
BUS 215	BUSINESS COMMUNICATION	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
	SPH 106 or SPH 107	3
	Total Credits	45

Office Management & Support Technology Medical Office Specialist

Program

Office Management

Degree Type

Certificate (CER)

Note:

- Classes may be taken in any semester if prerequisites are met.
- *OAD101 and OAD103 may be challenged

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
OAD 215	HEALTH INFORMATION MANAGEMENT	3
ENG 101	ENGLISH COMPOSITION I MTH 100 or Higher-Level Math	3

Second Term

Item #	Title	Credits
OAD 103	INTERMEDIATE KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 211	MEDICAL TERMINOLOGY	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 216	ADVANCED HEALTH INFORMATION MANAGEMENT	3

Third Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4
Total Credits		46

Office Management & Support Technology

Program

Office Management

Degree Type

CTE Short-Term Certificate (STC)

Notes: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
OAD 125	WORD PROCESSING	3
BUS 100	INTRODUCTION TO BUSINESS	3
BUS 215	BUSINESS COMMUNICATION	3

Second Term

Item #	Title	Credits
OAD 131	BUSINESS ENGLISH	3
OAD 138	RECORDS/INFORMATION MANAGEMENT	3
OAD 218	OFFICE PROCEDURES	3
CIS 113	SPREADSHEET SOFTWARE APPLICATIONS	3
Total Credits		21

Office Management & Support Technology Medical Office Specialist

Program

Office Management

Degree Type

CTE Short-Term Certificate (STC)

Note: Classes may be taken in any semester if prerequisites are met.

First Term

Item #	Title	Credits
OAD 215	HEALTH INFORMATION MANAGEMENT	3
ENG 101	ENGLISH COMPOSITION I	3
BIO 111	SURVEY OF HUMAN BIOLOGY	4

Second Term

Item #	Title	Credits
OAD 211	MEDICAL TERMINOLOGY	3
OAD 214	MEDICAL OFFICE PROCEDURES	3
OAD 216	ADVANCED HEALTH INFORMATION MANAGEMENT	3
Total Credits		19

Physical Therapist Assistant

This program is designed to prepare individuals to work as a physical therapist assistant (PTA). PTA classes are designed for the full-time student and taught in the daytime hours at our Valley Campus; however, evening or weekend hours may be required for general and clinical education courses.

“Physical Therapist Assistants, under the direction and supervision of the physical therapist, play a role in providing the public with access to physical therapy services. The PTA’s work includes implementing selected components of patient/client interventions; obtaining outcomes data related to the interventions provided; modifying interventions either to progress the patient/client as directed by the physical therapist or to ensure patient/client safety and comfort; educating and interacting with other health care providers, students, aides/technicians, volunteers, and patients/clients and their families and caregivers; and responding so patient/client and environmental emergency situations.” (American Physical Therapy Association, 2011)

PTAs work in a variety of settings including acute and long-term care hospitals, skilled nursing facilities, home health, inpatient rehabilitation facilities, private practice offices, outpatient clinics, schools, and more. “APTA policy identifies the PTA as the only individual other than a physical therapist who provides physical therapy services. PTAs are a vital part of the physical therapy services available to the public in all clinical settings. Opportunities for career development are limited by the level of education, nature of the work, and supervision requirements.” (APTA, 2011)

Source: *American Physical Therapy Association (January 2011). Today’s Physical Therapist: A Comprehensive Review of a 21st-Century Health Care Profession. Available at <http://www.apta.org>.*

PTAs are required to uphold high standards of ethical practice and professional standards of conduct while performing quality patient care. To prepare students for this profession, these standards will be emphasized and developed throughout the curriculum

Accreditation

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; phone: 703-106-3245; email: accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Southern Union State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact

the program/institution directly, please call Jeff Leatherman, DPT, MS, PT, Program Director at 334-756-4121 x 5254 or email jleatherman@suscc.edu.

Graduation from this program does not guarantee licensure as a PTA, and it is the student’s responsibility to be aware of the licensure requirements in each state. Complete information on proactive acts and regulations can be obtained from the individual state licensing boards or through The Federation of State Boards of Physical Therapy (www.fsbpt.org). Specific information regarding application for licensure will be available to the student during the last term of study.

Minimum Admission Requirements

1. Unconditional admission to the college.
2. Meet the essential functions required for the PTA program.
3. Minimum of 10 hours of PT Observation experience with signed documentation from licensed PT/PTA.
4. Completion of prerequisite academic core courses with a minimum grade of “C” or higher meeting a 2.5 core GPA.
5. Minimum 2.0 GPA at Southern Union is previously enrolled. Transfer students must enter the College on clear status.
6. Official transcripts in Records Office from all postsecondary institution attended, along with high school transcript.
7. Official score on ACT National or ACT Residual with a minimum composite score of 18. (No time limit on when the test was taken.) Test scores must be on file with the Records Office and a copy must be attached to the program application.
8. Submission of completed application for Physical Therapist Assistant Program by published deadline

Admission to the PTA program is competitive and the number of students is limited by the number of faculty and clinical facilities available. After meeting minimal requirements, applicants are rank ordered for acceptance using a point system based on score on ACT/ACT Residual and quality points from selected college courses. Students may be eligible to earn additional points. Meeting minimal requirements does not guarantee acceptance.

PTA Program Progressions Standards

Enrolled PTA students are required to satisfactorily complete all technical phase course and clinical education requirements in order to remain in good standing and to be

eligible for graduation. Students and program faculty must comply with published programmatic policies, syllabi, course goals and objectives, as well as published college requirements to ensure satisfactory student progress through the technical phase.

The Health Sciences Admission Progressions Committee (PC) and PTA Program Director (PD) are responsible for monitoring the technical phase progressions and reinstatement policies, which include academic, clinical, and professional domains related to the PTA Program. The PD and PC review the progress of each student no less than once per semester and more frequently as indicated. The PC will recommend an appropriate action for each student based on his/her academic, clinical, and professional performance. These actions may include progression to the next semester, graduation, probation, continued probation, removal from probation, suspension, or dismissal. The PC may recommend other actions including, but not limited to, remediation or repetition of coursework and participation in academic tutoring.

The policies described below either clarify, operationalize, or augment the SUSCC Satisfactory Academic Progress Policies.

Good Standing Status

Students must meet all of the following criteria while in the technical phase of the program:

1. Maintain the minimum cumulative grade point average of 2.50 for all technical PTA designated courses during each semester of the technical phase.
2. Successfully complete academic coursework by achieving a minimum grade of “C” (75%) in all PTA designated courses. If a course has a lab element, the evaluation requirements are divided into lecture and laboratory components. In order for a final grade to be calculated, student must achieve a minimum average of 75% in EACH individual component. Averages below 75% in either the lecture or laboratory component will result in a “D” or “F” grade. If BOTH components meet the minimum 75%, they will be averaged together to assign the final course grade.
 - a. Students who do not achieve a minimum grade of “C” in any PTA course are unable to continue in the curriculum and will be immediately dismissed. Please refer to the Dismissal Process below.
 - b. Remediation While in Good Standing:
 - i. Remediation is mandatory if a student scores less than 75% on a written exam or if the student fails to demonstrate all designated critical safety elements in a

practical examination. Failure to remediate via the format prescribed by the instructor (or PC) will result in an incomplete grade. Refer to the College catalog for the requirements for resolution of an incomplete grade.

- ii. A written remediation plan (e.g., Student Counseling Report, Student Learning Contract, etc.) is initiated when a student’s average is nearing or below a failing grade for the course. Failure to comply with a remediation plan is likely to result in a failing grade.
3. Successfully complete clinical coursework with a grade of pass (P). To receive a passing grade (P), students must meet minimal competency standards and successfully complete all course requirements as published in clinical course syllabi.
 - a. If the student fails to receive a passing grade in any clinical course or if they are removed or withdraw from a clinical affiliation, they will proceed to Level Two: Suspension
4. Student Code of Conduct/Professional Behavior
 - a. Students will abide by the Code of Conduct (see Student Handbook in College Catalog) and PTA Professional Conduct Code below.

PTA Professional Conduct Code

The PTA faculty consider professional behavior as one of the most important components in the education of PTA students. Students enrolled in the PTA Program are expected to abide by all of the following: 1.) the SUSCC Code of Conduct, 2.) the American Physical Therapy Association’s (APTA) Guide for Conduct of the PTA, 3.) the APTA’s Standards of Ethical Conduct for the PTA, and 4.) additional programmatic and instructor policies (e.g., attendance policies, lab rules, etc.) as published in the PTA Program Handbook and course syllabi.

Code of Conduct violations will be referred to the Dean of Students and addressed according to the disciplinary procedures published in the College Student Handbook. All other violations will be referred to the Program Director and may result in a written remediation plan, referral to the PC, and/or referral to the Dean of Students.

PTA Dismissal and Withdrawal Process

1. Level One: “Warning”
 - a. Failure to maintain the minimum cumulative GPA of 2.5 will result in the student being placed on warning. The student will be permitted to remain on warning for a maximum of one

semester. If this requirement is not met, the student will be removed from the program (see Level Three: Immediate Dismissal).

2. Level Two: "Suspension"
 - a. Withdrawal or removal from a clinical course or receipt of a failing grade in a clinical course will result in suspension while the PC investigates the situation. The PC will choose one of the following actions within 14 calendar days of the occurrence:
 - i. If the committee determines that the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the clinical course. The PC will outline requirements for completion of the course in conjunction with the PD and Clinical Education Coordinator (CEC). The option to repeat a clinical course will be offered only once for any student while in the technical phase of the program.
 - ii. If the committee deems the withdrawal/ removal or failing grade a substantial indicator that the student will not succeed in the profession, the student will proceed to Level Three: Immediate Dismissal.
3. Level Three: "Immediate Dismissal"
 - a. Students are immediately dismissed when any of the following occur:
 - i. Failure to achieve a cumulative GPA of 2.5 within one semester of being placed on warning status.
 - ii. Failure to achieve a cumulative GPA of 2.5 prior to the first full-time externship. 160 Southern Union State Community College
 - iii. Receipt of one or more "D" or "F" grades in academic coursework.
 - iv. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.
 - v. The PC recommends dismissal in the case of a significant policy, Code of Conduct, or PTA Professional Conduct Code violation.

The Program Director will notify students in writing if they are dismissed from the program. PTA students wishing to appeal their dismissal must follow the procedures highlighted in the Student Handbook and Catalog.

Students who have been dismissed from the program may be considered for reinstatement by following the PTA Reinstatement Procedure. Note: If the student is dismissed a second time while in the technical phase, the student will be permanently removed from the program and will not be eligible for readmission. Students should be aware that

withdrawing from any course within the PTA curriculum schedule automatically withdraws the student from the PTA program.

PTA Reinstatement Policy

Students who wish to be considered for reinstatement should reapply using the following procedure. The reinstatement process will only be offered once. There is no guarantee of reinstatement for any student.

To begin the reinstatement process, the student must apply in writing to the Progressions Committee (via the Program Director) requesting reinstatement in the program. The letter must include the date the student wishes to return and a rationale describing how the student plans to complete the program successfully. The letter must be received by the Program Director no later than 60 days prior to the first day of the academic semester into which the student wishes to reenroll. The Progressions Committee (PC) will meet within 3 weeks of receipt of the letter to consider the reinstatement request and complete a plan of action to address the reasons for withdraw/ dismissal. The student may be required to attend this meeting.

The PC will formally notify the student of their decision and plan of action within 5 business days of the meeting. If remediation or other action is warranted, it must be successfully completed no less than 7 calendar days prior to the start of the semester in which the student wishes to reenroll. If this does not occur, the student must reinitiate the reinstatement process. The final decision for acceptance into the next cohort will be based upon available slots in the cohort, successful completion of any actions required by the PC, and a reasonable expectation that the student in question has potential to succeed in the program.

Reinstatement Procedure

1. If the student withdrew or was dismissed during the first semester of the program, the PC may elect to have the student enter the ranking process to gain admission to the next cohort. The student will be required to follow the same application process as all other applicants. If the student gains admission to the technical phase, he/she will repeat all previously attempted PTA coursework.
2. If the student withdrew or was dismissed after completing one or more semesters of the program, the PC will determine what coursework, if any, must be repeated upon reinstatement. The student must repeat any course in which he/she did not achieve a minimum grade of "C" (75%), however the PC may also require a student to repeat coursework that was

completed successfully if it is deemed to be critical to the success of the student (see financial aid for costs associated with retaking coursework). The PC may also require actions including, but not limited to, remediation, competency checks, and/or written or didactic exams to determine if the student is suitable to return to the program and to help ensure student success. When a student repeats a course he/she must achieve a minimum grade of B (80%) to continue in the curriculum. If the student fails to achieve a minimum grade of B in repeated coursework, he/she will be dismissed from the program and is not eligible for reinstatement.

3. Students who are eligible for reinstatement and who have been out of the program for longer than one year must reapply for admission to the college and meet the current admissions requirements of the technical phase of the PTA program.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his/her absence from the program.
5. If a student is dismissed a second time while in the technical phase, the dismissal is permanent.

Physical Therapist Assistant (PTA)

Program

Physical Therapist Assistant

Degree Type

Associate in Applied Science (AAS)

General Education Phase (Semesters 1-2)

Item #	Title	Credits
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3
PSY 200	GENERAL PSYCHOLOGY	3
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3
SPH 107	FUNDAMENTALS OF PUBLIC SPEAKING	3
HPS 105	MEDICAL TERMINOLOGY	3
IDS 102	ETHICS	3

PTA Technical Phase (Semesters 3-5)

Item #	Title	Credits
PTA 220	FUNCTIONAL ANATOMY & KINESIOLOGY	3
PTA 222	FUNCTIONAL ANATOMY & KINESIOLOGY LAB	2
PTA 250	THERAPEUTIC PROCEDURES I	4
PTA 202	COMMUNICATION SKILLS	2
PTA 240	PHYSICAL DISABILITIES I	2
PTA 241	PHYSICAL DISABILITIES II	2
PTA 251	THERAPEUTIC PROCEDURES II	4
PTA 230	NEUROSCIENCE	2
PTA 232	ORTHOPEDICS FOR THE PTA	2
PTA 260	CLINICAL EDUCATION I	1
PTA 200	PT ISSUES AND TRENDS	2
PTA 201	PTA SEMINAR	2
PTA 263	CLINICAL AFFILIATION I,	3
PTA 268	CLINICAL PRACTICUM	5
Total Credits		65

Plastics Engineering Technology

Plastics Engineering Technology

Program

Plastics Engineering Technology

Degree Type

Associate in Applied Science (AAS)

Basic Molding Term

Item #	Title	Credits
ADM 291	MSSC SAFETY	3
AUT 145	INTRODUCTION TO MOLDING	3
AUT 146	INTRODUCTION TO MOLDING LAB	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
	MTH 100 or MTH 110	3

Mold Setter Term

Item #	Title	Credits
ADM 292	MSSC QUALITY PRACTICES AND MEASUREMENT	3
INT 112	INDUSTRIAL MAINTENANCE SAFETY PROCEDURES	3
AUT 173	MOLD SETTER SKILLS	3
AUT 175	MOLD SETTER SKILLS LAB	3
ENG 101	ENGLISH COMPOSITION I	3

Mold Design Term

Item #	Title	Credits
ADM 147	MOLD DESIGN	3
ADM 293	MSSC MANUFACTURING PROCESSES AND PRODUCTION	3
MTT 205	Mold Maintenance and Repair	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
	Natural Science or Mathematics Elective	3

Molding Process Term

Item #	Title	Credits
ADM 294	MSSC MAINTENANCE AWARENESS	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
AUT 273	MOLD PROCESSING	3
AUT 275	MOLD PROCESSING LAB	3
	Humanities and Fine Arts Elective	3

Advanced Molding Term

Item #	Title	Credits
ADM 205	ADVANCED MOLDING	3
INT 132	PREVENTIVE AND PREDICTIVE MAINTENANCE	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
	Social and Behavioral Sciences Elective	3
Total Credits		72

Stackable Short Term Certificate: Basic Molding

Program

Plastics Engineering Technology

Degree Type

Short Term Certificate

Item #	Title	Credits
AUT 145	INTRODUCTION TO MOLDING	3
AUT 146	INTRODUCTION TO MOLDING LAB	3
INT 117	PRINCIPLES OF INDUSTRIAL MECHANICS	3
Total Credits		9

Stackable Short Term Certificate: Mold Process Technician

Program

Plastics Engineering Technology

Degree Type

Short Term Certificate

Item #	Title	Credits
ADM 147	MOLD DESIGN	3
MTT 140	BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I	3
INT 118	FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS	3
INT 184	INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS	3
AUT 273	MOLD PROCESSING	3
AUT 275	MOLD PROCESSING LAB	3
ADM 205	ADVANCED MOLDING	3
INT 132	PREVENTIVE AND PREDICTIVE MAINTENANCE	3
INT 139	INTRODUCTION TO ROBOTIC PROGRAMMING	3
Total Credits		18

Stackable Short Term Certificate: Mold Setter

Program

Plastics Engineering Technology

Degree Type

Short Term Certificate

Item #	Title	Credits
INT 112	INDUSTRIAL MAINTENANCE SAFETY PROCEDURES	3
AUT 173	MOLD SETTER SKILLS	3
AUT 175	MOLD SETTER SKILLS LAB	3
Total Credits		9

Radiologic Technology

Upon successful completion of the Radiologic Technology Program, the student is awarded the Associate in Applied Science Degree. Following graduation from the College, the student is eligible to take the National Certification Examination in Radiologic Technology administered by The American Registry of Radiologic Technologists (ARRT). A candidate for certification by the ARRT must meet the ethics, education and examination requirements as described in The American Registry of Radiologic Technologists Rules and Regulations and ARRT Standards of Ethics.* Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Technologist - Radiography, RT (R).

* In order to take the ARRT Certification examination, individuals must be of good moral character. Generally, the conviction of a felony or any other offense or misdemeanor, or a felony involving moral depravity, indicates a lack of good moral character for ARRT purposes. For further information, interested applicants may contact the ARRT at (651) 687-0048 or online at www.arrt.org.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, www.jrcert.org.

Radiologic Technology

Program

Radiologic Technology

Degree Type

Associate in Applied Science (AAS)

Admission Requirements:

Note: Subject to change due to Statewide Standardization of Radiologic Technology Programs.

1. In addition to the general admission requirements for the college, admission to the Radiologic Technology Program REQUIRES:
2. Unconditional admission to the College.
3. Minimum of 2.5 GPA for required academic core courses.
4. Current or previous Southern Union students must have a minimum of 2.0 GPA or higher at SUSCC.
5. Transfer students must enter SUSCC on clear academic status (cumulative 2.0 GPA).
6. Official transcripts in the Records Office from ALL post-secondary institutions attended.
7. Minimum of 2.5 high school 12th grade GPA for students without prior college work (GED passage acceptable in place of 2.5 GPA). **Must have official high school transcript with graduation date on file.
8. Eligibility for English 101 and Math 100 and satisfaction of the College reading requirement.
9. Official score from ACT National or Residual with a minimum composite score of 18. (No time limit on when the test was taken.)
10. Submission of completed radiologic technology program application during applicable submission dates only.
11. Applicants should be at least 18 years of age (Alabama Regulations for Control of Radiation Rule 420-3-03(6), "Occupational Radiation Dose Limits" states that all occupational workers employing ionizing radiation must be at least 18 years of age.)
12. Applicant meets the Essential Functions required for Radiologic Technology Programs.

13. Students cannot apply as a new student while actively enrolled in the Radiologic Technology Program.

Admission to the Radiologic Technology Program is competitive, and the number of students admitted is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.** Students are subject to criminal background checks and random drug testing by an approved agency of the college in order to be eligible for clinical rotations.

Progression Requirements

To progress through and graduate from the Radiologic Technology Program, the student must:

1. Progress through the required radiologic technology curriculum in the prescribed sequence.
2. Attain a grade of 75% or higher in each required radiologic technology course, and a grade of 70% or higher in all general education courses.
3. Maintain ability to meet the Essential Functions for a Radiologic Technology Program with or without reasonable accommodations.
4. Students must successfully complete the Program within 33 months from the initial semester of RAD courses.
5. Submit documentation of clinical requirements as outlined by the Program by scheduled deadline dates.
6. Maintain current professional liability insurance as required by the College.
7. Abide by the policies, procedures, and rules of behavior of the Radiologic Technology Program as published in the Program and College Student Handbooks and as specified in other materials provided.
8. Maintain a personal radiation monitoring device and radiographic identification markers as outlined by the Program.
9. Read and sign the Student Clinical Rotation Contract as outlined by the College.

Students who do not meet progression requirements must withdraw from the Radiologic Technology program and apply for readmission.

Readmission Requirements

Students who interrupt the progression in the Radiologic Technology Program must apply for readmission to the Program. A student who fails to progress during the first semester of the Program must reapply for acceptance as a new student. Students must submit a readmission request no later than midterm of the term prior to a planned reentry. The Program may provide the student a plan for readmission based on clinical availability. The student may be considered for readmission only once. Readmission to the Program also depends upon the availability of clinical space.

Readmission requires:

1. A minimum 2.0 grade point average at Southern Union State Community College.
2. That no longer than 33 months elapse from initial admission term to date of graduation.
3. Students to prove competency in any previous coursework as prescribed by the Program and successfully complete all RAD course(s) in which a D, W or F were received.
4. Ability to meet and comply with standards and policies in the current *College Catalog and Student Handbook*.
5. Students who have been dismissed from one (1) clinical facilities are ineligible for readmission.
6. Any student dismissed for academic or disciplinary reasons from the College will not be considered for readmission.
7. Students meet all progression requirements.
8. Students who have been out of Radiography classes more than one semester must repeat their criminal background check and drug testing.

Readmission is contingent on space availability.

Transfer Requirements

Receiving advance placement in the Radiologic Technology program requires:

1. Unconditional admission to the College with clear academic status.
2. Ability to meet and comply with standards and policies in the current *College Catalog and Student Handbook*.
3. Minimum cumulative grade point average of 2.5.
4. No longer than 33 months elapse from the initial admission term to date of graduation.
5. Official transcripts verifying a minimum grade of "C" earned in courses which represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent for those matriculating students. Alabama College System

Standardized Radiologic Technology Curriculum courses will be transferred without review of the course syllabus. Verification of knowledge and/or skills may be required.

6. Letter of good standing from Dean or Director of previous Radiologic Technology Program verifying eligibility to return to that program.
7. No more than one (1) semester in which a grade of D or F has been earned in a radiography course.
8. Completion of 25% of total required hours for the A.A.S. Degree in Radiologic Technology at institution conferring degree.
9. Completion of all clinical health requirements, background check and drug screening procedures as required by clinical agencies.

Pregnancy Policy for Radiologic Technology

It is the policy of Southern Union State Community College (SUSCC) to keep individual exposure to ionizing radiation to the absolute minimum, especially during pregnancy. The following procedures are provided to protect both the female student radiographer and SUSCC. Questions or concerns about any policy or procedure regarding pregnancy should be addressed to the Radiation Safety Officer of the Radiologic Technology Program at Southern Union State Community College. Reference material about radiation safety and other related information is available in the Clinical Coordinator's office.

Pregnancy Policy Procedure

1. A pregnant female radiologic technology student may voluntarily disclose her pregnancy to the Clinical Coordinator in writing if she so chooses. Female student radiographers who become pregnant at any time during their 2-year tenure in the Radiologic Technology Program will be counseled and advised of their rights if pregnancy has been declared.
2. A pregnant student radiographer reserves the right to remain in the program unless it can be determined that unsafe radiation levels are likely to be exceeded.
3. The choice to remain in the program or to be temporarily disenrolled is ultimately up to the student in question.
4. The pregnant student radiographer will be required to sign a statement of understanding regarding the risks involved should she choose to remain in the program. Student must provide a medical release in order to continue clinical education.
5. If the pregnant student radiographer chooses to remain in the program, she will be required to continue to practice all radiation safety and protection techniques. Additionally, she will be required to wear a second radiation detection monitor at the abdomen level beneath the lead

apron. The exposure will be recorded as “abdomen dose” and will be monitored monthly for the entire gestation.

- The student also has the option to withdraw their declaration of pregnancy. Withdrawal of declaration of pregnancy must be done in writing.

First Term

Item #	Title	Credits
	MTH 100 or Higher-Level Math	3
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
RAD 111	INTRODUCTION TO RADIOGRAPHY 2	
RAD 112	RADIOGRAPHY PROCEDURES I	4
RAD 113	PATIENT CARE	2
RAD 114	CLINICAL EDUCATION I	2

Second Term

Item #	Title	Credits
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
RAD 122	RADIOGRAPHIC PROCEDURES II	4
RAD 125	IMAGING EQUIPMENT	3
RAD 124	CLINICAL EDUCATION II	5

Third Term

Item #	Title	Credits
ENG 101	ENGLISH COMPOSITION I	3
RAD 135	EXPOSURE PRINCIPLES	3
RAD 136	RADIATION PROTECTION AND BIOLOGY	2
RAD 134	CLINICAL EDUCATION III	5

Fourth Term

Item #	Title	Credits
	SPH 106 or SPH 107	3
PSY 200	GENERAL PSYCHOLOGY	3
RAD 212	IMAGE EVALUATION AND PATHOLOGY	2
RAD 214	CLINICAL EDUCATION IV	8

Fifth Term

Item #	Title	Credits
RAD 227	REVIEW SEMINAR	2
RAD 224	CLINICAL EDUCATION V	8
	Humanities Or Fine Arts Elective	3
Total Credits		75

Post-Radiologic Technology Certificate - Computed Tomography

Program

Radiologic Technology

Degree Type

Short Term Certificate

This program prepares students in the use of x-ray energy and computer processing techniques to demonstrate sectional anatomic images for interpretation for diagnosis and treatment.

Southern Union State Community College offers a two semester certificate program. This program is for credentialed Radiologic Technologists. Upon completion of the program an individual may be registry eligible in computed tomography. Didactic courses will be taught online with various clinical sites being used. Students who wish to enroll in an online course for the first time at Southern Union State Community College must also concurrently enroll in ORI 111 Online Learning Basis.

Admission Requirements

- Unconditional admission to Southern Union State Community College.
- Official college transcripts from all previous Postsecondary institutions.
- Application for Medical Imaging Program.
- Documentation of status as a Radiographer who is certified by the American Registry of Radiologic Technologists (ARRT) or ARRT registry eligible

Clinical Experience Requirements

The following information must be on file by the scheduled deadline.

- Complete Health Questionnaire and Essential Functions Form evidencing a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons.
- Be acceptable by clinical agencies for clinical experiences. Students are subject to criminal background checks and random drug testing by an approved agency of the college in order to be eligible for clinical rotations.
- Submit Healthcare Provider verification of current CPR certification at the American Heart Association BLS-C level.
- Documentation of Health requirements as required by clinical agencies submitted by scheduled deadline.

According to most certifying organizations, application for certification may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law.

First Term

Item #	Title	Credits
RAD 250	ADVANCED PATIENT CARE	3
RAD 251	CROSS-SECTIONAL ANATOMY	3
RAD 263	CT IMAGING PROCEDURES	5

Second Term

Item #	Title	Credits
RAD 264	CT PHYSICS - INSTRUMENTATION & IMAGING	5
RAD 265	CT CLINICAL EDUCATION	4
RAD 266	PATHOLOGY CORRELATION FOR CT/MR	4
Total Credits		24

Post-Radiologic Technology Certificate - Magnetic Resonance Imaging

Program

Radiologic Technology

Degree Type

Short Term Certificate

This program prepares students in the use of strong magnetic fields and radio waves to obtain cross-sectional anatomical images of the human body to assist in diagnosis or treatment.

Southern Union State Community College offers a two semester certificate program. This program is for credentialed Radiologic Technologists. Upon completion of the program an individual may be registry eligible in magnetic resonance imaging. The program sequence is two (2) semesters. Didactic courses will be online with various clinical sites being used. Students who wish to enroll in an online course for the first time at Southern Union State Community College must also concurrently enroll in ORI 111 Online Learning Basics.

Admission Requirements

1. Unconditional admission to Southern Union State Community College.
2. Official college transcripts from all previous Postsecondary institutions.
3. Application for Medical Imaging Program.

4. Documentation of status as a Radiographer who is certified by the American Registry of Radiologic Technologists (ARRT) or ARRT registry eligible

Clinical Experience Requirements

The following information must be on file by the scheduled deadline.

1. Complete Health Questionnaire and Essential Functions Form evidencing a state of physical and mental health such that the student is able to complete all program requirements without presenting undue risk/harm to the student or other persons.
2. Be acceptable by clinical agencies for clinical experiences. Students are subject to criminal background checks and random drug testing by an approved agency of the college in order to be eligible for clinical rotations.
3. Submit Healthcare Provider verification of current CPR certification at the American Heart Association BLS-C level.
4. Documentation of Health requirements as required by clinical agencies submitted by scheduled deadline.

According to most certifying organizations, application for certification may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law.

First Term

Item #	Title	Credits
RAD 250	ADVANCED PATIENT CARE	3
RAD 251	CROSS-SECTIONAL ANATOMY	3
RAD 283	MR PHYSICAL PRINCIPLES	5

Second Term

Item #	Title	Credits
RAD 284	MR IMAGING PROCEDURES	5
RAD 285	MAGNETIC RESONANCE CLINICAL EDUCATION	4
RAD 266	PATHOLOGY CORRELATION FOR CT/MR	4
Total Credits		24

Surgical Technology

The Surgical Technology program prepares graduates for entry-level employment in the surgical environment. This program prepares individuals, under the supervision of physicians and surgical staff, to maintain, monitor, and

enforce the sterile field and adherence to aseptic technique by preoperative, intraoperative surgical team, and postoperative personnel. Includes instruction in instrument and equipment sterilization and handling; surgical supplies management; wound exposure and closure; surgical computer and robot operation and monitoring; maintenance of hemostasis; and patient and team scrubbing. The Surgical Technologist assists the physician during surgical procedures by ensuring that necessary equipment is properly maintained and immediately available, passing instruments to the surgeon, handling surgical specimens, and maintaining a sterile atmosphere in the operating room.

The certificate curriculum requires three semesters. The Associate in Applied Science Degree requires 3 semesters of surgical technology courses and 18 credit hours of prerequisites. Program graduates are required to take the National Certification Exam from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) upon completion of program requirements for graduation. Graduating students must meet the requirement of 120 clinical cases achieved, based on criteria of the Surgical Technology Core Curriculum.

The Surgical Technology program has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 254000 U.S. HWY 19 North, Suite 158, Clearwater, Florida, 33763, Phone: 727-210-2350; Fax 727-210-2354; www.caahep.org

The student considering Surgical Technology must be conscientious, orderly, and meticulous with details. In addition, Surgical Technologists must have the emotional stability to work in a fast-paced environment and the ability to handle the demands of surgeons.

The student shall not be paid by the clinical affiliation site during the clinical component of the program, nor shall the student be substituted for paid personnel during the clinical component of the program.

Admission Requirements

In addition to the general admission requirements for the College, admission to the Surgical Technology program requires:

1. Unconditional admission to the College.
2. 2.5 GPA calculated on completed academic core courses.
3. minimum 2.0 GPA at Southern Union.
4. Transfer students must enter SUSCC on clear academic status (minimum 2.0 cumulative grade point average).

5. Official transcripts received in Records Office (Wadley Campus) from all postsecondary institutions attended and high school or GED transcripts for those who have never attended Southern Union.
6. Student meet eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement.
7. Application for the Surgical Technology Program.
8. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
9. Ability to meet all health/ clinical requirements as stated in the current Surgical Technology Student Handbook.

Admission to the Surgical Technology Program is competitive, and the number of students admitted is limited by the number of faculty and clinical facilities available. Applicants are rank-ordered for acceptance using a points system based on grades earned in [ENG 101](#), [ENG 102](#), [BIO 201](#), [BIO 202](#), ([BIO 111](#) or [BIO 103](#)), ([SUR 108](#) or [HPS 114](#)), ([SPH 106](#) or [SPH 107](#)), [HPS 105](#), [PSY 200](#) and [MTH 100](#). Meeting minimal requirements does not guarantee acceptance. Students are admitted once each year, fall term only.

Progression Requirements

Progression through the Surgical Technology program requires:

1. Cumulative GPA of 2.0.
2. Minimum grade of "C" in all required courses.
3. Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations (or signed waiver), annual TB testing, and ability to meet the Essential Functions and annual physical exam requirements.
4. Current health insurance.
5. Current CPR certification at the American Heart Association, Health Care Provider level.
6. Clear drug screen.
7. Clear background check.

Students who do not meet progression requirements must withdraw from the Surgical Technology program and apply for readmission.

Readmission Requirements

Students who interrupt progression through the professional phase of the surgical technology program of study must apply for readmission to the program. Readmission is based on academic eligibility and space availability. Readmission requires:

1. Successful completion of a surgical technology course with a lab or clinical component within the past 12 months.
2. Proof of competency in any previous coursework as required by the program.
3. Cumulative GPA of 2.0 at SUSCC.
4. Application for readmission to program.
5. Applicant meets all progression requirements.

NOTE: Students who have previously completed the certification option are not required to request readmission in order to earn the Associate in Applied Science option.

Surgical Technology

Program

Surgical Technology

Degree Type

Associate in Applied Science (AAS)

Prerequisites

Item #	Title	Credits
	BIO 103 or BIO 111	4
BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II	4
ENG 101	ENGLISH COMPOSITION I	3
	MTH 100 or Higher-Level Math	3

Semester I: Summer

Item #	Title	Credits
HPS 105	MEDICAL TERMINOLOGY	3
PSY 200	GENERAL PSYCHOLOGY	3
ENG 102	ENGLISH COMPOSITION II	3
	SPH 106 or SPH 107	3
	SUR 108 or HPS 114	2

Semester II: Fall

Item #	Title	Credits
SUR 101	INTRODUCTION TO SURGICAL TECHNOLOGY	3
SUR 102	APPLIED SURGICAL TECHNIQUES	4
BIO 220	GENERAL MICROBIOLOGY	4
PSY 210	HUMAN GROWTH AND DEVELOPMENT	3

Semester III: Spring

Item #	Title	Credits
SUR 111	CLINICAL PROCEDURES	5
SUR 105	SURGICAL PRACTICUM II	5
SUR 106	ROLE TRANSITION IN SURGICAL TECHNOLOGY	1
	Humanities Or Fine Arts Elective	3

Optional Courses

Item #	Title	Credits
SUR 204	SURGICAL PRACTICUM III	4
SUR 205	SURGICAL PRACTICUM IV	5
	Total Credits	60-69

Surgical Technology

Program

Surgical Technology

Degree Type

Certificate (CER)

Semester I: Summer

Item #	Title	Credits
	MTH 100 or Higher-Level Math	3
HPS 105	MEDICAL TERMINOLOGY	3
	SUR 108 or HPS 114	2
	SPH 106 OR SPH 107	3

Semester II: Fall

Item #	Title	Credits
SUR 101	INTRODUCTION TO SURGICAL TECHNOLOGY	3
SUR 102	APPLIED SURGICAL TECHNIQUES	4
ENG 101	ENGLISH COMPOSITION I	3
	BIO 111 or SEQUENCE OF BIO 201 and BIO 202	4-8

Semester III: Spring

Item #	Title	Credits
SUR 111	CLINICAL PROCEDURES	5
SUR 105	SURGICAL PRACTICUM II	5
SUR 106	ROLE TRANSITION IN SURGICAL TECHNOLOGY	1

Optional Courses

Item #	Title	Credits
SUR 204	SURGICAL PRACTICUM III	4
SUR 205	SURGICAL PRACTICUM IV	5
	Total Credits	45-49

Therapeutic Massage

The **Therapeutic Massage Certificate (29 hours)** program is designed to prepare individuals to work as massage therapists. Licensed massage therapists may be self-employed or employed at health clubs, medical clinics, chiropractor offices, athletic departments, spas, salons, and holistic health centers. Upon successful completion of the program, students may seek licensure to become a Licensed Massage Therapist (LMT).

After successful completion of the Therapeutic Massage Program, the student is eligible to sit for the National Certification Exam with the National Certification Board for Therapeutic Massage and the Massage and Bodywork licensing, www.ncbtmb.org.

Upon passage of the NCBTMB examination, the student is eligible to apply to the Alabama Board of Massage Therapy and/or Georgia Board of Massage Therapy for state licensure.

Alabama website: www.almtbd.state.al.us

Georgia website: www.sos.georgia.gov/plb/massage.

The **Wellness and Therapeutic Massage Degree (65 hrs)** is for the student wishing to complete a two-year degree, and become a certified personal trainer and a certified massage therapist.

Note:

Must apply to the Therapeutic Massage Program to pursue this degree.

Classes may be taken in any semester if prerequisites are met. All courses for this degree must be completed with a grade of C or higher.

Admission Requirements

In addition to the general admission requirements for the college, admission to the Therapeutic Massage Program requires:

1. Unconditional admission to the college on clear academic status.
2. Student be minimum of 17 years of age.
3. 2.0 cumulative grade point average (GPA) at Southern Union.
4. Application for the Therapeutic Massage Program by published deadline.
5. Appropriate placement scores or grade of C or [ENG 101](#) and [MTH 100](#).
6. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
7. Ability to meet all health/lab requirements as stated in current Therapeutic Massage Student Handbook.
8. Clear criminal background check.

9. Current CPR certification at the American Heart Association Healthcare Provider level

New students are admitted to the Therapeutic Massage Program once each year, spring semester. To apply for admission to the program, applicant must be accepted to Southern Union State Community College, meet the admission criteria and apply to the Therapeutic Massage Program by the published deadline for the semester of admission

Progression Requirements

Progression through the Therapeutic Massage Program requires:

1. A 2.0 cumulative grade point average (GPA)
2. Minimum grade of C in all required courses. If a course consists of theory and lab, both parts must be passed with a minimum grade of C to receive credit for the course.
3. Fulfillment of all course prerequisites.
4. Satisfactory level of mental and physical health, including annual TB testing and ability to meet the Essential Functions for Therapeutic Massage.
5. Current CPR certification at the American Heart Association Healthcare Provider level,
6. Current malpractice insurance.
7. Clear criminal background check and drug screen.

Readmission Requirements

Students who interrupt progression due to withdrawal or grades of D or F, must apply for readmission to the program. Requests for readmission must be received by the Health Sciences Admission office not later than midterm of the semester before the student wishes to enroll.

Readmission to the program is based on space availability and meeting all admission progression requirements. All courses in a term must be successfully completed with a grade of C or higher before progressing to the next semester.

Pregnancy Policy for Therapeutic Massage Program

A female student has the option of whether or not to inform program officials of her pregnancy. If the female student chooses to voluntarily disclose this information, it must be done in writing and include the expected date of delivery. Following written disclosure, the student will be a Declared

Pregnant Student. Without this documentation, a student will not be considered pregnant. If the student decides to disclose her pregnancy, she has the option of:

1. continuing the classes, labs, and clinical experiences, provided the student can meet the essential functions of the program, as well as give and receive neuromuscular deep tissue and sports massages and participate in all activities expected of other students in the classes, labs, and clinical experiences. Documentation from the student's physician will be required; or
2. taking a leave of absence from the program and later applying for readmission.

Wellness and Therapeutic Massage

Program

Therapeutic Massage

Degree Type

Associate in Applied Science (AAS)

The **Wellness and Therapeutic Massage Degree (65 hrs)** is for the student wishing to complete a two-year degree, and become a certified personal trainer and a certified massage therapist.

Note:

Must apply to the Therapeutic Massage Program to pursue this degree.

Classes may be taken in any semester if prerequisites are met. All courses for this degree must be completed with a grade of C or higher.

First Term

*Students that have completed BIO201 and BIO 202 with a grade of C or higher are not required to take BIO111.

Item #	Title	Credits
MSG 101	INTRODUCTION TO THERAPEUTIC MASSAGE	3
MSG 102	THERAPEUTIC MASSAGE LAB I	3
MSG 104	MUSCULOSKELETAL AND KINESIOLOGY I	3
	BIO 111 or SEQUENCE OF BIO 201 and BIO 202	4-8
ENG 101	ENGLISH COMPOSITION I	3

Second Term

*Any approved Fine Arts or Humanities Elective will be accepted. IDS 102 preferred.

Item #	Title	Credits
MSG 105	THERAPEUTIC MASSAGE SUPERVISED CLINICAL I	2
MSG 202	THERAPEUTIC MASSAGE LAB II	3
MSG 204	MUSCULOSKELETAL AND KINESIOLOGY II	3
ENG 102	ENGLISH COMPOSITION II	3
	Humanities Or Fine Arts Elective	3
HED 226	WELLNESS	3

Third Term

Item #	Title	Credits
MSG 201	THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS	2
MSG 203	PATHOLOGY	3
MSG 205	THERAPEUTIC MASSAGE SUPERVISED CLINICAL II	2
MSG 206	NATIONAL CERTIFICATION EXAM REVIEW	1
PSY 200	GENERAL PSYCHOLOGY	3
HED 221	PERSONAL HEALTH	3
HPS 116	OVERVIEW OF COMPLEMENTARY AND ALTERNATIVE THERAPIES	3

*MTH 110 or higher will be accepted.

Item #	Title	Credits
	MTH 100 or Higher-Level Math	3
	HEC 140 or PED 224	3
HED 231	FIRST AID	3
PED 100	FUNDAMENTALS OF FITNESS	3
PED 223	METHODS OF INSTRUCTION	3
Total Credits		65-69

Therapeutic Massage

Program

Therapeutic Massage

Degree Type

Short Term Certificate

First Term

Item #	Title	Credits
MSG 101	INTRODUCTION TO THERAPEUTIC MASSAGE	3
MSG 102	THERAPEUTIC MASSAGE LAB I	3
MSG 104	MUSCULOSKELETAL AND KINESIOLOGY I	3
	BIO 111 or SEQUENCE OF BIO 201 and BIO 202	4-8

Second Term

Item #	Title	Credits
MSG 105	THERAPEUTIC MASSAGE SUPERVISED CLINICAL I	2
MSG 202	THERAPEUTIC MASSAGE LAB II	3
MSG 204	MUSCULOSKELETAL AND KINESIOLOGY II	3

Third Term

Item #	Title	Credits
MSG 201	THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS	2
MSG 203	PATHOLOGY	3
MSG 205	THERAPEUTIC MASSAGE SUPERVISED CLINICAL II	2
MSG 206	NATIONAL CERTIFICATION EXAM REVIEW	1
	Total Credits	29-33

Courses

Advanced Manufacturing

Today's advanced manufacturing environment has been revolutionized by the use of high tech equipment. This program is designed to provide the core knowledge of the manufacturing process while providing the opportunity to concentrate in one of five areas of specialization in advanced manufacturing with extensive hands-on laboratory and work based learning experiences. The technical core covers four key areas including: safety, quality practices and measurement, manufacturing processes and production and maintenance awareness. The five areas of specialization are: Additive Technician, Plastic Molding, Advanced Machining, Mechatronics or Welding. Refer to the Success Guides for prerequisites and stackable short term certificates within each area of specialization within the program.

Note: All technical students are required to enroll in [ORI 106](#) or ORI 101.

ADM 101 : PRECISION MEASUREMENT

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques, reverse engineering, and related industry standards in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints, and apply basic reverse engineering techniques.

Credits 3

Lab Hours 1

Theory Hours 2

ADM 112 : ORIENTATION TO ADDITIVE MANUFACTURING

Introduction to the basics of Additive Manufacturing (AM), including personal protective equipment (PPE), safety practices, general lab procedures and the proper use of equipment to perform basic manufacturing processes such as drilling, cutting, and finishing on commonly used material such as polymers, metals and composites. The course focuses on AM fundamentals, history, and terminology, but will also include introduction to materials, software, feedstock, and secondary AM processes. The advantages and disadvantages of various AM technologies will be discussed. The course includes printing a 3D object.

Credits 1

Lab Hours 0

Theory Hours 1

ADM 114 : DESIGN INNOVATION

This course introduces students to concepts that enable them to think like a designer when approaching architectural, engineering and additive manufacturing tasks. Emphasis will be placed on design and problem-solving skills when working independently, or with a team. This course focuses on giving students exposure to creativity, problem solving skills, and the design processes in which a design- centered approach will be employed to develop innovated solutions. This course includes components to develop basic skills to express innovated solutions to design problems with the application of projects, drawings, as well as oral and written

communication skills. Students will be introduced to related computer based tools used by architect, engineers, and design manufacturers. (e.g., spreadsheet, word processing, presentation software, and Internet).

Credits 3

Lab Hours 2

Theory Hours 1

ADM 116 : INTRODUCTION TO CATIA

Introduction to parametric, three-dimensional modeling using CATIA. The course focuses on how to navigate within the software, how to create three-dimensional solid models using industry best practices, and how to create and manipulate assemblies made from these parts. Students learn the process of designing models with CATIA from conceptual sketching, to solid modeling, assembly design, and drawing production. Upon completion of this course, users will have acquired the skills to confidently work with CATIA. Students will gain an understanding of the parametric design philosophy of CATIA in this extensive hands-on course.

Credits 3

Lab Hours 0

Theory Hours 3

ADM 123 : PLASTIC MATERIAL PROCESSES

This course in plastic materials and processes includes the basic principles and methodology of various material types and manufacturing processes. Comparison of selecting the best type of manufacturing for product will be discussed. Student will learn proper instruction on safety operations, set-up and maintenance and production of parts on a Fused Deposition Manufacturing (FDM) printer or Rapid Prototype (RP) System. Emphasis is directed on 3D modeling software program (such as Solid works) and Insight software 2/3Dsketches. RP manufacturing technologies, FSM usages and processing with various types of manufactured plastics. Upon completion, students should be able to discuss and understand the significance of materials properties and structure, basic rapid photo typing and express and interpret material specifications and be able to select the best process for the type of product being produced.

Credits 3

Lab Hours 2

Theory Hours 1

ADM 147 : MOLD DESIGN

Students learn to identify the components of a mold such as mold base, spruce brushing, runner system, gates, vents, cavities, inserts and ejection system. Students learn the purpose of each component of a mold. Student learn common materials used to build a mold.

Credits 3

Lab Hours 0

Theory Hours 3

ADM 160 : ADDITIVE MANUFACTURING PRODUCTION TECHNIQUES

In this class students will utilize the various Additive Manufacturing (AM) design software to learn different techniques of building additively. Student will engage in using the software and build theory to discover best build for the part. Tool paths, angles, rotation and build support will be discussed. Additive process will include polymers and powders. Cost and build time will be calculated on the different build parameters.

Credits 3

Lab Hours 1

Theory Hours 2

ADM 161 : SPECIALIZED SOFTWARE TECHNIQUES

In this class students will learn techniques to design for 3D printing using a 3D modeling program. Students will also be able to manipulate STL files after receiving instruction on a software program such as '93Materialize'94.

Credits 3

Lab Hours 1

Theory Hours 2

ADM 162 : ADDITIVE MANUFACTURING PROCESS

This course focuses on basic principles and methodology of different types of polymers and processes created with the Additive Manufacturing (AM) process. Comparison of selecting the best type of polymer for production will be discussed. Students receive proper instruction on safety operations, set-up, routine maintenance and production on the AM system. Students learn the various types of polymer AM systems; ie. Fused Deposition Manufacturing (FDM), Poly Jet and SLA. Students also learn the software used for each AM system. Upon completion, students will be able to describe the different types of polymers available for the AM process including, but not limited to, ABS, PC, PCABS, ULT, PPS, and Nylon and explain what the benefits are for basic AM. They should be able to demonstrate the how to take the AM system apart from start to finish and be able to select the best process for the type of product being produced.

Credits 3

Lab Hours 2

Theory Hours 1

ADM 164 : ADDITIVE MANUFACTURING PROCESSES '96 Metals

This course focuses on the basic principles and methodology of different types of metal powders and processes created with the Additive Manufacturing (AM) process. Students receive instruction on safety operations, set-up and routine maintenance and production of the AM Systems. Students learn metal powder based AM with the use of the Direct Metal Laser Sintering (DMLS) system. Students also learn various design software programs used for a metal powder system. Upon completion, students will be able to describe the different types of metal powders including, but not limited to aluminum, stainless steel, cobalt, titanium, and nickel and explain what the benefits are of basic AM. They should be able to demonstrate how to take a '93part'94 from start to finish on the AM system and be able to select the best process for the type of product being produced.

Credits 3

Lab Hours 2

Theory Hours 1

ADM 205 : ADVANCED MOLDING

Students learn advanced applications in molding, including fill time, cycle time, melt temperature, part size and weight, pressure and clamp pressure. Students learn solutions for common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage.

Credits 3

Lab Hours 0

Theory Hours 3

ADM 261 : REVERSE ENGINEERING

This course emphasizes reverse engineering techniques and quality control inspection of parts employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). The emphasis is on using applicable software to convert scanned images from point cloud data into 3D models. The process will allow using software to clean up point cloud data, create airtight 3D models, run a comparison analysis of collected data to solid, improve or reproduce a scanned part, print the part and then perform an inspection using CMM probe for additional analysis and comparison.

Credits 3

Lab Hours 2

Theory Hours 1

ADM 291 : MSSC SAFETY

This course is designed to provide students with knowledge and skills related to safety in a manufacturing environment.

Credits 3

Lab Hours 0

Theory Hours 3

ADM 292 : MSSC QUALITY PRACTICES AND MEASUREMENT

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment.

Credits 3

Lab Hours 0

Theory Hours 3

ADM 293 : MSSC MANUFACTURING PROCESSES AND PRODUCTION

This course is designed to provide students with knowledge and skills related to manufacturing processes and production in a manufacturing environment.

Credits 3

Lab Hours 0

Theory Hours 3

ADM 294 : MSSC MAINTENANCE AWARENESS

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment.

Credits 3

Lab Hours 0

Theory Hours 3

Air Conditioning and Refrigeration

The Air Conditioning and Refrigeration program is designed to prepare individuals for employment as heating, ventilation, air conditioning, refrigeration technicians (HVACR). The program places an extreme emphasis on safety, thermodynamic principles, basic electrical and refrigeration theory and their applications to specific types of HVACR equipment. Students receive training in troubleshooting and service techniques needed to install, service, and repair many types of equipment. Specific equipment training includes, but is not limited to, residential and light commercial air conditioning, heat pumps, gas heating, electric heating, commercial ice makers, and commercial refrigeration. Students will also receive training in laws governing proper refrigerant handling procedures per the Environmental Protection Agency (EPA) Regulations. Students completing the air conditioning and refrigeration program will be required to participate in credentialing activities such as EPA Section 608 Refrigerant Handling, R-410a Refrigerant Safety Certification, Industry Competency Exam (ICE), and NOCTI

ASC 111 : REFRIGERATION PRINCIPLES

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 112 : HVACR SERVICE PROCEDURES

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 113 : REFRIGERATION PIPING PRACTICES

This course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology and be able to fabricate pipe, tubing, and pipe fittings.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 119 : FUNDAMENTALS OF GAS HEATING SYSTEMS

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 120 : FUNDAMENTALS OF ELECTRIC HEATING SYSTEMS

This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps, and solar and hydronics systems.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 121 : PRINCIPLES OF ELECTRICITY FOR HVAC

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion, students should understand and be able to apply the basic principles of HVAC/R circuits and circuit components.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 122 : HVACR ELECTRICAL CIRCUITS

This course introduces the student to electrical circuits and diagrams. Electrical symbols and basic wiring diagrams are constructed in this course. Upon completion, students should understand standard wiring diagrams and symbols and be able to construct various types of electrical circuits.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 123 : HVACR ELECTRICAL COMPONENTS

This course introduces students to electrical components and controls. Emphasis is placed on the operations of motors, relays, contactors, starters, and other HVAC electrical components. Upon completion, students should be able to install electrical components and determine their proper operation.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 128 : LOAD CALCULATIONS

This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.

Credits 3

Lab Hours 0

Theory Hours 3

ASC 132 : RESIDENTIAL AIR CONDITIONING

This course introduces students to residential air conditioning systems. Emphasis is placed on the operation, service, and repair of residential air conditioning systems. Upon completion, students should be able to service and repair residential air conditioning systems.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 134 : ICE MACHINES

This course introduces students to commercial ice machines. Emphasis is placed on components, electrical and mechanical operation sequences, control adjustments procedures, preventive maintenance, repairs, and installation procedures. Upon completion, students should be able to install, service and repair commercial ice machines.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 147 : REFRIGERATION TRANSITION AND RECOVERY

This course is EPA-approved and covers material relating to the requirements necessary for type I, II, III and universal certification. Upon completion, students should be prepared to take the [EPA 608](#) certification examination.

Credits 3

Prerequisites

Permission of instructor.

Lab Hours 0

Theory Hours 3

ASC 148 : HEAT PUMP SYSTEMS

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion students will be able to install and service heat pumps in a wide variety of applications.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 192 : HVACR APPRENTICESHIP/INTERNSHIP

This course is designed to provide basic hands-on experiences in the work place. The student is provided with a training plan developed by the employer and instructor working together to guide the learning experience. Upon course completion, students should be able to work independently and apply related skills and knowledge. This course involves a minimum of 15 work hours per week.

Credits 3

Prerequisites

Permission of instructor.

Lab Hours 6

Theory Hours 0

ASC 203 : COMMERCIAL REFRIGERATION

This course focuses on commercial refrigeration systems. Emphasis is placed on evaporators, condensers, compressors, expansion devices, special refrigeration components and application of refrigeration systems. Upon completion students should be able to service and repair commercial refrigeration systems.

Credits 3

Lab Hours 4

Theory Hours 1

ASC 210 : TROUBLESHOOTING HVAC/R SYSTEMS

This course provides instruction in the use of various meters and gauges used in the HVAC/R industry. Emphasis is placed on general service procedures, system diagnosis, and corrective measure, methods of leak detection, and system evacuation, charging and performance checks. Upon completion, students should be able to perform basic troubleshooting of HVAC/R.

Credits 3

Lab Hours 4

Theory Hours 1

Art

ART 100 : ART APPRECIATION

This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life.

Credits 3

ART 101 : ART WORKSHOP I

This course provides an art experience for both non-art and art majors who are interested in a variety of art projects concerned with community or college related activities. Emphasis is placed on the organization of ideas in advancing their creative process. Upon completion, students should be able to present visual evidence of the activities involved and explain how the experience advanced their artistic skills.

Credits 3

ART 102 : ART WORKSHOP II

This course is a continuation of [ART 101](#).

Credits 3

Prerequisites

ART 101 and/or as required by program.

Astronomy

AST 220 : INTRODUCTION TO ASTRONOMY

This course covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the coverage of astronomical instruments and measuring technologies, the solar system, the Milky Way galaxy, important extra galactic objects and cosmology. Laboratory is required.

Credits 4

Prerequisites

Eligible for ENG 101 and MTH 100.

Automotive Service Technology

The Automotive Service Technology program is designed to prepare individuals for employment in the automotive service industry. Students completing the program can pursue careers as automotive service technicians, service advisors, parts salespersons, or automobile specialists. The program emphasizes a combination of automotive mechanics theory and practical application necessary for

successful entry level employment. Instructional opportunities enable students to develop academic, technical, and professional knowledge and skills which are necessary to keep abreast of the changing technology in the automotive field. The program helps prepare students for the nationally recognized industry credentials for Automotive Service Excellence (ASE) certification.

AUM 101 : FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY

This course provides basic instruction in Fundamentals of Automotive Technology.

Credits 3

Lab Hours 4

Theory Hours 1

AUM 112 : ELECTRICAL FUNDAMENTALS

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel, and series-parallel circuits. Upon completion students should be able to calculate, build, and measure circuits.

Credits 3

Lab Hours 4

Theory Hours 1

AUM 121 : BRAKING SYSTEMS

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of brakes.

Credits 3

Lab Hours 4

Theory Hours 1

AUM 122 : STEERING & SUSPENSION

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension.

Credits 3

Lab Hours 4

Theory Hours 1

AUM 124 : AUTOMOTIVE ENGINES

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation.

Credits 3

Lab Hours 4

Theory Hours 1

AUM 130 : DRIVE TRAIN AND AXLES

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

Credits 3

Lab Hours 4

Theory Hours 1

AUM 133 : MOTOR VEHICLE AIR CONDITIONING

This course provides basic instruction in theory, operation, and repair of automotive heating and air conditioning systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to air management, electrical and vacuum controls, refrigerant recovery, and component replacement.

Credits 3

Lab Hours 4

Theory Hours 1

AUM 162 : ELECTRICAL AND ELECTRONIC SYSTEMS

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on trouble-shooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. This is a CORE course.

Credits 3

Lab Hours 4

Theory Hours 1

AUM 181 : SPECIAL TOPICS

These courses are designed to allow the student to specialize in a particular area of study with minimum instruction in automotive mechanics application and with evaluation at the instructor's discretion. Emphasis is placed on a topic/project that the student is interested in and may include any related area in automotive mechanics. Upon completion, students should be able to work with minimum instruction and execute the necessary techniques to finish a live work project of their choice.

Credits 1

Prerequisites

Permission of instructor.

Lab Hours 2

Theory Hours 0

AUM 220 : ADVANCED AUTOMOTIVE ENGINES

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.

Credits 3

Prerequisites

AUM 124 or permission of instructor.

Lab Hours 4

Theory Hours 1

AUM 224 : MANUAL TRANSMISSION AND TRANSAXLE

This course covers basic instruction in manual transmissions and transaxles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and drivability.

Credits 3

Lab Hours 4

Theory Hours 1

AUM 230 : AUTOMATIC TRANSMISSION AND TRANSAXLE

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and power flow of automatic transmissions and repairing or replacing internal and external components.

Credits 3

Lab Hours 4

Theory Hours 1

AUM 239 : ENGINE PERFORMANCE

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation.

Credits 3

Lab Hours 4

Theory Hours 1

AUM 244 : ENGINE PERFORMANCE AND DIAGNOSTICS

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and drivability.

Credits 3

Prerequisites

AUM 239 or permission of instructor.

Lab Hours 5

Theory Hours 1

AUM 246 : AUTOMOTIVE EMISSIONS

This is an introductory course in automotive emission systems. Emphasis is placed on troubleshooting and repair of systems, subsystems, and components.

Credits 3

Prerequisites

AUM 239 or permission of instructor.

Lab Hours 4

Theory Hours 1

AUM 291 : CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses, the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits 3

Prerequisites

Permission of instructor.

Lab Hours 6

Theory Hours 0

Aviation Maintenance Technology

Aviation Maintenance Technology with a concentration in Airframe and Powerplant is a program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all aircraft components of the aircraft with the exception of avionics and instruments. The Airframe concentration includes instruction in layout and fabrication of sheet metal, fabric, wood, and other materials into structural members, parts, and fittings, and replacement of damaged or worn parts such as control cables and hydraulic units. The concentration in Powerplant prepares individuals to apply technical knowledge and skills to repair, service, and maintain all

types of aircraft powerplant and related systems. Instruction includes engine inspection and maintenance, lubrication and cooling, electrical and ignition systems, carburetion, fuels and fuel systems, propeller and fan assemblies.

AMP 120 : ENGINE THEORY AND PROPELLERS

This course provides an overview of the theory, construction, and operation of aircraft reciprocating engines and the physical laws and characteristics governing propeller operation. Emphasis is placed on gaining a basic understanding of reciprocating engines and of fixed and variable pitch propellers. Upon completion, students should understand the inspection, service, and repair requirements of reciprocating engines; be able to demonstrate an understanding of propeller fundamentals; and remove, troubleshoot, and install propellers.

Credits 5

AMP 121 : RECIPROCATING ENGINE SYSTEMS

This course focuses on the inspection, troubleshooting, and repair of reciprocating engine systems. Emphasis is on inspection, troubleshooting, and repairs of ignition systems, fuel and induction systems, lubrication systems, and cooling and exhaust systems. Upon completion, students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems.

Credits 5

AMP 122 : RECIPROCATING ENGINE OVERHAUL

This course is a study of theory, construction, operation, and timing mechanisms associated with aircraft reciprocating powerplant; overhaul to include disassembly, cleaning, measuring, inspecting, reassembly and troubleshooting in accordance with appropriate FAA and manufacturers' regulations and practices. Emphasis is placed on overhauling a reciprocating engine. Upon completion, students should be able to overhaul a reciprocating engine.

Credits 5

AMP 123 : RECIPROCATING ENGINE INSPECTION

This course is a study of engine instruments, electrical systems, ignition systems and aircraft Powerplant inspections, as well as the study of rotary wing aircraft, rotary wing aerodynamics, main and tail rotor systems, rotor blades, primary and secondary controls, and general maintenance practices. Emphasis is placed on the theory of operation of these systems, analysis of system performance and faults, interpretations of instrument indications, and the performance of powerplant conformity and airworthiness inspections. Upon completion, students should be able to read and interpret instrument readings, analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines.

Credits 5

AMP 124 : TURBINE ENGINE THEORY AND INSPECTIONS

This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles. Upon completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and Boroscope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine.

Credits 5

AMP 125 : TURBINE ENGINE SYSTEMS OVERHAUL

This course provides a study of turbine engine systems. Emphasis is placed on starter, ignition, anti-ice, fire detection, and fire extinguishing systems. Upon completion, students should be able to troubleshoot, and repair turbine engine systems; remove and install engines in test cell and airframes; explain engine analysis and troubleshooting techniques; and describe correct procedures for rigging and running a turbine engine.

Credits 5

AMT 100 : TECHNICAL PREPARATION

This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. Upon completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanic's privileges and limitations, and interpret maintenance publications.

Credits 5

AMT 101 : BASIC ELECTRICITY

This course provides a study in electricity. Emphasis is placed on alternating current (AC) and direct current (DC) circuits and controls, electrical measurements, electrical test equipment, aircraft batteries, fundamental electronics, and semi-conductor devices. Upon completion, students should be able to solve problems associated with electrical measurements, use basic electrical test equipment, and service aircraft batteries.

Credits 5

AMT 102 : MATERIALS AND PROCESSES

This course introduces aircraft hardware and materials, precision measuring and non-destructive testing, aircraft ground operations, fuels, cleaning and corrosion control methods, and the use of aircraft drawings. Emphasis is on identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs. Upon completion, students should be able to perform non-destructive tests, use precision measuring tools, fabricate and install rigid and flexible fluid lines, select hardware and fuels, handle and secure an aircraft, and identify, read, create and interpret aircraft drawings.

Credits 5

AMT 110 : NON-METALLIC STRUCTURES AND WELDING

This course is a study of repairs to non-metallic aircraft surfaces and structures and welding. Emphasis is placed on repairs to fabric surfaces and to wood, composite, and steel structures. Upon completion, students should be able to repair fabric surfaces and apply finishing materials, make repairs to wood structures, layout and form composite structures, and make repairs to steel structures using various welding methods.

Credits 5

AMT 111 : AIRCRAFT SHEET METAL STRUCTURES

This course introduces aircraft sheet metal repairs. Emphasis is placed on the use of proper procedures, tools, and materials to complete sheet metal repairs. Upon completion, students should be able to install conventional rivets; form, layout, and bend sheet metal; install special rivets and fasteners; inspect and repair sheet metal structures.

Credits 5

AMT 112 : AIRFRAME SYSTEMS I

This course introduces aircraft electrical, communication, and navigation systems and components. Emphasis is placed on inspecting, repairing, installing, adjusting, and troubleshooting aircraft alternating and direct current electrical systems. Upon completion, students should know the operation and theory of generators, alternators, and starters; be able to fabricate wiring; and inspect, troubleshoot, and repair lighting, communication, and navigation systems.

Credits 5

AMT 113 : AIRFRAME SYSTEMS II

This course introduces aircraft inclement weather control, fire protection and fuel systems as well as cabin environmental control, and instrumentation. Emphasis is placed on theory and skills necessary to inspect, service, maintain and troubleshoot. Upon completion, students should be able to inspect, repair, troubleshoot and understand operating principles of ice and rain removal, fire protection, cabin environmental, instruments and fuel systems.

Credits 5

AMT 114 : AIRFRAME SYSTEMS III

This course introduces the theory of operation of various hydraulic and pneumatic components and systems, landing gear systems, and various position and warning systems. Emphasis is on testing, inspecting, troubleshooting, and servicing hydraulic and pneumatic system components, wheel and brake systems, and position and warning systems. Upon completion, students should be able to inspect, troubleshoot, and repair hydraulic and pneumatic power systems, aircraft wheels and tires, aircraft landing gear systems, anti-skid and electrical braking systems, and position and warning systems.

Credits 5

AMT 115 : AIRFRAME SYSTEMS IV

This course introduces aircraft structural assembly and rigging, helicopters, and required inspections. Emphasis is placed on skills required to inspect, service, maintain, and troubleshoot airframes, airframe systems, and components and assemble and rig aircraft structures. Upon completion, students should be able to inspect, repair, troubleshoot, assemble and rig aircraft structures and determine conditions of airframes, airframe systems, and components.

Credits 5

Biology

BIO 101 : INTRODUCTION TO BIOLOGY I

Introduction to Biology I is the first of a two-course sequence designed for non-science majors. It covers historical studies illustrating the scientific method, cellular structures, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems. Laboratory is required.

Credits 4

Prerequisites

Eligible for ENG 101 and MTH 100.

BIO 102 : INTRODUCTION TO BIOLOGY II

Introduction to Biology II is the second of a two-course sequence designed for non-science majors. It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity. Laboratory is required.

Credits 4

Prerequisites

BIO 101 with a minimum grade of C.

BIO 103 : PRINCIPLES OF BIOLOGY I

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with survey of viruses, prokaryotes, and the protists. A 120-minute laboratory is required.

Credits 4

Prerequisites

Eligible for ENG 101 and MTH 100.

BIO 104 : PRINCIPLES OF BIOLOGY II

This course is an introduction to basic ecological and evolutionary relationships of plants, fungi, and animals and a survey of plant, fungi, and animal diversity including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required.

Credits 4

Prerequisites

BIO 103 with a minimum grade of C.

BIO 111 : SURVEY OF HUMAN BIOLOGY

This course is for non-science majors and covers an overview of human body functions with an emphasis on major organ systems. It covers the scientific method, cellular structures, bioenergetics, cell reproduction, and Mendelian and molecular genetics. Laboratory is required.

Credits 4

Prerequisites

Eligible for ENG 101 and MTH 100.

BIO 201 : HUMAN ANATOMY AND PHYSIOLOGY I

This course covers the structure and function of the human body. Included is an orientation of the human body, a study of cells and tissues, joints, the integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

Credits 4

Prerequisites

Eligible for ENG 101 and MTH 100.

BIO 202 : HUMAN ANATOMY AND PHYSIOLOGY II

This course covers the structure and function of the human body. Included is a study of basic nutrition and metabolism, basic principles of fluids, electrolytes, and acid-base balance; the endocrine, respiratory, digestive, urinary, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required.

Credits 4

Prerequisites

BIO 201 with a minimum grade of C.

BIO 220 : GENERAL MICROBIOLOGY

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro technique distribution, culture, identification, and control. Laboratory is required.

Credits 4

Prerequisites

BIO 103 with a minimum grade of C or BIO 202 with a minimum grade of C.

BIO 250 : DIRECTED STUDIES IN BIOLOGY I

This laboratory course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

Credits 1

BIO 251 : DIRECTED STUDIES IN BIOLOGY II

This laboratory course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

Credits 1

Prerequisites

BIO 250 with a minimum grade of C.

Business

The field of business is very diverse and therefore requires a diverse range of skill sets to support it. Just a few examples include, but are not limited to, business management, office management, entrepreneurship, technology support, and information systems support. The Associate in Applied Science degree is designed for the professional development of individuals who desire to upgrade their knowledge and skills of business and prepare themselves for these positions. Also, the certificate programs are designed for the professional development of individuals who desire to upgrade their knowledge and skills in management in a shorter period. While obtaining their degrees or certificates, students will also have the opportunity to acquire certifications such as MOS (Microsoft Office Specialists) and CompTIA A+.

Within the Business Department of Southern Union, students have several program pathways from which to choose. These pathways include Business Management & Entrepreneurship, Office Management and Support Technology, and Information Systems. Students may also choose from concentrations in Accounting and Medical Office Specialist.

Students should also contact an academic advisor regarding the transferability of specific courses to a four-year institution.

BUSINESS DEPARTMENT INTERNSHIPS

In collaboration with local business and industry, the Business Department at Southern Union State Community College offers internships in Business Management and Entrepreneurship, Information Systems, and Office Management. The benefit to the students is real-world work experience that will assist the student in obtaining gainful employment upon completion of their degree. It also provides students with an opportunity to further develop their classroom skills and increase their knowledge of their chosen career path. The potential benefit to the employer would be a value-added employee to consider for any further openings within their company.

Students who have completed at least two semesters of studies at Southern Union and meet the minimum internship requirements may apply to receive credit through this program.

For more information, please contact Lisa Turner at ltturner@suscc.edu or (334) 745-6437 ext. 5405.

BUSINESS DEPARTMENT INDEPENDENT STUDY

A student may request an independent study if they are in their last academic semester and must have the class to graduate. Procedures for requesting an independent study are as follows:

1. The student must obtain the independent study request form from the department chair.
2. The student must meet with their advisor to obtain the required information and signatures on the request form.
3. The student must submit the completed form to the instructor for the class at least 10 faculty duty days prior to the first class meeting of the semester.
4. The student must sign a learning contract for the course.

For more information, please contact Lisa Turner at ltturner@suscc.edu or (334) 745-6437 ext. 5405.

BUS 100 : INTRODUCTION TO BUSINESS

This is a survey course designed to familiarize the student with the fundamentals of American business in a global setting.

Credits 3

BUS 146 : PERSONAL FINANCE

This is a survey course related to managing personal finance. Topics include personal financial planning, money management, taxes, consumer credit, insurance, investments, retirement planning, and estate planning.

Credits 3

BUS 210 : INTRODUCTION TO ACCOUNTING

This course is an introduction to accounting and financial reporting concepts and the use of accounting information for financial and managerial decisions. Information is presented from a financial statement user approach.

Credits 3

BUS 215 : BUSINESS COMMUNICATION

This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized business communications.

Credits 3

Prerequisites

Eligible for ENG 101 or OAD 131 with a minimum grade of C.

BUS 241 : PRINCIPLES OF ACCOUNTING I

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

Credits 3

Prerequisites

MTH 100 with a minimum grade of C.

BUS 242 : PRINCIPLES OF ACCOUNTING II

This course is a continuation of [BUS 241](#). In addition to a study of financial accounting, this course covers topics in managerial accounting, corporations, and financial statement analysis.

Credits 3

Prerequisites

BUS 241 with a minimum grade of C.

BUS 245 : ACCOUNTING WITH QUICKBOOKS

This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up accounts, summarizing data, generating financial reports and banking transactions.

Credits 3

Prerequisites

BUS 241 with a minimum grade of C.

BUS 248 : MANAGERIAL ACCOUNTING

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting system.

Credits 3

Prerequisites

BUS 242 with a minimum grade of C.

BUS 263 : LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS

This course provides an overview of the legal and social environment for business operations. Topics include the Constitution, the Bill of Rights, court systems, alternative dispute resolution, civil and criminal law, administrative agencies, contracts, employment law, property interests and rights, and intellectual property, business organizations, and ethics.

Credits 3

BUS 271 : BUSINESS STATISTICS I

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data; statistical description and analysis of data; measures of central tendency and dispersion; probability; discrete and continuous probability distributions; sampling; interval estimation; and introduction to hypothesis testing.

Credits 3

Prerequisites

MTH100 with a minimum grade of C.

BUS 272 : BUSINESS STATISTICS II

This course is a continuation of [BUS 271](#). Topics include sampling theory, statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

Credits 3

Prerequisites

BUS 271 with a minimum grade of C.

BUS 275 : PRINCIPLES OF MANAGEMENT

This course provides a basic study of the principles of management. Topics include planning, organizing, leading, and controlling with emphasis on practical business applications.

Credits 3

BUS 276 : HUMAN RESOURCE MANAGEMENT

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

Credits 3

BUS 279 : SMALL BUSINESS MANAGEMENT

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

Credits 3

BUS 285 : PRINCIPLES OF MARKETING

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

Credits 3

BUS 296 : BUSINESS INTERNSHIP

This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

Credits 3

Prerequisites

Permission of instructor.

Chemistry

CHM 104 : INTRODUCTION TO INORGANIC CHEMISTRY

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for [CHM 111](#). Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

Credits 4

Prerequisites

MTH 100 with a minimum grade of C and eligible for ENG 101.

CHM 111 : COLLEGE CHEMISTRY I

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

Credits 4

Prerequisites

MTH 112 with a minimum grade of C and eligible for ENG 101.

CHM 112 : COLLEGE CHEMISTRY II

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

Credits 4

Prerequisites

CHM 111 with a minimum grade of C.

CHM 221 : ORGANIC CHEMISTRY I

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

Credits 4

Prerequisites

CHM 112 with a minimum grade of C.

CHM 222 : ORGANIC CHEMISTRY II

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

Credits 4

Prerequisites

CHM 221 with a minimum grade of C.

Child Development

The Child Development program is designed to prepare students for employment in a variety of early childhood settings. The program provides opportunities for those interested in entering the early childhood field and those currently working with young children. Each student will engage in practical and professional experiences that will build their knowledge, skills, and abilities in caring for each and every child and family. The Child Development program is an excellent pathway for those interested in a career in the field of early childhood education. The short certificate program establishes the credentials necessary to be employed as an auxiliary teacher in Alabama's First Class Pre-K program. The Associate in Applied Science degree exceeds the Alabama state minimum standard qualifications for a director, program director, and teacher in a licensed childcare center.

Child Development courses are offered as traditional in-person courses and as hybrid courses as well. Students enrolled in hybrid courses are required to attend evening seminar sessions three times during the Fall/Spring semesters and twice during the Summer semester. The seminar offers an opportunity for social interaction with instructors and classmates while also maintaining full-time employment in an early childhood setting.

CHD 100 : INTRODUCTION TO EARLY CARE & EDUCATION OF CHILDREN

This course introduces the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years, including infant and toddler and pre-school years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observation of the young child in early childhood settings.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 201 : CHILD GROWTH AND DEVELOPMENT PRINCIPLES

This course is a systematic study of child growth and development from conception through early childhood. Emphasis is placed on principles underlying physical, mental, emotional and social development, and on methods of child study and practical implications. Upon completion, students should be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support physical, social, emotional, language, cognitive, and aesthetic development.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 202 : CHILDREN'S CREATIVE EXPERIENCES

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences, in language arts, music, art, science, math and movement with observation and participation with young children required. Upon completion, students should be able to select and implement creative and age-appropriate experiences for young children.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 203 : CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate and demonstrate activities which support a language-rich environment for young children.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 204 : METHODS AND MATERIALS FOR TEACHING YOUNG CHILDREN

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science and social studies concepts. Upon completion, students will be able to demonstrate basic methods of creating learning experiences using developmentally appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school. Course includes observations of young children in a variety of childcare environments.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 205 : PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 206 : CHILDREN'S HEALTH AND SAFETY

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 208 : ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record keeping techniques, and identify elements of a developmentally appropriate program.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 209 : INFANT AND TODDLER EDUCATION PROGRAMS

This course focuses on child development from infancy to thirty-five months of age with emphasis on planning programs using developmentally appropriate materials. Emphasis is placed on positive ways to support an infant or toddler's social, emotional, physical and intellectual development. Upon completion, students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and the children.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 210 : EDUCATING CHILDREN WITH EXCEPTIONAL NEEDS

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 211 : CHILD DEVELOPMENT SEMINAR

This course provides students with knowledge of a variety of issues and trends related to the childcare profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development.

Prerequisites

Eligible for ENG 101.

CHD 214 : FAMILIES AND COMMUNITIES IN EARLY CARE AND EDUCATION PROGRAMS

This course provides students information about working with diverse families and communities. Students will be introduced to family and community settings, the importance of relationships with children, and the pressing needs of today's society. Students will study practice techniques for developing these important relationships and effective communication skills.

Credits 3

Prerequisites

Eligible for ENG 101.

CHD 215 : SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT

This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Students will develop a portfolio documenting experiences gained during this course. Students must have permission of the Department Chair.

Credits 3

Prerequisites

Completed thirty-three (33) hours of Child Development courses and approval from the program director.

CHD 224 : SCHOOL-AGE CHILDCARE

This course is designed for caregivers/teachers providing programs for children age 5-12 in their before and after school care needs. The course provides information on developmental profiles, discusses family concerns, and includes a variety of activities that caregivers can adopt to provide an educational and stimulating program.

Credits 3

Prerequisites

Eligible for ENG 101.

Computer Science

CIS 113 : SPREADSHEET SOFTWARE APPLICATIONS

This course provides students with hands-on experience using spreadsheets software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.

Credits 3

CIS 117 : DATABASE MANAGEMENT SOFTWARE APPLICATIONS

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management.

Credits 3

CIS 130 : INTRODUCTION TO INFORMATION SYSTEMS

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware.

Credits 3

CIS 146 : MICROCOMPUTER APPLICATIONS

This course is an introduction to computer science applications, including word processing, spreadsheets, database management, and presentation software. This course will help prepare students for professional certifications.

Credits 3

Prerequisites

Eligible for ENG 101.

CIS 151 : GRAPHICS FOR THE WORLD WIDE WEB

This course provides an overview to the theory, tools, and techniques necessary for creating high-quality graphics using various design software tools. At the completion of this course students will be able to apply various software packages to create graphics for Web applications in raster or vector format.

Credits 3

CIS 157 : INTRODUCTION TO APP DEVELOPMENT WITH SWIFT

This introductory one-semester course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with tools, techniques, and concepts needed to build a basic iOS system.

Credits 3

CIS 199 : NETWORK COMMUNICATIONS

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs and WANs, Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. The class will help prepare students for the CCNA and Network+ certifications sponsored by CompTIA.

Credits 3

CIS 207 : INTRODUCTION TO WEB DEVELOPMENT

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages.

Credits 3

CIS 220 : APP DEVELOPMENT WITH SWIFT

This is the first of two courses designed to teach specific skills related to app development using Swift.

Credits 3

Prerequisites

CIS 157 with a minimum grade of C.

CIS 222 : DATABASE MANAGEMENT

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

Credits 3

CIS 227 : APP DEVELOPMENT WITH SWIFT II

This course focuses on building specific features for iOS apps. Students apply their knowledge and skills to developing new apps.

Credits 3

Prerequisites

CIS 220 with a minimum grade of C.

CIS 246 : ETHICAL HACKING

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.

Credits 3

Prerequisites

CIS 199 with a minimum grade of C or permission of instructor.

CIS 251 : C + + PROGRAMMING

This course is an introduction to the C programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macro, simple data structures, and using files for input and output. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

Credits 3

CIS 255 : JAVA PROGRAMMING

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

Credits 3

CIS 256 : ADVANCED JAVA

This course is a second course of a sequence using the Java programming language. Topics include: Sun's Swing GUI components, JDBC, JavaBeans, RMI, servlets, and Java media framework. Upon completion, the student will be able to demonstrate knowledge of the topics through programming projects and appropriate exams.

Credits 3

CIS 268 : SOFTWARE SUPPORT

This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

Credits 3

Prerequisites

CIS 130 with a minimum grade of C.

Lab Hours 1

Corequisites

CIS 269

Theory Hours 2

CIS 269 : HARDWARE SUPPORT

This course provides students with hands-on practical experience in installing and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

Credits 3

Prerequisites

CIS 130 with a minimum grade of C.

Lab Hours 1

Co-Requisite Courses CIS 268

Theory Hours 2

CIS 277 : NETWORK SERVICES ADMINISTRATION

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.

Credits 3

Prerequisites

CIS 199 with a minimum grade of C.

CIS 284 : CIS INTERNSHIP

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's '93real world'94 work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the '93real world'94 work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a '93real world'94 work experience.

Credits 3

Prerequisites

Permission of instructor.

CIS 293 : SPECIAL TOPICS

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills.

Credits 1

Lab Hours 1

Theory Hours 0

CIS 294A : Special Topics: Introduction to Computing for Engineers & Scientists - MATLAB

Credits 2

Cosmetology

The Cosmetology program is designed to prepare individuals to meet the rigorous standards outlined by the Alabama State Board of Cosmetology. Students completing the program will have been trained in a number of disciplines such as: shampooing, haircutting, hair straightening, permanent waving, wig and hairpiece enhancement and hair coloring. Students are also trained in the area of facials and facial make-up, specialized scalp treatments as well as providing manicures and pedicures. These disciplines are taught and observed using strict industry standards in hygiene and safety. This program helps prepare students to take their cosmetologist exams with the Alabama State Board of Cosmetology.

Notes:

- A minimum grade of "C" in the Cosmetology courses is required for a student to enroll in Cosmetology courses for the next term and for graduation.
- Students may not switch between day and evening programs except at the beginning of a term and on a space available basis.
- TB Skin Test required for participation in Cosmetology program.
- Students who withdraw from the Cosmetology program must re-enter within a period of 12 months or start over with first term Cosmetology courses.

COS 111 : INTRODUCTION TO COSMETOLOGY

This course is designed to provide students with an overview of the history and development of cosmetology and standards of professional behavior. Students receive basic information regarding principles and practices of infection control, diseases, and disorders. Additionally, students receive introductory information regarding hair design. The information presented in this course is enhanced by hands-on application performed in a controlled lab environment. Upon completion, students should be able to apply safety rules and regulations and write procedures for skills identified in this course.

Credits 3

Lab Hours 0

Corequisites

COS 112, 137, 145.

Theory Hours 3

COS 112 : INTRODUCTION TO COSMETOLOGY LAB

In this course, students are provided the practical experience for sanitation, shampooing, hair shaping, and hairstyling. Emphasis is placed on disinfection, shampooing, hair shaping, and hairstyling for various types of hair for men and women. This course offers opportunities for students to put into practice, concepts learned in the theory component from [COS 111](#).

Credits 3

Lab Hours 6

Corequisites

COS 111, 137, 145.

Theory Hours 0

COS 113 : THEORY OF CHEMICAL SERVICES

During this course students learn concepts of theory of chemical services related to the chemical hair texturing. Specific topics include basics of chemistry and electricity, properties of the hair and scalp, and chemical texture services. Safety considerations are emphasized throughout this course. This course is foundational for other courses providing more detailed instruction on these topics.

Credits 3

Prerequisites

COS 111, 112, 137, 145 with minimum grade of "C" or permission of instructor.

Lab Hours 0

Corequisites

COS 114, 115, 116.

Theory Hours 3

COS 114 : CHEMICAL SERVICES LAB

During this course students perform various chemical texturing activities. Emphasis is placed on cosmetologist and client safety, chemical use and handling, hair and scalp analysis, and client consulting.

Credits 3

Prerequisites

COS 111 112, 137, 145 with minimum grade of "C" or permission of instructor.

Lab Hours 6

Corequisites

COS 113, 115, 116.

Theory Hours 0

COS 115 : HAIR COLORING THEORY

In this course, students learn the techniques of hair coloring and hair lightening. Emphasis is placed on color application, laws, levels and classifications of color and problem solving. Upon completion, the student will be able to identify all classifications of hair coloring and the effects on the hair.

Credits 3

Prerequisites

COS 111, 112, 137, 145 with minimum grade of "C" of instructor.

Lab Hours 0

Corequisites

COS 113, 114, 116.

Theory Hours 3

COS 116 : HAIR COLORING LAB

In this course, students apply hair coloring and hair lightening techniques. Topics include consultation, hair analysis, skin test and procedures and applications of all classifications of hair coloring and lightening. Upon completion, the student will be able to perform procedures for hair coloring and hair lightening.

Credits 3

Prerequisites

COS 111, 112, 137, 145 with minimum grade of "C" or permission of instructor.

Lab Hours 6

Corequisites

COS 113, 114, 115.

Theory Hours 0

COS 117 : BASIC SPA TECHNIQUES

This course is the study of cosmetic products, massage, skin care, and hair removal, as well as identifying the structure and function of various systems of the body. Topics include massage skin analysis, skin structure, disease and disorder, light therapy, facials, facial cosmetics, anatomy, hair removal, and nail care. Upon completion, the student will be able to state procedures for analysis, light therapy, facials, hair removal, and identify the structures, functions, disorders of the skin, and nail care.

Credits 3

Prerequisites

COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.

Lab Hours 0

Corequisites

COS 118, 163, 164.

Theory Hours 3

COS 118 : BASIC SPA TECHNIQUES LAB

This course provides practical applications related to the care of the skin and related structure. Emphasis is placed on facial treatments, product application, skin analysis, massage techniques, facial make-up, hair removal, and nail care. Upon completion, the student should be able to prepare clients, assemble sanitized materials, follow procedures for product application, recognize skin disorders, demonstrate facial massage movement, cosmetic application, and hair removal using safety and sanitary precautions, and nail care.

Credits 3

Prerequisites

COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.

Lab Hours 6

Corequisites

COS 117, 163, 164.

Theory Hours 0

COS 123 : COSMETOLOGY SALON PRACTICES

This course is designed to allow students to practice all phases of cosmetology in a salon setting. Emphasis is placed on professionalism, receptionist duties, hair styling, hair shaping, chemical, and nail and skin services for clients. Upon completion, the student should be able to demonstrate professionalism and the procedures of cosmetology in a salon setting.

Credits 3

Prerequisites

COS 117, 118, 163, 164 with minimum grade of "C" or permission of instructor.

Lab Hours 9

Corequisites

COS 167, 125.

Theory Hours 0

COS 125 : CAREER AND PERSONAL DEVELOPMENT

This course provides the study and practice of personal development and career building. Emphasis is placed on building and retaining clientele, communication skills, customer service, continuing education, and goal setting. Upon completion, the student should be able to communicate effectively and practice methods for building and retaining clientele.

Credits 3

Prerequisites

COS 117, 118, 163, 164 with minimum grade of "C" or permission of instructor.

Lab Hours 0

Corequisites

COS 123, 167.

Theory Hours 3

COS 137 : HAIR SHAPING AND DESIGN THEORY

This course introduces students to concepts related to the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines.

Credits 3

Lab Hours 0

Corequisites

COS 111, 112, 145.

Theory Hours 3

COS 145 : HAIR SHAPING LAB

This course covers the study of the art and techniques of hair shaping. Topics include hair sectioning, correct use of hair shaping implements, and elevations used to create design lines. Upon completion, the student should be able to demonstrate the techniques and procedures for creating hair designs using safety and sanitary precautions.

Credits 3

Lab Hours 8

Corequisites

COS 111, 112, 137.

Theory Hours 0

COS 163 : FACIAL TREATMENTS

This course includes all phases of facial treatments in the study of skin care. Topics include treatments for oily, dry, and special skin applications. Upon completion, students will be able to apply facial treatments according to skin type.

Credits 3

Prerequisites

COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.

Lab Hours 4

Corequisites

COS 117, 118, 164.

Theory Hours 1

COS 164 : FACIAL MACHINE

This is a course designed to provide a practical experience using the vapor and facial machine with hydraulic chair. Topics include the uses of electricity and safety practices, machine and apparatus, use of the magnifying lamp, and light therapy. Upon completion, the student will be able to demonstrate an understanding of electrical safety and skills in the use of facial machines.

Credits 3

Prerequisites

COS 113, 114, 115, 116 with minimum grade of "C" or permission of instructor.

Lab Hours 6

Corequisites

COS 117, 118, 163.

Theory Hours 0

COS 167 : STATE BOARD REVIEW

Students are provided a complete review of all procedures and practical skills pertaining to their training in the program. Upon completion, the student should be able to demonstrate the practical skills necessary to complete successfully the required State Board of Cosmetology examination and entry-level employment.

Credits 3

Prerequisites

COS 117, 118, 163, 164 with minimum grade of "C" or permission of instructor.

Lab Hours 6

Corequisites

COS 123, 125.

Theory Hours 1

COS 191 : CO-OP

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Credits 3

Prerequisites

Permission of instructor.

Lab Hours 9

Theory Hours 0

Cosmetology Instructor Training

Cosmetology instructor training is a teacher training program for licensed cosmetologists. Requirements for admission include an application to Southern Union State Community College, a managing cosmetology license, a high school diploma, or GED certificate, and an interview with a Cosmetology Instructor. This short term certificate is not eligible for Title IV funding

CIT 211 : TEACHING AND CURRICULUM DEVELOPMENT

This course focuses on principles of teaching, teaching maturity, professional conduct, and the development of cosmetology curriculum. Emphasis is placed on teacher roles, teaching styles, teacher challenges, aspects of curriculum development, and designing individual courses. Upon completion, the student should be able to describe the role of teacher, identify means of motivating students, develop a course outline, and develop lesson plans.

Credits 3

Lab Hours 0

Theory Hours 3

CIT 212 : TEACHER MENTORSHIP

This course is designed to provide the practice through working with a cosmetology instructor in a mentoring relationship. Emphasis is placed on communication, student assessment, and assisting students in the lab. Upon completion, the student should be able to communicate with students, develop a course of study, and apply appropriate teaching methods.

Credits 3

Lab Hours 9

Theory Hours 0

CIT 214 : LESSON PLAN METHODS AND DEVELOPMENT

During this course students have the opportunity to further apply knowledge and lesson delivery by using lesson plans they have developed from previous courses or this course. Emphasis is placed on the use of lesson plans in various classroom and laboratory settings. Upon completion, students will be able to teach a variety of cosmetology classes using various techniques. This course serves as a suitable substitute for [CIT 221](#). If used as a suitable substitute, this course becomes a core class.

Credits 3

Lab Hours 6

Theory Hours 1

CIT 221 : LESSON PLAN IMPLEMENTATION

This course is designed to provide practice in preparing and using lesson plans. Emphasis is placed on organizing, writing, and presenting lesson plans using the four-step teaching method. Upon completion, students should be able to prepare and present a lesson using the four-step teaching method.

Credits 3

Lab Hours 7

Theory Hours 0

CIT 222 : AUDIO VISUAL MATERIALS AND METHODS

This course focuses on visual and audio aids and materials. Emphasis is placed on the use and characteristics of instructional aids. Upon completion, students should be able to prepare teaching aids and determine their most effective use.

Credits 3

Lab Hours 0

Theory Hours 3

CIT 223 : AUDIO VISUAL MATERIALS AND METHODS APPLICATIONS

This course is designed to provide practice in preparing and using visual and audio aids and materials. Emphasis is placed on the preparation and use of different categories of instructional aids. Upon completion, the student should be able to prepare and effectively present different types of aids for use with a four step lesson plan.

Credits 3

Lab Hours 6

Theory Hours 0

CIT 224 : SPECIAL TOPICS IN COSMETOLOGY INSTRUCTION

This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

Credits 3

Lab Hours 0

Theory Hours 3

CIT 225 : SPECIAL TOPICS IN COSMETOLOGY

This course is designed to allow students to further develop their knowledge and skills as cosmetology instructors. Topics will be assigned based on individual student professional needs.

Credits 3

Lab Hours 6

Theory Hours 0

Criminal Justice

The coursework for this certificate may provide a foundation for students desiring to further their education with an associate or bachelor's degree. Interested students should speak with an advisor for more information. C

CRJ 100 : INTRODUCTION TO CRIMINAL JUSTICE

Course is not part of Alabama General Studies Curricula and may not transfer to a four year institution. This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

Credits 3

CRJ 110 : INTRODUCTION TO LAW ENFORCEMENT

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers.

Credits 3

CRJ 117 : COMMUNITY RELATIONS

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation.

Credits 3

CRJ 140 : CRIMINAL LAW AND PROCEDURE

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered.

Credits 3

CRJ 146 : CRIMINAL EVIDENCE

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course considers the origins of the law of evidence and current rules of evidence. Types of evidence, their definitions and uses are covered, as well as the functions of the court regarding evidence.

Credits 3

CRJ 147 : CONSTITUTIONAL LAW

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as right to counsel, search and seizure, due process and civil rights.

Credits 3

CRJ 150 : INTRODUCTION TO CORRECTIONS

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

Credits 3

CRJ 160 : INTRODUCTION TO SECURITY

Course is not part of Alabama General Studies Curricula and may not transfer to a four year institution. This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security are covered.

Credits 3

CRJ 177 : CRIMINAL AND DEVIANT BEHAVIOR

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation.

Credits 3

CRJ 208 : INTRODUCTION TO CRIMINOLOGY

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment.

Credits 3

CRJ 209 : JUVENILE DELINQUENCY

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency as well as the role of the courts.

Credits 3

CRJ 216 : POLICE ORGANIZATION & ADMINISTRATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting, and various personnel issues are covered.

Credits 3

CRJ 217 : POLICE ORGANIZATION AND ADMINISTRATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course reviews the various types of police reports, including incident, investigative, progress, and others. The course analyzes the different forms of written communications used in law enforcement.

Credits 3

CRJ 220 : CRIMINAL INVESTIGATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.

Credits 3

CRJ 227 : HOMICIDE INVESTIGATION

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course covers the principles, techniques and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry.

Credits 3

CRJ 237 : FORENSIC PHOTOGRAPHY

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course analyzes the principles, techniques, and uses of forensic photography in criminal investigation. Emphasis is placed on basic camera operation and mechanics, crime scene photography, and rules of photographic evidence.

Credits 3

CRJ 290 : SELECTED TOPICS - SEMINAR IN CRIMINAL JUSTICE

Course is not part of the Alabama General Studies Curricula and may not transfer to a four (4) year institution. This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head.

Credits 3

Dance

DNC 110 : INTRODUCTION TO DANCE STYLES

Introduction to dance styles.

Credits 2

DNC 111 : ELEMENTARY MODERN DANCE I

A studio course in modern dance technique at the elementary level.

Credits 2-3

DNC 112 : ELEMENTARY MODERN DANCE II

This course is a continuation of [DNC 111](#), preparing the student for intermediate modern dance.

Credits 2-3

Prerequisites

DNC 111 or permission of instructor.

DNC 121 : ELEMENTARY BALLET I

A studio course in classical ballet at the elementary level.

Credits 2

DNC 122 : ELEMENTARY BALLET II

The development of classical theory and practical ballet, at the elementary level.

Credits 2

Prerequisites

DNC 121 or permission of instructor.

DNC 140 : FITNESS DANCE I

This course uses dance activity to increase a student's level of physical fitness. Flexibility exercises and body toning/ sculpting exercises, which have been specifically designed to develop the dancer's body, will be used in class.

Credits 1-2

DNC 141 : FITNESS DANCE II

This course is a continuation of [DNC 140](#).

Credits 1-2

Prerequisites

DNC 140 or permission of instructor.

DNC 142 : FITNESS DANCE III

This course is a continuation of [DNC 141](#).

Credits 1-2

Prerequisites

DNC 141 or permission of instructor.

DNC 143 : BALLET TECHNIQUE I

Intensive training in classical ballet for students intending to major or minor in dance. Intermediate level technique is studied, emphasizing posture and placement. Students are evaluated on their ability to perform the work to the required standard.

Credits 3

DNC 144 : BALLET TECHNIQUE II

This course is a continuation of [DNC 143](#).

Credits 3

Prerequisites

DNC 143 or permission of instructor.

DNC 151 : ELEMENTARY JAZZ I

A studio course that introduces the varied movement styles and rhythm of the jazz idiom.

Credits 2

DNC 152 : ELEMENTARY JAZZ II

This class is a blend of modern jazz and ballet technique focusing on breath, alignment and stylized freedom of movement.

Credits 2

Prerequisites

DNC 151 or permission of instructor.

DNC 160 : DANCE WORKSHOP I

This course provides practical experience in the production and performance of a dance presentation, including sound, lighting, choreography, rehearsal, costuming, make-up and other aspects of dance presentation.

Credits 1-2

Prerequisites

Determined by instructor.

DNC 161 : DANCE WORKSHOP II

This course is a continuation of [DNC 160](#).

Credits 1-2

Prerequisites

DNC 160 or permission of instructor.

DNC 162 : DANCE WORKSHOP III

This course is a continuation of [DNC 161](#).

Credits 1-2

Prerequisites

DNC 161 or permission of instructor.

DNC 191 : POINTE TECHNIQUE I

Designed for the female dance student. Participants learn pointe technique. This class is the study of pointe work technique focusing on barre and center exercises to strengthen the student's metatarsal, legs and torso. The class will offer an increased ballet vocabulary specific to dancing on pointe.

Credits 1

Prerequisites

DNC 122 or permission of instructor.

DNC 192 : POINTE TECHNIQUE II

Designed for the intermediate female dance student, this class further develops pointe technique. Barre and center work will strengthen the student's legs and torso, increasing vocabulary and complexity of combination. Introduction to classical ballet repertory will be included in this class.

Credits 1

Prerequisites

DNC 191 or permission of instructor.

DNC 231 : THEATER DANCE I

This is the first in a three-course series that introduces the student to a variety of dance styles used in musical theater.

Credits 3

Prerequisites

Determined by instructor.

DNC 232 : THEATER DANCE II

This course is a continuation of [DNC 231](#).

Credits 3

Prerequisites

DNC 231 or permission of instructor.

DNC 233 : THEATER DANCE III

This course is a continuation of [DNC 232](#).

Credits 3

Prerequisites

DNC 232 or permission of instructor.

DNC 234 : CHOREOGRAPHY I

Students are involved in individual and group choreographic projects in which musical and spatial elements are explored.

Credits 1-3

DNC 235 : CHOREOGRAPHY II

This course is a continuation of [DNC 234](#).

Credits 1-3

Prerequisites

DNC 234 or permission of instructor.

DNC 243 : BALLET TECHNIQUE III

Ballet technique at advanced level emphasizing performance quality, musicality, and classical style.

Credits 3

Prerequisites

DNC 144 or permission of instructor.

DNC 244 : BALLET TECHNIQUE IV

A continuation of [DNC 243](#).

Credits 3

Prerequisites

DNC 243 or permission of instructor.

DNC 260 : DANCE WORKSHOP IV

This course is a continuation of [DNC 162](#).

Credits 1-2

Prerequisites

DNC 162 or permission of instructor.

DNC 261 : DANCE WORKSHOP V

This course is a continuation of [DNC 260](#).

Credits 1-2

Prerequisites

DNC 260 or permission of instructor.

DNC 262 : DANCE WORKSHOP VI

This course is a continuation of [DNC 261](#).

Credits 1-2

Prerequisites

DNC 261 or permission of instructor.

DNC 267 : JAZZ DANCE I

This is the first of a six-course sequence which provides the student a study of basic principles and techniques of jazz dance, including the varied movement styles and rhythms of this dance form.

Credits 3

Prerequisites

Determined by instructor.

DNC 268 : JAZZ DANCE II

This course is a continuation of [DNC 267](#).

Credits 3

Prerequisites

DNC 267 or permission of instructor.

DNC 269 : JAZZ DANCE III

This course is a continuation of [DNC 268](#).

Credits 3

Prerequisites

DNC 268 or permission of instructor.

DNC 270 : JAZZ DANCE IV

This course is a continuation of [DNC 269](#).

Credits 3

Prerequisites

DNC 269 or permission of instructor.

DNC 271 : JAZZ DANCE V

This course is a continuation of [DNC 270](#).

Credits 3

Prerequisites

DNC 270 or permission of instructor.

DNC 272 : JAZZ DANCE VI

This course is a continuation of [DNC 271](#).

Credits 3

Prerequisites

DNC 271 or permission of instructor.

Economics

ECO 231 : PRINCIPLES OF MACROECONOMICS

This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.

Credits 3

ECO 232 : PRINCIPLES OF MICROECONOMICS

This course is an introduction of the microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics.

Credits 3

Education

EDU 100 : EXPLORING TEACHING AS A PROFESSION

This course provides students with an opportunity to explore teaching as a career. The role of the teacher, the benefits of teaching and the steps to becoming a teacher are some of the topics that will be explored. Students will be exposed to examples of good teaching and self-assess their personal and professional qualities.

Credits 3

Emergency Medical Paramedics

EMP 189 : APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body. Class includes a 2 hour lab.

Credits 4

Prerequisites

Admission to the EMT-Paramedic Program

Emergency Medical Services

Students enrolled in the Emergency Medical Technology Program may choose to earn a short certificate, long certificate or an Associate in Applied Science Degree in Emergency Medical Technology. Upon successful completion of the first semester of the EMS Program (EMT level), the student is eligible to apply to take the National Registry Examination. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as an EMT.

Upon successful completion of the second semester of the EMS Program (AEMT level), the student is eligible to apply to take the National Registry Examination and apply for licensure to practice in the State of Alabama as an AEMT.

The Paramedic level is the third level of the EMS program and is three semesters in length. The three levels of EMS lead to a Short Certificate, Long Certificate or an Associate in Applied Science Degree. The Long Certificate option requires the student to successfully complete all paramedic and general education courses in the curriculum, with the exception of [PSY 200](#), [SPH 107](#), and the Humanities elective. To earn an Associate in Applied Science Degree, all paramedic and general education courses in the curriculum must be completed. Upon successful completion of the Paramedic program, the student is eligible to apply to take the National Registry examination for Paramedics. Successful completion of the certification examination allows the student to apply for licensure to practice in the State of Alabama as a Paramedic.

The Emergency Medical Services Programs are fully approved by the Alabama Department of Public Health, Emergency Medical Services Division. The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Education Programs for EMS Professionals (CoAEMSP).

Admission Requirements

*Note: The admission requirements for the EMS program are subject to change. Please contact Health Sciences Admissions for additional information or visit www.suscc.edu.

EMT Level requires:

1. Unconditional admission to the College.
2. Minimum cumulative 2.0 grade point average (GPA) and enter College on clear academic status.
3. Minimum 2.0 GPA at Southern Union
4. Official transcripts from all postsecondary institutions attended.
5. Eligibility for [ENG101](#), [MTH 100](#) and meet the reading requirement of the College.
6. Age of 18 years or older within one (1) year of course completion.
7. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook and EMS Student Handbook.
8. Application for the Emergency Medical Technology Program.

AEMT Level requires:

1. Completion of 1-7 as listed for EMT level.
2. Current National Registry license for EMT.
3. Unencumbered Alabama licensure as an EMT
4. Application for the Advanced Emergency Medical Technician Program.
5. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
*Transfer students: Students who completed EMT training from a non-accredited program and plan to transfer in as a licensed EMT must take EMS108, Directed Students in EMS I, as a co-requisite with EMS 156, Advanced Emergency Medical Technician Clinical. Upon completion of EMS108 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit.

Paramedic Level requires:

1. Completion of 1-8 listed above for EMT and AEMT level admission requirements.

2. Minimum 2.0 GPA on last semester credit hours of coursework completed at a regionally accredited college.
3. A current Alabama license as an AEMT, or successfully completed AEMT from an accredited college by SACSCOC or one of the six regionally accrediting agencies. (Students who took EMT/AEMT from a non-accredited program should see *note below)
4. If seeking a long certificate, completion of [BIO 111](#) – Survey of the Human Biology (previously [EMS189](#)) or [BIO 201](#) Anatomy and Physiology I with a minimum grade of C.
5. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
6. Application to the Paramedic Program.
7. *NOTE: Students transferring into the paramedic level who have graduated from a non-accredited AEMT program must take EMS 156, Advanced Emergency Medical Technician Clinical, as a corequisite to EMS 244. Upon completion of EMS156 with a grade of 75 or higher, the student will be awarded 10 hours of academic credit. If a student has attended a non-accredited program for both EMT and AEMT, the student must take EMS 156 and EMS 108 as a co-requisite to EMS 244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 20 hours of academic credit.

Progression Requirements

1. A 2.0 cumulative GPA.
2. Acceptance by ALL clinical agencies for clinical experience.
3. Updated health records by deadline.
4. Minimum grade of “C” in all required courses as listed in curriculum.
5. Fulfillment of all course prerequisites.
6. If seeking a long certificate, completion of [ENG 101](#), [MTH 100](#) or higher math, and [BIO 202](#) (if [BIO 201](#) elected) with a minimum grade of “C” prior to the final semester of the Paramedic level.
7. No more than a 12 month interruption in matriculation through the Paramedic level course sequence

Students who do not meet progression requirements will be administratively withdrawn from the program and must apply for readmission.

Readmission Requirements

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Readmission requires:

1. A 2.0 cumulative grade point average at Southern Union.
2. No more than one grade of “D” or “F” is earned in a course which has a clinical component (whether the course is the same course or two different courses). If a student withdraws from an EMS course, the withdrawal will be treated, for readmission purposes only, as a course failure (even if the withdrawal is before the official College “last day to withdraw with a ‘W’ date”).
3. Readmission will depend on classroom and clinical space availability and is not guaranteed.
4. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
5. Completed program readmission form, submitted by deadline.
6. No more than a 12 month interruption in matriculation through the Paramedic level course sequence.

Transfer Policy

Students desiring to transfer into the any level of the EMS program must meet minimum admission/progression standards for Southern Union’s program.

1. Must possess a grade of C or better in all required general education taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
2. Previous Southern Union students must have a minimum 2.0 at SUSCC.
3. Must be a student in good standing and eligible to return to the EMS program.
4. Provide a letter of eligibility from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into the EMS program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
7. Students transferring into the paramedic level who have completed a non-accredited AEMT program and are pursuing the long certificate OR degree route, must take [EMS 156](#), Advanced Emergency Medical Technician Clinical, as a corequisite to [EMS 244](#). Upon completion of EMS 156 with a grade of 75 or higher, the student will be awarded 9 hours of academic credit.
8. If a student has attended a non-credit program for both his/her EMT and AEMT, and are pursuing the long certificate OR degree route, the student must take EMS 156 and [EMS 108](#) as a corequisite to EMS

244. Upon completion of EMS 108 and EMS 156 with a grade of 75 or higher, the student will be awarded 19 hours of academic credit

EMS 100 : CARDIOPULMONARY RESUSCITATION I

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

EMS 105 : FIRST RESPONDER

This course provides theory in emergency procedures as contained in the current National Standard Training Curriculum (NSTC) for the First Responder. The course is an introduction to the emergency medical services system and provides fundamentals for students to improve the quality of emergency care provided as the first person to an emergency scene until emergency medical services arrive. Completion of specific student competencies, as outlined in the current NSTC for the First Responder, are required for successful course completion.

Credits 3

Prerequisites

Determined by instructor.

EMS 107 : EMERGENCY VEHICLE OPERATOR AMBULANCE

The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspections, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

Credits 1

Prerequisites

Must present a valid driver's license and program approval.

EMS 108 : DIRECTED STUDIES IN EMS

This course offers independent study or computer assisted instruction under faculty supervision and/ or theory in an EMS subject relevant to the student's interest and need. Specific cognitive competencies required by the student are defined in writing at the first class period. Students transferring into the AEMT level who have completed a non-accredited EMT program must take [EMS 108](#) Directed Studies in EMS I as a corequisite to [EMS 156](#). Upon completion of [EMS 108](#) with a grade of 75 or higher, the student will be awarded 10 non-traditional hours of credit.

Credits 1

EMS 118 : EMERGENCY MEDICAL TECHNICIAN

This course is required to apply for certification as an Emergency Medical Technician. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, management of trauma patients, management of medical patients, treating infants and children, and various EMS operations. This course is based on the NHTSA National Emergency Medical Services Education Standards.

Credits 9

Prerequisites

Admission to program.

Corequisites

EMS 119

EMS 119 : EMERGENCY MEDICAL TECHNICIAN CLINICAL

This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the [EMS 118](#), Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

Credits 1

Prerequisites

Admission to program.

Co-Requisite Courses EMS 118

EMS 120 : VEHICLE EXTRICATION

This course provides students with theory in the development of concepts related to the removal of persons from damaged vehicles. Topics include gaining access, stabilization, packaging, patient removal, and basic hazardous situations. Upon completion, students should be able to effectively extricate to a person from a wrecked vehicle.

Credits 2

EMS 121 : VEHICLE RESCUE

This course is a continuation of [EMS 120](#) and provides students with concepts and skills related to patient management and hazards encountered during vehicle rescue operations. Topics include mechanisms of trauma, patient injuries, assessment, management, extrication tools; and potential hazards to include faulty air bags, loaded hydraulic bumper systems, and patient restraints. Upon course completion, students should be able to identify different areas of vehicle damage and associate this damage with specific patient injuries; and keep the scene safe by recognizing potential hazards encountered during the rescue of patients from vehicles.

Credits 3

Prerequisites

Program approval

EMS 150 : EMT-BASIC REFRESHER

This course provides students with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT-Basic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies, as outlined by the NSTC, for successful course completion.

Credits 2

Prerequisites

Completion of a NSTC course for EMT-Basic or program approval.

EMS 153 : EMS DISPATCHER

This course provides students with theory as contained in the National Training Curriculum (NSTC) for EMS Dispatcher. This course is designed to prepare EMS dispatcher personnel to operate a telecommunication base station for the purpose of receiving requests for emergency medical services and allocating community resources in response to such requests. Upon course completion, students should have an understanding of emergency medical services dispatch procedures and be able to effectively receive a call and dispatch appropriate personnel utilizing a scenario in a simulated situation.

Credits 3

Prerequisites

Program approval.

EMS 155 : ADVANCED EMERGENCY MEDICAL TECHNICIAN

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and [EMS 156](#) must be taken as a co-requisite.

Credits 7

Prerequisites

Admission to program.

Corequisites

EMS 156

EMS 156 : ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in [EMS 155](#). This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and [EMS 155](#) must be taken as a co-requisite. Students transferring into the paramedic program who have completed a non-accredited AEMT program must take [EMS 156](#), Advanced Emergency Technician Clinical, as a corequisite to [EMS 244](#). Upon completion of [EMS 156](#) with a grade of 75 or higher, the student will be awarded 10 non-traditional hours of credit.

Credits 2

Prerequisites

Admission to program.

Co-Requisite Courses EMS 155

EMS 189 : APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC

This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

Credits 4

Prerequisites

Completion of all required developmental classes (English, reading, or math).

EMS 241 : PARAMEDIC CARDIOLOGY

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

Credits 3

Prerequisites

Admission to program. BIO 111 (EMS 189) or BIO 201

Corequisites

EMS 241, 242, 244, & 257.

EMS 242 : PARAMEDIC PATIENT ASSESSMENT

This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

Credits 3

Prerequisites

Admission to program. BIO 111 (EMS 189) or BIO 201 with C or higher.

Corequisites

EMS 241, 242, 244, & 257.

EMS 244 : PARAMEDIC CLINICAL I

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electrotherapy, I.V./I.O. initiation and medication administration.

Credits 1

Prerequisites

Admission to program. BIO 111 (EMS 189) or BIO 201 with C or higher.

Corequisites

EMS 241, 242, 244, & 257.

EMS 245 : PARAMEDIC MEDICAL EMERGENCIES

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

Credits 3

Prerequisites

EMS 241, 242, 244, & 257

Corequisites

EMS 245, 246, 247 & 248.

EMS 246 : PARAMEDIC TRAUMA MANAGEMENT

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

Credits 3

Prerequisites

EMS 241, 242, 244, & 257.

Corequisites

EMS 245, 246, 247 & 248.

EMS 247 : PARAMEDIC SPECIAL POPULATIONS

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

Credits 2

Prerequisites

EMS 241, 242, 244, & 257.

Corequisites

EMS 245, 246, 247 & 248.

EMS 248 : PARAMEDIC CLINICAL II

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical and trauma situations across the life span of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

Credits 3

Prerequisites

EMS 241, 242, 244, & 257.

Corequisites

EMS 245, 246, 247 & 248.

EMS 253 : PARAMEDIC TRANSITION TO THE WORKFORCE

This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement.

Credits 2

Prerequisites

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Corequisites

EMS 254, 255 AND 256.

EMS 254 : ADVANCED COMPETENCIES FOR PARAMEDIC

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

Credits 2

Prerequisites

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Corequisites

EMS 253, 254, 255 AND 256.

EMS 255 : PARAMEDIC FIELD PRECEPTORSHIP

This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

Credits 5

Prerequisites

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Corequisites

EMS 253, 254, 255 AND 256.

EMS 256 : PARAMEDIC TEAM LEADERSHIP

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

Credits 1

Prerequisites

EMS 245, 246, 247 AND 248. BIO 201, BIO 202 or BIO 111 (EMP 189).

Corequisites

EMS 253, 254, 255 AND 256.

EMS 257 : PARAMEDIC APPLIED PHARMACOLOGY

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

Credits 2

Prerequisites

Admission to program. BIO 111 (EMP 189) or BIO 201.

Corequisites

EMS 241, 242, 244 & 257.

EMS 265 : PARAMEDIC REFRESHER

This course provides students with a review of material contained in the current National Standard Training Curriculum (NSTC) for the Paramedic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies for successful course completion.

Credits 3

Prerequisites

Completion of a NSTC course for the Paramedic or program approval.

EMS 266 : ADVANCED CV LIFE SUPPORT

The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

Program approval.

EMS 267 : INTERNATIONAL TRAUMA LIFE SUPPORT

This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, airway -breathing-circulation management, trauma to various portions of the body, multiple system trauma, and load-and-go situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

Program approval.

EMS 269 : PEDIATRIC MEDICAL LIFE SUPPORT PROVIDER

This course provides students with theory and simulated case studies in pediatric care. Content areas include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; and use of medications. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

LPN, RN, Paramedic, or program approval.

EMS 273 : EKG INTERPRETATION

This course is designed for students in health related professions desiring the knowledge to interpret singular lead electrocardiograms. The course provides concepts in the interpretation of electrocardiograms to include an overview of the electrical conduction of the heart as well as the identification of all categories of dysrhythmias. Upon course completion, students should be able to identify various types of cardiac rhythms.

Credits 2

Prerequisites

Program approval.

EMS 275 : PRE-HOSPITAL ALS PROTOCOLS

Pre-hospital Advanced Life Support (ALS) Protocols is designed for EMT-Intermediates and Paramedics to familiarize them with the current Advanced Life Support protocols as approved by the Alabama Department of Public Health. This course includes review of ALS protocols as well as utilization of simulated case studies and situations to assist students in their performance in patient assessment and adherence to the protocols. Completion of student competencies are required for successful course completion.

Credits 2

Prerequisites

Program approval.

EMS 280 : BASIC LIFE SUPPORT INSTRUCTOR

This course provides students with concepts related to areas of basic life support instruction. Topics include history, concepts, and systems of emergency cardiac care; cardiopulmonary physiology, dysfunction, and actions for survival; introduction to the performance of CPR; foreign body airway obstruction management; pediatric basic life support; special techniques/resuscitation situations, pitfalls, and complications; teaching and learning in basic life support; teaching strategies; and basic provider course organizations. Student will also successfully participate in practice teaching of a cardiopulmonary resuscitation (CPR) class prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

Successful completion, with the past 12 months, of all areas of basic life support training (CPR).

EMS 281 : ADVANCED CV LIFE SUPPORT INSTRUCTOR

This course provides the student with theory and practice in the techniques of teaching advanced cardiovascular life support (ACLS). The course is taught in accordance with national standards. Students will also successfully participate in practice teaching of an ACLS provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

EMS 266 and program approval.

EMS 282 : BASIC TRAUMA LIFE SUPPORT INSTRUCTOR

This course provides students with theory and practice in the techniques of teaching Basic Trauma Life Support (BTLS). The course is taught to provide instructor training in trauma care and management in accordance with national standards. Students will also successfully participate in practice teaching of a BTLS provider course prior to course completion. Students successfully completing this course will receive documentation of course completion.

Credits 1

Prerequisites

EMS 267 and program approval.

EMS 284 : PEDIATRIC MEDICAL LIFE SUPPORT INSTRUCTOR

This course provides students theory and practice in teaching pediatric medical life support. Topics include recognition of pediatric pre-arrest conditions; shock; basic life support; oxygenation and airway control; newborn resuscitation; essentials in pediatric resuscitation; dysrhythmia recognition and management; vascular access; pediatric trauma; and use of medications. This course is taught in accordance with national standards. Students will also successfully participate in practice teaching of a pediatric medical life support provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

Credits 1

Prerequisites

EMS 269 and program approval.

Engineering and Design

The Engineering and Design program prepares students to become drafters. Drafters prepare drawings based on sketches, specifications, and calculations made by engineers, architects, and designers. These final drawings contain detailed views of an object, specifications for materials, and other information required to fully carry out the job. Students in this program use industry specific software to perform lab exercises such as AutoCAD®, Inventor®, Revit®, Solid Edge®, and ArcGIS®. Students also have the opportunity to prototype parts with large format printers, laser cutters and 3D printers. Students are required to participate in third party credentialing activities such as NOCTI as part of this curriculum.

*This program has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

DDT 104 : BASIC COMPUTER AIDED DRAFTING

This course provides an introduction to basic Computer Aided Drafting and Design (CADD) functions and techniques, using '93hands-on'94 applications. Topics include terminology, hardware, basic CADD and operating system functions, file manipulation, and basic CADD software applications in producing softcopy and hardcopy.

Credits 3

Lab Hours 4

Theory Hours 1

DDT 111 : FUNDAMENTALS OF DRAFTING AND DESIGN TECHNOLOGY

This course serves as an introduction to the field of drafting and design and provides a foundation for the entire curriculum. Topics include safety, lettering, tools and equipment, geometric constructions, and orthographic sketching and drawing.

Credits 3

Lab Hours 4

Theory Hours 1

DDT 116 : INTRODUCTION TO CATIA

Introduction to parametric, three-dimensional modeling using CATIA (v5 or 6). Focus on how to navigate within this software, how to create three-dimensional solid models using industry best practices, and then how to create and manipulate assemblies made from these parts. Learn the process of designing models with CATIA from conceptual sketching, through to solid modeling, assembly design, and drawing production. Upon completion of this course, you will have acquired the skills to confidently work with CATIA. Gain an understanding of the parametric design philosophy of CATIA in this extensive hands-on course.

Credits 3

Lab Hours 0

Theory Hours 3

DDT 124 : BASIC TECHNICAL DRAWING

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry.

Credits 3

Lab Hours 4

Theory Hours 1

DDT 125 : SURFACE DEVELOPMENT

This course covers surface intersections and developments. Emphasis is placed on the basic types of intersections using simple geometric forms. Upon completion, students should be able to draw common types of surface intersections and handle them simply as applications of the concepts learned in this class.

Credits 3

Prerequisites

DDT 104, 111, DDT 124, DDT 128 or permission of instructor

Lab Hours 4

Theory Hours 1

DDT 127 : INTERMEDIATE COMPUTER AIDED DRAFTING AND DESIGN

This course covers intermediate-level concepts and application of CADD. Emphasis will be placed on intermediate-level features, commands, and applications of CADD software.

Credits 3

Prerequisites

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

Lab Hours 4

Theory Hours 1

DDT 128 : INTERMEDIATE TECHNICAL DRAWING

This course is designed to develop a strong foundation in common drafting and design practices and procedures. Topics include multi-view drawings with advanced dimensioning, basic tolerancing and pictorial drawings.

Credits 3

Prerequisites

DDT 104, DDT 111, DDT 124 or permission of instructor.

Lab Hours 4

Theory Hours 1

DDT 132 : ARCHITECTURAL DRAFTING

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology; site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings.

Credits 3

Prerequisites

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

Lab Hours 4

Theory Hours 1

DDT 133 : Basic Surveying

Credits 3

DDT 150 : THEORY OF RESIDENTIAL DRAWING AND DESIGN

This course provides the theory of residential drawing and design. Topics include architectural styles, house design, site and space planning, drawing requirements, construction materials and process, terminology, and specific types of drawings required to complete a full set of construction documents. Introductory, intermediate, and advanced topics are covered. Emphasis is placed on an understanding of the various issues and requirements essential to the field of residential drawing and design.

Credits 3

Prerequisites

DDT 104, 111, 124, 128 or permission of instructor.

Lab Hours 0

Theory Hours 3

DDT 212 : INTERMEDIATE ARCHITECTURAL DRAFTING

This second course in architectural design and drafting continues with more advanced and detailed architectural plans. Topics include interior elevations, plot plans, and interior details. Upon completion, students should be able to draw and specify advanced level plans, including various architectural details.

Credits 3

Prerequisites

DDT 132 or permission of instructor.

Lab Hours 4

Theory Hours 1

DDT 213 : CIVIL DRAFTING, PLAT MAPS

This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings.

Credits 3

Prerequisites

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

Lab Hours 4

Theory Hours 1

DDT 220 : ADVANCED TECHNICAL DRAWING

This course covers the methods of providing size description and manufacturing information for production drawings. Emphasis will be placed on accepted dimensioning and tolerancing practices including Geometric Dimensioning and Tolerancing for both the Customary English System and ISO System. Upon completion, students should be able to apply dimensions, tolerances, and notes to drawing to acceptable standards, including Geometric Dimensioning and Tolerancing, and produce drawings using and specifying common threads and various fasteners, including welding methods.

Credits 3

Prerequisites

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

Lab Hours 4

Theory Hours 1

DDT 222 : ADVANCED ARCHITECTURAL DRAFTING

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial application.

Credits 3

Lab Hours 4

Theory Hours 1

DDT 225 : STRUCTURAL STEEL DRAFTING

This course covers the theory and practical applications necessary to understand the basic design and terminology of structural steel components used in light commercial buildings. Emphasis is placed on structural steel drafting techniques, bolted and welded connections, framing plans, sections, fabrication and connection details, and bills of materials. Upon completion, students should be able to produce engineering and shop drawings incorporating standard shapes, sizes, and details using the A.I.S.C. Manual and incorporating safety practices.

Credits 3

Prerequisites

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

Lab Hours 4

Theory Hours 1

DDT 228 : GEOGRAPHIC INFORMATION SYSTEMS

This course is designed as an introduction to the world of G.I.S. and what it's about and builds on the skills attained in Civil Drafting I and II. Emphasis will be placed on utilizing G.I.S. software in conjunction with a CAD program to produce '93intelligent'94 maps tied to a database in solving complex projects and problems. Upon completion, students should be able to manipulate attributed objects drawn on CAD/GIS software and accurately produce basic G.I.S. drawings.

Credits 3

Lab Hours 4

Theory Hours 1

DDT 231 : ADVANCED CAD

This course allows the student to plan, execute, and present results of individual projects in Advanced CAD topics. Emphasis is placed on enhancing skill attainment in Advanced CAD skill sets. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and instructor.

Credits 3

Prerequisites

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

Lab Hours 4

Theory Hours 1

DDT 233 : INTERMEDIATE 3D MODELING

This course emphasizes the more advanced techniques in 3D solid modeling. It covers advanced features of part creation, part editing, and analysis. Some techniques that will be discussed are: lofting, sweeping, sheet metal part creation, interference checking and stress analysis. Upon completion of the course, students should be able to create advanced 3D models and perform stress analysis/interference checking.

Credits 3

Prerequisites

DDT 104, DDT 111, DDT 124, DDT 128 or permission of instructor.

Lab Hours 4

Theory Hours 1

DDT 260 : PORTFOLIO

This course includes the preparation of technical and/or architectural drawings for a portfolio presentation and a resume for portfolio presentation. Hard copy drawings as well as electronic will be discussed, finalized, and developed for presentation. Upon completion, students should be able to prepare and produce a portfolio for presentation. This course includes the preparation of artwork and resume for portfolio presentation. Topics include production of a resume and portfolio for presentation during the last semester of course work. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation in both hard copy as well as electronic copy.

Credits 3

Lab Hours 4

Theory Hours 1

DDT 271 : DRAFTING INTERNSHIP

This course allows credit for substantial on-the-job experience within the field of Drafting and Design Technology.

Credits 3

Lab Hours 6

Theory Hours 0

EGR 100 : Engineering Orientation

Credits 0

EGR 101 : Engineering Foundations

Credits 1

ENT 217 : MACHINE DESIGN

This course covers the design concepts necessary to develop the technical drawings and features to manufacture or fabricate a part or assembly using computer-aided design/drafting software. The topics covered are the concepts and design constraints of gears, drive systems, bearings, belts, shafts, chains, fasteners, and springs. The student will be expected to apply the concepts and design constraints to properly design machine components and systems.

Credits 3

Lab Hours 2

Theory Hours 1

English

ENG 099 : INTRODUCTION TO COLLEGE WRITING

This course places emphasis on providing students with additional academic and noncognitive support with the goal of success in the students' paired [ENG 101](#) class. The material covered or practiced in the [ENG 099](#) course is complementary to and supportive of material taught in [ENG 101](#) and the needs of the [ENG 099](#) student.

Credits 1

Prerequisites

ENR 098 with a minimum grade of C or appropriate placement scores in English.

Corequisites

ENG 101

ENG 101 : ENGLISH COMPOSITION I

This course provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, analytical and critical reading skills, and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage and information literacy.

Credits 3

Prerequisites

ENR 098 with a minimum grade of C or appropriate placement scores in English.

Corequisites

If required, ENG 099. (ENG 099 is required for students who completed ENR 098).

ENG 102 : ENGLISH COMPOSITION II

English Composition II provides continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage and information literacy.

Credits 3

Prerequisites

ENG 101 with a minimum grade of C or equivalent.

ENG 131 : APPLIED WRITING (TECHNICAL)

This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar, punctuation and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents.

Credits 3

Prerequisites

Appropriate score on the ASSET placement test or the equivalent.

ENG 251 : AMERICAN LITERATURE I

This course is a survey of American literature from its beginning to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

Credits 3

Prerequisites

ENG 102 with a minimum grade of C.

ENG 252 : AMERICAN LITERATURE II

This course is a survey of American literature from the mid-nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

Credits 3

Prerequisites

ENG 102 with a minimum grade of C.

ENG 271 : WORLD LITERATURE I

This course is a survey of world literature from its inception to the mid-seventeenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and are being reflected in them.

Credits 3

Prerequisites

ENG 102 with a minimum grade of C.

ENG 272 : WORLD LITERATURE II

This course is a survey of the world literature from the mid-seventeenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

Credits 3

Prerequisites

ENG 102 with a minimum grade of C.

ENR 098 : WRITING AND READING FOR COLLEGE

This course integrates reading and writing skills students need to comprehend and interact with college- level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising, and editing to produce competent essays using standard written English. This course includes a lab component.

Credits 4

Prerequisites

Appropriate placement score in English.

Fire Science

FSC 100 : BASIC FIREMANSHIP

This course is an introduction to the basics of Fire Science, including fire chemistry salvage, hydraulics, laying hose, laddering, and overhaul work.

Credits 2

FSC 101 : INTRODUCTION TO THE FIRE SERVICE

This course is a survey of the philosophy and history of fire protection, loss of property and life by fire, review of municipal fire defenses, and the organization and function of federal, state, county, city, and private fire protection.

Credits 3

FSC 103 : HAZARDOUS MATERIALS I

This is a survey of fundamental facts and operations applicable to hazardous materials incidents. The emphasis is on storage, handling, standards, special equipment, toxicology, and monitoring.

Credits 3

FSC 104 : HAZARDOUS MATERIALS II

This course is a continuation of the study of hazardous materials and application to specialized hazardous materials response teams. Emphasis is placed on specialized skills and equipment required to mitigate a hazardous materials incident.

Credits 3

FSC 111 : FIRE HYDRAULICS

This course is a review of basic mathematics, hydraulic laws and formulae as applied to the fire service, water supply problems and underwriters' requirement for pumps.

Credits 3

FSC 200 : FIRE COMBAT TACTICS AND STRATEGY

This course is a review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack and pre-planning fire problems.

Credits 3

FSC 210 : BUILDING CONSTRUCTION FOR THE FIRE SERVICE

This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse.

Credits 3

FSC 240 : FIRE CAUSE DETERMINATION

This course covers the burning characteristics of combustibles, interpretation of clues, burn patterns leading to points of origin, identification of incendiary indications, sources of ignition and ignited materials, and preservation of fire science evidence.

Credits 3

FSC 250 : FIRE PREVENTION INSPECTION

This is a study of the organization and function of the fire prevention team. Course content includes inspections, survey and mapping procedures, recognition of fire hazards, and public relations as affected by fire prevention.

Credits 3

FSC 270 : FIRE PROTECTION SYSTEMS

This is a study of portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, and fire alarms and detection systems.

Credits 3

FSC 292 : ELEMENTS OF SUPERVISION/FIRE SERVICE SUPERVISION

This course covers the responsibility of supervisors; organization, human relations, grievance training, rating, promotion, quality-quantity control and management-employee relations.

Credits 3

FSC 293 : FIRE SERVICE ADMINISTRATION

This is a study of the principles, practices and objectives of fire administration; of fire defenses and insurance rates; of personal management, and of records, reports, and evaluation.

Credits 3

French

FRN 101 : INTRODUCTORY FRENCH I

This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

Credits 4

Prerequisites

Eligible for ENG 101.

FRN 102 : INTRODUCTORY FRENCH II

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas.

Credits 4

Prerequisites

FRN 101.

FRN 201 : INTERMEDIATE FRENCH I

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

Credits 4

Prerequisites

FRN 102.

Geography

GEO 100 : WORLD REGIONAL GEOGRAPHY

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and its external and internal organization problems and potentials.

Credits 3

Geology

GLY 101 : INTRODUCTORY GEOLOGY I

Introduction to Geology I is the first in a two part sequence dealing with the structure of the Earth including materials, internal and external processes, deformation, energy, and plate tectonics. Laboratory is required.

Credits 3

Prerequisites

Eligible for ENG 101 and MTH 100.

GLY 102 : INTRODUCTORY GEOLOGY II

Introduction to Geology II is the second in a two part sequence dealing with a historical perspective of the earth. Topics include items such as Geologic time, Earth's origin, evolution of continents and ocean basins, minerals, energy resources, planetary geology, and mountain building. Laboratory is required.

Credits 3

Prerequisites

GLY 101 and/or as required by program.

German

GRN 101 : INTRODUCTORY GERMAN I

An introduction to German through the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.

Credits 4

Prerequisites

Eligible for ENG 101.

GRN 102 : INTRODUCTORY GERMAN II

A continuation of [GRN 101](#), an introduction to German through the development of basic communication skills and the acquisition of basic knowledge of the cultures of German-speaking areas.

Credits 4

Prerequisites

GRN 101.

Health Education

HED 221 : PERSONAL HEALTH

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

Credits 3

HED 222 : COMMUNITY HEALTH

This course introduces principles and practices of community health; it includes drug use and abuse, communicable diseases, cardiovascular diseases, cancer, consumer health, health organization, and environmental concerns.

Credits 3

HED 226 : WELLNESS

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has 5 major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment and (5) retesting, which are all taught through the different dimensions of wellness.

Credits 3

HED 231 : FIRST AID

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross and/or the American Heart Association. CPR training also is included.

Credits 3

HED 232 : CARE AND PREVENTION OF ATHLETIC INJURIES

This course provides a study of specific athletic injuries, their treatment, and preventive measures.

Credits 3

HED 266 : INTRODUCTION TO HEALTH OCCUPATIONS

This course is designed to give students a general introduction to health occupations. Major emphasis is on the specialization area of each student enrolled.

Credits 3

Health Sciences

HPS 101 : CARDIOPULMONARY RESUSCITATION I

This course includes theory and application in basic life support. Emphasis is placed on the areas of single rescuer cardiopulmonary resuscitation (CPR) of the adult, two-rescuer CPR, managing obstructed airways, and infant and child CPR. Upon completion of the course, the student should be able to recognize situations that require CPR and effectively implement CPR.

Credits 1

HPS 105 : MEDICAL TERMINOLOGY

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meaning associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

Credits 3

HPS 113 : SPANISH FOR THE HEALTHCARE PROFESSIONAL

This course provides an introduction to Spanish with a focus on the basic communication skills and vocabulary needed by health professionals when a non-English speaking Hispanic enters a health care setting. Topics include soliciting identification information, history taking, performance of physical exam and giving instructions on general care and follow-up.

Credits 3

HPS 113 : SPANISH FOR HEALTHCARE PROFESSIONALS

This course provides an introduction to Spanish with a focus on the basic communication skills and vocabulary needed by health professionals when a non-English speaking Hispanic enters a health care setting. Topics include soliciting identification information, history taking, performance of physical exam and giving instructions on general care and follow-up.

Credits 3

HPS 114 : BASIC PHARMACOLOGY

This course is an introduction to basic pharmacology. Content includes classifications, indications, contraindications, desired effects, and side effects of medications used during diagnostic procedures and the prevention and treatment of common illnesses. Upon completion of the course, the student should be able to relate basic pharmacological concepts to the maintenance of health.

Credits 2

HPS 116 : OVERVIEW OF COMPLEMENTARY AND ALTERNATIVE THERAPIES

This course provides a comprehensive overview of the major systems of health care other than the traditional allopathic or western medical system. Included is a comparison of the various characteristics and philosophies behind complementary and alternative therapies. Upon completion, the student will be able to verbalize the difference between the traditional health care system and the major complementary and/or alternative therapies.

Credits 3

History

HIS 101 : HISTORY OF WESTERN CIVILIZATION I

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern western world. It covers the history of the West from its earliest beginnings to the early modern era.

Credits 3

HIS 102 : HISTORY OF WESTERN CIVILIZATION II

This survey course examines the social, intellectual, economic, cultural, and political developments which have shaped the modern Western world. It covers the history of the West from its early modern era to the present.

Credits 3

HIS 121 : WORLD HISTORY 1

This course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

Credits 3

HIS 122 : WORLD HISTORY 2

This course surveys social, intellectual, cultural, economic, and political developments which have molded the modern world. It covers world history, both western and non-western, from the early modern era through the post-modern era.

Credits 3

HIS 201 : UNITED STATES HISTORY I

This course surveys United States history from the pre-Columbian period to the Civil War era.

Credits 3

HIS 202 : UNITED STATES HISTORY II

This course surveys United States history from the Civil War era to the Modern era.

Credits 3

Home Economics

HEC 140 : PRINCIPLES OF NUTRITION

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed.

Credits 3

Humanities

HUM 100 : HUMANITIES FORUM

In this course, credit is given for participation in lectures, concerts, and other events which have relevance to the study of the humanities.

Credits 1

HUM 101 : INTRODUCTION TO HUMANITIES

This course offers the student an introduction to the humanities through independent visits to art, music, literature, history, and drama presentations and subsequent assignments.

Credits 3

HUM 299 : PTK HONORS I, II, III

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.

Credits 1

Prerequisites

Permission of instructor.

Industrial Electricity/ Electronics Technology

The Industrial Electricity Technology Program is designed to help students acquire skills needed to become an industrial electrician or an entry level electrician/ electrician's helper. Students are also introduced to the theories and principles of the operation and installation of electrical equipment, machines, and the installation of motors, transformers, industrial controls, programmable logic controllers, and variable speed drives. Students are involved in an in-depth study of the National Electrical Code and preparation for credentialing testing. Students are required to participate in third party credentialing such as CET and third party assessments such as NOCTI prior to completion of this curriculum.

This program is designed to complement local electrical contractors' apprenticeship training program and has a series of stackable short term certificates focused on specific skill sets an individual can earn as they progress toward an Associate degree or take in order to develop their skills in a particular area of demand.

ELT 110 : WIRING METHODS

This course is a study of various tasks, wiring methods, materials, and associated NEC requirements that students will be required to work with in residential and commercial wiring courses.

Credits 3

Lab Hours 2

Theory Hours 1

ELT 117 : AC/DC MACHINES

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in the lab.

Credits 3

Lab Hours 2

Theory Hours 1

ELT 122 : Advanced AC/DC Machines

Credits 3

ELT 131 : WIRING 1 COMMERCIAL AND INDUSTRIAL

This course teaches students the principles and applications of commercial and industrial wiring methods. Emphasis is placed on blueprint symbols, calculations and NEC code requirements as it applies to commercial and industrial wiring. Upon completion, students will be able to read electrical plans, know most electrical symbols, load calculations for commercial industrial applications, and interpret the NEC code requirements.

Credits 3

Lab Hours 1

Theory Hours 2

ELT 132 : COMMERCIAL AND INDUSTRIAL WIRING II

This course is a continuation of [ELT 131](#) and is all inclusive. Including the study of branch circuits, installation requirements for services, feeders and special equipment considerations including the NEC code requirements. Emphasis is placed on load calculations, conductors, service sizing, installation requirements, NEC code requirements, transformers, lighting, HVAC and special equipment considerations. Upon completion, students should be able to know how to size complete electrical commercial/industrial systems and know the NEC requirements for each system.

Credits 3

Lab Hours 1

Theory Hours 2

ELT 206 : OSHA SAFETY STANDARDS

This course provides the student with the knowledge of OSHA safety standards as required by this organization, and as it related to the job site. Emphasis is placed on overall safety practices, construction site safety practices and safety procedures required by Federal/State laws. Upon completion, students should be able to understand the requirements of OSHA as it relates to general and specific construction sites.

Credits 3

Lab Hours 0

Theory Hours 3

IET 299A : Occupational Safety Ergonomics

Credits 3

IET 299B : Methods Engineering and Work Measurement

Credits 3

ILT 104 : INDUSTRIAL INSTRUMENTATION

This course provides a study of instrumentation circuits/systems. Topics include the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.

Credits 3

Lab Hours 0

Theory Hours 3

ILT 105 : INDUSTRIAL INSTRUMENTION LAB

This lab includes the use of transducers, detectors, actuators, and/or other devices and equipment in industrial applications. Upon completion, the student should be able to apply principles of instrumentation circuits and systems.

Credits 2

Lab Hours 4

Theory Hours 0

ILT 109 : ELECTRICAL BLUEPRINT READING I

This course will enable the student to obtain a working knowledge of the elements of blueprint reading; the ability to interpret electrical, mechanical, and architectural drawing; and the ability to visualize the entire building structure in relationship to the electrical system.

Credits 3

Lab Hours 0

Theory Hours 3

ILT 114 : INSTRUMENTATION OPERATION AND CALIBRATION

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.

Credits 3

Lab Hours 3

Theory Hours 2

ILT 115 : INDUSTRIAL CONTROLS

This course emphasizes the fundamentals and applications of solid state motor starters. Topics include DC drivers, AC variable frequency drives, thyristors, sequence circuits and closed loop control including PID process control. Upon completion, students should be able to apply principles of solid state motor starters.

Credits 3

Lab Hours 0

Theory Hours 3

ILT 118 : CONSTRUCTION WIRING NEC

This course provides a study of the codes that is required to safely perform electrical wiring installations. Emphasis will be placed upon the codes that apply to residential, commercial, and industrial locations. Upon completion, students should be able to apply the codes in the electrical wiring of residential, commercial and industrial applications.

Credits 3

Lab Hours 4

Theory Hours 1

ILT 139 : INTRODUCTION TO ROBOTIC PROGRAMMING

This course provides an introduction to robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

Credits 3

Lab Hours 5

Theory Hours 1

ILT 148 : AUTOMATIC CONTROLS SYSTEMS

This course emphasizes automated control systems and sub-systems. Topics include robotics, programmable hydraulic, pneumatic, microprocessor, variable-speed drives, transducers, and related control circuitry with emphasis on troubleshooting the total system. Upon completion, students should be able to apply principles of automated control systems.

Credits 3

Prerequisites

Instructor approval.

Lab Hours 0

Theory Hours 3

ILT 160 : DC FUNDAMENTALS

This course is designed to provide students with a working knowledge of basic direct current (DC) electrical principles. Topics include safety, basic atomic structure and theory, magnetism, conductors, insulators, use of Ohm's law to solve for voltage, current, and resistance, electrical sources, power, inductors, and capacitors. Students will perform lockout/tagout procedures, troubleshoot circuits and analyze series, parallel, and combination DC circuits using the electrical laws and basic testing equipment to determine unknown electrical quantities.

Credits 3

Lab Hours 2

Theory Hours 1

ILT 161 : AC FUNDAMENTALS

This course is designed to provide students with a working knowledge of basic alternating current (AC) electrical principles. Topics include basic concepts of electricity, electrical components, basic circuits, measurement instruments, the laws of alternating current, and electrical safety with lockout procedures. Hands on laboratory exercises are provided to analyze various series, parallel, and combination alternating current circuit configurations containing resistors, inductors, and capacitors. Upon course completion, students will be able to describe and explain alternating current circuit fundamentals such as RLC circuits, impedance, phase relationships, and power factors. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

Credits 3

Lab Hours 2

Theory Hours 1

ILT 162 : SOLID STATE FUNDAMENTALS

This course provides instruction in basic solid state theory beginning with atomic structure and including devices such as diodes, bipolar transistors, field effect transistors, amplifiers, thyristors, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits. This course also provides the opportunity for students to apply the solid-state principles and theories learned in class in the laboratory setting. Emphasis is placed on the practical application of solid-state devices, proper biasing and amplifier circuit analysis and the use of test equipment to diagnose, troubleshoot and repair typical solid-state device circuits.

Credits 3

Lab Hours 4

Theory Hours 1

ILT 163 : DIGITAL FUNDAMENTALS

This course provides instruction on basic logic gates, flip-flops, registers, counters, microprocessor/ computer fundamentals, analog to digital conversion, and digital analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. This course has an embedded lab with exercises designed to develop skills required by industry. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits.

Credits 3

Lab Hours 4

Theory Hours 1

ILT 164 : CIRCUIT FABRICATION

This course provides instruction in fabrication of functional circuits and is an introduction to device construction and fabrication. Utilizing discrete components, students will fabricate functional circuits. Topics include soldering, cable construction, coaxial cable connection and termination, component mounting cases, and chassis, printed circuit board design, layout, fabrication, and repair, as well as soldering techniques, care of tools, wire splicing, wire wrapping, connector maintenance, and related shop safety. Upon completion of this course, students should be able to perform basic circuit and project construction.

Credits 1

Lab Hours 2

Theory Hours 0

ILT 165 : INDUSTRIAL ELECTRONIC CONTROLS I

This course provides a study of industrial electronics controls. Topics include photoelectric, temperature, gas and humidity, pressure and strain measurements for industrial instrumentation controls and applications. The lab enables students to test, troubleshoot and repair electronic control circuits. Upon completion, students should be able to apply principles of industrial electronics control circuits.

Credits 3

Lab Hours 2

Theory Hours 2

ILT 166 : MOTORS AND TRANSFORMERS I

This course covers motor operation, motor types, motor components, motor feeder and branch circuits. Topics include motor protection and motor control circuits. Upon lab completion, students should be able to test motors, transformer types, and test for input and output voltage.

Credits 3

Lab Hours 2

Theory Hours 2

ILT 167 : AC/DC MACHINERY AND CONTROLS I

This course provides the student with knowledge in AC/DC machinery and controls. Topics include characteristics and operating principles of the different types of AC/DC generators and motors, manual and automatic starters and controllers. The lab enables students to be tested, troubleshoot and repair AC/DC machinery and controls. Upon completion, the student will be able to apply practical skills in AC/DC machinery.

Credits 3

Lab Hours 2

Theory Hours 2

ILT 169 : HYDRAULICS/ PNEUMATICS

This course provides an introduction to hydraulics/ pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulics/ pneumatics.

Credits 3

Lab Hours 2

Theory Hours 2

ILT 192 : CO-OP IN ILT

These courses provide students with relevant work experience in business/industry. Emphasis is placed on production in a work setting. Upon completion, students should be able to identify job responsibilities and to demonstrate skills necessary for entry level employment.

Credits 3

Prerequisites

Permission of instructor.

Lab Hours 6

Theory Hours 0

ILT 194 : INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

Credits 3

Lab Hours 3

Theory Hours 2

ILT 196 : ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

This course includes the advanced principles of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

Credits 3

Prerequisites

As required by program.

Lab Hours 3

Theory Hours 2

ILT 198 : ELECTRONIC CIRCUITS I

This course covers the commonly utilized circuits found in all areas of electronics. These include the various rectifier, filter, voltage regulating circuits, and linear solid-state amplifier circuits. The entire course emphasizes the typical circuits, their principles of operation, and troubleshooting defective circuits. This course has an embedded lab with laboratory exercises designed to develop the skills listed in the industry competencies.

Credits 3

Lab Hours 4

Theory Hours 1

ILT 209 : MOTOR CONTROLS I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

Credits 3

Lab Hours 4

Theory Hours 1

ILT 210 : MECHATRONICS

This course covers the components that make up a mechatronics system. Students will learn the functions of the electrical components, electrical drives and mechanical components and the roles that they play in the system. The student is also introduced to basic PLC networking with Ethernet-type devices. Students will also be introduced to other types of networking protocols and network security. Students gain knowledge in the selection of PLC equipment used to control mechatronics systems. By understanding the complete system, students will learn and apply troubleshooting strategies to identify, localize and (where possible) to correct malfunctions.

Credits 3

Lab Hours 2

Theory Hours 1

ILT 211 : TROUBLESHOOTING TECHNIQUES

This course focuses on the systematic approach to solving problems. Emphasis is placed on instrument failures and their interaction with process down-time. Upon completion, students should be able to solve problems on a process simulator or in an actual setting.

Credits 3

Lab Hours 5

Theory Hours 1

ILT 216 : INDUSTRIAL ROBOTICS

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

Credits 3

Lab Hours 0

Theory Hours 3

ILT 217 : INDUSTRIAL ROBOTICS LAB

This lab covers the principles, concepts and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

Credits 2

Lab Hours 5

Theory Hours 0

ILT 218 : INDUSTRIAL ROBOTICS CONCEPTS

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to ready and interpret circuitry for proper troubleshooting, and ability to perform preventative maintenance.

Credits 3

Lab Hours 3

Theory Hours 2

ILT 231 : National Electric Code

This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion of this course, the student should be able to locate code requirements for a specific electrical installation.

Credits 3

Lab Hours 0

Theory Hours 3

ILT 240 : SENSORS TECHNOLOGY AND APPLICATIONS

This course provides a study of industrial electronic sensors. Topics include, but are not limited to, photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test and troubleshoot electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test and troubleshoot industrial electronic sensors.

Credits 3

Lab Hours 3

Theory Hours 2

ILT 263 : CERTIFICATION PREP LAB

This course prepares students to sit for industry certification examinations and is to be taken in the final semester of the program. The course may be repeated to prepare students for different certification examinations as determined by the college.

Credits 1

Lab Hours 2

Theory Hours 0

Interdisciplinary Studies

IDS 102 : ETHICS

This interdisciplinary course will introduce the basic concepts, types, and schools of moral theory, and illustrate how these may be applied to contemporary moral problems and ethical questions in academic, professional, and social endeavors.

Credits 3

IDS 200A-200D : COLLEGE SCHOLARS BOWL WORKSHOP

This course offers the student preparation, practice, and participation in the College Scholars Bowl program and competition. [IDS 200](#) may be repeated for credit.

Credits 1

Prerequisites

Permission of instructor.

IDS 299 : INTRODUCTION TO COMMUNITY AND CIVIC ENGAGEMENT

This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. [IDS 299](#) may be repeated for credit.

Credits 1

Prerequisites

Permission of instructor.

Machine Shop Technology

CNC 142 : APPLIED GEOMETRY AND CNC MACHINE

This course introduces applied geometry as it relates to CNC. Emphasis is placed on geometry applied to problem solving used to make calculations for machining parts for CNC from engineering drawings. Upon completion students should be able to solve problems required for planning, making, and checking of machined parts.

Credits 3

Lab Hours 0

Theory Hours 3

CNC 156 : JIG AND FIXTURE CONSTRUCTION PRINCIPLES

This course provides a basic study in the construction and application of jigs and fixtures. Emphasis is placed on types and functions, basic design and construction, and design economic considerations of jigs and fixtures. Upon completion, students should be able to design and build jigs, fixtures, and tooling.

Credits 3

Lab Hours 2

Theory Hours 1

CNC 161 : Die Maintenance and Repair

Credits 3

CNC 213 : ADVANCED COMPUTER NUMERICAL CONTROL MILLING

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining center.

Credits 3

Lab Hours 2

Theory Hours 1

CNC 217 : Tooling and Machining Data

Credits 3

CNC 223 : COMPUTER NUMERICAL CONTROL GRAPHICS PROGRAMMING: MILLING

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

Credits 3

Lab Hours 2

Theory Hours 1

CNC 233 : Advanced Tool and Die

Credits 3

CNC 234 : Precision Machining Practices

Credits 3

CNC 235 : Basic Die Construction

Credits 3

MSP 101 : BASIC MACHINING TECHNOLOGY

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

Credits 5

Lab Hours 8

Theory Hours 1

MSP 102 : INTERMEDIATE MACHINING TECHNOLOGY

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinder. Emphasis is placed on setup and operation of machining tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

Credits 5

Prerequisites

MSP 101.

Lab Hours 8

Theory Hours 1

MSP 104 : BASIC MACHINING CALCULATIONS

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

Credits 2

Prerequisites

Permission of instructor.

Lab Hours 2

Theory Hours 1

MSP 105 : LATHES

This course covers the operation and safety practices for engine lathes. Topics include turning, grinding, boring, chamfering, necking, grooving, and threading. Upon completion, students should be able to safely operate an engine lathe using appropriate attachments.

Credits 3

Prerequisites

Permission of instructor.

Lab Hours 4

Theory Hours 1

MSP 107 : MILLING MACHINES

This course covers manual milling operations. Emphasis is placed on related safety, types of milling machines and their uses, cutting speed, feed calculations, and set-up and operation procedures. Upon completion, students should be able to apply manual vertical milling techniques to produce machine tool projects.

Credits 3

Prerequisites

MSP 101 or permission of instructor.

Lab Hours 4

Theory Hours 1

MSP 110 : HANDBOOK FUNCTIONS

This course covers the use of the machining handbook. Topics include formulas, tables and usage. Upon course completion, students will be able to use the machinery handbook in making calculations and setups of machine tools.

Credits 3

Lab Hours 0

Theory Hours 3

MSP 111 : INTRODUCTION TO COMPUTER NUMERICAL CONTROL

This course introduces the concepts and capabilities of computer numerical control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to develop a basic CNC program to safely operate a lathe and milling machine.

Credits 2

Prerequisites

MSP 101, MSP 104.

Lab Hours 2

Theory Hours 1

MSP 112 : BASIC COMPUTER NUMERICAL CONTROL TURNING

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

Credits 3

Prerequisites

Permission of Instructor.

Lab Hours 6

Theory Hours 1

MSP 113 : BASIC COMPUTER NUMERICAL CONTROL MILLING

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, work holding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part.

Credits 3

Prerequisites

Permission of instructor.

Lab Hours 4

Theory Hours 1

MSP 121 : BASIC BLUEPRINT READING FOR MACHINISTS

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

Credits 2

Lab Hours 2

Theory Hours 1

MSP 125 : INTRODUCTION TO MACHINING TECHNOLOGY

This course introduces precision machining processes as they relate to the metalworking industry. Topics include machine shop safety, precision measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform basic measurement and layout, drilling, sawing, turning, and milling to make parts and tools.

Credits 3

Lab Hours 2

Theory Hours 1

MSP 127 : CAM

This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands and file management, 2-D geometry, construction modification, and toolpath generation for CAM machining process.

Credits 6

Lab Hours 8

Theory Hours 2

MSP 142 : Advanced Machining Calculations**Credits 3****MSP 157 : TOOLMAKERS TECHNOLOGY**

This course covers the use of precision measuring instruments and interpreting engineering drawings. Emphasis is placed on the inspection of machine parts using a wide variety of measuring instruments and interpreting engineering drawings using modern conventions, symbols, datum, datum targets, projected tolerance zones, and industry specifications and standards. Upon completion, students should be able to demonstrate correct use of measuring instruments and display print reading skills in line with NIMS certification standards.

Credits 3**Prerequisites**

Permission of Instructor.

Lab Hours 4**Theory Hours 1****MSP 171 : INTERMEDIATE BLUEPRINT READING**

This course will build on Basic Blueprint Reading for Machinists. Topics include auxiliary and sectional views, tolerancing methods, symbols, and arrangement of views.

Credits 2**Prerequisites**

Permission of instructor or MSP 121.

Lab Hours 2**Theory Hours 1****MSP 212 : COMPUTER NUMERICAL CONTROL LAB**

This course introduces the programming, set-up and operation of CNC turning centers and CNC machining center. Topics include programming formats, control functions, program editing, parts production, and inspection. Upon completion students should be able to manufacture simple parts using CNC turning centers and CNC machining center.

Credits 3**Prerequisites**

MSP 101, MSP 104.

Lab Hours 8**Corequisites**

MSP 111.

Theory Hours 0**MSP 293 : CO-OP IN MACHINE SHOP TECHNOLOGY**

Student works on a part-time basis in a job directly related to Machine Shop Technology. The employer and supervising instructor evaluate students' progress. Upon completion, students will be able to apply skills and knowledge in an employment setting.

Credits 3**Prerequisites**

Permission of instructor.

Lab Hours 6**Theory Hours 0****MTT 109 : ORIENTATION TO COMPUTER ASSISTED MANUFACTURING**

This course serves as an overview and introduction to computer assisted manufacturing (CAM) and prepares students for more advanced CAM courses. Topics covered are basic concepts and terminology, CAM software environments, navigation commands, and file management 2-D geometry, construction modification, and toolpath generation for CAM machining processes.

Credits 3**Prerequisites**

MSP 101, MSP 104.

Lab Hours 0**Theory Hours 3****MTT 127 : METROLOGY**

This course covers the use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion students should be able to demonstrate correct use of measuring instruments. This course is aligned with NIMS certification standards.

Credits 3**Lab Hours 1****Theory Hours 2****MTT 128 : GEOMETRIC DIMENSIONING AND TOLERANCE I**

This course is designed to teach students how to interpret engineering drawings using modern conventions, symbols, datums, datum targets, and projected tolerance zones. Special emphasis is placed upon print reading skills, and industry specifications and standards. This course is aligned with NIMS certification standards.

Credits 3**Lab Hours 0****Theory Hours 3**

MTT 140 : BASIC COMPUTER NUMERICAL CONTROL TURNING PROGRAMMING I

This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, work holding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.

Credits 3

Lab Hours 2

Theory Hours 1

MTT 162 : Precision Grinding

Credits 3

MTT 205 : Mold Maintenance and Repair

Credits 3

MTT 243 : CNC TURNING LAB I

This course covers basic computer numeric control (CNC) turning machine setup and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and setup and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.

Credits 3

Lab Hours 3

Theory Hours 0

Manufacturing Technology

INT 101 : DC FUNDAMENTALS

This course provides an in-depth study of direct current (DC) electronic theory. Topics include atomic theory, magnetism, properties of conductors and insulators, and characteristics of series, parallel, and series-parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuit variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot DC circuits. Emphasis is placed on the use of scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction.

Credits 3

Lab Hours 1

Theory Hours 2

INT 103 : AC FUNDAMENTALS

This course provides an in-depth study of alternating current (AC) electronic theory. Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Topics include electrical safety and lockout procedures, specific AC theory functions such as RLC, impedance, phase relationships, and power factor. Students will be able to define terms, identify waveforms, solve complex mathematical problems, construct circuits, explain circuit characteristics, identify components, and make accurate circuit measurements using appropriate measurement instruments. They should also be able to perform fundamental tasks associated with troubleshooting, repairing, and maintaining industrial AC systems.

Credits 3

Lab Hours 1

Theory Hours 2

INT 112 : INDUSTRIAL MAINTENANCE SAFETY PROCEDURES

This course is an in-depth study of the health and safety practices required for maintenance of industrial production equipment. Topics include traffic, ladder, electrical, and fire safety, safe work in confined spaces, electrical and mechanical lock-out procedures, emergency procedures, OSHA regulations, MSDS Right-to-Know law, hazardous materials safety, and safety equipment use and care. Upon course completion, student will be able to implement health and safety practices in an industrial production setting.

Credits 3

Lab Hours 0

Theory Hours 3

INT 113 : INDUSTRIAL MOTOR CONTROLS I

This course is a study of the construction, operating characteristics, and installation of different motor control circuits and devices. Emphasis is placed on the control of three phase AC motors. This course covers the use of motor control symbols, magnetic motor starters, running overload protection, pushbutton stations, multiple control stations, two wire control, three wire control, jogging control, sequence control, and ladder diagrams of motor control circuits. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using pushbutton stations and understand complex motor control diagrams.

Credits 3

Lab Hours 4

Theory Hours 1

INT 117 : PRINCIPLES OF INDUSTRIAL MECHANICS

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment.

Credits 3

Lab Hours 3

Theory Hours 2

INT 118 : FUNDAMENTALS OF INDUSTRIAL HYDRAULICS AND PNEUMATICS

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventative maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventative maintenance functions on hydraulic and pneumatic systems.

Credits 3

Lab Hours 2

Theory Hours 2

INT 119 : PRINCIPLES OF MECHANICAL MEASUREMENT AND TECHNICAL DRAWING

This course provides instruction in the use of precision measuring tools and the interpretation of technical drawings. Topics include the use of calipers, micrometers, steel rules, dial indicators, identifying types of lines and symbols of technical drawings, recognition and interpretation of various types of views, tolerances, and dimensions. Upon course completion, students will be able to use precision measuring tools and interpret technical drawings.

Lab Hours 2

Theory Hours 1

INT 120 : CONCEPTS OF DIRECT CURRENT

This course provides an advanced study of direct current (DC) concepts and application principles. Specific topics include safety, terms and symbols, electrical theory, Ohm's law, power law, electrical measurement, DC electrical components, series, parallel, and series-parallel circuit construction. Students gain hands on experience through various laboratory problems. Emphasis is placed on the use of scientific calculators, reading schematics, and the operation of common test equipment used to analyze and troubleshoot DC circuits and to prove the theories taught during classroom instruction.

Credits 5

Lab Hours 4

Theory Hours 3

INT 122 : CONCEPTS OF ALTERNATING CURRENT

This course provides an advanced study of alternating current (AC) concepts and application principles. Specific topics include safety, terms and symbols, AC electrical theory, components, circuits, electrical measurement instruments, laws of AC, and methods for constructing and measuring various types of AC circuits. Students gain hands on experience through laboratory exercises designed to analyze complex circuits, power requirements, faults, phase relationships, and power factors. Emphasis is placed on the use of scientific calculators and the operation of various types of test equipment used to analyze and troubleshoot the AC circuits.

Credits 5

Lab Hours 4

Theory Hours 3

INT 128 : PRINCIPLES OF INDUSTRIAL ENVIRONMENTAL CONTROLS

This course focuses on basic knowledge and skills to service perform routine troubleshooting, maintenance, and adjustments of HVACR systems in an industrial environment. After completion, students will be able to perform routine, low-level maintenance on institutional environmental systems. Additionally, students receive instruction to complete the [EPA 608](#) certification examination.

Credits 3

Lab Hours 3

Theory Hours 2

INT 129 : INDUSTRIAL SAFETY AND MAINTENANCE TECHNIQUES

This course provides instruction in basic maintenance techniques and safety. Topics include drawing, sketching, basic hand tools, portable power tools, stationary power tools, measurement, screw threads, mechanical fasteners, machinery and equipment installation, rigging, and their proper safe operations.

Credits 3

Lab Hours 6

Theory Hours 1

INT 132 : PREVENTIVE AND PREDICTIVE MAINTENANCE

This course focuses on the concepts and applications of preventative and predictive maintenance. Topics include the introduction to optic alignment equipment, vibration testing and analysis, data collection, job safety, tool safety, systems analysis, preventative maintenance procedures and tasks, and predictive maintenance concepts. Upon completion, students will demonstrate the ability to apply the planning process for proper preventive and predictive maintenance.

Credits 3

Lab Hours 3

Theory Hours 2

INT 139 : INTRODUCTION TO ROBOTIC PROGRAMMING

This course provides an introduction robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

Credits 3

Lab Hours 2

Theory Hours 1

INT 153 : PRECISION MACHINING FUNDAMENTALS I

This course focuses on metal cutting machines used to make parts and tools. Topics include lathes, mills, drills, and presses. Upon completion, students will have the ability to use precision measurement instruments and to read mechanical drawings.

Credits 3

Lab Hours 3

Theory Hours 2

INT 158 : INDUSTRIAL WIRING I

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

Credits 3

Lab Hours 5

Theory Hours 1

INT 161 : BLUEPRINT READING FOR INDUSTRIAL TECHNICIANS

This course is designed to provide the student with a comprehensive understanding of blueprint reading. Topics include identifying types of lines and symbols used in mechanical drawings; recognition and interpretation of various types of views, tolerance, and dimensions.

Credits 3

Lab Hours 0

Theory Hours 3

INT 184 : INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

Credits 3

Lab Hours 3

Theory Hours 2

INT 192 : INDUSTRIAL MAINTENANCE TECHNOLOGY CO-OP

In this series of courses, students work on a part-time basis in a job directly related to Industrial Maintenance Technology. The employer evaluates the student's performance and the student submits a descriptive report of his or her work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits 3

Prerequisites

Permission of instructor.

Lab Hours 6

Theory Hours 0

INT 206 : INDUSTRIAL MOTORS I

This course focuses on basic information regarding industrial electrical motors. Upon completion students will be able to troubleshoot, remove, replace, and perform routine maintenance on various types of motors.

Credits 3

Lab Hours 6

Theory Hours 1

INT 211 : INDUSTRIAL MOTORS II

This course focuses on advanced information regarding industrial electrical motors. Upon completion, students will be able to troubleshoot, remove, replace, and perform advanced maintenance on various types of motors.

Credits 3

Lab Hours 6

Theory Hours 1

INT 215 : TROUBLESHOOTING TECHNIQUES

This course is designated to allow students an opportunity to study directly-related topics of particular interest which require the application of technical knowledge and technical skills. Emphasis is placed on the application of skills and knowledge with practical experiences. Upon completion, students should be able to solve job related problems using technical skills and knowledge.

Credits 3

Lab Hours 5

Theory Hours 1

INT 284 : ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

Credits 3

Lab Hours 1

Theory Hours 2

Mass Communication

MCM 102 : WRITING FOR THE MASS MEDIA

Introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats used in journalism, telecommunications, advertising, public relations and Internet communications.

Credits 3

Prerequisites

Permission of instructor.

MCM 113 : STUDENT PUBLICATIONS

Credits 1

MCM 114 : STUDENT PUBLICATIONS

Credits 1

MCM 115 : STUDENT PUBLICATIONS

Credits 1

MCM 213 : STUDENT PUBLICATIONS

These courses offer practical experience in journalism skills through working on the staff of student publications.

Credits 1

MCM 214 : STUDENT PUBLICATIONS

These courses offer practical experience in journalism skills through working on the staff of student publications.

Credits 1

MCM 215 : STUDENT PUBLICATIONS

These courses offer practical experience in journalism skills through working on the staff of student publications.

Credits 1

Mathematics

MTH 098 : ELEMENTARY ALGEBRA

This course provides a study of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations and inequalities in two variables and systems of equations. This is a hybrid course. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.

Credits 4

Prerequisites

Appropriate placement score in mathematics.

MTH 099 : SUPPORT FOR INTERMEDIATE COLLEGE ALGEBRA

The material covered in this course is parallel to and supportive of the material taught in [MTH 100](#). Emphasis is placed on providing students with additional academic and noncognitive support to facilitate success in the paired [MTH 100](#) class. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.

Credits 1

Prerequisites

MTH 098 with a minimum grade of C or appropriate placement score in mathematics.

Corequisites

MTH 100

MTH 100 : INTERMEDIATE COLLEGE ALGEBRA

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course produces institutional, non-transferable credit only and will not satisfy the requirements for Associate in Science degrees.

Credits 3

Prerequisites

Appropriate placement score.

MTH 100C : INTERMEDIATE COLLEGE ALGEBRA

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations and quadratic equations. Functions and relations are introduced and graphed. This course produces institutional, non-transferable credit only and will not satisfy the requirements for Associate in Science degrees.

Credits 3

Prerequisites

MTH 098 with a minimum grade of C or appropriate placement score.

Corequisites

MTH 099. (MTH 099 is required for students who completed MTH 098).

MTH 109 : SUPPORT FOR FINITE MATHEMATICS

The material covered in this course is parallel to and supportive of the material taught in [MTH 110](#). Emphasis is placed on providing students with additional academic and noncognitive support to facilitate success in the paired [MTH 110](#) class. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.

Credits 1

Prerequisites

MTH 100 with a minimum grade of C or appropriate placement score in mathematics.

Corequisites

MTH 110

MTH 110C : FINITE MATHEMATICS

This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). This course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance.

Credits 3

Prerequisites

MTH 098 with a minimum grade of C or appropriate placement score.

Corequisites

MTH 109. (MTH 1099 is required for students who completed MTH 098).

MTH 111 : SUPPORT FOR PRECALCULUS ALGEBRA

The material covered in this course is parallel to and supportive of the material taught in [MTH 112](#). Emphasis is placed on providing students with additional academic and noncognitive support to facilitate success in the paired [MTH 112](#) class. This course produces institutional, non-transferable credit only and will not satisfy the requirements for degrees and certificates.

Credits 1

Prerequisites

MTH 100 with a minimum grade of C or appropriate placement score.

Corequisites

MTH 112

MTH 112 : PRECALCULUS ALGEBRA

This course emphasizes the algebra of functions '96 including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.

Credits 3

Prerequisites

MTH 100 with a minimum grade of C or higher or appropriate placement score.

MTH 112C : PRECALCULUS ALGEBRA

This course emphasizes the algebra of functions '96 including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.

Credits 3

Prerequisites

MTH 100 with a minimum grade of C or higher or appropriate placement score.

Corequisites

MTH 111.

MTH 113 : PRECALCULUS TRIGONOMETRY

This course includes the study of trigonometric (circular) functions and inverse trigonometric functions as well as extensive work with trigonometric identities and equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections and product-sum formulas.

Credits 3

Prerequisites

MTH 112 with a minimum grade of C or appropriate placement score.

MTH 115 : PRECALCULUS ALGEBRA & TRIGONOMETRY

This course is a one-semester accelerated combination of Precalculus Algebra ([MTH 112](#)) and Precalculus Trigonometry ([MTH 113](#)). This course is intended for students with a strong background in college preparatory mathematics. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions) as well as the study of trigonometric functions and inverse trigonometric functions. This course also includes extensive work with trigonometric identities, equations, and formulas; vectors; complex numbers; and polar graphs.

Credits 4

Prerequisites

MTH 100 with a minimum grade of C or appropriate placement scores and permission from the department chair.

MTH 116 : MATHEMATICAL APPLICATIONS

This course provides practical applications of mathematics and includes selected topics from consumer math, algebra, and geometry. This course covers integers, percent, interest, ratio, and proportion, measurement systems, linear equations and problem solving. This course produces institutional, non-transferable credit only and will not satisfy the requirements for Associate in Science degrees.

Credits 3

MTH 120 : CALCULUS AND ITS APPLICATIONS

This course is intended to give a broad overview of calculus. It includes limits, differentiation and integration of algebraic, exponential, logarithmic, and multi-variable functions and applications to business, economics and other disciplines. The course may also include Lagrange Multipliers, extrema of functions of two variables, method of least squares, linear approximation, and linear programming.

Credits 3

Prerequisites

MTH 112, MTH 113, or MTH 115 with a minimum grade of C or appropriate placement score.

MTH 125 : CALCULUS I

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

Credits 4

Prerequisites

MTH 113 or MTH 115 with a minimum grade of C or appropriate placement score.

MTH 126 : CALCULUS II

This is the second of three courses in the basic calculus sequence. Topics include applications of integration, techniques of integration, infinite series, polar coordinates and parametric equations, lines and planes in space, and vectors in the plane and in space.

Credits 4

Prerequisites

MTH 125 with a minimum grade of C.

MTH 227 : CALCULUS III

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

Credits 4

Prerequisites

MTH 126 with a minimum grade of C.

MTH 231 : MATH FOR THE ELEMENTARY TEACHER I

This course is designed to develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems.

Credits 3

Prerequisites

MTH 100 with a minimum grade of C or appropriate placement score.

MTH 232 : MATH FOR THE ELEMENTARY TEACHER II

This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry and transformations.

Credits 3

Prerequisites

MTH 100 with a minimum grade of C or appropriate placement score.

MTH 237 : LINEAR ALGEBRA

This course introduces the basic theory and application of the following topics: systems of linear equations and matrices, (finite-dimensional) vector spaces, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product and orthogonality, Gram-Schmidt, least squares and the diagonalization of symmetric matrices.

Credits 3

Prerequisites

MTH 126 with a minimum grade of C.

MTH 238 : APPLIED DIFFERENTIAL EQUATIONS I

This course is an introduction to techniques for solving differential equations with applications. Topics include solving first order differential equations, applications to various models (e.g. populations, motion, chemical mixtures, etc.), solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters, and Laplace transform). Series solutions and solutions to systems are also covered.

Credits 3

Co-Requisite Courses MTH 227

MTH 265 : ELEMENTARY STATISTICS

This course provides an introduction to methods of statistics and includes the following topics: sampling, frequency distributions, measures of central tendency and variation, probability, discrete and continuous distributions, graphic representation, hypothesis testing, confidence intervals, regression, and applications.

Credits 3

Prerequisites

MTH 100 with a minimum grade of C or appropriate placement score.

MTH 270 : Probability and Statistics Concepts

Credits 3

Medical Assistant Technology

MAT 111 : CLINICAL PROCEDURES I FOR THE MEDICAL ASSISTANT

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education.

Credits 3

Lab Hours 1

Theory Hours 2

MAT 125 : LABORATORY PROCEDURES I FOR THE MEDICAL ASSISTANT

This course includes instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations.

Credits 3

Lab Hours 1

Theory Hours 2

MAT 205 : CLINICAL SPECIALITIES FOR THE MEDICAL ASSISTANT

This course will build upon previous knowledge and skills in the clinical practice setting with advanced topics, which include (but are not limited to) assisting with specialty examinations, vital signs, client teaching and components of the medical records (to include formats, types and documentation). This course also includes management and response to medical office emergencies. Upon completion, students should be able to recognize and manage specific emergencies in the office setting and assist with specialty procedures.

Credits 4

Lab Hours 1

Theory Hours 3

MAT 215 : LABORATORY PROCEDURES II FOR THE MEDICAL ASSISTANT

This course includes the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed.

Credits 3

Lab Hours 1

Theory Hours 2

MAT 216 : PHARMACOLOGY FOR THE MEDICAL OFFICE

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contradictions, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught.

Credits 4

Lab Hours 1

Theory Hours 3

MAT 218 : EKG TECHNICIAN

This course provides students with an overview of cardiovascular electrophysiology and its role in health care delivery. Topics include cardiovascular anatomy, physiology and electrophysiology, interpretation of rhythm strips and diagnostic electrocardiography.

Credits 3

Lab Hours 1

Theory Hours 2

MAT 228 : MEDICAL ASSISTANT REVIEW COURSE

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.

Credits 1

Lab Hours 0

Theory Hours 1

MAT 229 : MEDICAL ASSISTANT PRACTICUM

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinical or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions.

Credits 3

Lab Hours 3

Theory Hours 0

MAT 230 : Medical Assisting Practicum

This course is a medical assisting capstone course. The student is expected to apply administrative, clinical and laboratory knowledge, while under the supervision of a designated preceptor. The student performs administrative, clinical and laboratory skills, while displaying positive affective behaviors expected of a medical assistant in the medical setting. The total number of contact hours must be a minimum of 160 hours. The content of the course is aligned with standards and guidelines from the Medical Assisting Education Review Board (MAERB) in collaboration with CAAHEP.

Credits 2

Lab Hours 2

MAT 239 : PHLEBOTOMY PRECEPTORSHIP

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for the laboratory testing and to interact with health care personnel, patients, and the general public.

Credits 3

Lab Hours 3

Theory Hours 0

Music

MUL 101 : CLASS PIANO I

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1

Prerequisites

As required by program.

MUL 102 : CLASS PIANO II

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1

Prerequisites

As required by program.

MUL 111 : CLASS VOICE I

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1

Prerequisites

As required by program.

MUL 112 : CLASS VOICE II

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1

Prerequisites

As required by program.

MUL 161 : CLASS FRETTED INSTRUMENTS I

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1

Prerequisites

As required by program.

MUL 162 : CLASS FRETTED INSTRUMENTS II

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1

Prerequisites

As required by program.

MUL 170 : MUSIC WORKSHOP I

This course is a seminal clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

Credits 1-2

Prerequisites

As required by program.

MUL 171 : MUSIC WORKSHOP II

This course is a seminal clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

Credits 1-2

Prerequisites

As required by program.

MUL 172 : MUSICAL THEATRE WORKSHOP I

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits 1-2

Prerequisites

As required by program.

MUL 173 : MUSICAL THEATRE WORKSHOP II

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits 1-2

Prerequisites

As required by program.

MUL 180 : CHORUS I. (The Southern Union Chorus)

Chorus I-II should be taken by freshmen students.

Credits 1-2

Prerequisites

Permission of instructor.

MUL 181 : CHORUS II. (The Southern Union Chorus)

Chorus I-II should be taken by freshmen students.

Credits 1-2

Prerequisites

Permission of instructor.

MUL 182 : Vocal Ensemble I. (The Southern Union Gospel Choir)

Credits 1-2

Prerequisites

Permission of instructor.

MUL 183 : Vocal Ensemble II. (The Southern Union Gospel Choir)**Credits** 1-2**Prerequisites**

Permission of instructor.

MUL 184 : SHOW CHOIR I. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1-2**Prerequisites**

Permission of instructor.

MUL 185 : SHOW CHOIR II. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1-2**Prerequisites**

Permission of instructor.

MUL 201 : CLASS PIANO III

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1**Prerequisites**

As required by program.

MUL 202 : CLASS PIANO IV

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1**Prerequisites**

As required by program.

MUL 211 : CLASS VOICE III

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1**Prerequisites**

As required by program.

MUL 212 : CLASS VOICE IV

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1**Prerequisites**

As required by program.

MUL 261 : CLASS FRETTED INSTRUMENTS III

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1**Prerequisites**

As required by program.

MUL 262 : CLASS FRETTED INSTRUMENTS IV

Group instruction is available in voice, piano, and fretted instruments for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals.

Credits 1**Prerequisites**

As required by program.

MUL 270 : MUSIC WORKSHOP III

This course is a seminal clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

Credits 1-2

Prerequisites

As required by program.

MUL 271 : MUSIC WORKSHOP IV

This course is a seminal clinic in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.

Credits 1-2

Prerequisites

As required by program.

MUL 272 : MUSICAL THEATRE WORKSHOP III

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits 1-2

Prerequisites

As required by program.

MUL 273 : MUSICAL THEATRE WORKSHOP IV

This course includes the study of musical theatre history, styles, performance and technical production. Emphasis is placed on the supervised study, preparation, production and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.

Credits 1-2

Prerequisites

As required by program.

MUL 280 : CHORUS III. (The Southern Union Chorus)

Chorus III-IV should be taken by sophomore students.

Credits 1-2

Prerequisites

Permission of instructor.

MUL 281 : CHORUS IV. (The Southern Union Chorus)

Chorus III-IV should be taken by sophomore students.

Credits 1-2

Prerequisites

Permission of instructor.

MUL 282 : Vocal Ensemble III. (The Southern Union Gospel Choir)

Credits 1-2

Prerequisites

Permission of instructor.

MUL 283 : Vocal Ensemble IV. (The Southern Union Gospel Choir)

Credits 1-2

Prerequisites

Permission of instructor.

MUL 284 : SHOW CHOIR III. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1-2

Prerequisites

Permission of instructor.

MUL 285 : SHOW CHOIR IV. (The Southern Union Singers Show Choir)

These courses provide an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

Credits 1-2

Prerequisites

Permission of instructor.

MUP 101 : PRIVATE PIANO I

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1-2

Prerequisites

As required by program with permission of instructor.

MUP 102 : PRIVATE PIANO II

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1-2

Prerequisites

As required by program with permission of instructor.

MUP 111 : PRIVATE VOICE I

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1-2

Prerequisites

As required by program with permission of instructor.

MUP 112 : PRIVATE VOICE II

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1-2

Prerequisites

As required by program with permission of instructor.

MUP 201 : PRIVATE PIANO III

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1-2

Prerequisites

As required by program with permission of instructor.

MUP 202 : PRIVATE PIANO IV

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1-2

Prerequisites

As required by program with permission of instructor.

MUP 211 : PRIVATE VOICE III

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1-2

Prerequisites

As required by program with permission of instructor.

MUP 212 : PRIVATE VOICE IV

Individual performance instruction is available in piano and voice. Emphasis is placed on developing technique, repertoire and performance skills commensurate with the student's educational goals. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion, students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

Credits 1-2

Prerequisites

As required by program with permission of instructor.

MUS 101 : MUSIC APPRECIATION

This is a survey course that requires no previous musical skills. The course covers a minimum of three stylistic periods of music, provides a multicultural perspective, and includes both vocal and instrumental genres. It includes the aesthetic/stylistic characteristics of historical periods and aural perception of the elements of music.

Credits 3

MUS 111 : MUSIC THEORY I

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

Credits 4

Prerequisites

As required by program.

MUS 112 : MUSIC THEORY II

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and fourpart triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.

Credits 4

Prerequisite Courses MUS 111

MUS 203 : MUSIC HISTORY I

This course provides a study of the development of music from ancient times through the Baroque Period. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding and an aural perception of period style characteristics, forms, composers, and representative works.

Credits 3

MUS 204 : MUSIC HISTORY II

This course provides a study of the development of music from the Classical Period to the present. Emphasis is placed on period style characteristics, representative composers and their works, and socio-cultural influences. Upon completion, students should be able to demonstrate knowledge, understanding, and an aural perception of period style characteristics, forms, composers, and representative works.

Credits 3

MUS 211 : MUSIC THEORY III

This course introduces the student to the chromatic harmonic practices in the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation and keyboard skills.

Credits 4

Prerequisite Courses MUS 112

MUS 212 : MUSIC THEORY IV

This course completes the study of chromatic harmonic practices in the Common Practice Period and introduces the student to twentieth-century practices. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and twentieth-century practices and forms. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth century techniques through analysis, writing, sight singing, dictation and keyboard skills.

Credits 4

Prerequisite Courses MUS 211

Nursing

NUR 112 : FUNDAMENTAL CONCEPTS OF NURSING

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care.

Credits 7

Prerequisites

Admission to program

NUR 113 : NURSING CONCEPTS I

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance.

Credits 8

Prerequisites

NUR 112, BIO 201, MTH 100 or higher

NUR 114 : NURSING CONCEPTS II

This course teaches foundational knowledge of nursing concepts and clinical decision making to provide evidence-based nursing care. Content includes but is not limited to: coordinator/manager of care, sexuality, reproduction and childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, mood disorders and affect, renal fluid/electrolyte balance, and medical emergencies.

Credits 8

Prerequisites

NUR 113, ENG 101, BIO 202, PSY 210

Co-Requisite Courses NUR 115

NUR 115 : EVIDENCE BASED CLINICAL REASONING

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

Credits 2

Prerequisites

NUR113, PSY 210, ENG 101, BIO 202

NUR 209 : CONCEPTS FOR HEALTHCARE TRANSITION STUDENTS

This course focuses on application of nursing concepts to assist health care professionals to transition into the role of the registered nurse. Emphasis in this course is placed on evidenced based clinical decision making and nursing concepts provided in a family and community context for a variety of health alterations across the lifespan.

Credits 10

Prerequisites

Admission to nursing program.

NUR 211 : ADVANCED NURSING CONCEPTS

This course provides opportunities for students to integrate advanced nursing care concepts within a family and community context. Content includes but is not limited to: manager of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies.

Credits 7

Prerequisites

SPH 106 or 107, NUR 114 & NUR 115 or NUR 209

NUR 221 : ADVANCED EVIDENCE BASED CLINICAL REASONING

This course provides students with opportunities to demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content in nursing and health care domains includes management of care, professionalism, and healthcare delivery systems.

Credits 7

Prerequisite Courses BIO 220,
NUR 211

Nursing Assistant

The Nursing Assisting course ([NAS 100](#)) is designed to prepare men and women as nursing assistants who work under the supervision of physicians, registered nurses, and licensed practical nurses. Preparation to provide basic, personal care for patients/residents in long term care and acute health care settings and physicians' offices is included. Content necessary for a student to become eligible to write the Nursing Assistant Certificate Examination (NACEP) is included and complies with federally mandated OBRA87 guidelines. The Nursing Assisting course is approved by the Alabama Department of Public Health, Division of Healthcare Facilities.

The Medication Assistant course ([NAS 102](#)) is designed to prepare men and women as a medication aide who works under the supervision of registered nurses and licensed practical nurses. Preparation to administer basic medications to patients/residents in long term care settings is included. With successful completion of NAS 100 and NAS 102, students are eligible to write the Medication Aide Certification Exam (MACE) to obtain certification as a Medication Aide. The Medication Aide course is approved by the Alabama Community College System (ACCS).

Both NAS 100 and NAS 102 contain classroom, laboratory and clinical instruction.

Students who wish to obtain college credit for their coursework must meet all SUSCC admission requirements. Non-college credit students are not required to meet College admission requirements. Both courses are offered at various times during the year on the Valley, Opelika, or Wadley campus.

NAS Course Enrollment Requirements:

1. Application for the Nursing Assisting / Medication Aide

2. Negative drug screen
3. Negative T.B. skin test within 1 year
4. Current immunizations, including but not limited to, Tetanus and Hepatitis B
5. Ability to meet essential functions
6. Clear criminal background check
7. Current CPR certification at the American Heart Association Healthcare Provider level
8. Flu shot

Students currently enrolled in high school may enroll in NAS courses but the student must be aware that some employing agencies require employees to be age 18 years or older and have a high school diploma or GED prior to employment.

Admission Requirements

In addition to the general admission requirement of the College, admission to the Nurse Assistant/Home Health Aide (NAS/HHA) program requires:

1. unconditional admission to the College.
2. 2.0 cumulative grade point average (GPA) calculated on previous coursework and clear academic status at Southern Union.
3. official transcripts from all postsecondary institutions attended.
4. eligibility for English 101 and Math 100 and satisfaction of the College reading requirement.
5. application for the Nurse Assistant/Home Health Aide Program.
6. ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
7. ability to meet all health/ clinical requirements as stated in current Nurse Assistant/Home Health Aide Student Handbook.

NAS/HHA 115 : CPR & BASIC FIRST AID

This course is designed to help the student feel more confident and act appropriately in an emergency situation. Emphasis is placed on providing the student with theoretical concepts to develop skills in basic first aid and cardiopulmonary resuscitation. Upon successful course completion, which includes specific competencies in basic life support, the student will receive appropriate course completion documentation.

Credits 2

NAS/HHA 120 : FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE

This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care.

Credits 7

Prerequisites

Admission to program. It is required that student complete all developmental requirements prior to enrolling in this class.

Corequisites

NAS/HHA 121.

NAS/HHA 121 : FUNDAMENTALS OF NURSING ASSISTANT/HOME HEALTH AIDE (CLINICAL)

This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care settings. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings.

Credits 3

Prerequisites

Admission to program. It is required that student complete all developmental requirements prior to enrolling in this class.

Corequisites

NAS/HHA 120.

NAS/HHA 130 : BASIC ELECTROCARDIOGRAM INTERPRETATION

This course provides students with the basic knowledge to interpret electrocardiograms. Students learn to identify the different categories of dysrhythmias on an EKG strip/monitor and acquire the technical skills to perform a 12 lead EKG in the clinical setting. An overview of the electrical conduction of the heart and cardiac circulation is included to assist students to identify common and life threatening dysrhythmias. This course includes both class and lab: 15 hours of lecture 30 hours of lab.

Credits 2

NAS 100 : LONG TERM CARE NURSING ASSISTANT

This course fulfills the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills.

Credits 4

Prerequisites

Determined by instructor.

Office Management

OAD 101 : BEGINNING KEYBOARDING

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in production of basic business documents such as memos, letters, reports, and tables.

Credits 3

OAD 103 : INTERMEDIATE KEYBOARDING

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in production of business documents.

Credits 3

Prerequisites

OAD 101 with minimum grade of C or permission of instructor.

OAD 125 : WORD PROCESSING

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on utilization of software features to create, edit and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters and reports.

Credits 3

Prerequisites

OAD 103 with minimum grade of C or permission of instructor.

OAD 131 : BUSINESS ENGLISH

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion, the student should be able to communicate effectively.

Credits 3

OAD 138 : RECORDS/INFORMATION MANAGEMENT

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

Credits 3

OAD 200 : MACHINE TRANSCRIPTION

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

Credits 3

Prerequisites

OAD 103 with minimum grade of C or permission of instructor.

OAD 201 : LEGAL TERMINOLOGY

This course is designed to familiarize the student with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology.

Credits 3

OAD 211 : MEDICAL TERMINOLOGY

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.

Credits 3

OAD 212 : MEDICAL TRANSCRIPTION

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Students will learn/maintain standards of ethical/ professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings.

Credits 3

Prerequisites

OAD 103 and 211 with minimum grade of C or permission of instructor.

OAD 214 : MEDICAL OFFICE PROCEDURES

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and lab exercises. Emphasis is on medical terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

Credits 3

Prerequisites

OAD 215 with a minimum grade of C.

OAD 215 : HEALTH INFORMATION MANAGEMENT

This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

Credits 3

OAD 216 : ADVANCED HEALTH INFORMATION MANAGEMENT

This course is designed as a continuation of [OAD 215](#) Health Information Management. It is designed to promote an advanced understanding of the structure, analysis, and management of medical and insurance records.

Credits 3

Prerequisites

OAD 215 with a minimum grade of C.

OAD 218 : OFFICE PROCEDURES

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communication and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

Credits 3

OAD 233 : TRENDS IN OFFICE TECHNOLOGY

This course is designed to address current trends in office technology. Emphasis is on technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

Credits 3

OAD 242 : OFFICE INTERNSHIP

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

Credits 3

Prerequisites

Permission of instructor.

Orientation

ORI 101 : ORIENTATION TO COLLEGE

This course is a two-credit hour graded course that introduced students to Southern Union State Community College. Whether students choose to take in-person courses, online courses, virtual, or a combination, students will gain knowledge to help them be successful in all courses at the institution. Topics include academic advising, academic records, campus information, career exploration, financial aid, institutional resources, online learning, and personal growth.

Credits 2

ORI 105 : ORIENTATION AND STUDENT SUCCESS

This course is designed to orient students to the college experience by providing them with tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond.

Credits 3

ORI 106 : TRANSITION TO COLLEGE AND CAREER

This course is designed to promote student readiness for college and careers through a focus on career pathways. Students will have the opportunity to research, analyze, and explore their career and educational plans while they develop and enhance their technology skills. As a significant part of the course, students will design a personalized career research photo essay, a cover letter, and a resume.

Credits 1

ORI 111 : ONLINE LEARNING BASICS

This course is designed to prepare the student to use a learning management system (LMS). The course covers information concerning the skills required to be successful in an online class. Topics include test-taking requirements, communication with faculty and classmates, submitting assignments, time management for online classes, using a mobile application, and viewing grades. NOTE: Activity classes listed for one hour will meet at least two hours per week. Classes listed for two hours will meet at least three hours per week.

Credits 1

Physical Education

PED 100 : FUNDAMENTALS OF FITNESS

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as slimnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities.

Credits 3

PED 101 : SLIMNASTICS (Beginning)

This course provides an individualized approach to physical fitness, wellness, and other health-related factors. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

Credits 1

PED 102 : SLIMNASTICS (Intermediate)

This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.

Credits 1

Prerequisite Courses PED 101

PED 103 : WEIGHT TRAINING (Beginning)

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

Credits 1

PED 104 : WEIGHT TRAINING (Intermediate)

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.

Credits 1

Prerequisite Courses PED 103

PED 105 : PERSONAL FITNESS

This course is designed to provide students with information to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition.

Credits 1

PED 106 : AEROBICS

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

Credits 1

PED 107 : AEROBICS DANCE (Beginning)

This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic dance aerobics.

Credits 1

PED 108 : AEROBIC DANCE (Intermediate)

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine.

Credits 1

Prerequisite Courses PED 107

PED 109 : JOGGING

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.

Credits 1

PED 113 : TUMBLING AND GYMNASTICS (Beginning)

This course introduces basic tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus.

Credits 1

PED 114 : TUMBLING AND GYMNASTICS (Intermediate)

This course is a continuation of [PED 113](#) in tumbling and gymnastics techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus and participate in selected events.

Credits 1

Prerequisite Courses PED 113

PED 118 : GENERAL CONDITIONING (Beginning)

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program.

Credits 1

PED 119 : GENERAL CONDITIONING (Intermediate)

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program.

Credits 1

Prerequisite Courses PED 118

PED 121 : BOWLING (Beginning)

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.

Credits 1

PED 122 : BOWLING (Intermediate)

This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling.

Credits 1

Prerequisite Courses PED 121

PED 123 : GOLF (Beginning)

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

Credits 1

PED 124 : GOLF (Intermediate)

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases to the game such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf.

Credits 1

Prerequisite Courses PED 123

PED 126 : RECREATIONAL GAMES

This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.

Credits 1

PED 131 : BADMINTON (Beginning)

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.

Credits 1

PED 132 : BADMINTON (Intermediate)

This course provides the student to participate in intermediate level competition in badminton. Emphasis is placed on advanced skills and strategies in badminton.

Credits 1

Prerequisite Courses PED 131

PED 133 : TENNIS (Beginning)

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

Credits 1

PED 134 : TENNIS (Intermediate)

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

Credits 1

Prerequisite Courses PED 133

PED 140 : SWIMMING (Beginning)

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

Credits 1

PED 141 : SWIMMING (Intermediate)

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissor kick, the underwater swim, and other related skills.

Credits 1

Prerequisite Courses PED 140

PED 153 : KARATE (Beginning.)

This course is designed to introduce the martial arts and teach the basic skill of Isshinryu karate. Topics include basic punches, kicks, conditioning exercises, proper terminology, historical foundations, kata, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata.

Credits 1

PED 154 : KARATE (Intermediate)

This course is a continuation of beginning Karate. Topics include basic punches, kicks, conditioning exercises, proper terminology, historical foundations, kata, and etiquette relating to karate. Isshinryu karate teaches discipline, self-defense and confidence. Upon completion, students should be able to perform line drill techniques and Kata according to their rank.

Credits 1

Prerequisite Courses PED 153

PED 155 : SELF DEFENSE

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

Credits 1

PED 171 : BASKETBALL (Beginning)

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.

Credits 1

PED 172 : BASKETBALL

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.

Credits 1

Prerequisite Courses PED 171

PED 176 : VOLLEYBALL (Beginning)

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

Credits 1

PED 177 : VOLLEYBALL (Intermediate)

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

Credits 1

Prerequisite Courses PED 176

PED 178 : SOCCER (Beginning)

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.

Credits 1

PED 179 : SOCCER (Intermediate)

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and advanced techniques, skills, and strategies. Upon completion, students should be able to participate in introductory competitive soccer.

Credits 1

Prerequisite Courses PED 178

PED 180 : FLAG FOOTBALL

This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football.

Credits 1

PED 181 : BASEBALL (Beginning)

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball.

Credits 1

PED 182 : BASEBALL (Intermediate)

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

Credits 1

Prerequisite Courses PED 181

PED 186 : SOFTBALL (Beginning)

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

Credits 1

PED 187 : SOFTBALL (Intermediate)

This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.

Credits 1

Prerequisite Courses PED 186

PED 188 : YOGA

This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity.

Credits 1

PED 191 : TEAM SPORTS

This covers the basic concepts involved in team sport competition. Emphasis will be placed on refining basic skills, rules and regulations, officiating and team play. Upon completion, students should be able to participate and implement an intramural program.

Credits 1

PED 200 : FOUNDATIONS OF PHYSICAL EDUCATION

In this course, the history, philosophy, and objectives of health, physical education and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors.

Credits 3

PED 216 : SPORTS OFFICIATING

This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to class work, students will receive at least 3 hours of practical experience in officiating.

Credits 3

PED 223 : METHODS OF INSTRUCTION

This course provides instruction for the student on specialized teaching techniques in becoming a wellness instructor. The student will learn the basis on instruction in the area of aerobic types of exercises and weight training. This course will enable the student to instruct as well as supervise these types of programs. The student will learn basic anatomy and exercise physiology as it applies to the movement of the body during exercise. This course will address and explain safety and teaching methods for the exercise instructor in the development of a comprehensive fitness program.

Credits 3

PED 224 : PRINCIPLES OF NUTRITION

This course introduces students to the principles of nutrition and the role and functions of nutrients in man's food. Basic information concerning food selection and nutrition as a factor in health, ecology, and economy is included. Implications of nutrition for children may be stressed. NOTE: This course is a suitable substitute for [HEC 140](#).

Credits 3

PED 227 : ANGLING

This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures.

Credits 1

PED 228 : FIREARM SAFETY AND UTILIZATION

This course provides a general knowledge and usage of handguns. Opportunities are provided for target practice, emphasizing safety and accuracy.

Credits 1

PED 238 : SAILING

This course provides instruction in the basic fundamentals of small boat sailing. Topics include sailing terminology, knot tying, rigging, and various skills necessary to maneuver the boat. Upon completion, students should be able to demonstrate safe handling of a small boat.

Credits 1

PED 240 : SPORT AND RECREATIONAL SCUBA DIVING

This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification.

Credits 1

PED 251 : VARSITY BASKETBALL

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in competitive basketball.

Credits 1

Prerequisites

Permission of instructor.

PED 252 : VARSITY BASEBALL

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

Credits 1

Prerequisites

Permission of instructor.

PED 254 : VARSITY SOFTBALL

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.

Credits 1

Prerequisites

Permission of instructor.

PED 257 : VARSITY CHEERLEADING

This course provides a specific knowledge and experience of cheerleading skills, with emphasis on tumbling skills, sharpness, stunts, and enthusiasm at the collegiate level.

Credits 1

PED 258 : VARSITY VOLLEYBALL

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

Credits 1

Prerequisites

Permission of instructor.

PED 259 : VARSITY CROSS COUNTRY

This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive cross country.

Credits 1

PED 296 : PRACTICUM IN ATHLETIC TRAINING

This course will allow students to achieve real world, hands-on experience while assigned to a healthcare professional at local orthopedic clinics and/or athletic facilities. Students will observe, report, and assist in the treatment of athletic injuries.

Credits 3

Prerequisite Courses BIO 201,
BIO 202,
HED 231,
HED 232

PED 297 : PRACTICUM IN ATHLETIC TRAINING

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to assess and intervene with athletic injuries while assigned to a healthcare professional at local orthopedic clinics and/or athletic facilities.

Credits 3

Prerequisite Courses PED 296

Physical Science

PHS 111 : PHYSICAL SCIENCE I

This course provides the non-technical student with an introduction to the basic principles of astronomy, geology, oceanography, and meteorology. Laboratory is required.

Credits 4

Prerequisites

Eligible for ENG 101 and MTH 100.

PHS 112 : PHYSICAL SCIENCE II

This course provides the non-technical student with an introduction to the basic principles of chemistry and physics. Laboratory is required

Credits 4

Prerequisites

Eligible for ENG 101 and MTH 100.

Physical Therapist Assistant

This program is designed to prepare individuals to work as a physical therapist assistant (PTA). PTA classes are designed for the full-time student and taught in the daytime hours at our Valley Campus; however, evening or weekend hours may be required for general and clinical education courses.

“Physical Therapist Assistants, under the direction and supervision of the physical therapist, play a role in providing the public with access to physical therapy services. The PTA’s work includes implementing selected components of patient/client interventions; obtaining outcomes data related to the interventions provided; modifying interventions either to progress the patient/client as directed by the physical therapist or to ensure patient/client safety and comfort; educating and interacting with other health care providers, students, aides/technicians, volunteers, and patients/clients and their families and caregivers; and responding so patient/client and environmental emergency situations.” (American Physical Therapy Association, 2011)

PTAs work in a variety of settings including acute and long-term care hospitals, skilled nursing facilities, home health,

inpatient rehabilitation facilities, private practice offices, outpatient clinics, schools, and more. “APTA policy identifies the PTA as the only individual other than a physical therapist who provides physical therapy services. PTAs are a vital part of the physical therapy services available to the public in all clinical settings. Opportunities for career development are limited by the level of education, nature of the work, and supervision requirements.” (APTA, 2011)

Source: *American Physical Therapy Association (January 2011). Today’s Physical Therapist: A Comprehensive Review of a 21st-Century Health Care Profession. Available at <http://www.apta.org>.*

PTAs are required to uphold high standards of ethical practice and professional standards of conduct while performing quality patient care. To prepare students for this profession, these standards will be emphasized and developed throughout the curriculum

Accreditation

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; phone: 703-106-3245; email: accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Southern Union State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call Jeff Leatherman, DPT, MS, PT, Program Director at 334-756-4121 x 5254 or email jleatherman@suscc.edu.

Graduation from this program does not guarantee licensure as a PTA, and it is the student’s responsibility to be aware of the licensure requirements in each state. Complete information on proactive acts and regulations can be obtained from the individual state licensing boards or through The Federation of State Boards of Physical Therapy (www.fsbpt.org). Specific information regarding application for licensure will be available to the student during the last term of study.

Minimum Admission Requirements

1. Unconditional admission to the college.
2. Meet the essential functions required for the PTA program.
3. Minimum of 10 hours of PT Observation experience with signed documentation from licensed PT/PTA.
4. Completion of prerequisite academic core courses with a minimum grade of “C” or higher meeting a 2.5 core GPA.
5. Minimum 2.0 GPA at Southern Union is previously enrolled. Transfer students must enter the College on clear status.
6. Official transcripts in Records Office from all postsecondary institution attended, along with high school transcript.
7. Official score on ACT National or ACT Residual with a minimum composite score of 18. (No time limit on when the test was taken.) Test scores must be on file with the Records Office and a copy must be attached to the program application.
8. Submission of completed application for Physical Therapist Assistant Program by published deadline

Admission to the PTA program is competitive and the number of students is limited by the number of faculty and clinical facilities available. After meeting minimal requirements, applicants are rank ordered for acceptance using a point system based on score on ACT/ACT Residual and quality points from selected college courses. Students may be eligible to earn additional points. Meeting minimal requirements does not guarantee acceptance.

PTA Program Progressions Standards

Enrolled PTA students are required to satisfactorily complete all technical phase course and clinical education requirements in order to remain in good standing and to be eligible for graduation. Students and program faculty must comply with published programmatic policies, syllabi, course goals and objectives, as well as published college requirements to ensure satisfactory student progress through the technical phase.

The Health Sciences Admission Progressions Committee (PC) and PTA Program Director (PD) are responsible for monitoring the technical phase progressions and reinstatement policies, which include academic, clinical, and professional domains related to the PTA Program. The PD and PC review the progress of each student no less than once per semester and more frequently as indicated. The PC will recommend an appropriate action for each student

based on his/her academic, clinical, and professional performance. These actions may include progression to the next semester, graduation, probation, continued probation, removal from probation, suspension, or dismissal. The PC may recommend other actions including, but not limited to, remediation or repetition of coursework and participation in academic tutoring.

The policies described below either clarify, operationalize, or augment the SUSCC Satisfactory Academic Progress Policies.

Good Standing Status

Students must meet all of the following criteria while in the technical phase of the program:

1. Maintain the minimum cumulative grade point average of 2.50 for all technical PTA designated courses during each semester of the technical phase.
2. Successfully complete academic coursework by achieving a minimum grade of “C” (75%) in all PTA designated courses. If a course has a lab element, the evaluation requirements are divided into lecture and laboratory components. In order for a final grade to be calculated, student must achieve a minimum average of 75% in EACH individual component. Averages below 75% in either the lecture or laboratory component will result in a “D” or “F” grade. If BOTH components meet the minimum 75%, they will be averaged together to assign the final course grade.
 - a. Students who do not achieve a minimum grade of “C” in any PTA course are unable to continue in the curriculum and will be immediately dismissed. Please refer to the Dismissal Process below.
 - b. Remediation While in Good Standing:
 - i. Remediation is mandatory if a student scores less than 75% on a written exam or if the student fails to demonstrate all designated critical safety elements in a practical examination. Failure to remediate via the format prescribed by the instructor (or PC) will result in an incomplete grade. Refer to the College catalog for the requirements for resolution of an incomplete grade.
 - ii. A written remediation plan (e.g., Student Counseling Report, Student Learning Contract, etc.) is initiated when a student’s average is nearing or below a failing grade for the course. Failure to comply with a remediation plan is likely to result in a failing grade.

3. Successfully complete clinical coursework with a grade of pass (P). To receive a passing grade (P), students must meet minimal competency standards and successfully complete all course requirements as published in clinical course syllabi.
 - a. If the student fails to receive a passing grade in any clinical course or if they are removed or withdraw from a clinical affiliation, they will proceed to Level Two: Suspension
4. Student Code of Conduct/Professional Behavior
 - a. Students will abide by the Code of Conduct (see Student Handbook in College Catalog) and PTA Professional Conduct Code below.

PTA Professional Conduct Code

The PTA faculty consider professional behavior as one of the most important components in the education of PTA students. Students enrolled in the PTA Program are expected to abide by all of the following: 1.) the SUSCC Code of Conduct, 2.) the American Physical Therapy Association's (APTA) Guide for Conduct of the PTA, 3.) the APTA's Standards of Ethical Conduct for the PTA, and 4.) additional programmatic and instructor policies (e.g., attendance policies, lab rules, etc.) as published in the PTA Program Handbook and course syllabi.

Code of Conduct violations will be referred to the Dean of Students and addressed according to the disciplinary procedures published in the College Student Handbook. All other violations will be referred to the Program Director and may result in a written remediation plan, referral to the PC, and/or referral to the Dean of Students.

PTA Dismissal and Withdrawal Process

1. Level One: "Warning"
 - a. Failure to maintain the minimum cumulative GPA of 2.5 will result in the student being placed on warning. The student will be permitted to remain on warning for a maximum of one semester. If this requirement is not met, the student will be removed from the program (see Level Three: Immediate Dismissal).
2. Level Two: "Suspension"
 - a. Withdrawal or removal from a clinical course or receipt of a failing grade in a clinical course will result in suspension while the PC investigates the situation. The PC will choose one of the following actions within 14 calendar days of the occurrence:
 - i. If the committee determines that the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted

to repeat the clinical course. The PC will outline requirements for completion of the course in conjunction with the PD and Clinical Education Coordinator (CEC). The option to repeat a clinical course will be offered only once for any student while in the technical phase of the program.

- ii. If the committee deems the withdrawal/removal or failing grade a substantial indicator that the student will not succeed in the profession, the student will proceed to Level Three: Immediate Dismissal.
3. Level Three: "Immediate Dismissal"
 - a. Students are immediately dismissed when any of the following occur:
 - i. Failure to achieve a cumulative GPA of 2.5 within one semester of being placed on warning status.
 - ii. Failure to achieve a cumulative GPA of 2.5 prior to the first full-time externship. 160 Southern Union State Community College
 - iii. Receipt of one or more "D" or "F" grades in academic coursework.
 - iv. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.
 - v. The PC recommends dismissal in the case of a significant policy, Code of Conduct, or PTA Professional Conduct Code violation.

The Program Director will notify students in writing if they are dismissed from the program. PTA students wishing to appeal their dismissal must follow the procedures highlighted in the Student Handbook and Catalog.

Students who have been dismissed from the program may be considered for reinstatement by following the PTA Reinstatement Procedure. Note: If the student is dismissed a second time while in the technical phase, the student will be permanently removed from the program and will not be eligible for readmission. Students should be aware that withdrawing from any course within the PTA curriculum schedule automatically withdraws the student from the PTA program.

PTA Reinstatement Policy

Students who wish to be considered for reinstatement should reapply using the following procedure. The reinstatement process will only be offered once. There is no guarantee of reinstatement for any student.

To begin the reinstatement process, the student must apply in writing to the Progressions Committee (via the Program Director) requesting reinstatement in the program. The

letter must include the date the student wishes to return and a rationale describing how the student plans to complete the program successfully. The letter must be received by the Program Director no later than 60 days prior to the first day of the academic semester into which the student wishes to reenroll. The Progressions Committee (PC) will meet within 3 weeks of receipt of the letter to consider the reinstatement request and complete a plan of action to address the reasons for withdraw/dismissal. The student may be required to attend this meeting.

The PC will formally notify the student of their decision and plan of action within 5 business days of the meeting. If remediation or other action is warranted, it must be successfully completed no less than 7 calendar days prior to the start of the semester in which the student wishes to reenroll. If this does not occur, the student must reinitiate the reinstatement process. The final decision for acceptance into the next cohort will be based upon available slots in the cohort, successful completion of any actions required by the PC, and a reasonable expectation that the student in question has potential to succeed in the program.

Reinstatement Procedure

1. If the student withdrew or was dismissed during the first semester of the program, the PC may elect to have the student enter the ranking process to gain admission to the next cohort. The student will be required to follow the same application process as all other applicants. If the student gains admission to the technical phase, he/she will repeat all previously attempted PTA coursework.
2. If the student withdrew or was dismissed after completing one or more semesters of the program, the PC will determine what coursework, if any, must be repeated upon reinstatement. The student must repeat any course in which he/she did not achieve a minimum grade of "C" (75%), however the PC may also require a student to repeat coursework that was completed successfully if it is deemed to be critical to the success of the student (see financial aid for costs associated with retaking coursework). The PC may also require actions including, but not limited to, remediation, competency checks, and/or written or didactic exams to determine if the student is suitable to return to the program and to help ensure student success. When a student repeats a course he/she must achieve a minimum grade of B (80%) to continue in the curriculum. If the student fails to achieve a minimum grade of B in repeated coursework, he/she will be dismissed from the program and is not eligible for reinstatement.

3. Students who are eligible for reinstatement and who have been out of the program for longer than one year must reapply for admission to the college and meet the current admissions requirements of the technical phase of the PTA program.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his/her absence from the program.
5. If a student is dismissed a second time while in the technical phase, the dismissal is permanent.

PTA 100 : INTRODUCTION TO PHYSICAL THERAPY

This course is an introduction to the field of physical therapy as a career choice. Emphasis is on the role of the PT and PTA, educational requirements, scope of practice and subspecialty areas such as pediatrics, geriatrics, and sports. Upon completion of the course, the student should have a general understanding of the role of physical therapy in the health care environment. Note: You do not have to be in the PTA Program to take this course. A grade higher than a '93B: in this optional course does award bonus points to a prospective student's PTA application.

Credits 2

Prerequisites

None

PTA 120 : INTRODUCTION TO KINESIOLOGY

This course is an introduction to the clinically oriented study of functional anatomy. Emphasis is placed on a beginning level of understanding of the musculoskeletal system and nervous system as they relate to human movement. Upon completion of the course, the student should be able to identify basic anatomical structures involved in human movements. Note: You do not have to be in the PTA Program to take this course. A grade higher than a "B" in this optional course does award bonus points to a prospective student's PTA application.

Credits 3

Prerequisites

None

PTA 200 : PT ISSUES AND TRENDS

This is a lecture discussion course consisting of presentations designed to acquaint the student with the latest practice techniques and venues used in the care of patients requiring physical therapy intervention. Presentations will be made by local clinicians as well as by students, based on an independent study conducted during the full time clinical rotation, [PTA 263](#).

Credits 2

Prerequisites

PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260

Corequisites

PTA 201, PTA 263, PTA 268

PTA 201 : PTA SEMINAR

This course allows the students to self-teach and to learn skills associated with utilization of learning, community, and other resources in the gathering of new knowledge. The ability to communicate effectively in writing and orally, to professional and community groups, is stressed. Presentation Techniques and Teaching Strategies; Guest lectures and community activities are designed to augment the students' clinical experiences. Presentations and experiences will be scheduled at least partially based on student feedback from clinical education.

Credits 2

Prerequisites

PTA 202, PTA 220, PTA 231, PTA 250, PTA 240, PTA 222, PTA 241, PTA 251, PTA 230, PTA 232, PTA 260

Corequisites

PTA 200, PTA 263, PTA 268

PTA 202 : COMMUNICATION SKILLS

This course is the study of verbal and nonverbal communication and documentation in health care. Emphasis will be placed on terminology, format, computer usage, reimbursement, interpersonal communication, and legal issues. Upon completion, student should be able to discuss and demonstrate communication methods for achieving effective interaction with patients, families, the public and other health care providers.

Credits 2

Prerequisites

Admission to the PTA Program

Corequisites

PTA 220, PTA 222, PTA 250, PTA 240

PTA 220 : FUNCTIONAL ANATOMY & KINESIOLOGY

This course provides an in-depth, clinically oriented study of functional anatomy. Emphasis is placed on the musculoskeletal system, nervous system, and study of human movement. Upon completion of the course, the student should be able to identify specific anatomical structures and analyze human movements. This is a 3-hour class that will use Canvas. A variety of instructional methods including palpation, Power Point presentations, lecture handouts, and kinesthetic learning will be used to facilitate students' achievement of the objectives.

Credits 3

Prerequisites

Admission to PTA Program

Corequisites

PTA 202, PTA 222, PTA 250, PTA 240

PTA 222 : FUNCTIONAL ANATOMY & KINESIOLOGY LAB

This laboratory course allows for hands-on appreciation of anatomical structures and kinesiological concepts as they relate to therapeutic exercise. Emphasis may include muscle and joint function, testing applications and therapeutic exercise. Upon completion, the student should be able to integrate content areas into an understanding of normal human movement.

Credits 2

Prerequisites

Admission to the PTA Program.

Corequisites

PTA 202, PTA 220, PTA 250, PTA 240

PTA 230 : NEUROSCIENCE

This course provides students with an overview of the neuroanatomy of the CNS and PNS, as it relates to treatment necessary for patients with dysfunctions of these systems. Emphasis includes the structure and function of the nervous system, neurophysiological concepts, human growth and development, neurologic dysfunctions. Upon completion of this course, the student should be able to identify and discuss specific anatomical structures, functions of the nervous system, basic concepts of human growth and development and identify neurologic pathologies.

Credits 2

Prerequisites

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Corequisites

PTA 231, PTA 232, PTA 241, PTA 251, PTA 260

PTA 231 : REHAB TECHNIQUES

This laboratory course allows for hands-on appreciation of advanced rehabilitation techniques. Emphasis is on orthopedic, neurological, and pulmonary treatment techniques, procedures, analysis, and treatment of pathologic gait. Upon completion, the student should be able to demonstrate an understanding of advanced rehabilitation techniques appropriate to orthopedic, neurologic, and pulmonary dysfunctions.

Credits 2

Prerequisites

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Corequisites

PTA 230, PTA 232, PTA 241, PTA 251, PTA 260

PTA 232 : ORTHOPEDICS FOR THE PTA

This course provides the student with an overview of orthopedic conditions seen in physical therapy. Emphasis is on the study of orthopedic conditions and appropriate physical therapy intervention and review of related anatomical structures. Upon completion of the course, the student should be able to discuss PT interventions for common orthopedic conditions.

Credits 2

Prerequisites

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Corequisites

PTA 230, PTA 231, PTA 241, PTA 251, PTA 260

PTA 240 : PHYSICAL DISABILITIES I

This course presents the student with a body systems approach to the etiology, pathology, signs/ symptoms and treatment of conditions seen in physical therapy. Emphasis may include conditions most commonly treated in physical therapy. Upon completion, the student should be able to discuss basic pathological processes, treatment options, and prognoses of conditions studied.

Credits 2

Prerequisites

Admission to the PTA Program

Corequisites

PTA 202, PTA 222, PTA 250, PTA 220

PTA 241 : PHYSICAL DISABILITIES II

This course continues a body systems approach to the study of common PT pathologies. Emphasis includes various neurological pathologies with additional focus on the needs of special populations. Upon completion, the student should be able to discuss PT interventions appropriate to a variety of diagnoses.

Credits 2

Prerequisites

PTA 202, PTA 220, PTA 222, PTA 250, PTA 240

Corequisites

PTA 231, PTA 232, PTA 230, PTA 251, PTA 260

PTA 250 : THERAPEUTIC PROCEDURES I

This laboratory course provides a hands-on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and procedures including modalities and assessments utilized in physical therapy. Upon completion, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment.

Credits 4

Prerequisites

Admission to the PTA Program

Co-Requisite Courses

PTA 202,
PTA 222,
PTA 240,
PTA 220,
PTA 202,
PTA 222,
PTA 240,
PTA 220

PTA 251 : THERAPEUTIC PROCEDURES II

This laboratory course is a continuation of [PTA 250](#) which provides a hands-on introduction to the principles and procedures of therapeutic physical therapy intervention. Emphasis is on basic patient care skills and procedures utilized in physical therapy. Upon completion, the student should be able to demonstrate safe and effective delivery of those procedures with an in-depth understanding of the rationale for each treatment.

Credits 4

Prerequisite Courses

PTA 202,
PTA 220,
PTA 222,
PTA 250,
PTA 240,
PTA 202,
PTA 220,
PTA 222,
PTA 250,
PTA 240

Corequisites

PTA 231, PTA 232, PTA 230, PTA 241, PTA 260

PTA 260 : CLINICAL EDUCATION I

Under the direct supervision of a physical therapist or physical therapist assistant, the student will have the opportunity to integrate didactic and laboratory learning by demonstrating selected clinical competencies. Specifically, those competencies related to basic organization, professional interaction, and practice of clinical skills learned in the preceding two academic terms. This is a 60 hour unpaid clinical externship.

Credits 1

Prerequisite Courses PTA 202,
PTA 220,
PTA 222,
PTA 250,
PTA 240,
PTA 202,
PTA 220,
PTA 222,
PTA 250,
PTA 240

Co-Requisite Courses PTA 231,
PTA 232,
PTA 230,
PTA 241,
PTA 251,
PTA 231,
PTA 232,
PTA 230,
PTA 241,
PTA 251

PTA 263 : CLINICAL AFFILIATION I,

This is a minimum 180-hour unpaid clinical externship through which students perform and validate their professional competencies under the direct supervision of a licensed physical therapist or physical therapist assistant.

Credits 3

Prerequisite Courses PTA 202,
PTA 220,
PTA 231,
PTA 250,
PTA 240,
PTA 222,
PTA 241,
PTA 251,
PTA 230,
PTA 232,
PTA 260,
PTA 202,
PTA 220,
PTA 231,
PTA 250,
PTA 240,
PTA 222,
PTA 241,
PTA 251,
PTA 230,
PTA 232,
PTA 260

Corequisites

PTA 200, PTA 201, PTA 268

PTA 268 : CLINICAL PRACTICUM

This continuation of PT 263 is an additional 300 hours (maximum of 320 hours and minimum of 300 hours) of unpaid clinical externship through which students perform and validate their professional competencies under the direct supervision of a licensed physical therapist or physical therapist assistant.

Credits 5

Prerequisite Courses PTA 202,

PTA 220,

PTA 231,

PTA 250,

PTA 240,

PTA 222,

PTA 241,

PTA 251,

PTA 230,

PTA 232,

PTA 260,

PTA 202,

PTA 220,

PTA 231,

PTA 250,

PTA 240,

PTA 222,

PTA 241,

PTA 251,

PTA 230,

PTA 232,

PTA 260

Co-Requisite Courses PTA 200,

PTA 201,

PTA 263,

PTA 200,

PTA 201,

PTA 263

Physics

PHY 201 : GENERAL PHYSICS I - TRIGONOMETRY BASED

This course is designed to cover general physics at a level that assures previous exposure to college algebra, basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required.

Credits 4

Prerequisites

MTH 113 with a minimum grade of C and eligible for ENG 101.

PHY 202 : GENERAL PHYSICS II - TRIGONOMETRY BASED

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required.

Credits 4

Prerequisites

PHY 201 with minimum grade of C.

PHY 213 : GENERAL PHYSICS I WITH CALCULUS

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy. Laboratory is required.

Credits 4

Prerequisites

MTH 125 with a minimum grade of C and eligible for ENG 101.

PHY 214 : GENERAL PHYSICS II WITH CALCULUS

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

Credits 4

Prerequisites

PHY 213 with a minimum grade of C.

Plastics Engineering Technology

AUT 114 : INTRODUCTION TO PROGRAMMABLE CONTROLLERS

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

Credits 3

Lab Hours 3

Theory Hours 2

AUT 130 : FUNDAMENTALS OF INDUSTRIAL HYDRAULICS & PNEUMATICS

This course provides an introduction to hydraulics/pneumatics. Topics include hydraulic pumps, pneumatic compressors work and system components such as valves, filters, regulators, actuators, accumulators, and lubricators. The lab enables students to test, troubleshoot and repair hydraulic pumps, pneumatic compressors and components such as valves, filters, regulators, actuators, accumulators, and lubricators. Upon completion, students will be able to apply principles of hydraulic/pneumatics.

Credits 3

Lab Hours 2

Theory Hours 2

AUT 145 : INTRODUCTION TO MOLDING

Students learn the fundamentals of molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as short shots, flash, warp, surface defects, color changes and shrinkage. Students learn the properties of commonly used molding materials.

Credits 3

Lab Hours 0

Theory Hours 3

AUT 146 : INTRODUCTION TO MOLDING LAB

Students learn to safely operate a molding machine. Students learn to properly startup, set machine controls and shutdown a molding machine.

Credits 3

Lab Hours 6

Theory Hours 0

AUT 173 : MOLD SETTER SKILLS

This course is designed to teach students basic mold setter skills. They will learn the fundamentals of molding operations, including molding terminology, machine part identification, operating safety, machine controls and machine startup and shutdown. Students are taught to identify common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to safely work as a mold setter.

Credits 3

Lab Hours 4

Theory Hours 1

AUT 175 : MOLD SETTER SKILLS LAB

This course is designed to teach students the basic mold setter skills in a laboratory environment. The students will learn the practical application of molding operations, including molding terminology, machine part identification, operating safety, machine controls, and machine startup and shutdown. Students are taught to identify and correct common part defects such as non-fill, burn marks, warpage, discoloration, weld lines, and flash. At the end of this course students should be able to work safely as a mold setter.

Credits 3

Lab Hours 6

Theory Hours 0

AUT 197 : Special Topics Machining

Credits 2

AUT 200 : TOTAL PRODUCTIVE MAINTENANCE

This course will provide students with the knowledge to do preventive maintenance on automation systems. Also assess tooling, inspect and perform preventive maintenance on various tools. This course provides both classroom and performance based hands on training to inform personnel on preventive maintenance.

Credits 2

Lab Hours 2

Theory Hours 1

AUT 212 : ROBOT OPERATION AND PROGRAMMING

This training course is designed to provide the basic skills needed to operate and program the robot cell. The course provides both classroom and performance based hands on training in the use of controls, operations, and part programming.

Credits 3

Lab Hours 2

Theory Hours 2

AUT 232 : Sensors Technology and Application

Credits 3

AUT 273 : MOLD PROCESSING

This course is designed to teach students basic mold processor skills. Topics will include safety, molding materials, machine controls, fill rates, temperature control, pressure control, and timing. Students will learn how various factors affect the mold process and how to compensate for those factors by setting and adjusting machine controls.

Credits 3

Lab Hours 4

Theory Hours 1

AUT 275 : MOLD PROCESSING LAB

This course is designed to teach students basic mold processor skills in a laboratory environment. The students will learn the practical application of mold processes including safety, molding materials, machine controls, fill rates, temperature control, pressure control and timing. Students will learn how various factors affect the mold process and how to compensate for those factors by setting and adjusting machine controls.

Credits 3

Lab Hours 6

Theory Hours 0

Political Science

POL 103 : CURRENT AFFAIRS

This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significance of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significance of, and express informed judgments about selected contemporary social and political issues.

Credits 2

POL 104 : CURRENT AFFAIRS

This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significance of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significance of, and express informed judgments about selected contemporary social and political issues.

Credits 2

POL 105 : CURRENT AFFAIRS

This course sequence is designed to acquaint students with major issues and problems of contemporary society through examination of current events. Emphasis is placed on topics which contribute to student awareness of historical development and political significance of selected contemporary issues. Upon completion, students should be able to identify and explain factors in the historical development of, explain political significance of, and express informed judgments about selected contemporary social and political issues.

Credits 2

POL 211 : AMERICAN NATIONAL GOVERNMENT

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

Credits 3

Psychology

PSY 106 : CAREER EXPLORATION

This course is designed for students to explore potential career fields. The course includes an assessment, through testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and a career research.

Credits 1

PSY 200 : GENERAL PSYCHOLOGY

This course is a survey of the scientific study of psychological, biological, and sociocultural factors that influence behavior and mental processes.

Credits 3

PSY 210 : HUMAN GROWTH AND DEVELOPMENT

This course is a study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death.

Credits 3

Radiologic Technology

Upon successful completion of the Radiologic Technology Program, the student is awarded the Associate in Applied Science Degree. Following graduation from the College, the student is eligible to take the National Certification Examination in Radiologic Technology administered by The American Registry of Radiologic Technologists (ARRT). A candidate for certification by the ARRT must meet the ethics, education and examination requirements as described in The American Registry of Radiologic Technologists Rules and Regulations and ARRT Standards of Ethics.* Upon successful completion of the examination, the graduate will be eligible to practice as a Registered Technologist - Radiography, RT (R).

* In order to take the ARRT Certification examination, individuals must be of good moral character. Generally, the

conviction of a felony or any other offense or misdemeanor, or a felony involving moral depravity, indicates a lack of good moral character for ARRT purposes. For further information, interested applicants may contact the ARRT at (651) 687-0048 or online at www.arrt.org.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, www.jrcert.org.

RAD 111 : INTRODUCTION TO RADIOGRAPHY

This course provides the student with an overview of radiography and its role in health care delivery. Topics include the history of radiography, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection, and medical terminology. Upon completion students will demonstrate foundational knowledge of radiologic science.

Credits 2

Prerequisites

Admission into the program.

RAD 112 : RADIOGRAPHY PROCEDURES I

This course provides the student with instruction in anatomy and positioning of the chest and thorax, upper and lower extremities, and abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

Credits 4

Prerequisites

Admission into the program.

RAD 113 : PATIENT CARE

This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate/explain patient care procedures appropriate to routine and emergency situations.

Credits 2

Prerequisites

As required by program.

RAD 114 : CLINICAL EDUCATION I

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in [RAD 112](#).

Credits 2

Prerequisites

Successful completion of all required previous semester courses.

RAD 122 : RADIOGRAPHIC PROCEDURES II

This course provides the student with instruction in anatomy and positioning of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course, the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

Credits 4

Prerequisites

As required by program.

RAD 124 : CLINICAL EDUCATION II

This course provides the student with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits 5

Prerequisites

Successful completion of all required previous semester courses.

RAD 125 : IMAGING EQUIPMENT

This course provides the student with knowledge of basic physics and fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production.

Credits 3

Prerequisites

Successful completion of all required previous semester courses.

RAD 134 : CLINICAL EDUCATION III

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits 5

Prerequisites

Successful completion of all required previous semester courses.

RAD 135 : EXPOSURE PRINCIPLES

This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence density, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations.

Credits 3

Prerequisites

Successful completion of all required previous semester courses.

RAD 136 : RADIATION PROTECTION AND BIOLOGY

This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cellular radiation interaction and factors affecting cell response. Upon completion, the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology.

Credits 2

Prerequisites

As required by program.

RAD 212 : IMAGE EVALUATION AND PATHOLOGY

This course provides a basic understanding of the concepts of disease and provides the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstration and image quality with emphasis placed on a body system approach to pathology. Upon completion students will identify radiographic manifestations of disease and the disease process. Students will evaluate images in the classroom, laboratory and clinical settings.

Credits 2

Prerequisites

As required by program.

RAD 214 : CLINICAL EDUCATION IV

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles of computed tomography and cross-sectional anatomy will be presented. Upon completion of this course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Credits 8

Prerequisites

Successful completion of all required previous semester courses.

RAD 224 : CLINICAL EDUCATION V

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Principles other imaging modalities will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures in current and previous courses.

Credits 8**Prerequisites**

Successful completion of all required previous semester courses.

RAD 227 : REVIEW SEMINAR

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry level technologist. Topics include basic review of all content areas, test taking techniques and job seeking skills. Upon completion the student will be able to pass comprehensive tests of topics covered in the Radiologic Technology Program.

Credits 2**Prerequisites**

Successful completion of all required previous semester courses.

RAD 250 : ADVANCED PATIENT CARE

This course will provide the radiographer with concepts of patient care including patient preparation, patient education, assessment and monitoring, IV procedures for contrast agents and medications, pharmacology, emergency care, radiation safety and biological considerations, safety precautions, and general procedural considerations for CT, MRI, Mammography, Cardiovascular Interventional Technology Sonography.

Credits 3**Prerequisites**

Admission to the program.

RAD 251 : CROSS-SECTIONAL ANATOMY

This course provides the radiographer with knowledge of anatomy of the human body in cross-section. Topics included advanced sectional anatomy as demonstrated by computed tomography, magnetic resonance, and medical sonography. Upon completion, the student will be able to identify cross sectional anatomy from CT, MRI, and medical sonography.

Credits 3**Prerequisites**

Admission to the program.

RAD 263 : CT IMAGING PROCEDURES

This course provides a knowledge of computed tomography imaging procedures. Emphasis is on head, chest, spine and pelvis. Upon completion, students will demonstrate and/or explain specific CT imaging procedures relative to the head, chest, spine, and pelvis.

Credits 5**Prerequisites**

Admission to the program.

RAD 264 : CT PHYSICS - INSTRUMENTATION & IMAGING

This course will provide the radiographer with knowledge of computed tomography physics and instrumentation to include system operation and components; image processing and display, image quality, and artifacts.

Credits 5

Prerequisite Courses RAD 250,
RAD 251,
RAD 263,
RAD 250,
RAD 251,
RAD 263

RAD 265 : CT CLINICAL EDUCATION

This course provides the essential clinical experiences for development of skills and competencies of CT imaging procedures, data acquisition, and image processing.

Credits 4

Prerequisite Courses RAD 250,
RAD 251,
RAD 263,
RAD 250,
RAD 251,
RAD 263

RAD 266 : PATHOLOGY CORRELATION FOR CT/ MR

This course is designed to introduce theories of disease causation and pathophysiologic disorders that compromise health systems. Each disease or trauma process is examined from its description, etiology, associated symptoms, clinical manifestations, and diagnosis with appearance on CT and MR images.

Credits 4**Prerequisites**

RAD 250, RAD 251, and/or RAD 263 or RAD 283

RAD 283 : MR PHYSICAL PRINCIPLES

This course provides knowledge of magnetic resonance physical principles of image formation. Emphasis is on instrumentation, fundamentals, artifacts, and quality control to include sequence parameters and options. Upon completion, students will demonstrate a knowledge of basic MRI physics.

Credits 5

Prerequisites

RAD 250, RAD 251, RAD 284

RAD 284 : MR IMAGING PROCEDURES

This course provides knowledge of magnetic resonance imaging procedures. Emphasis is on the essential theory and experiences for development of skills and competencies of MR imaging procedures, data acquisition, and processing.

Credits 5

Prerequisite Courses RAD 250,
RAD 251,
RAD 250,
RAD 251

RAD 285 : MAGNETIC RESONANCE CLINICAL EDUCATION

This course provides the essential clinical experiences for magnetic resonance imaging. Emphasis is on the development of skills and competencies of MRI imaging procedures, data acquisition, and image processing. Upon completion, students will be able to demonstrate practical application of MRI imaging procedures.

Credits 4

Prerequisite Courses RAD 250,
RAD 251,
RAD 283,
RAD 250,
RAD 251,
RAD 283

Religion

REL 151 : SURVEY OF THE OLD TESTAMENT

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course.

Credits 3

REL 152 : SURVEY OF THE NEW TESTAMENT

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings.

Credits 3

Sociology

SOC 200 : INTRODUCTION TO SOCIOLOGY

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

Credits 3

Spanish

SPA 101 : INTRODUCTORY SPANISH I

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

Credits 4

Prerequisites

Eligible for ENG 101.

SPA 102 : INTRODUCTORY SPANISH II

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.

Credits 4

Prerequisites

SPA 101.

Speech

SPH 106 : FUNDAMENTALS OF ORAL COMMUNICATION

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness.

Credits 3

Prerequisites

As required by program.

SPH 107 : FUNDAMENTALS OF PUBLIC SPEAKING

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories and student performances are emphasized.

Credits 3

Prerequisites

As required by program.

Surgical Technology

The Surgical Technology program prepares graduates for entry-level employment in the surgical environment. This program prepares individuals, under the supervision of physicians and surgical staff, to maintain, monitor, and enforce the sterile field and adherence to aseptic technique by preoperative, intraoperative surgical team, and postoperative personnel. Includes instruction in instrument and equipment sterilization and handling; surgical supplies management; wound exposure and closure; surgical computer and robot operation and monitoring; maintenance of hemostasis; and patient and team scrubbing. The Surgical Technologist assists the physician during surgical procedures by ensuring that necessary equipment is properly maintained and immediately available, passing instruments to the surgeon, handling surgical specimens, and maintaining a sterile atmosphere in the operating room.

The certificate curriculum requires three semesters. The Associate in Applied Science Degree requires 3 semesters of surgical technology courses and 18 credit hours of prerequisites. Program graduates are required to take the National Certification Exam from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) upon completion of program requirements for graduation. Graduating students must meet the requirement of 120 clinical cases achieved, based on criteria of the Surgical Technology Core Curriculum.

The Surgical Technology program has continuing accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), 254000 U.S. HWY 19 North, Suite 158, Clearwater, Florida, 33763, Phone: 727-210-2350; Fax 727-210-2354; www.caahep.org

The student considering Surgical Technology must be conscientious, orderly, and meticulous with details. In addition, Surgical Technologists must have the emotional stability to work in a fast-paced environment and the ability to handle the demands of surgeons.

The student shall not be paid by the clinical affiliation site during the clinical component of the program, nor shall the student be substituted for paid personnel during the clinical component of the program.

Admission Requirements

In addition to the general admission requirements for the College, admission to the Surgical Technology program requires:

1. Unconditional admission to the College.
2. 2.5 GPA calculated on completed academic core courses.
3. minimum 2.0 GPA at Southern Union.
4. Transfer students must enter SUSCC on clear academic status (minimum 2.0 cumulative grade point average).
5. Official transcripts received in Records Office (Wadley Campus) from all postsecondary institutions attended and high school or GED transcripts for those who have never attended Southern Union.
6. Student meet eligibility requirements for English 101 and Math 100 and satisfaction of the College reading requirement.
7. Application for the Surgical Technology Program.
8. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
9. Ability to meet all health/ clinical requirements as stated in the current Surgical Technology Student Handbook.

Admission to the Surgical Technology Program is competitive, and the number of students admitted is limited by the number of faculty and clinical facilities available. Applicants are rank-ordered for acceptance using a points system based on grades earned in [ENG 101](#), [ENG 102](#), [BIO 201](#), [BIO 202](#), ([BIO 111](#) or [BIO 103](#)), ([SUR 108](#) or [HPS 114](#)), ([SPH 106](#) or [SPH 107](#)), [HPS 105](#), [PSY 200](#) and [MTH 100](#). Meeting minimal requirements does not guarantee acceptance. Students are admitted once each year, fall term only.

Progression Requirements

Progression through the Surgical Technology program requires:

1. Cumulative GPA of 2.0.
2. Minimum grade of "C" in all required courses.
3. Satisfactory level of mental and physical health, including current immunizations, Hepatitis B

vaccinations (or signed waiver), annual TB testing, and ability to meet the Essential Functions and annual physical exam requirements.

4. Current health insurance.
5. Current CPR certification at the American Heart Association, Health Care Provider level.
6. Clear drug screen.
7. Clear background check.

Students who do not meet progression requirements must withdraw from the Surgical Technology program and apply for readmission.

Readmission Requirements

Students who interrupt progression through the professional phase of the surgical technology program of study must apply for readmission to the program.

Readmission is based on academic eligibility and space availability. Readmission requires:

1. Successful completion of a surgical technology course with a lab or clinical component within the past 12 months.
2. Proof of competency in any previous coursework as required by the program.
3. Cumulative GPA of 2.0 at SUSCC.
4. Application for readmission to program.
5. Applicant meets all progression requirements.

NOTE: Students who have previously completed the certification option are not required to request readmission in order to earn the Associate in Applied Science option.

SUR 101 : INTRODUCTION TO SURGICAL TECHNOLOGY

This course is an introduction to the field of surgical technology as a career. Emphasis is on the role of the surgical technologist, principles of asepsis and principles of patient care, surgical procedures, operative techniques, blood-borne pathogens, safety, and pharmacology. Emphasis is placed on the microbiology, and professional, ethical, and legal responsibilities of the surgical team. Upon completion of this course students should be able to describe methods to maintain a sterile environment, and recognize members of the operating room team according to their roles.

Credits 3

Prerequisites

Admission to the program and/or as required by the Department.

SUR 102 : APPLIED SURGICAL TECHNIQUES

This course is the application of principles of asepsis and the role of the surgical technologists. Emphasis is placed on creating and maintaining a sterile environment, identification of surgical instruments, equipment and supplies, proper patient positioning for surgical procedures, and applying skills of intraoperative procedures. Upon completion of this course, the student should be able to name and select basic surgical instruments, supplies and equipment, and participate in mock surgical procedures.

Credits 4

Prerequisites

Admission to the program and/or as required by the Department.

SUR 105 : SURGICAL PRACTICUM II

This course experience allows the student to practice in the health care environment using entry level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should be able to apply concepts of surgical technology to student levels.

Credits 5

Prerequisites

Admission to the program and/or as required by the Department.

SUR 106 : ROLE TRANSITION IN SURGICAL TECHNOLOGY

This course is designed to provide specialized instruction for the student preparing to transition into the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the NBSTSA certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.

Credits 1

Prerequisites

Admission to the program and/or as required by the Department.

SUR 108 : PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST

A study of basic pharmacology as it relates to the practice of the surgical technologist. Topics covered include basic conversions, calculations, classifications, desired effects and side effects, terminology, care and safe handling of medications, as well as a comprehensive review of surgical medications. Upon completion of the course, students should be able to recognize and properly manage pharmacologic agents commonly used in the surgical environment.

Credits 2

Prerequisites

Admission to the program and/or as required by the Department.

SUR 111 : CLINICAL PROCEDURES

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

Credits 5

Prerequisites

Admission to the program and/or as required by the Department.

SUR 150 : CENTRAL STERILE I

This course is an introduction to the field of Central Sterile Processing as a career. Emphasis is on the role of a Sterile Processing Technician, care of surgical instruments, sterilization procedures, principals of asepsis, safety, and an overview of microbiology. Upon completion, the student will be able to demonstrate knowledge of sterilization procedures and workplace asepsis.

Credits 4-0

Prerequisites

Determined by the instructor.

SUR 204 : SURGICAL PRACTICUM III

This course is the continuation of the study and application of perioperative principles in the perioperative setting. Emphasis is placed on application of the surgical technologist role. Upon completion of the course, the student should be able to function as a surgical technologist in the operating room.

Credits 4

Prerequisites

Admission to the program and/or as required by the Department.

SUR 205 : SURGICAL PRACTICUM IV

This is a continuation of the clinical experience practice in the health care environment using skills attained in previous classroom laboratory and clinical instruction. The course includes a detailed study on clinical techniques and emphasis is placed on selected specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review. Upon completion of this course, the student should have acquired necessary skills for transition from student to technologist.

Credits 5

Prerequisites

Admission to the program and/or as required by the Department.

Theatre Arts

THR 113 : THEATRE WORKSHOP I

These courses are the first three in a six course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production. Each is a prerequisite for the next course in the series.

Credits 1-2

THR 114 : THEATRE WORKSHOP II

These courses are the first three in a six course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production. Each is a prerequisite for the next course in the series.

Credits 1-2

THR 115 : THEATRE WORKSHOP III

These courses are the first three in a six course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production. Each is a prerequisite for the next course in the series.

Credits 1-2

THR 120 : THEATRE APPRECIATION

This course is designed to increase appreciation of the art of theatre. Attendance at theatre productions will likely be required.

Credits 3

THR 124 : THEATER TECHNOLOGY SCENERY & LIGHTING

Scenic construction techniques and execution of stage lighting via lectures, demonstrations, and practical application. Emphasis on tools, materials, and procedure.

Credits 3

THR 126 : INTRODUCTION TO THEATER

This course is an introduction to the elements of the theatre, the principles of drama, and the development of theatrical productions.

Credits 3

THR 131 : ACTING TECHNIQUES I

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes.

Credits 3

THR 132 : ACTING TECHNIQUES II

This course is a continuation of [THR 131](#).

Credits 3

Prerequisite Courses THR 131

THR 136 : ACTING FOR FILM AND TELEVISION

This course is a study of acting techniques for visual media, television, and film.

Credits 1-2

THR 141 : INTRODUCTION TO DANCE IN THEATER I

This is the first of a two-course sequence which offers the student an introduction to basic dance movements and the use of dance in dramatic productions.

Credits 1-2

THR 142 : INTRODUCTION TO DANCE IN THEATER II

This course is a continuation of [THR 141](#).

Credits 1-2

Prerequisite Courses THR 141

THR 210 : INTRODUCTION TO THEATRICAL DESIGN

Study and application of elements of design in theater setting. Roles of scenic, lighting, and costume designers and the collaborative relationship with their director.

Credits 3

THR 213 : THEATRE WORKSHOP IV

These courses are a continuation of [THR 113](#)-114-115. Each course in the series is a prerequisite for the next.

Credits 1-2

THR 214 : THEATRE WORKSHOP V

These courses are a continuation of [THR 113](#)-114-115. Each course in the series is a prerequisite for the next.

Credits 1-2

THR 215 : THEATRE WORKSHOP VI

These courses are a continuation of [THR 113](#)-114-115. Each course in the series is a prerequisite for the next.

Credits 1-2

THR 216 : THEATRICAL MAKE-UP

This course is a study of the materials and techniques of theatrical make-up.

Credits 2

THR 236 : STAGECRAFT

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.

Credits 3

THR 241 : VOICE AND SPEECH FOR THE PERFORMER

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warmup, dialect reduction, articulation, class performance and written exams.

Credits 3

THR 251 : THEATER FOR CHILDREN I

This is the first in a two-course sequence which offers the student practical experience in acting, directing, and developing material for children's theater.

Credits 3

THR 252 : THEATER FOR CHILDREN II

This course is a continuation of [THR 251](#).

Credits 3

Prerequisite Courses THR 251

THR 281 : STAGE MOVEMENT I

This is the first in a two-course sequence which offers the student a basic introduction to movement for stage for those interested in acting or dance. They also include consideration of role development through movement.

Credits 3

THR 282 : STAGE MOVEMENT II

This course is a continuation of [THR 281](#).

Credits 3

THR 296 : DIRECTED STUDIES IN THEATRE

This course deals with problems in theatre and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts.

Credits 2

Therapeutic Massage

The **Therapeutic Massage Certificate (29 hours)** program is designed to prepare individuals to work as massage therapists. Licensed massage therapists may be self-employed or employed at health clubs, medical clinics, chiropractor offices, athletic departments, spas, salons, and holistic health centers. Upon successful completion of the program, students may seek licensure to become a Licensed Massage Therapist (LMT).

After successful completion of the Therapeutic Massage Program, the student is eligible to sit for the National Certification Exam with the National Certification Board for Therapeutic Massage and the Massage and Bodywork licensing, www.ncbtmb.org.

Upon passage of the NCBTMB examination, the student is eligible to apply to the Alabama Board of Massage Therapy and/or Georgia Board of Massage Therapy for state licensure.

Alabama website: www.almtbd.state.al.us

Georgia website: www.sos.georgia.gov/plb/massage.

The **Wellness and Therapeutic Massage Degree (65 hrs)** is for the student wishing to complete a two-year degree, and become a certified personal trainer and a certified massage therapist.

Note:

Must apply to the Therapeutic Massage Program to pursue this degree.

Classes may be taken in any semester if prerequisites are met. All courses for this degree must be completed with a grade of C or higher.

Admission Requirements

In addition to the general admission requirements for the college, admission to the Therapeutic Massage Program requires:

1. Unconditional admission to the college on clear academic status.
2. Student be minimum of 17 years of age.
3. 2.0 cumulative grade point average (GPA) at Southern Union.
4. Application for the Therapeutic Massage Program by published deadline.
5. Appropriate placement scores or grade of C or [ENG 101](#) and [MTH 100](#).
6. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
7. Ability to meet all health/lab requirements as stated in current Therapeutic Massage Student Handbook.
8. Clear criminal background check.

9. Current CPR certification at the American Heart Association Healthcare Provider level

New students are admitted to the Therapeutic Massage Program once each year, spring semester. To apply for admission to the program, applicant must be accepted to Southern Union State Community College, meet the admission criteria and apply to the Therapeutic Massage Program by the published deadline for the semester of admission

Progression Requirements

Progression through the Therapeutic Massage Program requires:

1. A 2.0 cumulative grade point average (GPA)
2. Minimum grade of C in all required courses. If a course consists of theory and lab, both parts must be passed with a minimum grade of C to receive credit for the course.
3. Fulfillment of all course prerequisites.
4. Satisfactory level of mental and physical health, including annual TB testing and ability to meet the Essential Functions for Therapeutic Massage.
5. Current CPR certification at the American Heart Association Healthcare Provider level,
6. Current malpractice insurance.
7. Clear criminal background check and drug screen.

Readmission Requirements

Students who interrupt progression due to withdrawal or grades of D or F, must apply for readmission to the program. Requests for readmission must be received by the Health Sciences Admission office not later than midterm of the semester before the student wishes to enroll.

Readmission to the program is based on space availability and meeting all admission progression requirements. All courses in a term must be successfully completed with a grade of C or higher before progressing to the next semester.

Pregnancy Policy for Therapeutic Massage Program

A female student has the option of whether or not to inform program officials of her pregnancy. If the female student chooses to voluntarily disclose this information, it must be done in writing and include the expected date of delivery. Following written disclosure, the student will be a Declared

Pregnant Student. Without this documentation, a student will not be considered pregnant. If the student decides to disclose her pregnancy, she has the option of:

1. continuing the classes, labs, and clinical experiences, provided the student can meet the essential functions of the program, as well as give and receive neuromuscular deep tissue and sports massages and participate in all activities expected of other students in the classes, labs, and clinical experiences. Documentation from the student's physician will be required; or
2. taking a leave of absence from the program and later applying for readmission.

MSG 101 : INTRODUCTION TO THERAPEUTIC MASSAGE

The purpose of this course is for students to comprehend foundational information related to the profession of therapeutic massage. Specific topics include: history of therapeutic massage, professional ethics and standards of practice, regulatory agencies and their requirements, client and therapist's professional relationships, communication skills, and an overview of types of therapeutic massage.

Credits 3

Lab Hours 0

Corequisites

MSG 102, 104 and BIO 111 or sequence of BIO 201 and 202

Theory Hours 3

MSG 102 : THERAPEUTIC MASSAGE LAB I

This course provides foundational information related to massage therapy. Students gain knowledge related to purposes, effects, applications, benefits, indications and contraindications for various types of massage therapy. Additionally, students learn procedures and precautions for various types of massage therapists. Specific topics include Swedish massage, hot and cold therapies, stretching, basic myofascial massage, and documentation guidelines. Special emphasis is placed on professional behaviors, proper draping, and body mechanics. At the conclusion of this course, students will be able to perform various types of full body therapeutic massage techniques and document their activities.

Credits 3

Lab Hours 6

Co-Requisite Courses MSG 101,
BIO 111 ,
MSG 104

Theory Hours 0

MSG 103 : ANATOMY AND PHYSIOLOGY

This course provides students with an overview of the basic anatomy and physiology of the human body. Emphasis is placed on the importance of maintaining homeostasis. As part of this course students will receive instruction on cardio-pulmonary resuscitation. At the conclusion of this course, students will have a basic understanding of the various systems of the body and the effects of massage on these systems. Students will demonstrate this knowledge in associated lab activities.

Credits 3

Lab Hours 2

Co-Requisite Courses MSG 101,
AMT 102,
BIO 104,
MSG 101,
AMT 102,
BIO 104

Theory Hours 2

MSG 104 : MUSCULOSKELETAL AND KINESIOLOGY I

This course introduces students to concepts related to the study of muscle movement. As part of the program students learn the interaction of muscles and various bony landmarks of the skeletal system. Students further learn how to position individuals in preparation for therapeutic massage of various muscle groups. Students will demonstrate this knowledge in associated lab activities.

Credits 3

Lab Hours 3

Co-Requisite Courses MSG 101,
MSG 102,
BIO 111

Theory Hours 2

MSG 105 : THERAPEUTIC MASSAGE SUPERVISED CLINICAL I

In this course, students are required to demonstrate competency in specific therapeutic techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.

Credits 2

Lab Hours 6

Prerequisite Courses MSG 101,
AMT 102,
BIO 103,
BIO 104,
MSG 101,
AMT 102,
BIO 103,
BIO 104

Corequisites

MSG 202, 203

Theory Hours 0

MSG 200 : BUSINESS AND MARKETING PLANS

During this course, students are also taught ethical business and professional development. This course is designed to help students to prepare for ethical decision making in professional practice while assisting in the development of their emerging identities as professional licensed massage therapists. Emphasis is placed on building and retaining clientele, communication skills, customer skills, customer services, continuing education and setting goals. Upon completion, the student should be able to list the types of communication skills, state personal goals, and develop a business and marketing plan.

Credits 1

Lab Hours 0

Prerequisite Courses MSG 105,
BIO 202,
ASC 203,
MSG 105,
BIO 202,
ASC 203

Corequisites

MSG 201, 204, 205, 206

Theory Hours 1

MSG 201 : THERAPEUTIC MASSAGE FOR SPECIAL POPULATIONS

In this course, students learn to adapt massage sessions to the needs of special populations such as pregnant women, infants, elderly, and the terminally ill. Topics include technique variations, length of session, contraindications, cautions, considerations for survivors of abuse, and possible benefits. Upon completion of this course, students will be able to discuss and demonstrate techniques for performing therapeutic massage for special populations.

Credits 2

Lab Hours 2

Prerequisite Courses MSG 105,
BIO 202,
ASC 203,
MSG 105,
BIO 202,
ASC 203

Co-Requisite Courses MSG 200,
CHD 204,
ADM 205,
CHD 206,
MSG 200,
CHD 204,
ADM 205,
CHD 206

Theory Hours 1

MSG 202 : THERAPEUTIC MASSAGE LAB II

Students learn advance massage therapy techniques building upon previously gained knowledge and skills. Specific techniques include deep tissue, neuromuscular, and advance myofascial. Students learn to identify reflexology points and utilize reflexology for massage to the hands, feet, and ears. Upon completion students will be able to apply specific therapeutic massage techniques to various regions of the body.

Credits 3

Lab Hours 6

Prerequisite Courses MSG 101,
AMT 102,
BIO 103,
BIO 104,
MSG 101,
AMT 102,
BIO 103,
BIO 104

Co-Requisite Courses MSG 105,
ASC 203,
MSG 105,
ASC 203

Theory Hours 0

MSG 203 : PATHOLOGY

This course presents baseline information on pathologies which massage therapists may encounter in clinical practice including conditions of the musculoskeletal, neurological, cardiovascular, lymphatic, integumentary, digestive, endocrine, and immune systems. Content will include etiology, symptomatology, medical approaches to treatment and the potential positive or negative impact of massage.

Credits 3

Lab Hours 0

Prerequisite Courses MSG 101,
AMT 102,
BIO 103,
BIO 104,
MSG 101,
AMT 102,
BIO 103,
BIO 104

Co-Requisite Courses MSG 105,
BIO 202,
MSG 105,
BIO 202

Theory Hours 3

MSG 204 : MUSCULOSKELETAL AND KINESIOLOGY II

In this course, students learn advanced study of the muscular-skeletal system. Topics include specific therapeutic approaches to the regions of the shoulders, arms, hips, and legs, examination of these regions, the movements they produce, and common pathological conditions of the shoulders, arms, hips, and legs. Upon completion, the students should be able to identify and discuss the regions of the shoulders, arms, hips, legs, and the movements they produce and common pathological conditions.

Credits 3

Lab Hours 3

Prerequisite Courses MSG 105,
BIO 202,
CHD 204,
MSG 105,
BIO 202,
CHD 204

Co-Requisite Courses MSG 200,
BIO 201,
ADM 205,
CHD 206,
MSG 200,
BIO 201,
ADM 205,
CHD 206

Theory Hours 2

MSG 205 : THERAPEUTIC MASSAGE SUPERVISED CLINICAL II

In this course, students are required to demonstrate competency in specific advanced therapeutic techniques including treatment preparation, use of proper techniques, client progress, and documentation. Students are required to perform a minimum of 45 hours of hands-on client massages.

Credits 2

Lab Hours 6

Prerequisite Courses MSG 105,
BIO 202,
CHD 204,
MSG 105,
BIO 202,
CHD 204

Co-Requisite Courses MSG 200,
BIO 201,
CHD 204,
CHD 206,
MSG 200,
BIO 201,
CHD 204,
CHD 206

Theory Hours 0

MSG 206 : NATIONAL CERTIFICATION EXAM REVIEW

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry-level massage therapist. Upon completion, the student should be able to pass a comprehensive exam on information covered in the therapeutic massage program.

Credits 1

Lab Hours 0

Prerequisite Courses MSG 105,
BIO 202,
CHD 204,
MSG 105,
BIO 202,
CHD 204

Co-Requisite Courses MSG 200,
BIO 201,
CHD 204,
ADM 205,
MSG 200,
BIO 201,
CHD 204,
ADM 205

Theory Hours 1

Wastewater Management

WMT 100 : Water Supply and Wastewater Control

Credits 3

WMT 101 : Introduction to Water Treatment Processes

Credits 3

WMT 102 : Introduction to Wastewater Treatment Process

Credits 3

WMT 120 : Sanitary Chemistry and Biology

Credits 3

WMT 213 : Water and Wastewater Instrumentation and Controls

Credits 3

WMT 214 : Basic Hydraulics for Water and Wastewater Technology

Credits 3

WMT 291 : Municipal Internship

Credits 3

Welding Technology

WDT 108 : SMAW FILLET/OFC

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting.

Credits 3

Lab Hours 2

Theory Hours 2

WDT 109 : SMAW FILLET/PAC/CAC

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of carbon arc cutting and plasma cutting.

Credits 3

Lab Hours 2

Theory Hours 2

WDT 110 : INDUSTRIAL BLUEPRINT READING

This course provides students with the understanding and fundamentals of industrial blueprint reading. Emphasis is placed on reading and interpreting lines, views, dimensions, weld joint configurations and weld symbols. Upon completion, students should be able to interpret welding symbols and blueprints as they apply to welding and fabrication.

Credits 3

Prerequisites

Permission of instructor.

Lab Hours 0

Theory Hours 3

WDT 115 : GTAW CARBON PIPE

This course is designed to provide the student with the practices and procedures of welding carbon pipe using the gas tungsten arc weld (GTAW) process. Emphasis is placed on pipe positions, filler metal selection, purging gasses, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, filler metals, purging gas, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

Credits 3

Prerequisites

Permission of instructor.

Lab Hours 4

Theory Hours 1

WDT 119 : GAS METAL ARC/FLUX CORED ARC WELDING

This course introduces the student to the gas metal arc and flux cored arc welding process. Emphasis is placed on safe operating practices, handling and storage of compressed gasses, process principles, component identification, various welding techniques and base and filler metal identification.

Credits 3

Lab Hours 2

Theory Hours 2

WDT 120 : SHIELDED METAL ARC WELDING GROOVE

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up of groove welds in accordance with applicable welding codes.

Credits 3

Prerequisites

WDT 108, 109, 122 & 123 or permission of instructor.

Lab Hours 2

Theory Hours 2

WDT 122 : SMAW FILLET/OFC LAB

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc, and proper fit up of fillet joints. This course is also designed to instruct students in the safe operation of oxy-fuel cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-3 groups in accordance with applicable welding code and be able to safely operate oxy-fuel equipment and perform those operations as per the applicable welding code.

Credits 3

Lab Hours 6

Theory Hours 0

WDT 123 : SMAW FILLET/PAC/CAC LAB

This course is designed to introduce the student to the proper set-up and operation of the shielded metal arc welding equipment. Emphasis is placed on striking and controlling the arc and proper fit up of fillet joints. This course is also designed to instruct students in a safe operation of plasma arc and carbon arc cutting. Upon completion, students should be able to make fillet welds in all positions using electrodes in the F-4 groups in accordance with applicable welding code and be able to safely operate plasma arc and carbon arc equipment and perform those operations as per applicable welding code.

Credits 3

Lab Hours 6

Theory Hours 0

WDT 124 : GAS METAL ARC/FLUX CORED ARC WELDING LAB

This course provides instruction and demonstration using the various transfer methods and techniques to gas metal arc and flux cored arc welds. Topics included are safety, equipment set-up, joint design and preparation, and gases.

Credits 3

Lab Hours 6

Theory Hours 0

WDT 125 : SHIELDED METAL ARC WELDING GROOVE LAB

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate with various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

Credits 3

Prerequisites

WDT 108, 109, 122 & 123 or permission of instructor.

Lab Hours 6

Theory Hours 0

WDT 155 : GTAW CARBON PIPE LAB

This course is designed to provide the students with skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

Credits 3

Lab Hours 6

Theory Hours 0

WDT 193 : CO-OP

These courses constitute a series wherein the student works on a part-time basis in a job directly related to welding. In these courses, the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

Credits 3

Prerequisites

Permission of instructor.

Lab Hours 6

Theory Hours 0

WDT 217 : SMAW CARBON PIPE

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process. Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable code.

Credits 3

Lab Hours 4

Theory Hours 1

WDT 218 : Certification

Credits 3

WDT 228 : GAS TUNGSTEN ARC WELDING

This course provides student with knowledge needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

Credits 3

Prerequisites

WDT 108, 109, 122 & 123 or permission of instructor.

Lab Hours 2

Theory Hours 2

WDT 257 : SMAW CARBON PIPE LAB

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

Credits 3

Lab Hours 6

Theory Hours 0

WDT 268 : GAS TUNGSTEN ARC LAB

This course provides student with the skills needed to perform gas tungsten arc welds using ferrous and/or non-ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals, and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

Credits 3

Prerequisites

WDT 108, 109, 122 & 123 or permission of instructor.

Lab Hours 6

Theory Hours 0

Workplace Skills Enhancement

WKO 107 : WORKPLACE SKILLS PREPARATION

This course utilizes computer based instructional modules which are designed to access and develop skills necessary for workplace success. The instructional modules in the course include applied mathematics, applied technology, reading for information, and locating information. Upon completion of this course, students will be assessed to determine if their knowledge of the subject areas has improved.

Credits 1

Prerequisites

Permission of instructor.

Lab Hours 2

Theory Hours 0

WKO 110 : NCCER CORE

Credits 3

Student Handbook

Failure to examine the Student Handbook/ Code of Conduct does not excuse students from the policies and procedures described herein. Individual factors, illness, or conflicting advice from any source are not satisfactory grounds for seeking exemptions from these policies and procedures. All policies contained in the Student Handbook/ Code of Conduct are subject to change without prior notice.

Student Life

Derika Hodge Griffin, Associate Dean of Students

The Student Services Division at Southern Union State Community College is proud to offer extensive opportunities for our campus community. We seek to offer services that support and supplement the college experience and learning that is fundamental to student success.

Student Services has the major responsibility for helping to create an encouraging campus environment that enhances and supports learning. The quality of our students' experiences are significantly affected by the availability, diversity, and integrity of services and co-curricular support programs. It is our objective to build alliances between the classroom and campus life, and to provide an opportunity for students to experience the excitement and responsibility that comes from being an active member of a college community.

Student Services' mission is consistent with the general College mission to provide quality academic programs which are affordable, accessible, and responsive to the needs of the community, business, industry and government. We provide programs and activities for the College's diverse student populations, and unique support services for minority, non-traditional, and students with special needs. Student Services contributes to the comprehensive educational experiences of students by fostering an environment in which students can discover and test their ideas, interests, and skills. We strive to assist our students in acquiring the knowledge, skills, and insights that facilitate life-long learning and a sense of personal and interpersonal skills.

Explore the website and stop by our office. When you do, you'll be sure to find that we are making a difference "one student at a time!"

Intercollegiate Athletics

Southern Union is a member of both the National Junior College Athletic Association, which is composed of colleges

throughout the nation, and the Alabama Community College Conference, which is composed of public two-year colleges in the State. The College participates in intercollegiate men's and women's basketball, men's baseball, women's softball, and volleyball. The Mascot for Southern Union is THE BISON.

Lost and Found

Lost and found articles should be taken to campus police on the Wadley and Opelika campuses. The lost and found is located in the Administrative office on the Valley campus. Items may be claimed upon providing proof of ownership.

Security of Personal Property

Students are advised to keep personal property in their possession at all times. The college cannot be responsible for personal property, nor can the college assume responsibility for the protection of vehicles or their contents. Campus police recommends the following safety tips:

Create a safety plan.

Listen to and act on your intuition. It's better to be safe and risk a little embarrassment, than stay in an uncomfortable situation that may be unsafe.

Have your keys ready when approaching your car or building.

Vary your routine: drive or walk different routes every day. If you suspect that someone is following you, by foot or in a car, don't go home (or they will know where you live). Go to a trusted neighbor or to a public place to call police, or go directly to the police station.

Do not label keys with your name or any identification.

Do not talk about your social life or vacation plans where strangers can overhear you. Be aware of your surroundings when using your personal information:

Student #

Social Security #

Date of Birth

Home/Cell #

Bank/Credit Card Information

Do not display cash openly, especially when leaving an ATM machine.

Be aware of telephone scams.

Do not give personal or financial information to anyone over the phone.

If you are a woman living alone, do not reveal that information to anyone on the phone. Hang up on nuisance callers and report chronic nuisance calls to the phone company. Never leave valuables unattended.

Identification Cards (IDs)

All students are required to obtain and carry a Southern Union State Community College Identification (ID) Card. ID cards are used for checking out books, entering the residence hall, admission to social, cultural, and athletic events, voting in student elections, access to the dining hall and other campus or community activities. Students are encouraged to have some form of a photo ID while on campus.

Mail

Residence hall mail is distributed Monday through Friday. This schedule is functional when classes are in session and students are in the residence hall. Mail for the residents should be addressed as follows:

NAME
SUSCC Box
P.O. Box 1000
Wadley, AL 36276

The college does not maintain mail service for non-residential students and cannot be responsible for their mail delivery. Non-resident students should not provide the college address as their mailing address.

Telephone Usage and Messages

Students are permitted to use faculty and staff telephones in emergency situations only. Emergency phone calls and messages should be directed to the Chief of Police at extension 5823 or the Associate Dean of Students at extension 5555. Telephone calls and messages on the Valley campus will be coordinated through the administrative office at ext. 5402.

Visitor Policy

Southern Union State Community College welcomes visitors. Visitors are expected to abide by the regulations of the college. Students are held responsible for the conduct of their guests. CHILDREN MUST BE UNDER THE SUPERVISION OF THEIR PARENTS/GUARDIANS AND ARE NOT ALLOWED TO ATTEND CLASSES. Visitor's parking permits are available from the campus police on Wadley and Opelika campuses and administrative office on the Valley campus.

Emergency Procedures

Southern Union State Community College is committed to the safety and well-being of its students, faculty, and staff who can help the college safeguard the campus by taking preventive measures to ensure safety.

The following guidelines are not intended to be a comprehensive list of instructions, rather a reminder of the basic steps that should be taken to minimize the risks associated with a given hazard. Since emergencies can vary greatly, the instructions provided by Southern Union State Community College and emergency personnel at the time of the incident may change or even conflict with those listed in these procedures.

Always follow the instructions of college and emergency personnel.

Safety Tips:

- If you smell or see smoke or fire, pull the nearest fire alarm.
- Trust your instincts. If a place or situation doesn't feel right, it probably isn't. Leave.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark. Early evening to late evening, travel only in groups of three or more in well-lit and heavily traveled areas.
- When traveling in your vehicle, keep windows up and doors locked.
- If approached, don't resist a robber - especially if he/she has a weapon.
- Never venture into or through dark or undesirable neighborhoods.
- Don't carry large sums of cash.
- If attacked or approached by someone suspicious, contact the police immediately by calling 911. Get a good description of the person and their direction of travel.

Emergency Procedures: FIRE General Tips

- Become familiar with emergency escape routes before an accident (i.e. note locations of stairwells and emergency doors).
- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- If you smell or see smoke or fire, pull the nearest fire alarm.
- Evacuate the building via the stairs - DO NOT use the elevators.
- Exit quickly, only take essential items.

- If possible, close the door behind you as you exit to confine the heat or smoke.
- Feel the door with the back of your hand before opening it - DO NOT open a door that is hot.

Cool Door:

- Open slowly and ensure fire or smoke is not blocking your route.
- If escape route is blocked, immediately shut the door and find an alternate escape route.
- If route is clear, leave immediately through the door and close it behind you.
- Be prepared to crawl, if necessary.

Call SUSCC Police or 911 (must dial 9-911 from campus phone system):

State the location of the fire. Stay on the phone until released by the dispatcher.

Once Outside:

- Move to a clear area at least 500 feet away from the building.
- Keep the streets, fire lanes, fire hydrants, and all walkways clear.
- Return to the building only when emergency personnel allow.

Staff Members:

- Bring class or building roster with you.
- Take inventory of all personnel evacuated from the building.
- Report missing persons (and their last known locations) to emergency personnel on scene.

How to Use a Fire Extinguisher

- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- Always keep your back to the exit; never place the fire between you and the exit.
- Discharge the entire extinguisher on the base of the fire.

Remember PASS

P = Pull the pin

A = Aim the nozzle at the base of the fire

S = Squeeze the trigger

S = Sweep the fire extinguisher on the base of the fire

If you catch on fire, DO NOT RUN. STOP, DROP, and ROLL

If Caught in Smoke:

- Drop to your hands and knees crawling toward the exit
- Stay low
- Hold your breath as much as possible
- Breathe shallowly through your nose; use a shirt or towel as a filter

If Forced to Advance Through Flames:

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed

If You Are Trapped and CANNOT Evacuate:

- Wedge wet towels or other cloth materials along the bottom of the door to keep smoke out.
- Close any doors between you and the fire.
- If you need air, break the window, but only as a last resort.
- Hang a towel or cloth material from the window. (This signals to firefighters that you are trapped.)
- If you are disabled and cannot use the stairs, get to the stairwell keeping doors closed; notify emergency personnel of your exact location (i.e. stairwell No. 1, 7th floor landing).

Emergency Procedures: MEDICAL EMERGENCY

General Tips

- Call SUSCC Police or 911, request medical assistance, and tell the dispatcher: Your location; Type of injury or illness of victim; Victim's status (conscious, breathing, or bleeding); Age of victim
- Check the scene for any danger or hazards like exposed electrical wires, broken glass, or chemicals before providing aid.
- If properly trained, administer basic life support (CPR or first aid), otherwise wait for professional help.
- DO NOT attempt to give ANY medical advice unless properly trained.
- DO NOT move the victim unless he is in immediate danger.
- DO NOT jeopardize your health or the health of the victim.

Heart Attack

- Check to see if victim's airway is open, if he is breathing, and if he has a heartbeat.
- If you are trained to do so, administer CPR, if needed.

- If you are trained to do so, locate and use an automated external defibrillator (AED).

Burns

Thermal Burns

Flush the wound area with cool water - DO NOT use ice
DO NOT apply any creams or lotions

Dry Chemical Burns

Brush the chemical from the skin using gloves
After brushing chemical off the skin, flush the area with cool water

Bleeding

- Use gloves and other protective gear.
- Apply firm, gentle pressure to the wound with a clean cloth.
- If you come in contact with any blood or bodily fluids, wash with soap and water, then seek medical attention.

Emergency Procedures: SEVERE THUNDERSTORMS

Definition

Severe Thunderstorm - A storm capable of producing wind gusts over 55 mph and/or hail 3/4" or larger in diameter.

Severe Thunderstorm Watch - Issued by the National Weather Service when severe weather conditions are possible in the area.

Severe Thunderstorm Warning - Issued by the National Weather Service when severe weather has been sighted in the area.

General Tips

- Find a safe shelter.
- Monitor local news media and the College website for closings/delays.
- DO NOT call 911 unless there is an emergency or you need immediate assistance.
- Unplug appliances and other electrical items like computers or televisions.
- Power Surges can cause serious damage
- Avoid showering or general bathing
- Plumbing and bathroom fixtures can conduct electricity
- Use a corded telephone ONLY for emergencies; cordless or cell phones are safe to use - lightning can travel through telephone lines.
- Secure all objects that could blow away or cause additional damage.

- Keep all exterior doors closed and stay away from windows.

Avoid the Following

- Natural lightning rods like tall trees in an open area
- Hilltops, open fields, the beach, or a boat on water
- Isolated sheds or other small structures in large, open areas
- Metal objects - motorcycles, golf carts, golf clubs, bicycles, etc.

If Outside

- Immediately find a safe indoor shelter or a hard-top automobile.
- If you are unable to find a safe shelter, and are trapped outdoors, lie in a ditch or any low-lying area with few trees, or crouch near a strong building for shelter.
- Rubber-soled shoes and rubber tires provide NO protection from lightning.

Emergency Procedures: TORNADO

Definition

Tornado Watch - Issued by the National Weather Service when conditions are favorable for severe thunderstorms and multiple tornadoes to form in or around the area.

Tornado Warning - Issued by the National Weather Service when a tornado has been sighted or indicated in the warning area.

General Tips

- Immediately move to an interior hallway on a lower level in the middle of the building you are in.
- Stay away from all windows and glass doors.
- DO NOT use the elevators.
- Close and lock all windows and exterior doors.
- Close all window shades, blinds, or curtains.

Call SUSCC Police or 911 and tell dispatcher:

- Your location
- Type of injury or illness of victim
- Victim's status (conscious, breathing, or bleeding)
- Victim's age
- Stay on the line until released by the dispatcher
- DO NOT leave your location until advised or storm warning ends

In Your Vehicle

Immediately get out of your car and find the nearest, low-level room of a building or storm shelter. NEVER try to outrun a tornado, especially in a congested or urban area.

Outside

- Find shelter immediately.
- If no shelter is available, find the nearest low-level ditch and lie flat with your hands covering your head.
- DO NOT seek shelter under a bridge or overpass.
- Beware of flying debris and possible flooding.

Emergency Procedures: FLASH FLOOD Definitions

Flash Flood Watch - Issued by the National Weather Service when conditions are favorable for flash flooding in the area

Flash Flood Warning - Issued by the National Weather Service when flash flood is in progress, imminent, or highly likely

General Tips

- Do NOT walk or drive through flooded areas.
- Avoid downed power lines.

Emergency Procedures: HURRICANE Definitions

Tropical Storm Watch - Issued by the National Weather Service when winds of 39 to 73 mph are possible in the area within the next 48 hours.

Tropical Storm Warning - Issued by the National Weather Service when winds of 39 to 73 mph are expected in the area within the next 36 hours.

Hurricane Watch - Issued by the National Weather Service when winds of 74 mph or greater are possible within the next 48 hours.

Hurricane Warning - Issued by the National Weather Service when winds of 74 mph or greater are expected in the area within the next 36 hours.

General Tips

- Follow instructions given by Southern Union.
- Monitor local media and college website at www.suscc.edu for closings/delays.

Sheltering in Place

- Locate or create an emergency kit to include:

- Bottled water (have enough to last you a few days)
- Flashlights; Battery-operated radio or television; Extra batteries
- Canned food and can opener; Dry food (bread, peanut butter, crackers, etc.)
- Blankets and pillows
- Cash
- Battery and car charger for cell phone
- Secure your area by closing all windows, window shades, blinds, or curtains.
- Close all interior doors and close/secure/brace all exterior doors.
- Find shelter in a small interior room, closet or hallway on the lowest level.
- Stay away from all windows and glass doors.
- Lie on the floor under a table or some other sturdy object.
- Turn off ALL utilities when instructed to do so, otherwise turn the refrigerator thermostat to its coolest setting and shut the door.
- Keep a supply of water for sanitary purposes; fill the bathtub or other large containers with water.

Evacuate Under the Following Conditions:

- Directed by local or college authorities to do so
- If you live in a mobile home or unsafe temporary structure
- If you live in a high-rise building
- If you live on the coast, floodplain, inland waterway or near a river
- If you feel you are in danger

Office Preparations

- Unplug, cover, and secure vulnerable equipment with plastic.
- In areas subject to flooding, relocate equipment and other valuable items to a higher floor or elevate.
- Remove or secure equipment from outdoor and rooftop locations.
- Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliance plugged in.
- Place important records and files in cabinets and cover with plastic.
- Close and latch (or secure with tape if necessary) filing cabinets and cupboards.
- Back up electronic data and store in multiple locations.
- Clear desktops, tables, and exposed horizontal surfaces of materials that could be damaged.
- Take home personal possessions; the college is not responsible for damaged personal items.
- Secure windows and close blinds.
- Close and lock all doors, including interior office doors, before leaving.

Emergency Procedures: EXTREME HEAT

Definitions

Heat Cramps - Muscle pains or spasms due to heavy exertion. Although heat cramps are the least severe, they are usually the first signal that the body is having trouble with heat.

Heat Exhaustion - Occurs when people exercise or work in a hot, humid place where body fluids are lost via heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to vital organs, which can result in a form of mild shock. If left untreated the victim's body temperature will keep rising and he may suffer heat stroke.

Heat Stroke (Sun Stroke) - Occurs when the victim's temperature control system, which produces sweat, stops working. The body temperature can rise high enough to cause brain damage or death, if the body is not cooled quickly.

General Tips

- If possible, avoid strenuous outdoor activities.
- Stay indoors and limit sun exposure.
- If going outside, apply sunscreen uniformly to cover all areas that will be exposed fifteen minutes prior to going outside. Sunscreen should be applied every two hours.
- Drink plenty of water.
- If you are epileptic or have a heart, kidney, or liver disease, consult your doctor first.
- Stay on a building's lowest floor, out of the sun, if air conditioning is not available.
- Eat well-balanced meals; avoid intaking excess salt.
- Limit your intake of alcoholic beverages.
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much of your body as possible.
- Protect your face and head by wearing a hat.
- NEVER leave children or pets alone in closed vehicles or extremely hot environments.
- Consider scheduling outdoor events for cooler times of the day.

Call SUSCC Police or 911 immediately if you (or a victim) are experiencing the following symptoms:

- Heavy sweating
- Paleness
- Muscle Cramps
- Tiredness
- Dizziness
- Headache
- Nausea or Vomiting

- Weakness
- Fainting

Tell the dispatcher:

- Your location
- Victim's type of injury or illness and status (conscious, breathing, or bleeding);
- Stay on the line until released by the dispatcher

Emergency Procedures: WINTER WEATHER

Definitions

Winter Storm Watch - Issued by the National Weather Service when a winter storm is possible in the area.

Winter Storm Warning - Issued by the National Weather Service when a winter storm is occurring or will soon occur in the area.

Freezing Rain - Rain that freezes upon hitting the ground by creating a coating of ice on roads, walkways, trees, and power lines.

Sleet - Rain that turns to ice pellets before reaching the ground. Sleet can create moisture on the roads that freezes, becoming slippery.

Frost/Freeze Warning - Issued by the National Weather Service when below freezing temperatures are expected in the area.

General Tips

- Monitor local news media for weather reports and emergency information.
- Check the college website at www.suscc.edu for class cancellations/college closings.
- Stay clear of dropped or sagging power lines.
- Stay inside if possible. Use extreme caution when walking outside or driving.
- If you must travel:
Travel during the day
Stay on main roads; avoid back-road shortcuts
Carry emergency supplies or kits
- Dress warmly to prevent frostbite or hypothermia

Emergency Procedures: POWER OUTAGE

General Tips

- Remain calm, and stay where you are.
- Evacuate ONLY if instructed to do so by emergency personnel or supervisor.

- Laboratory personnel should secure all experiments, unplug electrical equipment before leaving and return all chemicals to their proper storage place.
- Provide proper ventilation by opening all windows and doors.
- Evacuate immediately, and if you are unable to provide appropriate ventilation for chemicals call SUSCC Police.

Call SUSCC Police or 911 (depending on the situation) and tell the dispatcher:

- Your location and how long the power has been out
- Any significant water damage, flooding, gas leak, or any other major utility failure and any injuries

DO NOT USE ELEVATORS.

If caught inside an elevator during a power outage:

- Remain calm
- DO NOT attempt to open the elevator door by shaking, jarring, or prying open the elevator door unless directed to do so by emergency personnel
- Press the emergency button or call SUSCC Police or 911 and tell the dispatcher:
Your location
What floor you are near
Any injuries

Emergency Procedures: ACTIVE SHOOTER

General Tips

- Call SUSCC Police or 911 as soon as possible and relay the following information:
- Location of the incident;
 - Type of incident
 - Subject's physical description, location, and/or direction of travel
 - Weapon information
- If you cannot speak, dial 911 and leave the line open to allow the dispatcher to hear what is going on at your location
- Trust your instincts
- If you can evacuate, do so

If You are Unable to Evacuate

- Take shelter in the nearest room, office, closet (preferably somewhere with a lockable inward opening door).
- Lock and barricade the door with anything you have available (desks, file cabinets, other furniture).
- Cover any windows that may be in or near the door.

- Look for alternate escape routes (windows, additional doors, etc.).
- If jumping from a window is a safe or viable option
Break the window if necessary
Make an improvised rope from clothing, belts, etc if necessary
Hang by your hands to minimize the distance you will fall
- Stay low to the ground and remain as quiet as possible remembering to silence your cell phone.
- Do not answer the door for anyone.
- Taking out the shooter is a serious decision ONLY YOU can make - maintain a survival mindset
- Position yourself in a location that will allow for the element of surprise if the shooter enters.
- Prepare yourself to attack the shooter should he enter by identifying improvised weapons.
- Throw items at the shooter's face to cause a distraction and disrupt his aim.
- Attack in a group creating multiple points of opposition.
- Swarm the shooter and control his extremities and head to control him; pin him to the ground.
- Continue the fight until you are certain he is no longer a threat. Once the shooter is incapacitated call 911 and advise the police.
- Move weapons away from the shooter and use a trash can or other container to control it (do not pick up the weapon).
- Raise your hands and drop to your knees, obeying any commands from responding law enforcement.
- Provide first aid to injured victims.

Emergency Procedures: SUSPICIOUS ACTIVITY

General Tips

- Remain calm
- DO NOT let anyone into a locked room or building without proper authority
- DO NOT engage in a physical confrontation with a suspicious person
- DO NOT block the person's exit

Signs of Suspicious Activity

- Anything out of the ordinary
- A person(s) running or leaving quickly - as if he/she were being watched or chased
- A person(s) hauling property - lab equipment, laptops, books, bikes - at an unusual time or location
- A person(s) going door to door in a residence hall or office
- A person(s) pulling on multiple door knobs or trying to open residence hall/office doors

- A person(s) pulling on car handles or looking into multiple vehicles
- A person(s) forcibly entering a locked vehicle or door
- Car or person(s) repeatedly circling an area
- A person(s) being forced into a vehicle
- Strange noises - arguing, yelling, gunshot, etc.
- A person(s) who photographs, videotapes, sketches or asks detailed questions about power plants, buildings, bridges, hospitals, utility infrastructure, etc.
- A person(s) who doesn't belong attempting to gain/gaining access to a restricted area

Call SUSCC Police or 911 (depending on the situation) and tell the dispatcher:

- Your location; Person's behavior; Person's physical description
- Person's location and direction of travel; What you saw
- Stay on the phone until released by the dispatcher.

Emergency Procedures: BOMB THREAT

TELEPHONE BOMB THREAT

General Information

- Remain calm
- Do not hang up; keep the caller on the line as long as possible and listen carefully
- Obtain as much information as possible by using the bomb threat checklist

Ask Questions Such As:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- What will cause it to explode?
- Why did you place the bomb?
- What's your name?

Take Notes About the Call, Such As:

- Identity: male/female and age
- Voice: loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant
- Background Noise: office, factory, street, traffic, train, airplane, animals, music
- Speech: accented, deliberate, fast slow, lisp, slang, taped/recorded, stuttered, slurred • Manner: calm, angry, rational, irrational, coherent, incoherent
- Time of call
- Exact words
- Phone Number: Check caller ID if available

- Any other pertinent information

Call, or have someone else call, SUSCC Police or 911

State your location and report the information you noted. If you are unable to speak to the police dispatcher, call 911 and leave the line open to allow the dispatcher to listen in on the conversation

WRITTEN BOMB THREAT

General Information

- Call SUSCC Police or 911 (depending on the situation)
- State your location and report the information in the written threat
- Stay on the phone until released by the dispatcher
- Don't touch or move the letter; it should NOT be altered or destroyed
- Preserve the scene for SUSCC Police

Emergency Procedures: A SUSPICIOUS PACKAGE

Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a package is dangerous, but if in doubt, call SUSCC Police.

General Tips

- Remain calm
- Stay away from the package; DO NOT allow anyone to handle or go near the package
- If a suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt movement; gently set the package down in a secluded area that has been evacuated
- DO NOT use any cell phones, radios, or other wireless devices around the package

Call SUSCC Police or 911 (depending on the situation)

- State the location of the package and provide a description
- Stay on the phone until released by the dispatcher
- If you touched the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes

Characteristics of a Suspicious Package

- Package or envelope with suspicious powdery substance
- Unexpected package sent by someone unfamiliar to you
- Excessive postage

- Poorly written or typed address
- Incorrect title(s) with no names
- Misspelling of common words or names
- Addressed to someone no longer at the address
- Outdated postmarks
- No return address or one that can't be identified as legitimate
- Return address not consistent with postmark
- Unusual weight, given package size; lopsided; or oddly shaped
- Unusual amount of tape, string, or other wrapping material
- Marked with restrictive labels like "fragile," "personal," "confidential," or "rush-do-not-delay"
- Strange odor, stains, or noises (i.e. rattling, clicking, ticking, etc.) • Appears to contain electrical wire or aluminum foil
- Mailed from foreign country unfamiliar to recipient

Emergency Procedures: HAZARDOUS MATERIALS RELEASE EVACUATE

- Leave the area immediately and move approximately 1/2 mile away (8 to 10 blocks).
- Keep others away from the affected area.
- STAY UPSTREAM, UPHILL, and UPWIND OF THE ACCIDENT.
- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits.
- Turn off all ignition and heat sources.
- Try not to inhale gases, fumes, or smoke. Cover mouth with a cloth.

Call SUSCC Police or 911 and tell the dispatcher:

- Location, type of substance, and amount of the leak or spill
- Any injuries

Those contaminated by the spill should avoid contact with others and remain in a safe location nearby to receive medical assistance.

Wet Chemicals

- Flush with water and soap, if possible, being sure not to rub the chemical into your skin.

Dry Chemicals

- Using gloves, brush away from skin. Remove all contaminated clothing.
- Once the chemical is removed, flush skin with cool water.

Those with information on the chemical should

- Leave the immediate area but remain in a safe, nearby location to direct emergency personnel to the affected area.
- Assist with providing information about the incident, chemical involved, applicable Material Safety Data Sheets (MSDS), and chemical's common use.
- Keep streets, lanes, hydrants, and walkways clear for emergency vehicles.
- If you are unable to evacuate, or if you are instructed to stay indoors, follow Shelter
- In Place instructions below.

Shelter in Place (Instructed to Stay Indoors)

- Close and lock all exterior doors and windows.
- Close vents and as many interior doors as possible.
- Turn off air conditioners and ventilation systems.
- In large buildings, if possible, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building or turn the system off.
- Go to a preselected shelter room above ground with fewest openings to the outside.
- Seal gaps under doorways/windows with wet towels, plastic sheeting and duct tape.
- If gas or vapors could have entered the building, take shallow breaths through a cloth or towel.
- Avoid eating or drinking any food or water that may be contaminated.
- Call SUSCC Police or 911 to report your location.

If in a Vehicle

- Stop and seek shelter in a safe building
- If you must remain in car, close windows, air vents, and shut off the air conditioner

Emergency Procedures: EPIDEMIC/ PANDEMIC Definitions

Epidemic - New cases of a disease, in a given population, that exceed normal expectations.

Pandemic - Epidemic of infectious disease that is spreading through human populations across a large region (i.e. a continent or worldwide)

Minimizing Disease Transmission

- Wash hands often with soap and water; especially wash after you sneeze or cough.
- Wash hands before eating or drinking, applying make-up, inserting contact lenses.

- Wash hands after touching frequently touched surfaces (i.e. doorknobs, phones, etc.).
- Stay home; avoid crowded areas or public gatherings if possible.
- Get plenty of rest, eat a balanced diet, exercise regularly, drink fluids, and avoid the use of tobacco products.
- Cover all new and existing cuts and grazes with waterproof dressing.

Preventing the Spread of Respiratory Diseases

- Wash hands regularly with soap and warm water for at least 20 seconds.
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available.
- Cover your cough and sneeze by using the crook of your arm.
- If you use a tissue, immediately place the used tissue in a waste basket.
- Disinfect surfaces that are touched frequently (doorknobs, phones, computers, etc.)
- Wipe surfaces with a disinfectant such as diluted household bleach.

SUPPLY RECOMMENDATIONS

- Tissues
- Hand sanitizing gel/foam/wipes
- Disposable gloves
- Aspirin, acetaminophen, or other analgesics
- Disposable masks (for your protection, as well as others)

HAND WASHING

When washing hands with soap and water:

- Rub hands together to make lather and scrub all surfaces for minimum of 20 seconds
- Rinse hands well under running water
- Dry your hands using a paper towel or air dryer
- If possible, use the paper towel to turn off the faucet

When should you wash your hands?

- Before preparing or eating food
- After going to the bathroom
- After changing diapers or cleaning up a child who has gone to the bathroom
- Before and after attending to someone who is sick
- After blowing your nose, coughing, or sneezing
- After handling an animal or animal waste
- After handling garbage
- Before and after treating a cut or wound

DISINFECTING

- Diluted household bleach (1/4 cup of bleach to a gallon of clean water) may be substituted if disinfectants are not available
- Use only unscented products

Emergency Procedures: WORKPLACE VIOLENCE

General Tips

- Remain calm
- Notify supervisor immediately

Signs of Workplace Violence

- Consider the specific circumstances when evaluating the following signs. The presence of one characteristic may not necessarily mean a person is prone to workplace violence, but if in doubt, call SUSCC Police.
- Threats, threatening behavior, displays of aggression, or excessive anger
- A history of threats or violent acts
- Unusual fascination with weapons
- Verbal abuse of coworkers and/or customers, or harassment via phone/email
- Bizarre comments or behavior, especially if it includes violent content
- Holding grudges, inability to handle criticism, habitually making excuses, and/or blaming others
- Chronic, hypersensitive complaints about persecution or injustice
- Making jokes or offensive comments about violent acts
- Significant changes in mood or behavior

Call SUSCC Police or 911 (depending on the situation) and tell the dispatcher:

- Your location
- Person's physical description
- Person's location and direction of travel
- Person's behavior: what, when and where it happened
- Stay on the phone until released by the dispatcher

Substance Abuse Prevention

In cooperation with agencies of the Alabama Department of Mental Health, Southern Union provides a Substance Abuse Prevention Program which includes the following: seminar, speakers, pamphlets, posters, and other informational materials. Contact the Dean of Student Affairs, Associate Dean of Students or academic advisors for additional information.

Counseling Referrals

Southern Union recognizes that students may encounter personal problems such as depression, divorce, substance abuse, and other non-academic issues that should be discussed with a person professionally trained to address such situations. Southern Union does not maintain the professional staff required to address these issues nor do we offer therapeutic counseling. However, the college does provide counseling referral services. Referral information is available in the Student Life Coordinators and Associate Dean of Students' offices.

Harassment and Sexual Assault Prevention and Response

The College has an established policy for harassment and sexual assault prevention and response. It is in place to assist individuals who feel they have been victimized. The policy identifies campus contact personnel, referral agencies, and immediate response procedures. This policy is available in administrative offices, on the college website, and in the Clery (Campus Crime Statistics) report.

Communicable Disease Policy

The College policy regarding communicable disease and/or life-threatening illnesses, including but not limited to AIDS, hepatitis, tuberculosis, cancer, and heart disease, is detailed under the Catalog section entitled "Policy Statements."

Student Organizations

Student Organizations

Southern Union is dedicated to the total development of the individual and provides many opportunities for student participation. Students bring to the campus a variety of interests as members of the academic community. Every student is urged to consider participating in the clubs, organizations, and activities of their preference. Club membership will provide an opportunity for participation in campus life and will enable students to contribute to the college and community. All club projects are coordinated through the Student Government Association (SGA). Any club wishing to sponsor a project of any nature must secure approval from the Associate Dean of Students a minimum of two weeks in advance of the proposed project date.

Policies for Clubs and Organizations

1. Only students who are currently enrolled have voting rights regarding membership, policies, and actions of student clubs and organizations.
2. Faculty advisors/sponsors are required for each organization. The advisors must be on-campus and present at all regular and special meetings of the organization or at any segment or committee meeting of the organization. With the exception of the SGA and The Southerner, advisors may be chosen by the student organizations with the approval of the Associate Dean of Students.
3. Student organizations are required to register their organization in the Fall of each academic year (registration documentation is available from the Coordinator of Student Life), submit a statement of purpose, criteria for membership, a copy of the Constitution and Bylaws, and a current list of officers and sources of revenue (if required for operation).
4. Meeting dates and times of student clubs and organizations must be submitted each term to the Coordinator of Student Life for recognition on the official school calendar.
5. Campus organizations shall be open to all eligible students without respect to race, religion, creed, disability, national origin, or gender.
6. All clubs and organizations must conform to the laws and policies of the State of Alabama, the State Board of Education, Southern Union State Community College, and the Student Government Association.
7. No club or organization shall interfere or support interference with the regular academic pursuit of any student by causing or encouraging non-attendance at classes or college activities without prior consent of proper college officials or by any action that might cause disruption to a student, instructor, or college activity.
8. All fundraising activities must be approved, in advance, by the respective Dean
(Academics, Health Sciences, or Technical).
Fundraising is allowed by organizations officially recognized by the College. The senior officer of the organization should submit a written request to conduct fundraising activities.

9. Clubs and Organizations are required to comply with the following:
 - Annual organization registration
 - Host one campus activity
 - Host one community activity
 - Identify one member to serve as an SGA representative to attend SGA General Meetings

New Organizations

The Student Government Association is receptive to the formation and support of a variety of new clubs, activities, and organizations. Students interested in forming a new organization should submit the following items to the Student Life Coordinator:

Requirements to develop a new organization:

1. Obtain the organizational form for new campus clubs and organizations from the Coordinator of Student Life. Provide the following information:
 - a. Official name of the organization
 - b. Purpose of the organization
 - c. List of proposed charter members
 - d. List of proposed officers
 - e. Statement of when, where, and how often the meeting will occur
 - f. Name of faculty/staff advisor with a statement indicating their desire to serve as advisor for the organization
 - g. Constitution and bylaws (including acknowledging that the organization is subject to the College rules, regulations and policies and an anti-hazing statement)
 - h. Source of Revenue
2. All organizations shall be voted on by the SGA. The SGA president will make a recommendation to the Associate Dean of Students regarding approval or denial of the request for formal recognition. The Associate Dean of Students will notify the SGA president, in writing, of the decision.

Tenure of Student Organizations

Once recognized, a student organization must meet the following criteria to continue official recognition.

1. The club/organization must submit a report and complete the group registration form annually to the SGA, and to the Student Life Coordinator.

2. The report must demonstrate how the organization has continued to fulfill the original purposes and goals established by their charter, constitution, and bylaws.
3. The SGA can recommend to the Associate Dean of Students whether a particular student organization should be (a) continued in good standing, (b) continued on probationary status for a specified period of time, (c) reorganized, or (d) disbanded.
4. The officers of the organization will be advised of the final decision and the SGA's recommendations. Any inactive student organization that wishes to reapply must follow the steps previously outlined.

Policies Governing Social Events

1. Clubs and Organizations sponsoring an event will be responsible for misconduct by its members and guests. Only Southern Union State Community College students and invited guests will be admitted to events.
2. Sponsoring organizations are required to make necessary arrangements for physical needs.
3. Any College organization planning a social event should request an approval form from the Coordinator of Student Life at least two weeks before the date of the activity. The form should be signed by the advisor and reviewed by the Associate Dean of Students. Approved requests will be kept on file in the Associate Dean of Students' office.
4. Social events must conclude by 12:00 midnight.
5. The College does not, under any conditions, approve the use of **alcoholic beverages or illegal drugs**. Public display of or the use of alcoholic beverages or drugs in any area of any campus is prohibited.
6. The club/organization's members and advisor(s) sponsoring the activity must be present for the duration of the event.
7. Hazing is prohibited at Southern Union State Community College. Hazing is any action taken or situation created, whether on or off college premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person. Such activities and situations include paddling in any form, scavenger hunts, road trips, excessive fatigue, deprivation of normal sleep, engaging in public stunts and buffoonery, morally degrading or humiliating activities, and other activities which are not consistent with fraternal law,

ritual or policy, or the regulations and policies of Southern Union State Community College. No club shall allow any of its members or other persons to participate in any hazing ceremony, activity, or practice. It is against Alabama law to participate or allow participation in any form of hazing.

Unauthorized Student Group Gatherings

1. Any and all students and/or persons participating on campus in unauthorized group meetings which create a disturbance, cause destruction of college or personal property, or bring discredit to the College, shall be subject to disciplinary and civil action.
2. Participants are defined as those persons actively engaged in the action and those drawn to the scene out of curiosity, as spectators. Any students who can be identified personally by College officials and/or through photographs taken at the scene of the disturbance are also defined as participants.

Use of College Facilities For Student Group Gatherings

Only officially recognized student organizations are permitted to use college facilities. Requests for using the facilities should contain the signature of the organization's advisor and the organization is required to notify the Chief of Police in advance of the event.

Clubs/Organizations Student Government Association

The Opelika/Valley and Wadley Chapters of the Southern Union State Community College Student Government Association exist to stimulate and develop school spirit, to encourage and maintain participation in school activities, to foster a spirit of cooperation among the faculty and student body, and to recommend suggestions and means to better serve the students. This elected body is the students' official voice in affairs of the college. Students are urged to understand its purpose, to use their voices wisely in its regard, and to seek to become a part of the association.

The association is specifically authorized and governed by a duly ratified constitution. The constitution describes fully the limit and scope of Student Government Association responsibilities and procedures. Students should become familiar with the constitution.

The SGA consists of three units that work together for stated purposes.

The Executive Branch is made up of a president, a vice-president, and a secretary-treasurer, each with at least one year of credit at Southern Union and a cumulative average of 2.50. These officers are elected during spring semester of the year prior to service, and their primary responsibility is to coordinate the business of the organization. The SGA president is awarded a full-tuition scholarship, and the Vice President and Secretary/Treasurer receive partial-tuition scholarships.

The Legislative Branch is composed of senators and representatives. Senators are sophomores who must have a 2.0 GPA and are elected from the five geographical areas of Clay-Cleburne, Randolph, Tallapoosa-Lee, Chambers, and Russell-Macon Counties, from the residence halls, and from Valley and Opelika Campuses. Representatives are elected by petition in the spring prior to the year of service. The responsibility of the legislative branch is the development of goals, projects, and programs for the SGA and the approval of proposals from other college organizations.

The Judicial Branch is appointed by the total group and exists to rule upon all matters as concerns their constitutionality.

The Association of Radiologic Students

The primary goal of The Association of Radiologic Students is to promote the progression of Radiologic Technology, through the sharing of ideas and information. Through attendance at regularly announced meetings and other continuing education seminars, members have a means of defining their role as an integral member of the healthcare system.

Alpha Beta Gamma is a National Honor Society honoring qualified radiography students, faculty, diagnostic and therapeutic technologists, radiologists, and others who have made an outstanding contribution to the Radiologic Sciences profession.

Circle K

Circle K, organized in 1958, is the college organization of Kiwanis International. It is sponsored by the Wadley Kiwanis Club, and membership is open to both male and female students who desire to participate in public service. The club is service oriented and sponsors projects aimed at improving the quality of life in regard to issues such as disadvantaged youth, pollution, the communication gap, and racial understanding.

Collegiate 100

The Collegiate 100® is a campus-based organization with programmatic initiatives that support the social, emotional, and educational development of students who need positive role models. The Collegiate 100® program is sponsored jointly by the college and the local chapter of 100 Black Men of America.

Global Environmental Organization of Students

The Global Environmental Organization of Students (GEOS) began in 1971 as the Environmental Study Club. Also known as the Environmental Awareness Club, it was reorganized as GEOS in 1993 to promote interest in and awareness of environmental science and technology issues in local, state, national, and international communities. Activities include field trips, Arbor Day celebrations, fundraisers, guest speakers, and active communication among members. Membership is open to all students.

Interclub Council

This board consists of club/organization presidents and the Student Life Coordinator. The ICB seeks to provide communication and promote cooperation among all clubs and activities. The goal is to strengthen all organizations. The president of the SGA serves as Interclub Council president.

Louis Stokes Alliance for Minority Participation

The Louis Stokes Alliance for Minority Participation (LSAMP) program is an alliance-based program funded by the National Science Foundation (NSF). The overall goal of the program is to assist universities and colleges in diversifying the nation's science, technology, engineering and mathematics (STEM) workforce by increasing the number of STEM baccalaureate and graduate degrees awarded to populations historically underrepresented in these disciplines: African Americans, Hispanic Americans, American Indians, Alaska Natives, Native Hawaiians, and Native Pacific Islanders. Prospective members must be full-time students from one of the above populations, with a 3.0 GPA and pursuing a STEM major at Southern Union. *NOTE: Health Science majors are not included in approved STEM majors.*

Selected students will receive a \$3000 scholarship each year (\$1500 for Fall semester and \$1500 for Spring semester). Once selected, members must attend a meeting once per month, study for 2 hours per week in the Student Success Center and maintain an overall 3.0 GPA.

The LSAMP scholarship continues at the following 4-year universities: Alabama State University, Auburn University, AUM, Troy University, Tuskegee University and University of West Alabama.

Mu Alpha Theta

Mu Alpha Theta is a national honor society for outstanding community college students. The purpose of Mu Alpha Theta is to promote scholarship in and enjoyment and understanding of mathematics among community college students. Active membership may be conferred upon students who take Precalculus Algebra (MTH 112) or higher, achieve a 3.0 GPA or above in all mathematics courses and have an overall 3.0 GPA or higher. Students who were Mu Alpha Theta members in high school are eligible for membership in the SUSCC chapter.

Music Club

The Southern Union Music Club is an organization that promotes fraternalism among the vocal and instrumental students. The club also promotes and helps plan and organize music performances. Membership is open to all students who are enrolled in a performance course at Southern Union State Community College.

National Student Nurses' Association

The NSNA is the only national organization for students of nursing. The purpose of NSNA is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns; and to aid in the development of the whole person, his/her professional role, and his/her responsibility for health care of people in all walks of life. The categories of NSNA membership are Active Membership and Associate Membership.

National Technical Honor Society

The National Technical Honor Society (NTHS) is an educational non-profit that exists to honor, recognize, and empower students and teachers in Career & Technical Education. As the honor society for Career & Technical Education, NTHS serves over 100,000 active members annually in both secondary and postsecondary chapters across the country.

Phi Beta Lambda

The purpose of Phi Beta Lambda (PBL) is to inspire and develop the next generation of leaders through personal and professional skill-building activities, unique career development programs, business tours, workshops, and much more. PBL membership is open to all students at

Southern Union State Community College who are interested in career preparation, networking, community service, leadership development and recognition, and academic competitions.

Phi Theta Kappa

Phi Theta Kappa is an international organization for recognizing academic achievement in two-year colleges. The Iota Iota chapter at Southern Union was chartered in April 1957. It has a rich tradition of excellence, including regional and national honors. The organization concentrates on the hallmarks of leadership, fellowship, and service, as well as scholarship.

Membership in Phi Theta Kappa is by invitation only. To be eligible, a student must have an overall GPA of 3.50 or higher. In addition, the student must have completed twelve hours at Southern Union and be enrolled during the semester invitations are issued. The GPA and hours requirements exclude remedial and orientation course work. Members must maintain an overall GPA of 3.25 or higher.

Phi Theta Kappa members are recognized for their academic excellence at graduation by wearing gold stoles. Membership is noted on each student's transcript, and each member's diploma will carry the Phi Theta Kappa seal.

Sigma Kappa Delta

Sigma Kappa Delta is the English Honor Society for Two-Year Colleges. The society's purpose is to confer distinction for high achievement in English language and literature in undergraduate studies, provide cultural stimulation on campus and promote interest in literature and the English language, foster all aspects of the discipline of English, including literature, language, and writing, and promote exemplary character and good fellowship among its members. Members exhibit high standards of academic excellence and serve society by fostering literacy. Students receive invitations for membership after completing 12 hours of college credit, earning an A or B in a credit-bearing English course, and achieving a 3.0 of higher GPA.

Southern Union Bass Fishing Club

The Southern Union Bass Fishing Club was formed to promote fishing as a sport, support community bass fishing, and student involvement through recreational fishing as well as competitive fishing at local, state and national competitions. Membership is open to all full-time students.

Southern Union Players

The Southern Union Players was formed to promote interest in the dramatic arts. This organization assists in the planning and promotion of the college theatrical productions. Membership is open to students enrolled in a Theatre course or by consent of the advisor.

Southern Union Softball Club

The Southern Union Softball Club was formed to promote physical awareness and interest in the sport of softball. This organization assists in the planning and promotions of games and camps for student athletes. Membership is open to students active in the SU softball program or by consent of the advisor.

Southern Union State Catholic Student Organization (SUSCSO)

The Southern Union State Catholic Student Organization welcomes you! Our student-led activities strengthen and develop the faith of Catholic college students as we grow Catholic leaders. Secure facilities at 115 Mitcham Avenue in Auburn are open 24/7 and feature wi-fi, study rooms, and a place to pray; during the school year you will find Bible Studies, dinners, social activities, and most importantly...Catholic fellowship! Come out and join us!

Southern Union Student Veterans Association (SUSVA)

Southern Union Student Veterans Association is dedicated to provide student veterans, service members, and their family members with support, camaraderie, and networking at Southern Union State Community College. SUSVA conducts regular monthly meetings to find ways to give back and recognize our student veteran population and the community. SUSVA strives in promoting fundraisers and charitable events. SUSVA is a chapter of the National Student Veterans of America.

Southern Unity - LGBTQIA+

Southern Unity seeks to provide a better, safer, more-inclusive educational and social environment for LGBTQIA+ students at Southern Union State Community College.

Co-Curricular Activities

College Bowl Team

A group organized for the promotion of academic excellence, this group competes in statewide competitions with teams from other two-year colleges and assists with the organization and promotion of high school scholars' teams. Admission to the group is by faculty selection based on grade point average.

Music

The Southern Union Singers is a show choir group which gives concerts both at the College and in surrounding communities during each academic year. This group is open to all students by consent of the instructor with admission based on musical ability and previous musical experience.

The Southern Union Sound is a group of singers and dancers which gives concerts at the College and in the College community. The Southern Union Sound is a select group of performers chosen from The Southern Union Singers. After several performances at Carnegie Hall in New York City, the Southern Union Sound has earned an open invitation to perform each May at the Memorial Day concert.

Miss Southern Union State Community College Pageant

The Miss Southern Union State Community College Pageant is a preliminary to the Miss Alabama Pageant. Participation is open to full time Southern Union female students. Any qualified and interested students are encouraged to compete. Contact the Student Government Association (SGA) for additional information.

Student Publications

Membership on the staff of *The Southerner*, the college newspaper, is open to all students. The purpose of *The Southerner* is to provide information on the activities, events, and people of the college. The publication not only offers interested students opportunities and experiences in journalism but also is utilized in student recruitment activities. The publicity coordinator of the college serves as sponsor of **The Southerner**.

The student newspaper subscribes to the publication policy of the college—that publications should be edited in the spirit of goodwill and within the framework of good journalism.

Intramural Program

The intramural program gives students the opportunity to participate in team and individual sports/activities. Presently the Multi-Use facility on the Wadley Campus is open nights each week during fall and spring semesters providing a variety of activities including basketball, badminton, volleyball, ping-pong, aerobics, weightlifting, and games. Students are urged to consult the bulletin boards for announcements in this area.

Cheerleaders

The cheerleading program consists of males and females and one mascot, Battle the Bison. Cheerleaders cheer at all home games for both the men and women's basketball programs. Cheerleaders are expected to schedule their classes around practice times as determined by the coach. In addition to practice, cheerleaders are required to attend weightlifting/workout sessions. Try-outs are held in April each year. Candidates are evaluated at a clinic session and an official try-out. Candidates are notified in writing if they are eligible to become a part of the SU Cheer team. Cheerleaders must be full time students, maintain a 2.0 GPA and be in good standing both academically and socially.

Homecoming Week

Hundreds of alumni and friends return to the Wadley campus to reconnect with their alma mater, reminisce with classmates at reunion events, and join current students and faculty in celebrating SU Homecoming. Festivities include the pep rally, alumni reception, basketball game, and coronation of Ms. Homecoming. Homecoming Week is sponsored by the Student Government Association.

SUSCC Alumni Association

Membership in the Southern Union Alumni Association is available to any person who previously attended the college. The Association meets at least once yearly, usually during the summer. A major project of the Association is supporting a scholarship fund.

Baptist Campus Ministries

The BCM is a student organization which seeks to create a fellowship of students and provide for them experiences of personal Christian growth and maturity. It further provides opportunities for Christian ministry on campus and in the students' home communities. Sponsored by the State Baptist Student Union, students of any denomination are invited to participate.

Student Honors and Recognitions

Most Outstanding Students

Three students, one each from the academic, technical, and health sciences divisions, are chosen annually by faculty committees representing each division and recognized at the spring graduation for their demonstrated academic record and leadership skills. The most outstanding academic student is designated as the James B. Allen scholar. The late Honorable James B. Allen, United States Senator from Alabama, established the award to recognize a student with outstanding “character, leadership, scholarship, citizenship, and sportsmanship.”

Who’s Who Among Students in American Junior Colleges

Who’s Who Among Students in American Junior Colleges is a designation by a national organization to recognize outstanding college students. Selection for Who’s Who is through a faculty committee recommendation that is appointed by the Associate Dean of Students. Criteria for selection include academic achievement and potential contributions to the community at large, and promise of future usefulness as a citizen.

All-Alabama Academic Team

All-Alabama Academic Team nominations are made annually in conjunction with the selection of the All-USA Academic Team. Southern Union shall nominate two (2) students from each campus. The purpose of this program is to provide statewide recognition to outstanding two-year college students based on academic and leadership performance.

Homecoming Queen

A female student is selected by popular vote of the student population to receive this honor at the annual homecoming basketball game. Qualifications and guidelines are specified in the SGA Constitution.

Homecoming King

A male student is selected by popular vote of the student population to receive this honor at the annual homecoming basketball game. Qualifications and guidelines are specified in the SGA Constitution.

Southern Union Ambassadors

Southern Union Ambassadors serve as the official host and hostess group for various activities on campus including

orientation, registration, recruitment days, tutorial sessions, tournaments, homecoming, and graduation. Membership is limited to those selected by a screening process. Ambassadors must maintain a 2.75 cumulative grade point average and their conduct must be above reproach. Southern Union Ambassadors represent the top students at Southern Union. Students apply for consideration through the Assistant to the Dean of Student Affairs.

Student Records Policy

As Provided By

Public Law 93-380:

Protection of Rights and Privacy of Parents and Students

Southern Union State Community College maintains information about students which facilitates educational development of the student and effective administration of the college. In order to guarantee the rights of privacy and access for all students, including those enrolled through distance education, as provided by the Family Educational Rights and Privacy Act of 1974, Southern Union has formulated the following policies and procedures:

General Policy

No information from records, files, or data directly related to a student, other than public information defined below, shall be disclosed to individuals, or agencies, outside the college without the written consent of the student, except pursuant to a lawful subpoena or court order, or except in the case of educational or governmental officials as provided by law. Information contained in such records may be shared within the college.

Students shall have access to all such information with the exceptions set out below in accordance with the procedure outlined within this policy statement.

Definition of Student

For the purposes of this policy, a “student” is defined as, “any individual currently or previously enrolled in any course(s) offered by Southern Union State Community College.”

Definition of Educational Records

Student educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are

maintained by the college or by a person acting for the college. Student educational records may include, but not be limited to, the following:

1. Application for admission/readmission
2. Copy of letter of acceptance
3. All transcripts of grades and other information on those records
4. Placement test scores if applicable
5. Documentation of compliance with Selective Service registration if applicable
6. Other information pertinent to the student's attendance at the college

Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

1. Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker
2. Records of campus police
3. Records which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional or paraprofessional capacity or assisting in that capacity and which are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the college, but such records are available to a physician or appropriate professional of the student's choice, if requested

Public Information

The following is a list of public information which may be made available by the college without prior consent of the student and is considered part of the public record of the student's attendance:

1. Student's name
2. Student's address (local and permanent)
3. Student's telephone number
4. Date and place of birth of student
5. Major field of study
6. Student's participation in officially recognized activities, clubs, organizations, and athletics
7. Dates of attendance of student
8. Degrees and awards received by the student
9. The institution most recently attended by the student and dates of attendance
10. The height and weight of varsity athletes

11. Photograph
12. Classification and level of study

A request for nondisclosure of public information may be completed in the Records Office. Students are informed annually about their options for non-disclosure of information.

Location and Responsibility of Student Records

The College has designated the following officials as being responsible for student records within their respective areas:

Dean of Student Affairs - The Dean of Student Affairs has the overall responsibility of ensuring that each student entering Southern Union State Community College has an adequate record system, maintained, up-to-date, and controlled by all provisions as set forth in this policy and governed by Public Law 93-380. The Dean of Student Affairs will be assisted by the following:

Registrar - The Registrar will ensure that all students, upon acceptance to the college, have an individual student record containing admissions criteria and documentation. The Registrar is charged with the responsibility of continuously maintaining students' files in a safe and orderly manner, updating all records and maintaining an adequate backup system for the records. The Registrar will ensure that all provisions of this policy are met concerning the release of public information, as well as the release of information to students, institutional instructors, counselors, advisors, administrators, and local, state, and national organizations and agencies. The student files are maintained in the Records Office.

Director of Financial Aid - The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student file on students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will make certain that all provisions of this policy concerning individual student records are properly applied.

Business Manager - The Business Manager has the responsibility of enforcing all provisions in this policy pertaining to the release of financial information concerning individual students.

Disclosure of Student Records to the Student

Students have the right to inspect, in the presence of the appropriate record official as stated in Section E of this

policy statement, records, files, and data primarily and directly related to the student. In order to inspect one's file, the student should go to the appropriate records office (Admissions, Records, Director of Financial Aid, or Business Manager) and present a written request. If the student cannot personally appear, a notarized request to the appropriate records office is acceptable. The request for inspection shall be granted within forty-five (45) days after the request has been received. The records official will determine if copies of the documents are required. The right of inspection does not include financial statements of parents, confidential recommendations prior to January 1, 1975, and other confidential recommendations, access to which has been waived by the student in accordance with paragraph H.

Challenging the Contents of the Record

Southern Union State Community College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. This written request should be submitted to the Dean of Student Affairs. Students who desire to challenge any part of the file's content must submit a written request to the Dean of Student Affairs. The Dean of Student Affairs will schedule a date and time for a hearing within forty-five (45) days of receiving the written request. The request should identify the item(s) and state the grounds for the challenge; i.e., inaccuracy, misleading nature. The Dean of Student Affairs and the appropriate records official will review the contested item(s), obtain an explanation for the item(s), and examine any documents or hear testimony presented by the student. The Dean of Student Affairs and the records official may decide to maintain, delete or make corrections to the information. Also, the information could be found to be accurate and appropriate. In this case, the student will be permitted to place a written explanation in the file. The Dean of Student Affairs will issue a written decision within ten (10) days of the conclusion of the hearing.

Waiver of Access

Southern Union State Community College may request that a student waive his/her right to inspect confidential recommendations regarding that student's application for admission, application for employment, or the receipt of an honor or other recognition.

If a student receives a request for waiver, the student may sign and return the waiver, may request a list of the names of persons who will be asked for recommendations before signing, or may refuse to waive the right to access.

Such a waiver shall not be a condition for admission to the institution, financial aid assistance, or any other benefits received by Southern Union State Community College students.

Providing Records to Third Parties

The general policy of Southern Union State Community College is to refuse access to student records to third parties without the written consent of the individual student. Should a student wish to have records released, the person to whom records are to be released, and a request for copies to the student, if desired. Southern Union will then transfer or grant access to the information. The established service fee for producing photocopies of the records will be assessed against the person whose record is involved.

Students' records may be available to the following persons under the conditions noted without written consent of the individual student:

1. Official representatives of federal departments or agencies or state education authorities for purposes of audits, evaluative studies, etc. Data collected will be protected to prevent personal identification except when specifically authorized by federal law. The data or copies that may be on file at Southern Union State Community College will be destroyed when no longer needed.
2. Financial aid officers when such information is relevant to financial aid needs analysis or other aspects of determining and/or renewing financial assistance to the individual student.
3. Recognized educational accrediting organizations.
4. Organizations conducting studies for administrative evaluation tests, etc.
5. Other appropriate persons in an emergency to protect the health and safety of the student or other individuals attending the institution.

A record of requests of access, the legitimate interest involved, and action taken will be placed in the student's file for all requests of the file, except those from school officials as noted in paragraph one.

Inspection of individual student records will be supervised by the appropriate records official, and the student's file shall not be removed from the designated record official's office. The student may obtain one unofficial copy of his academic record with a written request without charge. An unofficial copy is defined as a copy that does not bear the official seal of the college impressed on the record, but otherwise a true copy when released by the college records

official. Records officials will not copy or otherwise reproduce copies of official student transcripts and other information obtained from transfer students as official transfer requirements.

Records Retention and Disposal

All records at Southern Union State Community College are retained and disposed of in accordance with policies established by the Alabama Department of Archives and History and the Alabama State Board of Education. A records disposal schedule is available for students' information and inspection in the Registrar's Office.

Changes in the Policy

Policy revisions are subject to change by any additional federal regulations or court decisions that may modify and/or negate any portion of these regulations. This statement of policy will be published in the future in appropriate college publications.

Expressive Activities by the Campus Community

Expressive Activities by the Campus Community

In accordance with Act 2019-396 of the Alabama Legislature and the ACCS Board of Trustees' Policy 224.01: Expressive Activities by the Campus Community, effective December 9, 2020, Southern Union State Community College's implementing policy on Expressive Activities by the Campus Community is as follows:

Findings

Southern Union State Community College finds the following:

1. A primary function of Southern Union State Community College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and that to fulfill that function, Southern Union State Community College will strive to ensure the fullest degree possible of intellectual freedom and free expression.
2. It is not the proper role of Southern Union State Community College to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the

Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.

3. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.
4. Southern Union State Community College supports free association and will not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.
5. Southern Union State Community College will strive to remain neutral, as an institution, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the institution, and Southern Union State Community College will not require students, faculty, or staff to publicly express a given view of a public controversy.
6. Southern Union State Community College prohibits all forms of harassment as defined in Act 2019-396, which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

Speech and Expression in Outdoor Areas, Invited Speakers, and Security

1. For purposes of this policy, the "Campus Community" includes Southern Union State Community College's students, administrators, faculty, and staff as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.
2. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of Southern Union State Community College's campus which enjoy general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and

Article 1, Section 4 of the Alabama Constitution of 1901, including any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

3. Outdoor areas where expressive activities are not allowed include:
 1. Areas within 25 feet of classrooms or residential area;
 2. Athletic facilities;
 3. Outdoor classrooms;
 4. Areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.
4. Except for II. H. below, this policy does not apply to expressive activities that take place in indoor areas of Southern Union State Community College property including, but not limited to, classrooms or classroom buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by Southern Union State Community College policies, subject to the requirement that Southern Union State Community College must be open to any speaker whom Southern Union State Community College's student organizations or faculty have invited. These areas may be used for official events sponsored by the College or for non-college use under ACCS Board of Trustees Policies 500.01 and 507.01.
5. Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on Southern Union State Community College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities. To reserve outdoor spaces, individuals should contact the Office of the President.
6. Conduct that may materially and substantially disrupt the functioning of Southern Union State Community College or infringe upon the rights of others to engage in expressive activities may include:
 1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
 2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
 3. Violations of a state, federal or local law, regulation, or ordinance;

4. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
 5. Following, badgering, or forcibly detaining individuals;
 6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
 7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;
 8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
 9. Violation to any of Southern Union State Community College's Code of Conduct rules.
 10. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
 11. Engaging in expressive activities in prohibited or restricted areas as defined in Sections II.B. and II.C. above;
 12. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
 13. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.
7. Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the College and the function of educational institutions.
 8. Southern Union State Community College will provide police officers and security officers as well as other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in this policy shall prohibit the College from charging a fee for security for events, provided that such fees may not be calculated or otherwise based

on the content of the protected expressive activity or the anticipated reaction to the protected expressive activity.

If the organizer of the event or the College determines that security is needed for an event, beyond what security is typically provided by the College during regular hours of operation, the organizers of the event will be charged a fee based on the number of expected attendees. The fee schedule for security will be provided by the Office of the President upon request.

The President may waive this security fee, but may not base the decision on the basis of the content of the expressive activity or the anticipated reaction to the protected expressive activity, except in emergency situations in which there is a clear and present danger to the campus community or to the public.

Southern Union State Community College may also charge a fee for the use of campus facilities, such as for the use of IT resources or cleanup costs. These fees will not be based on the content of the expressive activity. Information regarding fees can be obtained from the Office of the President.

9. To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of security are expected to provide sufficient notice to the Southern Union State Community College Chief of Police at least one week, but no less than 48 hours in advance of the event. Such arrangements enable Southern Union State Community College to ensure the event takes place in a safe and constructive manner.
10. Individuals and groups who engage in expressive activity in outdoor areas on Southern Union State Community College property are subject to Southern Union State Community College policies relating to the use and operation of campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. Southern Union State Community College prohibits the possession or use of clubs, bats, weapons, open flames, or other dangerous materials on campus property during these events.
11. Southern Union State Community College shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of

reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of Southern Union State Community College who violate this subsection shall be handled through established disciplinary procedures for students and staff.

12. Nothing in this policy shall be construed to prevent Southern Union State Community College from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:
 1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
 2. Expressions that a court has deemed unprotected defamation.
 3. Harassment.
 4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.
 5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
 6. An action that unlawfully disrupts the function or security of the institution.
 7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.
13. Complaints or questions regarding the application of this policy should follow the complaint policies and procedures of the College.

Commercial Activity on Campus

Individuals, organizations and groups, both internal and external to Southern Union State Community College, may

not conduct commercial transactions or engage in commercial speech on Southern Union State Community College property unless authorized pursuant to ACCS Board of Trustees Policy 515.01 and approved by the President in advance. No on-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without sponsorship by a registered student organization and approval by the President or Dean of Student Affairs.

Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and therefore deemed commercial speech under this policy.

Policy Distribution

This policy will be included in new student, new faculty, and new staff orientation programs. Southern Union State Community College shall disseminate this policy to all members of the Campus Community and make this policy available in handbooks and our website.

Relationship to Other Policies

This policy shall supersede and nullify any previous Southern Union State Community College policies that could regulate speech on Southern Union State Community College campus. However, this policy is not intended to supersede, nullify, or amend any Southern Union State Community College policy that regulates the reservations and use of interior spaces on campus, or that charge incidental fees for the use of such spaces.

Annual Report

Southern Union State Community College will submit an annual report to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that includes the following:

1. The date and description of each violation of this policy.
2. A description of the administrative handling and discipline relating to each violation.
3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.
4. Any additional assessments, criticism, commendations, or recommendations Southern Union State Community College sees fit to include.

College Regulations

Southern Union State Community College is dedicated to the total development of all students and is confident that its students have developed mature behavior patterns and exhibit high standards of honor and personal conduct. The college proposes to treat students according to these beliefs, but also has the responsibility of protecting the individual rights, both academic and personal, of its personnel.

Student Rights

The following statement is made in view of the fact that the College recognizes and desires to make provisions for the broadest possible participation of the college community in conducting the affairs of the college. The statement is also intended to provide a means for hearing the student's voice in all affairs of the College, ranging from conditions to policy, but also to encourage students to exercise their freedom with responsibility.

Statement on Student Rights and Responsibilities.

Southern Union State Community College is a part of the Alabama College System and adheres to the standards set forth for the system. This statement of rights and responsibilities is designed to clarify those rights which the student may expect to enjoy as a member of the student body of a community college and the obligations which admission to the College places upon the student.

1. The submission of an application for admission to Southern Union represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the college and rules and regulations of the State Board of Education as administered by the Department of Postsecondary Education. College approval of the application, in turn, represents the extension of a privilege to join the college community and to remain a part of it so long as the student meets the required academic and behavioral standards of the college system.
2. Each individual student is guaranteed the privilege of exercising his/her rights without fear of prejudice. Such rights include the following:
 1. Students are free to pursue their educational goals; appropriate opportunities for learning, in the classroom and on the campus shall be provided by the College for curricula offered by the College.

2. No disciplinary sanctions may be imposed upon any student without the recourse of due process, except as explained in the following sections.
 3. Free inquiry, expressions, and assembly are guaranteed to all students provided their actions do not interfere with rights of others or the effective operation of the institution.
 4. Academic evaluation of student performance shall be neither arbitrary nor capricious.
3. The College recognizes the right of students to be provided with a means to have input into the affairs and conditions of their college lives. While the attention of the College is given to student grievances of all kinds, it should be emphasized that all students are expected to voice their grievances and make their suggestions through the following channels that are provided.
1. College Administration, Faculty, and Staff: Student Services offices are open to hear all student problems and suggestions. College administrators, deans and faculty members will hear student problems and assist or refer them to the appropriate persons and/or committee. The Residence Hall Associates and residence assistants are available for residence hall problems.
 2. College Committees: The college appoints committees whose responsibility is to establish policy. Students are represented on appropriate committees. Students may obtain a list of these committees from the Associate Dean of Students, the Instructional Deans, Dean of Student Affairs, the College President, or the Student Government Association (SGA). All suggestions or complaints should be submitted, in writing, to the appropriate committee. The committee will review and make recommendations to the Dean. The Dean will follow-up with all responsible parties.
 3. Student Government Association: Meeting days and hours of the SGA are posted at the beginning of each semester, and all meetings are open. Any student desiring to bring a concern to the attention of the SGA may present his/her ideas in writing during the regular business session. The SGA serves as the official governing body and representation for all students.

4. **General Student Complaints/Concerns**

Students are provided various opportunities to articulate opinions and to provide contributions into the evaluative and decision-making process of Southern Union State Community College. These avenues include the classroom/instructor evaluations, administrative and services evaluations through the institutional effectiveness process; and the Student Government Association and other student organizations. The Office of the Associate Dean of Students serves as an initial point of contact for information and assistance. Likewise, students may visit the Office of the Campus Director on the Valley Campus with questions, concerns, and to receive the appropriate referral and assistance. The Associate Dean of Students can also be contacted through this office on the Valley Campus. If a student wishes to disclose or submit a complaint or express a concern, he or she may contact the Associate Dean of Students to receive specific procedures and assistance aimed at resolving the complaint or concern through the proper channels.

Academic, administrative, compliance, and student issues are examined through established channels of communication. Based upon the nature of the complaint or comment, the student should select and follow the appropriate channel of communication as listed below:

1. Academic Issues
 1. Instructor
 2. Department Chairperson
 3. Dean of Instruction
2. Student Issues
 1. Chief of Police
 2. Associate Dean of Students
 3. President
3. Administrative Issues
 1. Administrative Supervisor
 2. Dean of Instruction/ Associate Dean of Students
 3. President
4. Compliance Issues

1. Compliance Officer
2. President
3. Chancellor, Alabama Dept. of Postsecondary Ed. (Title IX complaints only)

Non-Discrimination Policy

It is the official policy of the Alabama State Department of Education and Southern Union State Community College that no person in Alabama shall, on grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Grievance Procedure

SOUTHERN UNION STATE COMMUNITY COLLEGE complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Inquiries concerning Title VI, VII and IX should be directed to the Associate Dean of Students at ext. 5555. Inquiries concerning Section 504 and ADA should be directed to the ADA Coordinator at ext. 5488 (Opelika), ext. 5204 (Valley) and ext. 5403 (Wadley). The grievance procedure is described beginning on page 13 of the Catalog. Grievance Procedure Forms are available in the President or Vice-President's Office, and by calling ext. 5352. The college's Grievance Officer is:

Ms. Marty Kirby
 Grievance Officer
 P.O. Box 1000
 Wadley, AL 36276
 (256) 395-2211 ext. 5813

Freedom of Access to Higher Education

Within the limits of its facilities on all campuses, Southern Union is open to all persons without regard to sex, race, creed, disability, or national origin. It is the responsibility of the College to publish its educational objectives and to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of the student to avail himself to a knowledge of these objectives and criteria as published and set forth by Southern Union State Community College. Provided they are used in a manner appropriate to the academic community and in

compliance with college standard policies, the facilities and services of the College will be open to all of its enrolled students.

Freedom of Expression

The instructor in the classroom and in conference will encourage free discussion, inquiry, and expression where relevant and appropriate to the educational objectives of the course. Students' grades will not be influenced by opinions expressed in the classroom or outside the classroom.

In the classroom, students are invited to express views on matters pertaining to the subject matter. With the freedom of attending class comes the responsibility of being well informed of required class material content. Students have the right to question, through orderly procedures, regarding academic evaluation. Students' grades will be based solely on academic achievement, unless otherwise specified in writing by the professor during the first class meeting.

Student Code of Conduct

A student is subject to disciplinary action by the College, up to and including dismissal, for misconduct occurring on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored or conducted by the College, or in parking lots adjacent to areas or buildings where College functions are being conducted.

Such misconduct shall include but is not limited to the commission of or the attempt to commit any of the following offenses.

The following (1-22) are prohibited and apply to all College property including residence halls and off-campus activities. Students found to be in violation of an offense will face disciplinary action in the form of reprimand, probation, suspension or expulsion, depending on the severity of the offense. The second violation of any rule (1-22) will result in suspension (either disciplinary, class, library, cafeteria or residence hall) or expulsion from the College and/or the residence hall. If, in the opinion of the Associate Dean of Students, the violation of rules 1-22 is sufficiently serious, suspension or expulsion from the College and/or residence hall is possible on the first offense.

1. Gambling in any form.
2. Pets on campus. Only registered service animals are allowed.
3. Open element electrical appliances and microwave ovens.

4. Solicitation and sales without permission.
5. Failure to attend mandatory student meetings.
6. Excessive noise determined to be disturbing to other residents or college officials.
7. Dartboards, darts, or any type of throwing knives.
8. Any violation of the college smoke-free and tobacco-free policy. See General Information, Item S.
9. Use of profane language or verbal abuse toward any College employee.
10. Violation of residence hall visitation rules as published in the College Catalog.
11. Candles, incense, or other flame-emitting articles in the residence hall.
12. Splicing into or otherwise “tampering” with existing electrical wiring in the residence hall.
13. Misuse of residence hall keys or outside entrance keys by loaning personal keys to another person.
14. The display of alcohol or drug-related materials including pictures, posters, or empty labeled containers.
15. Lewd, indecent, pornographic, obscene behavior or expression. (This offense includes the use of verbal or symbolic expressions, which could be interpreted as insulting to one’s race, gender, religion, national origin or disability.)
16. Unauthorized possession of College, state, or federal property or supplies.
17. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities or activities.
18. Hoverboards on campus.
19. Use of athletic or sports equipment (i.e. balls, bats, weight-lifting apparatus) inside college buildings without permission from a college official.
20. Littering or disposing of rubbish or unwanted debris in areas other than trash receptacles.
21. Threatened physical abuse of any person, including hazing, harassment, bullying, stalking, or any other act, which endangers the health or safety of any such person. (See College policy 601.04.)
22. Unauthorized entry to or use of any College facility including Residence Hall.
The following rules (23-33) merit automatic disciplinary suspension or expulsion from the College and/or the residence hall.
23. Intentional misuse of any College fire alarm or fire-fighting equipment, or smoke detection devices.
24. Possession or use of alcoholic beverages in the residence hall, all other areas of the campus, or at any off-campus function sponsored by the College.
25. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers to include displaying student ID.

26. Theft or intentional damage to property of the College or to the property of any members or visitors of the College community. Theft includes unauthorized use of cable service.
27. Actual physical abuse of any person, including hazing, harassment, bullying, stalking or any other act, which endangers the health or safety of any such person. (See college policy 601.04)
28. Use, possession, sale or distribution of drug and/or drug paraphernalia as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician.
In an effort to ensure a drug-free campus, the College reserves the right to use trained dogs to search for contraband substances.
29. Use, possession, sale or distribution of weapons or firearms (including pellet guns and air rifles), fireworks, and incendiary or any type of explosive device or material.
30. Disorderly or disruptive conduct, including rioting, inciting a riot, assembling to riot, raiding, inciting a raid and assembling to raid College properties. This includes unauthorized interference with the use of or access to College facilities.
31. Violation on campus of any federal, state, or local laws.
32. All forms of dishonesty including cheating and plagiarism and furnishing false information to the College.
33. Forgery, alteration or misuse of College documents, records or identification.

The Associate Dean of Students reserves the right to deviate from the above mentioned sanctions, or impose additional or supplemental sanctions as deemed appropriate on a case by case basis.

Disciplinary Action

College disciplinary action addresses conduct which adversely affects the pursuit of the objectives of the educational community. It is the student’s responsibility to become familiar with the rules and regulations governing the entire College and the specific rules governing the residence hall for students living there. Failure to know the rules does not excuse the student from any policy established by the College. The College reserves the right to dismiss any student whose conduct and behavior is undesirable or harmful to the College, its students or employees.

Disciplinary Procedure

College disciplinary procedures assure the student’s right to procedural and substantive due process and safeguard personal and confidential information concerning the

student. The College disciplinary procedures need not conform to the strict behavior of a civil courtroom; however, student(s) shall be treated fairly and shall be given the opportunity to respond to accusations. Procedures and rules have been developed to ensure fair hearing and appeal.

The Associate Dean of Students makes disciplinary decisions at the administrative level and refers appropriate appeals to the College Disciplinary Committee where the fundamental elements of due process are followed through a fair and reasonable hearing. The Dean may suspend a student at any time pending a formal hearing if, in his/her opinion, the presence of a student on campus would seriously disrupt the normal operation of the College. The Associate Dean of Students is responsible for coordinating all disciplinary procedures and maintaining appropriate records of student conduct and disciplinary actions. Incident Report Forms should be completed for all non-academic violations. The forms can be obtained from the Campus Police or accessed from the Campus Police's link on the college's website and submitted online.

Alleged violations of College regulations, with the exception of those related to academic matters, must be filed in writing with the Campus Police or the Associate Dean of Students in order to initiate disciplinary review. Alleged violations of an academic nature must be filed in writing with the Dean of Academics. Any member of the College community may report an alleged violation against a student or group of students for non-academic misconduct affecting the College or its operations.

An administrative meeting will be scheduled. During this meeting the Associate Dean of Students and the student will discuss the student's involvement in the incident. Specifically, the student will be:

1. Informed of the incident or allegation(s) made against them);
2. Informed of the College policy(ies) or campus regulation(s) allegedly violated;
3. Provided the opportunity to give their response to the report(s), and offer additional information that might help with resolution of the case.
4. Informed of their right to an appeal. (See Procedure for Appeal.)

Based on the outcome of the administrative meeting, the Associate Dean of Students will determine the student's involvement in the incident, and if the student(s) is responsible for violating policy(ies). The Associate Dean of Students may choose to take no action if it is determined that the initial report lacks information, is unsupported based on new information or falls outside the purview of the Southern Union policies applying to campus activities,

organizations, and students, or find the student guilty and apply the appropriate sanction(s), or refer the case directly to the College Disciplinary Committee. After being notified in writing of the decision, the student(s) may either consent to the decision and imposed sanctions or appeal to the Disciplinary Committee.

Procedure for Appeal

A student accused of non-academic misconduct may appeal the decision of the Associate Dean of Students to the Disciplinary Committee by following the procedure explained below.

The accused must appeal the decision, in writing, to the Associate Dean of Students, who will forward the appeal to the Disciplinary Committee. The appeal must be submitted within 48 business hours following written receipt of the decision of the Associate Dean of Students. The accused must demonstrate to the Committee that (a) certain relevant evidence was not reviewed; (b) new evidence is available; or (c) the penalty was too harsh in relation to the infraction. During the appeals process, the student has the right to maintain all student rights and privileges, including but not limited to, their housing assignment, meal plan and class schedule. The Associate Dean of Students will then have 48 business hours to refer the case to the Disciplinary Committee. The Committee will conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Associate Dean of Students.

College Disciplinary Committee

Recognizing the right of students to be granted protection by the inclusion of due process in all matters of a disciplinary nature, the College ensures due process through the action of the College Disciplinary Committee.

The Disciplinary Committee is composed of three (3) faculty/staff members, one of whom will serve as chair, the Student Government Association president, and the residence hall president. Committee members may be substituted with personnel chosen by the Associate Dean of Students when necessary.

The purpose of the Disciplinary Committee is as follows:

1. To consider all sides of the evidence/testimony and to render a decision on the appeal.
2. Review and make recommendations to the Associate Dean of Students on student disciplinary policies and procedures.

Hearing Procedure

Attendance at Hearing

1. Disciplinary Committee hearings shall be private and confidential and will be limited to persons officially involved. Persons present will include, but not be limited to, Disciplinary Committee members, the Associate Dean of Students, the Chief of Police or designee, the student requesting the hearing and his/her advisor, a recorder, and witnesses for both parties. Witnesses will be present only when giving testimony.
2. The student has the right to have one advisor present during the hearing. The advisor may not address the committee or give evidence on behalf of the student. In answering or asking questions, the student may seek advice from the advisor before proceeding.
3. Minutes of the proceedings will be recorded. Minutes will be filed in the office of the Associate Dean of Students and will be kept confidential.

Order of Hearing

1. Opening remark by Chairman of Disciplinary Committee.
2. Review of charges and action taken in the case by the Associate Dean of Students.
3. Opening statement by the student requesting the hearing.
4. Testimony and questioning of witnesses. Witnesses for the College will present testimony first. Both parties to the action and the members of the Disciplinary Committee have the right to question witnesses. Following the testimony of all College witnesses, the student may call his/her witnesses.
5. Closing statement by the student.
6. Closing statement by the Associate Dean of Students or designee.
7. Deliberations. The Disciplinary Committee will conduct its deliberations in a closed and confidential session and will refer action to be taken to the Associate Dean of Students.
8. Any further consideration of the case must be through the President whose decision is final. Appeals must be in writing and submitted to the President within 48 business hours of the student's receipt of the Disciplinary Committee's decision. The appeal must identify or state the reason that the student believes the decision of the committee should be overturned.

Time Limit on Hearings

The Disciplinary Committee will make a determination on the total time allotted for the hearing and may limit the time for all aspects of the hearing.

Disciplinary Actions Defined

Any disciplinary actions taken are designed to protect and preserve the educational environment of the College. If the environment is threatened by student behavior, it may be necessary to impose sanctions. A student may be accountable to both civil authorities and to the College for action which violates both the law and the Student Code of Conduct and may have to face both criminal charges and disciplinary charges.

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Associate Dean of Students, and/or the Disciplinary Committee:

1. **DISCIPLINARY REPRIMAND**
This may be an oral or written warning. It notifies a student that any further violation of college regulations may subject the student to more severe disciplinary actions.
2. **DISCIPLINARY PROBATION**
This is designed to encourage and require a student to cease and desist from violating college regulations. Students on probation are notified in writing and are warned that any further misbehavior on their part will lead to a more severe action.
3. **DISCIPLINARY SUSPENSION**
This excludes a student from the college for a designated period of time. While on suspension, a student will not be allowed to take any courses at the college. At the end of the designated period of time, the student must make formal reapplication for admission. Disciplinary suspension shall not result in a notation on the student's permanent record. A notice that a student is currently on suspension and ineligible to return to Southern Union until a certain date shall be attached to the student's file. When the student is eligible to return, the notice shall be removed.
4. **CLASS SUSPENSION**
A student may be suspended from attending class for improper behavior. Class suspensions are for the remainder of the semester, and the student will be assigned a letter grade of "F".
5. **LIBRARY SUSPENSION**
A student may be suspended from using the library for improper or disruptive behavior in the library. Suspension will be for a period of time not to exceed the remainder of the semester.

6. CAFETERIA SUSPENSION
A student may be suspended from using the cafeteria for improper or disruptive behavior in the cafeteria. Suspension will be for a period of time usually not to exceed the remainder of the semester.
7. RESIDENCE HALL SUSPENSION
A student may be suspended from the residence hall for infraction of Residence Hall rules and regulations. Suspension will be for a designated period of time.
8. DISCIPLINARY EXPULSION

This is the strongest disciplinary restriction. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who were guilty of chronic misbehavior or a major breach of conduct. Disciplinary expulsion shall not result in a notation on a student's permanent record.
9. RESTITUTION
Payment will be assessed in the amount necessary to repair damage caused by student behavior.
10. FEE
Payment will be assessed in the amount of \$25 for violation of the College's smoke-free and tobacco-free policy.

Parking and Driving Regulations

Any student who drives a car or other motorized vehicle on any campus, day or night, must have liability insurance and must secure and display a parking decal. If more than one vehicle is driven on campus regularly, each vehicle should have its own decal. Parking permits are \$20.00 and can be purchased online through the college website. Vehicles must first be registered through the website before a parking permit can be issued. Payment can be made in the Business Office or on the website after registration. Permits will be mailed after the payment and registration process is complete. **All student parking permits expire at the end of Summer term each year.**

Parking permits must be displayed so the permit number can be clearly seen. By displaying the decal, the student agrees to abide by the following parking regulations:

1. The speed limit is not to exceed 10 mph on any campus.
 2. The registered driver is responsible for his automobile regardless of who is driving.
3. Visitor's Parking Permits are issued to non-student campus guests. Students experiencing car trouble or other extenuating circumstances that necessitate bringing an unregistered vehicle on campus may also qualify for a Visitor's Parking Permit. A Visitor's Parking Permit should be obtained immediately upon arriving on campus. Permits are available on campus from the Campus Police Office in Wadley and Ope lika and from the Administrative Office in Valley.
 4. Vehicles may not be parked in a "no parking" zone.
 1. Vehicles parked improperly with or without a parking decal showing will be ticketed and a \$25.00 fine will be assessed. Students' owing fines will have all college records placed on hold until fines are paid.
 2. **Vehicles parked improperly can be towed from campus at the owner's expense.**
 3. If your car has been towed or booted, contact campus police for retrieval information.
 5. All users of handicapped parking spaces must validate their parking permit. Information on the validation process is available from Campus Police.
 6. No parking on curbs.
 7. All traffic signs must be obeyed.
 8. Vehicles left on campus overnight must be registered with the Campus Police.
 9. No driving and/or parking on the grass, sidewalks or curbs.
 10. Double parking is prohibited.
 11. Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
 12. Drivers must yield to pedestrians in designated crosswalks.
 13. Vehicles must be parked in designated parking spaces.
 14. Residential students (students living in the residence hall/dorm on the Wadley campus) must obtain a dorm decal to be attached to their SU hangtag. The decal should be placed in the center of the college seal.
 15. No reckless driving.
 16. All drivers must obey all "Rules of the Road" as described in Alabama 32, Traffic and Motor vehicle laws.

Residential Life

The College's residence hall is located on the Wadley campus. Applications for housing may be obtained from the Student Services office on each campus or online at www.suscc.edu.

Residential living at Southern Union State Community College is a unique experience for many students and can prove to be a most enjoyable educational experience. Rules are inherent in a community living situation. The College has established rules and regulations to provide guidelines essential for maintaining personal freedom, academic achievement and residential harmony. By selecting Southern Union, a student agrees to abide by the standards and regulations of the college. It is the student's obligation to become familiar with the residential policies. If a resident has any questions, concerns, comments or recommendations they should contact the Residential Hall Council and/or the Residence Hall Associates. Residential life policies are subject to changes by the College's administration.

The College completes an annual Fire Disclosure Report. This report is available from the Associate Dean of Students, Chief of Campus Police, Residence Hall Associates, and the College website at www.suscc.edu.

Staff

The residence hall staff seeks to provide educational, social, and cultural opportunities for the students. The goal is to provide a relatively homelike atmosphere along with meaningful experiences in group living.

Residence Hall Associates: The Residence Hall Associates are full-time members of the Student Services Division. They serve as the administrative head of the residence hall and report directly to the Associate Dean of Students.

Residence Hall Assistants: Residence Hall Assistants are identified student leaders who are employed by the College to assist in maintaining a residence hall atmosphere conducive to study, relaxation, and homelike living. The Assistants' primary responsibility is their particular section of the residence hall, but they have authority throughout the residence hall, parking lot and other campus areas as designated by the Associate Dean of Students. Residence Hall Assistants report all violations of standards to the Residence Hall Associates and/or the Associate Dean of Students.

Residence Hall Council: The Residence Hall Council is made up of elected officers and individual representatives. The Council works closely with the Residence Hall Associates

who serve as its advisors. This Council plans social events and recreational activities based on suggestions from the residents.

General Information

Students must be registered full-time (12 or more semester hours) to qualify to live in the residence hall. Residents who have a car on campus, or other motorized vehicle, must obtain a parking decal.

APPLICATION:

All students must complete the proper documentation when submitting an application to live in the residence halls. This includes a residence hall housing agreement, a personal information sheet and a medical form.

All applications require a non-refundable room reservation/deposit fee of \$200.00. This fee is non-refundable unless the student does not move into the residence hall. Any damages to a room are payable at time of occurrence.

TELEPHONE:

Telephone service is the responsibility of the student.

OVERNIGHT GUESTS:

Residents' guests are welcome with the Residence Hall staff's approval, provided there is space available.

1. Guests are subject to the same regulations as students.
2. The resident host must accompany overnight guests to sign-in and sign-out at the desk in the lobby.
3. The resident host is responsible for the actions of their guest.
4. Current residents are allowed two (2) free overnight guests per semester.
5. Residents will be charged a fee of \$15 per night for any overnight guest after the first two overnight guests.
6. Current residents are subject to a \$15 charge when a guest remains in the residence hall for six (6) hours between the hours of 2:00 am and 8:00 am.
7. Children under the age of 18 are not allowed to stay overnight in the residence hall, with the exception of approved Summer camps.

LOSS OR DAMAGE:

The College is not responsible for loss or damage to the residents' personal property. The college reserves the

right to dispose of unclaimed personal property after fifteen (15) business days. All residents should record their valuables including appliances, electronics, and cell phones by model number, brand name, serial number or any other markings that might be used to properly identify the item(s). Residents are urged to secure Renters Insurance coverage to provide for the security of belongings. Renters Insurance is not available through the college or campus police. Thefts should be reported to the Campus Police.

SAFETY:

All residents are strongly urged to lock their doors at all times for personal privacy and safety. Residents should be familiar with the emergency plan. Evacuation plans and emergency information is posted behind the dorm room doors. The college emergency plan is available on the website (www.suscc.edu) and in the Residence Hall Associate's office. Additional safety tips are available in the Residential Safety Brochure and on the campus police link on the Southern Union website.

HOLIDAY/ OFFICIAL DORM CLOSING:

The residence hall is closed during official college closing dates. These dates are available on the college calendar posted on the website. Students must vacate their rooms during these times unless authorized to remain by the Residence Hall Associates.

MATTRESS COVERS:

Mattress covers are necessary for health and sanitation in the residence hall.

KEYS:

There is a \$10.00 replacement charge for room or mailbox keys. This amount is subject to change.

LOCK OUT:

Re-entries will incur a \$10.00 fee to be charged to the resident's SU account.

SALES AND SOLICITORS:

Sales and solicitations in the residence hall are prohibited.

ROOM ASSIGNMENT POLICY:

1. Every effort is made to honor all roommate requests. However, requests must be mutually accepted.
2. All other roommate assignments will be assigned on a random basis.

3. First time students will be assigned a room on a random basis.
4. During the second week of classes, a designated day for room changes will be announced. Room changes must be approved by the Residence Hall Associates.

RESIDENCE HALL WITHDRAWAL POLICY:

(To be completed by Resident.)

1. Obtain Residence Hall withdrawal form from the Residence Hall Associates.
2. Complete room check-out walk through with college official.
3. Return form and mailbox key to Residence Hall Associates.
4. Remove all items from the room and clean the room thoroughly.

Rules and Regulations HOUSEKEEPING:

Residents are responsible for the cleanliness of their own room and bathrooms. The College unconditionally reserves the right to inspect all portions of rooms at times convenient to its staff and to require minimum standards of cleanliness. Repair requests should be reported to the Residence Hall Associates.

RESIDENCE HALL MEETINGS:

All residence hall meetings scheduled by the Residence Hall Associates, Deans, or President are mandatory. These meetings are kept to a minimum timeframe and provide important information to the residents.

CLOTHING:

All persons must be fully clothed when in the lounges, lobbies, and/or common areas.

ROOM SEARCHES - COLLEGE JURISDICTION:

A room may be searched for the safety, security, and maintenance of an educational atmosphere. Searches may be conducted if there is reasonable cause to believe that a student is using the room for a purpose in violation of federal laws, state laws, local laws, or college regulations. Room searches, except one conducted by law enforcement officers with duly issued search warrants, must be approved by the Associate Dean of Students and/or the Residence Hall Associates.

DAMAGES:

1. Residents will be responsible for any loss or damage to his/her assigned room or to the furniture, fixtures, equipment, both inner and outer doors, and effects contained therein, and for any damage or loss caused by him/her to any part of the residence hall.
2. Where two or more residents are involved in damage to college property and it can not be ascertained which student is responsible for the damage or loss, an assessment will be made against both or all equally.
3. The use of such materials as paste, glue, nails, tacks, staples, screws, etc., on walls, furniture and woodwork (including inside and outside doors) is prohibited.

QUIET HOURS:

The first step toward success at Southern Union begins with good study habits. Reasonable QUIET TIME is expected in the residence halls at all times.

COURTESY HOURS are in effect 24 hours a day, seven days a week in all areas of the residence hall including student rooms, study suites, hallways, common areas and lobby. During courtesy hours a resident is encouraged to ask noisy residents to reduce their noise. The resident(s) causing the noise are expected to comply with requests that reduce or eliminate noise. Please display courtesy to other students; playing a musical instrument, radio, tape/CD player or television loudly enough to be heard outside the room is prohibited.

QUIET HOURS are in effect each night from 11:00 p.m. until 7:00 a.m. with the exception of Friday and Saturday. On Friday and Saturday, Quiet Hours begin at 12:00 midnight and end at 10:00 a.m. the following morning. Unnecessary noises and disturbances are not permitted. During final exam week, all hours are considered quiet time.

VISITATION: The residence lobby is for the use and convenience of students and their invited guests. This area is not designed for unscheduled group activities. Residents and guests are asked not to create unnecessary noise. Violators will be asked to leave the area. All current residents may visit other residents at any time as long as they are invited and the roommate consents.

ALL guests and residents are required to comply with Southern Union policies and procedures.

1. Visitation hours are 24 hours per day, seven days per week.

2. Visitors are required to sign-in. They must also leave identification with the residence hall staff at the lobby desk.
3. The resident/host must meet the visitor in the lobby to sign them in and out of visitation.
4. Visitors must be accompanied by their host while in the residence hall at all times.
5. The resident/host is responsible for the actions of their guest(s).
6. Visitors must be at least 18 years of age or Southern Union students or members of the student's immediate family.
7. Compliance with the College's overnight guest policy is required. (See Overnight Guests)
8. Failure to comply with guidelines can result in disciplinary actions.
9. Visitors are not allowed in outside areas around the campus after 11:00 p.m.

RESIDENCE HALL VIOLATIONS:

Residence hall disciplinary issues are adjudicated by the Residence Hall Associates, Chief of Campus Police, and/or the Associate Dean of Students.

Cafeteria Policy

The College cafeteria serves attractive, nutritious, and varied meals at the lowest possible price to residents, commuting students, faculty and staff.

Students living in residence halls are required to purchase a meal ticket. Meal tickets are non-transferable and must be presented at each meal. Dine in food or equipment is not to be taken from the dining hall. Students are requested to return trays to the dish return.

Misuse of Meal Tickets

Meal tickets are non-transferable and are for the exclusive use of the purchaser.

The user of another's meal ticket will be fined \$25.00, payable to the Business Office. If it is determined that the owner of the meal ticket has permitted use of the ticket knowingly and voluntarily, the owner will be fined \$25.00. Subsequent violators will face disciplinary action. Lost meal tickets should be reported immediately to the Business Office. The original owner will not be held responsible for its misuse.

NOTE: All regulations, policies, procedures, and prices relating to the college residence halls and cafeteria are subject to change without prior notice by the college administration, Judiciary or Student Services Committee, and/or Student Government Association.

Students are invited to make suggestions regarding college policies, procedures and operations to the Associate Dean of Students.

Southern Union Quick Facts

College Colors: Blue and Gold

Mascot: Bison

Mascot's Name: Battle

DID YOU KNOW?

- The Miss Southern Union pageant is a part of the Miss America Organization that provides scholarship money to contestants throughout the United States. Miss Southern Union competes for the title of Miss Alabama each June at Samford University.
- Concurrent enrollment offers opportunities for students to work on their Associate in Science degree and their Bachelor's degree at the same time putting students on a quick, cost-effective pathway to achieving their educational goals.
- Southern Union offers Saturday classes at our Valley campus!
- Southern Union offers dual-enrollment opportunities for high school students allowing them to earn credits for both high school and college at the same time.
- Success is about having support, and the Success Center on our Opelika campus offers students free services designed to maximize personal learning and development.
- Southern Union offers a comprehensive program of fine arts. Our music, dance and theatre programs are rich in history and lead by highly qualified professionals who are dedicated to providing effective instruction and performance opportunities for our students.
- Southern Union offers continuing education courses. It's important to never stop learning!

No matter your career or personal goals, let us help you get to where you want to go!

For more information on these and other opportunities available at Southern Union, check us out at www.suscc.edu.

Need Information?



Call any of our campuses and dial the extension below to find the department you need.

Wadley 256.395.2211 Opelika 334.745.6437 Valley 334.756.4151

Campus Tours

Wadley ext. 5153
Opelika ext. 5404
Valley ext. 5200

Financial Aid

Wadley ext. 5162
Opelika ext. 5356

Admissions

Wadley ext. 5157
Opelika ext. 5354

Academic Advising

Wadley ext. 5153
Opelika ext. 5404
Valley ext. 5204

Testing Center

Compass Test (Opelika) .. ext. 5416
Compass Test (Wadley) .. ext. 5810
GED Test ext. 5416

Athletics

General Information ext. 5163

Adult Education

General Information ext. 5314

Residence Hall & Student Life

General Information ext. 5171

Business Office

Fee Payment
(Wadley and Valley) ext. 5113
Fee Payment (Opelika) ext. 5482

Health Sciences Division

Admission ext. 5515
Advising ext. 5516

Technical Division

General Information ext. 5316
Advising ext. 5305

Fine Arts

Dance ext. 5185
Music ext. 5191
Technical Production ext. 5181
Theater ext. 5811



SOUTHERN UNION
STATE COMMUNITY COLLEGE

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