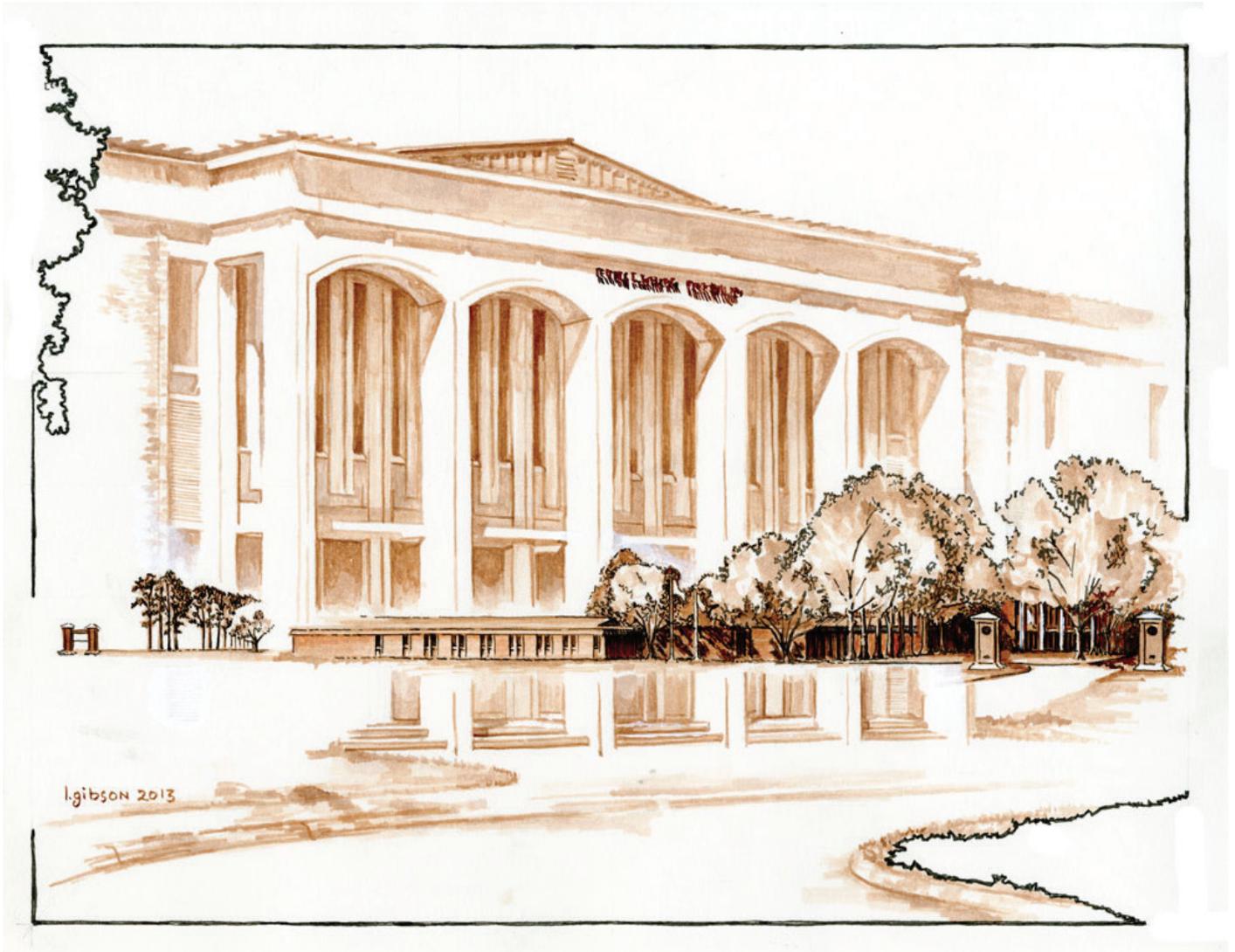


# Enterprise State Community College 2014-2015 Catalog & Student Handbook



ENTERPRISE  STATE  
COMMUNITY COLLEGE  
 ALABAMA AVIATION CENTER

Albertville ~ Andalusia ~ Decatur ~ Enterprise ~ Fort Rucker ~ Mobile ~ Ozark



# ENTERPRISE STATE COMMUNITY COLLEGE

*Your Investment in Excellence*

## MESSAGE FROM THE INTERIM PRESIDENT OF THE COLLEGE

**CYNTHIA T. ANTHONY, Ed.D.**

In the fall of 1965, Enterprise State Junior College opened its doors to 256 Wiregrass area students. Forty-nine years later, it is a comprehensive community college with a statewide economic impact and alumni in several countries. While much has changed since those early days, what remains is the College's commitment to excellence in academic programs and student services and to enhancing the quality of life in the communities it serves.

Nothing exemplifies the College's commitment to quality education more than the success of its students. The ESCC family includes graduates who have made positive impacts on the lives of people in Alabama and throughout the world. Many ESCC graduates credit the foundation they received at Enterprise State with helping them become successful in their academic and career pursuits.

Recognizing that education is directly tied to quality of life, ESCC strives for excellence in all of its educational programs - academic transfer, career/technical, adult education, and workforce development. What was once a small junior college serving a few counties is now a community college that plays a key role in the entire State's economy. With its statewide Alabama Aviation Center unit, ESCC is proud to have been a part of Alabama becoming a major player in the global aviation industry. Closer to home, ESCC helps meet the workforce needs of local businesses through its career programs that prepare students for successful employment and career advancement.

There is much more to a great community college than the teaching and learning that occurs in classrooms. Recognizing this, ESCC continues the tradition of improving the quality of life in the community through cultural events and its support of community activities. Whether it's raising thousands of dollars in support of cancer research, housing the local high school after a devastating tornado, or showcasing the performing arts, Enterprise State Community College exemplifies a great community college.

It is an honor and a pleasure to serve as Interim President of Enterprise State Community College and to be a part of continuing its history of serving its students and community. There is no doubt that the tradition of excellence will continue at ESCC because of faculty and staff dedicated to their profession. I am pleased to be a part of the great things that the future holds for Enterprise State Community College!

# ENTERPRISE STATE COMMUNITY COLLEGE

www.escc.edu ~ aviation.escc.edu

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P.O. Box 1300 / 600 Plaza Drive  
Enterprise, Alabama 36331/36330  
(334) 347-2623

Fort Rucker Site  
Building 4502  
Andrews Avenue  
Fort Rucker, AL 36362  
(334) 347-2623 ext. 4227

Alabama Aviation Center at Ozark  
3405 U. S. Highway 231 South  
Ozark, AL 36360  
(334) 774-5113

Alabama Aviation Center at Mobile  
1975 Avenue C  
Mobile, AL 36615  
(251) 438-2816

Alabama Aviation Center at Albertville  
24 Aviation Way  
Albertville, AL 35950  
(256) 279-0940

Alabama Aviation Center at Andalusia  
21760 Bill Benton Lane  
Andalusia, AL 36421  
(334) 222-0133

Alabama Aviation Center at Decatur  
Calhoun Community College  
6250 U.S. Hwy. 31 North  
Tanner, AL 35671  
(256) 306-2521

## COLLEGE CATALOG and STUDENT HANDBOOK 2014-2015

### Accreditation

Enterprise State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate's degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Enterprise State Community College. Specific questions regarding ESCC's educational programs, admission requirements, financial aid, and other matters related specifically to the College should be forwarded directly to the College.

### Member

Southern Association of Colleges and Schools  
American Association of Community Colleges  
Alabama Community College Association  
Alabama Community College System Instructional Officers Association  
Alabama Community College System Public Relations Association  
Alabama Community College System Training for Existing Business and Industry Network  
Southern Association of Collegiate Associate Dean of Students for Enrollment Managements and Admissions Officers  
National Association of College and University Business Officers  
Alabama Association of College and University Business Officers  
Alabama Community College System Financial Management Association  
Association of Alabama College Administrators  
National Association of Student Financial Aid Administrators  
Southern Association of Student Financial Aid Administrators  
Alabama Association of Student Financial Aid Administrators  
Council on Resource Development  
Council for Alabama Resource Development

The information and statements set forth in this *Catalog and Student Handbook* are for informational purposes only. These provisions are subject to change by Enterprise State Community College and Alabama Community College System officials without notice and do not constitute an irrevocable contract between any student and Enterprise State Community College. Considering that academic requirements for graduation can be changed without actual notice to individual students, it is especially important that students keep themselves apprised of current graduation requirements for their particular degree programs. Although the publisher of this *Catalog and Student Handbook* has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors occasioned by honest mistake. For current information, contact the Office of the Dean of Instruction at the Enterprise Campus at (334) 347-2623, ext. 2241.

<b>College Calendar</b> .....	5
<b>General Information</b> .....	8
Mission of Enterprise State Community College .....	8
College-Level Competencies .....	8
Quality Enhancement Plan .....	9
Administration and Control .....	9
History .....	9
The President's Council .....	11
Other Councils .....	11
College Assembly .....	11
Faculty Senate .....	11
Participation in the Decision-Making Process .....	11
The Physical Plant—Enterprise Campus .....	11
The Physical Plant—Fort Rucker Site .....	12
The Physical Plant—Alabama Aviation Center at Ozark .....	12
The Physical Plant—Alabama Aviation Center at Mobile .....	12
The Physical Plant—Alabama Aviation Center at Andalusia .....	13
The Physical Plant—Alabama Aviation Center at Albertville .....	13
The Physical Plant—Alabama Aviation Center at Decatur .....	13
Equal Opportunity in Education and Employment .....	13
Americans with Disabilities Act .....	13
Sexual Harassment .....	13
Drug Abuse Prevention Policy .....	14
Tobacco Usage Policy .....	14
Contagious Disease Policy .....	14
Grievance Policies and Procedures for Students .....	14
Intellectual Property .....	15
Selective Service Registration .....	15
Fund Raising .....	15
Where to Go for Information .....	16
<b>Admission Policies</b> .....	17
Required Documentation .....	17
Admission of First-Time College Students .....	17
Admission of Transfer Students .....	18
General Principles for Transfer of Credit .....	19
Admission of Transient Students .....	20
Policy on Placement Testing .....	20
Enrollment for Accelerated High School Students .....	21
Dual Enrollment/Dual Credit for High School Students .....	21
Admission of Non-Citizens/International Students .....	22
Special Students .....	23
Admission Procedures .....	23
Admission to Course, Re-admission to Course for Students Reported as No Shows .....	24
<b>Tuition and Fees</b> .....	25
Facilities Renewal Fee .....	25
Technology Fee .....	25
Other Fees .....	25
Tuition, Facilities Renewal, and Technology Fee Refunds .....	25
Refund for Partial Withdrawal .....	25
Special Interest Course Refunds .....	25
<b>Financial Aid</b> .....	26
Eligibility for Financial Aid .....	26
Financial Aid Programs .....	26
Financial Aid Application Checklist .....	27
Verification Requirements for Financial Aid .....	28
Required Standards of Satisfactory Academic Progress (SAP) .....	28
Evaluation of Satisfactory Academic Progress .....	29
Veterans' Benefits .....	29
Required Standards of Satisfactory Academic Progress for Veterans .....	31
Certification of Veterans .....	31
Tuition Assistance .....	31
Military Spouse Career Advancement Accounts Program .....	31
Alabama National Guard Educational Assistance Program .....	32
ESCC Scholarships .....	32
The ESCC Foundation Scholarships .....	33
Scholarships in the Process of Being Endowed .....	37
Memorial/Special Scholarships .....	37
How to Apply for Scholarships .....	38
<b>Student Services</b> .....	40
Mission and Goals .....	40
Counseling .....	40
Student Support Services .....	41
Testing Program .....	41
Library/Learning Resources Center (LRC) .....	42
Career Fair .....	42
College Transfer Day .....	42
Master Student .....	42

Orientation .....	43
The ESCC Bookstores .....	43
Student Organizations .....	43
Chaperoned Events and Other Activities .....	44
Academic Advising .....	45
Student Conduct Code .....	46
Information Technology (IT) Policy .....	49
Disciplinary Procedures .....	52
Organization of the Disciplinary Committee .....	53
Due Process .....	53
Penalty without Hearing by Disciplinary Committee .....	54
Temporary Suspensions .....	54
Rules of Evidence .....	54
Hearing Procedures .....	54
Notification of Action .....	55
Disciplinary Sanctions .....	55
Nonstudent Sanctions .....	55
Drug Testing of Student Athletes .....	55
Preventing Sexual Assault/Acquaintance Rape .....	58
Inspection of the College's Facilities .....	59
Disclosure of Campus Security Policies and Campus Crime Statistics .....	59
Traffic and Parking .....	60
Student Health Services .....	62
Security and/or Promotion of the College .....	62
Fund Raising .....	62
Free Speech Zone .....	62
<b>Academic Policies .....</b>	<b>63</b>
Grading .....	63
Appeals Process .....	63
Quality Points .....	63
Course Forgiveness .....	63
Incompletes .....	63
Auditing .....	64
Distance Learning Policy .....	64
Degrees and Certificates .....	67
Degree Requirements .....	67
Dual Enrollment .....	68
Attendance .....	68
Admission to Course, Readmission to Course for Students Reported as No Shows .....	69
Procedures for Appealing Dismissal from Aviation Maintenance Technology Classes for Missing Excessive Instructional Time .....	70
Attendance Verification .....	70
Excused Absences .....	70
Standards of Academic Policy .....	70
Standards of Progress Policy .....	70
Intervention for Student Success .....	71
Application of Standards of Progress—Academic Standing Status .....	71
Process for Appeal for Readmission .....	71
Definition of Terms .....	71
The Family Educational Rights and Privacy Act (FERPA) .....	72
Final Examinations .....	73
Dropping or Adding a Class .....	73
Withdrawal from a Course/Complete Withdrawal from the College .....	73
Academic Bankruptcy .....	74
Maximum and Minimum Course Loads .....	74
Honors and Recognitions .....	74
College Level Examination Program (CLEP) .....	75
Advanced Placement Credit (AP) .....	75
Special Programs for Military Service members .....	75
Evening Program .....	76
Continuing Education and Community Service Program .....	76
Adult Education, Training, and General Education Development (GED) Program .....	77
Industry Training .....	77
Academic Competitions .....	77
<b>Degree Plans and Degree Requirements .....</b>	<b>78</b>
<b>Career/Technical Programs of Study, Associate in Applied Science Degrees, Certificates, and Short-term Certificates .....</b>	<b>87</b>
<b>Course Descriptions .....</b>	<b>136</b>
<b>College Personnel .....</b>	<b>180</b>
<b>Index .....</b>	<b>186</b>

# College Calendar

## FALL SEMESTER 2014

August 4, Monday.....	Payment Due for Pre-Registration by 4:00 p.m. (Beginning August 4th, payment is due at the time of registration.)
<b>August 12, Tuesday</b> .....	<b>Local Professional Development (Ozark Campus - College Offices Closed)</b>
August 14, Thursday.....	Registration Day
August 18, Monday.....	First Official Class Day / Beginning of 1 <sup>st</sup> Mini Term
August 20, Wednesday.....	Last Day to Drop/Add 1st Mini-term Classes
August 20, Wednesday.....	Last Day to Drop/Add Full Term
<b>August 25, Monday</b> .....	<b>Attendance Verification Due from Faculty by 2:00 p.m.</b>
September 1, Monday.....	State Holiday, Labor day
September 17, Wednesday.....	Constitution Day
September 26, Friday.....	Last Day to Withdraw <b>Without Academic Penalty</b> , 1st Mini
October 7, Tuesday.....	1st Mini Exams (T/Th classes)
October 8, Wednesday.....	1st Mini Exams (M/W classes) / End of 1st Mini Term
October 9, Thursday.....	Begin of 2nd Mini Term
October 10, Friday.....	Last Day to Drop/Add 2nd Mini Term
<b>October 15, Wednesday</b> .....	<b>Attendance Verification Due for 2nd Mini by NOON</b>
<b>October 23, Thursday</b> .....	<b>60% Title IV Tuition Adjustment Date</b>
October 31, Friday.....	Last Day to Withdraw <b>Without Academic Penalty</b> , Full Term
November 4-5, Tuesday-Wednesday.....	Priority Registration begins for Spring Term
November 6, Thursday.....	Open Registration begins for Spring Term
November 11, Tuesday.....	State Holiday, Veteran's Day
November 21, Friday.....	Last Day to Withdraw <b>Without Academic Penalty</b> , 2nd Mini
November 24-26, Monday-Wednesday.....	Student Holidays, (State Professional Dev.)
November 27-28, Thursday-Friday.....	State Holidays, Thanksgiving
December 5, Friday.....	Last Class Day / End of 2nd Mini Term
December 8-12.....	Final Exams (Full Term and 2nd Mini Classes)
December 16, Tuesday.....	AAC - Ozark Graduation/Honors Day

## SPRING SEMESTER 2015

Last day to pay for pre-registration for spring 2015 is December 10, 2014.

December 10.....	Payment Due for Pre-Registration by 4:00 p.m.
January 5-9, Monday-Friday.....	Faculty Duty Days - (Faculty Returns)
<b>January 6, Tuesday</b> .....	<b>Local Professional Development</b> <b>Enterprise Campus - College Offices Closed</b>
January 8, Thursday.....	Registration Day
January 12, Monday.....	First Official Class Day / Begin of 1st Mini Term
January 13, Tuesday.....	Last Day to Drop/Add 1st Mini Term and Full Term
<b>January 16, Friday</b> .....	<b>Attendance Verification Due from Faculty by 2:00 p.m.</b>
January 19, Monday.....	State Holiday, Lee - King Birthday(s)
February 20, Friday.....	Last Day to Withdraw <b>Without Academic Penalty</b> , 1st Mini
March 3, Tuesday.....	1st Mini Exams (T/Th classes)
March 4, Wednesday.....	1st Mini Exams (M/W classes) / End of 1st Mini Term
March 5, Thursday.....	Begin of 2nd Mini Term
March 6, Friday.....	Last Day to Drop/Add 2nd Mini Term
<b>March 11, Wednesday</b> .....	<b>Attendance Verification Due for 2nd Mini by NOON</b>
<b>March 19, Thursday</b> .....	<b>60% Title IV Tuition Adjustment Date</b>
March 20, Friday.....	Last Day to Withdraw <b>Without Academic Penalty</b> , Full Term
March 23-27, Monday-Friday.....	Duty Non-Instructional Personnel ( <b>Spring Break</b> )
March 30, Monday.....	Classes Resume/Faculty Return
<b>March 31- April 1, Tuesday-Wednesday</b> .....	<b>Priority Registration for Summer Term</b>
<b>April 2, Thursday</b> .....	<b>Open Registration begins for Summer Term</b>
April 3, Friday.....	Good Friday - Local Professional Development - Student Holiday
April 14, Tuesday.....	ESCC - Enterprise Campus Honors Day
April 20, Monday.....	Last Day to Withdraw <b>Without Academic Penalty</b> , 2nd Mini (Extra week due to student holidays - Spring Break)
<b>April 21-22, Tuesday-Wednesday</b> .....	<b>Priority Registration begins for Fall Term</b>
<b>April 23, Thursday</b> .....	<b>Open Registration begins for Fall Term</b>
May 1, Friday.....	Last Class Day
May 4-8.....	Final Exams (Full Term and 2nd Mini Classes)
<b>May 8, Friday</b> .....	<b>Grade Due - 12:00 p.m.(NOON)</b>
May 11-12, Monday-Tuesday.....	Faculty Duty Days
May 12, Tuesday.....	Graduation-Faculty Duty Day (Enterprise/Fort Rucker)
May 14, Thursday.....	GED Graduation
May 13-15, Wednesday-Friday.....	Duty Non-Instructional Personnel

## SUMMER SEMESTER 2015

Last day to pay for preregistration for summer 2015 is May 14, 2015.

May 14.....	Payment Due for Pre-Registration by 4 p.m
May 21, Thursday.....	Registration Day
May 25, Monday.....	Holiday, Memorial Day
May 26, Tuesday.....	First Official Class Day (1st Mini Term Begins)
May 27, Wednesday.....	Last Day to Drop/Add 1st Mini Term and Full Term
<b>June 1, Monday.....</b>	<b>Attendance Verification Due from Faculty by NOON</b>
June 8, Monday.....	Pell/Loan funds distributed to students
June 19, Friday.....	Last Day to Withdraw <b>Without Academic Penalty</b> , 1st Mini
June 29, Monday.....	End of 1st Mini Term
June 29, Monday.....	1st Mini Exams (M-Th classes)
June 30, Tuesday.....	Begin of 2nd Mini Term
July 1, Wednesday.....	Last Day to Drop/Add 2nd Mini Term
July 2, Thursday.....	Last Day to Withdraw <b>Without Academic Penalty</b> , Full Term
July 3, Friday.....	Holiday, Independence Day
<b>July 6, Monday.....</b>	<b>Attendance Verification Due for 2nd Mini by NOON</b>
<b>July 7, Tuesday.....</b>	<b>60% Title IV Tuition Adjustment Date</b>
July 24, Friday.....	Last Day to Withdraw <b>Without Academic Penalty</b> , 2nd Mini
<b>July 30, Thursday.....</b>	<b>Last day to pay for preregistration for Fall 2015</b>
July 31, Friday.....	End of 2nd Mini Term
July 31, Friday.....	Last Class Day (Full Term Classes)
August 3-4, Monday-Tuesday.....	Final Exams (Full Term Classes)
August 6, Thursday.....	Graduation - (Mobile)

2014  
MISS ESCC  
Madison Quattlebaum



# **NOTES**

**ESCC is online at**  
**www.escc.edu and on Facebook!**

# General Information

## MISSION OF THE ALABAMA COMMUNITY COLLEGE SYSTEM

The Alabama Community College System's mission is to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

## MISSION OF ENTERPRISE STATE COMMUNITY COLLEGE

The mission of Enterprise State Community College, including the Alabama Aviation Center, is to serve students and communities by providing educational opportunities that enhance the quality of life and promote economic development.

## INSTITUTIONAL GOALS

- to Prepare Students for Transfer
- to Prepare Students for Immediate Employment and Career Advancement
- to Assist Persons in Formulating and Achieving Their Educational Goals
- to Assist Persons in Improving Learning Skills, Overcoming Educational Deficiencies, and Adapting to Technological Changes
- to Improve the Social, Economic, and Cultural/Recreational Life in Our Communities

## COLLEGE-LEVEL COMPETENCIES

The ESCC Instructional Council has developed a comprehensive list of skills which graduates and transfer students should achieve while enrolled in general education courses. Students who complete an A.A. or A.S. degree, or who complete general education courses for the A.A.S. degree or for transfer, should be able to demonstrate proficiency in the following areas.

### Communication

To develop effective speaking, listening, reading, and writing skills, along with effective non-verbal communication strategies

- locate, comprehend, evaluate, and use written materials
- compose and revise written materials
- compose and deliver oral messages appropriate to an intended audience
- respond appropriately to a written or spoken message and its source
- use and comprehend appropriate nonverbal messages in a given context
- select communication skills appropriate to a given context
- comply with ethical and legal standards in the production of original works

### Mathematical

To develop the skills necessary to accurately organize, analyze, interpret, and draw conclusions from various types of mathematical information and to apply mathematical concepts and reasoning to problem solving

- organize, analyze, interpret, and communicate numerical information verbally, graphically, and symbolically
- reason logically to formulate problems in mathematical terms
- solve problems using mathematical concepts and skills
- appropriately apply technology to both numerical processes and mathematical problem solving

### Aesthetic Response

To develop personal responses to various works of fine and performing arts

- develop criteria and judge the quality of artistic expression
- develop awareness of the process involved in creating a particular work of art
- apply methods for analyzing a particular medium of work
- develop appreciation of various forms of art and their genres, periods, and cultural and historical contexts

### Technology

To develop proficiency in the use of technology

- use appropriate safety features and precautions
- select appropriate technology to fulfill a given function
- develop computer and internet skills
- create, retrieve, manage, and evaluate digital information

### Thinking and Problem Solving

To develop the skills necessary for analysis, synthesis, evaluation, decision making, critical thinking, and creative thinking

- identify and define problems clearly



Talmadge Hall—were occupied spring quarter of 1990. In 1983, the College began offering credit courses and non-credit short courses at the Fort Rucker Site.

Upon the retirement in 1981 of the College's first president, B.A. Forrester, Dr. Joseph D. Talmadge was appointed President of the College. Dr. Talmadge had served as Dean of the College since its establishment and provided dynamic leadership for the development of the College's academic program. He retired in September 1994. When Dr. Talmadge retired, Vice Chancellor for the Alabama Department of Postsecondary Education, Dr. Stafford L. Thompson, was appointed Interim President. Dr. Thompson was appointed President of the College on March 28, 1996. He led the College through the reorganization to include the state's aviation maintenance training programs. He obtained funding to build the Aviation Technical Training Center on the Ozark Campus. Dr. Thompson retired July 1, 2008. At that time, Dr. Nancy W. Chandler was appointed Interim President. Dr. Chandler came to ESCC from Faulkner State Community College where she served as Vice President of Instruction, Institutional Advancement and Effectiveness. She was appointed President of the College on May 28, 2009.

In February 2003, the Alabama State Board of Education approved the reorganization of Enterprise State Junior College with the Alabama Aviation Center at Ozark and the Aviation Center at Mobile of George C. Wallace Community College—Dothan. This created a new comprehensive community college that was named Enterprise-Ozark Community College. The Alabama Aviation Center in Andalusia opened fall semester of 2006, and the Alabama Aviation Center at Albertville opened spring semester 2009. Aviation maintenance courses are taught at both of these sites. In November 2009, the Alabama State Board of Education approved a name change to Enterprise State Community College and approved a marketing name for the aviation programs as the Alabama Aviation Center, a unit of Enterprise State Community College.

The Alabama Aviation Center at Ozark originated in 1960 as a part of the educational program administered by the Ozark City Board of Education. In 1962, the institution's aviation maintenance program was certified by the Federal Aviation Administration. By act of the State Legislature in 1963, the institution, which was then known as the Alabama Institute of Aviation Technology, was brought under the Alabama State Board of Education as a state vocational trade school. In 1970, the institution was accredited by the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools. In 1973, the Alabama State Board of Education changed the name to Alabama Aviation and Technical College, and in 1976, the Board authorized the establishment of an off-campus center in Mobile, Alabama. In 1991, the College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in applied science degree, and the College's accreditation was reaffirmed in 1997. In 1996, the College and its Mobile center were merged with George C. Wallace Community College, and the names of the locations were changed to the Alabama Aviation Center in Ozark and the Aviation Center at Mobile. In 2008, under ESCC, the new Aviation Technical Training Center on the Alabama Aviation Center in Ozark opened its doors for classes. Additional sites have been added for aviation programs and include the Alabama Aviation Center at Albertville, the Alabama Aviation Center at Decatur, and the Alabama Aviation Center at Andalusia.

In addition to its primary focus on academic excellence, throughout its history Enterprise State Community College has emphasized student service through special attention to the needs of certain groups of citizens and a varied program of student activities. Special programs and services for employees of existing businesses and industries and military service members and their families are available.

The College received state and national recognition for a variety of student activities. For more than 30 years, the Enterprise Campus chapter of Phi Theta Kappa, the national honor society of American two-year colleges, was recognized as one of the top chapters in the nation. In 1984 and 1992, the chapter was named The Most Distinguished Chapter in the Nation, and in 1986-87 and 2001-02, and again in 2010 the sponsors were named Most Distinguished Sponsor, and the Enterprise Chapter continues to be placed in the top ten percent internationally. The chapter is also active at the Alabama Aviation Center at Ozark. The First Impressions Team (FIT), which leads the orientation programs for new students, has been recognized by the Southern Regional Orientation Workshop of the National Orientation Directors Association (NODA) for outstanding leadership. Former FIT sponsor, Dr. Betty Cully, was designated as an Outstanding Orientation Director in 1995 and 2003. The College's show choir, the Entertainers, was consistently rated Superior in competitions and the group has received "Best in Class" awards numerous times. The group received all of the first place honors in the Show Choir Category of the Alabama College Association Music Showcase.

Athletics have been an important part of the ESCC collegiate experience as well. The baseball team won the Alabama State Junior College Championship in 1982 and the Southern Division Championship in 1986. In 1985, the College's Weevil Women earned the runner-up trophy in the state championship tournament in women's basketball and were fourth in the state championship tournament in 2003. Also in 2003, the men's basketball team was runner-up in the Alabama Junior College Division I Conference. The men's team won that conference in 2004. Former head coaches David James, Dr. Chelita DuBois, and Jimmy Messer were named 2003 Coaches of the Year for the Alabama Community College Athletic Division, and Coach Messer received this honor again in 2004. At one time the College had a women's tennis team which won second place in state competition for Division II in 1997 and 1998. The College's golf team won second place in state competition for Division II in 1998.

Throughout its history, Enterprise State Community College has been successful in attracting federal and private funds that have enabled the College to develop innovative programs and services. The College has received four major five-year development grants and three endowment grants totaling approximately \$9 million from the U.S. Department of Education's Title III Strengthening Institutions Program. In addition to comprehensive faculty development and curriculum improvement projects, these grants have financed the purchase of state-of-the-art computer equipment throughout the campus and other projects focused on student retention. Other federal and foundation grants enabled the College to establish the Tutorial Assistance Program for Students—now Student Support Services—the Adult Basic Education Program, the Workplace Literacy Program, Student Academic Support Services Laboratory, and the National Science Foundation scholarship program. In 2000 and 2001, National Science Foundation Grants

provided scholarships to students majoring in science, engineering, or computer information science. In 2005, a Community-Based Job Training Grant was awarded by the Department of Labor to build the capacity of the College to train technicians for the skills required to succeed in high-growth, high-demand aviation industries. In 2010 a 3-Dimensional Simulation and Modeling short-term certificate program began, funded by a grant from the Alabama Governor's Office of Workforce Development. Within 16 weeks, students learn how to create 3-dimensional models that can be manipulated in myriad ways to enhance learning environments, to assist businesses and industries, to assist in development of special affects in the entertainment industry, and to provide simulation projects for the military. This unique program will provide employees for a burgeoning industry within a short period of training.

The ESCC Foundation was established in 1982 to enhance the College's ability to seek private funding. Administered by a Board of Directors composed of business and civic leaders, the Foundation has developed an endowment program that funds student scholarships as well as faculty development, curriculum improvement, and continuing education projects.

Before his untimely death in 1993, Enterprise native and nationally renowned theatre director and producer, James Hatcher, made arrangements for his valuable collection of theatre memorabilia and literature to be displayed at ESCC. The James Hatcher Collection is housed in Forrester Hall.

President Chandler, the faculty, and staff are continuing the College's legacy of excellence in education at all locations of the College and in the surrounding communities. Dynamic leadership, dedication to the teaching-learning process, and superior support services achieve the College's mission.

#### **THE PRESIDENT'S COUNCIL**

The President's Council addresses matters that affect the College as a whole. The Council acts in an advisory capacity to the President and reviews and adopts College policy. Members of the Council are the College Deans and any other person(s) designated by the President of the College.

#### **ASSESSMENT COUNCIL**

The Assessment Council advises and makes recommendations to the President's Council on matters related to institutional planning, assessment, and evaluation policies and processes.

#### **INSTRUCTIONAL COUNCIL**

The Instructional Council acts on policy and procedure recommendations of committees and recommends to the President's Council actions pertaining to instructional matters of the College.

#### **STUDENT SERVICES COUNCIL**

The Student Services Council's purpose is to review policies which affect ESCC students.

#### **COLLEGE ASSEMBLY**

The College Assembly serves as an open forum of all College employees for information sharing.

#### **FACULTY SENATE**

The Faculty Senate was established for the purpose of facilitating communication among faculty and between administration and the faculty.

#### **PARTICIPATION IN THE DECISION-MAKING PROCESS**

The College encourages student participation in the decision-making process primarily through the Student Government Association and student membership in the Quality Enhancement Leadership Team and the Disciplinary Committees. College employees participate in the decision making process through participation in standing councils and committees. Students also serve on standing College committees.

#### **THE PHYSICAL PLANT—ENTERPRISE CAMPUS**

Seven modern, fully equipped and air-conditioned buildings are in use. They include an administrative and general classroom building, a science building, a learning resources center (LRC), an EMS and Health/Fitness building, a fine arts building, an English and social sciences building, a student center, and a maintenance shop. Convenient driveways and paved parking areas are provided for students and faculty.

The buildings are situated on a 160-acre tract approximately one and one-half miles east of downtown Enterprise at the intersection of Plaza Drive and the Boll Weevil Circle. Recreation facilities for softball, baseball, jogging, and volleyball have been developed for both College and community use.

**Wallace Hall—WA (1966).** The administration building is a two-story structure which houses the computer center, administrative offices, faculty offices, and classrooms for business education, computer science, and general education. The building is named in honor of Governor George C. Wallace.

**Snuggs Hall—SN (1966).** This building is named for the late William Elbert Snuggs, former principal of Enterprise High School, a past president of the Alabama Education Association (AEA), and a past president of the Alabama Retired Teachers Association, who made one of the first cash contributions to the College. The building houses the Learning Resources Center (LRC) which includes the Library, Media Department, and the Student Academic Success (SAS) Lab. Snuggs Hall is situated south of Wallace Hall and is connected to Sessions Hall by a covered walkway and a paved plaza.

**Sessions Hall—SE (1966).** Laboratories, classrooms, and faculty offices for the teaching of zoology, botany, microbiology, chemistry, physics, and mathematics are housed in Sessions Hall. An unusual feature of the building is the octagonal lecture room which provides a spotlighted demonstration table and seats 114 persons. The lecture room serves as a meeting place for students and community groups. The hall is named for the late L. H. Sessions who for forty years was either a member or chairman of the Enterprise School Board, a tireless worker for quality education, and an active force in getting a junior college located in Enterprise.

**Lolley Hall—LO (1967).** The health building is named for the late Senator W. Ray Lolley who was instrumental in causing legislation to be passed creating the Alabama junior college system. The building contains offices, dressing rooms, and classrooms as well as activity areas. The building contains one of the largest gymnasiums in Alabama. The Emergency Medical Services program is also located here. Two classrooms and offices were added in 1990.

**Lurleen B. Wallace Hall—LW (1969).** This large student center contains a bookstore, meeting rooms, the counseling suite, Admissions, Financial Aid, Student Support Services (SSS), Dean of Students office, and Associate Dean of Students for Enrollment Management office. It is named to honor Governor Lurleen B. Wallace.

**Forrester Hall—FO (1977).** The fine arts building contains classrooms and office space for art and music. A tiered lecture room, a large choral lecture room, and a 3-D projection laboratory are special features of the building. The James Hatcher Collection is also housed here. The building is named for the late Benjamin Abb Forrester, first president of the College.

**Talmadge Hall—TA (1990).** The newest building on campus houses classrooms and offices for the English and social sciences departments. The Conner Gallery, a unique art display room, enables the College to show valuable exhibits to students and the community. The building is named for Dr. Joseph D. Talmadge, the College's second president.

**Maintenance Shop—(1973).** Located on Bellwood Road, this facility is used to house all maintenance operations for the Enterprise Campus.

**Cunningham Drive.** The drive around the Enterprise Campus is named for the late O.I. Cunningham who, as Executive Secretary of the Enterprise Chamber of Commerce, worked tirelessly to establish a college in Enterprise and remained throughout the rest of his life one of the most loyal supporters of the College.

## THE PHYSICAL PLANT—FORT RUCKER SITE

**Building 4502.** Located on Andrews Avenue, this large building contains the offices and classrooms for this site. The Fort Rucker Site was established in 1983 and has continued to grow in service to the soldiers in the United States Army, their family members, and surrounding community members.

## THE PHYSICAL PLANT—ALABAMA AVIATION CENTER AT OZARK

Sitting on a hill on U. S. Highway 231 in Ozark, the Alabama Aviation Center features six classroom and office buildings plus additional buildings with hangars.

**Steagall Armory - ARM.** Consists of 29 acres located on US Highway 231, Ozark south to the current campus.

**Henry B. Steagall, II Hall—STE.** This building houses the administrative offices along with Student Services, the Learning Resources Center, a computer lab, and classrooms.

**James B. Sasser Building—SAS.** Fronted by large trees, this building contains a multipurpose room and classrooms.

**James Douglas Brown Building—BRN.** Sitting at the back of the campus across South Union Avenue, the Brown Building boasts a clear view of the Ozark Airport's runway. Housing the Aviation Maintenance Technology classes and faculty offices, a computer lab and work bays, it also features a mural, painted by the students in 2003, reflecting the various types of air travel in the past to celebrate 100 Years of Flight.

**Rufus Barnett Building—BNT.** Connected to the Brown Building, the Barnett Building also houses Aviation Maintenance Technology classes, work bays, and faculty offices.

**Henry Higham Building—HIG.** Situated just northwest of Henry B. Steagall, II Hall, the Higham Building contains the Avionics Technology laboratories, classrooms, and faculty offices.

**Aviation Technical Training Center—ATTC.** This building opened for classes in 2008. Sitting on the back of the campus, it dominates the view in size and unique architecture. The building contains a hangar, classrooms, AMT, computer labs, and division and faculty offices.

#### THE PHYSICAL PLANT—ALABAMA AVIATION CENTER AT MOBILE

**Mobile Center Building.** Located at 1975 Avenue C, near the Mobile airport, this building houses administrative and faculty offices, classrooms and work bays, and a library. The Alabama Aviation Center at Mobile was established in January 2002, offering Airframe Technology, General Aviation Technology, Powerplant Technology, and Avionics.

#### THE PHYSICAL PLANT—ALABAMA AVIATION CENTER AT ANDALUSIA

The Aviation Training Facility at Andalusia is located in the New Business Incubator Building situated at the Andalusia-Opp Airport, Andalusia, Alabama. The facility consists of approximately 8,000 square feet of instructional and administrative space including a faculty administrative office, secure records storage space, two large classrooms, a welding lab, a composites lab, a sheetmetal lab, and a woodworking lab. The sheetmetal/woodworking lab has space for housing an aircraft suitable for instruction. All spaces are well lit and ventilated in accordance with all local and national codes. Vehicle parking is provided adjacent to the building. Aircraft taxiway and servicing opportunities are available at the airport.

#### THE PHYSICAL PLANT—ALABAMA AVIATION CENTER AT ALBERTVILLE

The Alabama Aviation Center at Albertville is located at the Albertville Airport. The facility consists of approximately 15,000 square feet of instructional and administrative space including administrative/faculty offices, secure records storage space, four classrooms, a welding lab, a composites lab, a sheet metal lab, a woodworking lab, a student/faculty break area, and adequate instructional storage. The spaces are well lit, heated and cooled, and ventilated in accordance with all local and national codes. Vehicle parking is provided adjacent to the building. Aircraft taxiway and servicing opportunities are available at the airport.

#### THE PHYSICAL PLANT—ALABAMA AVIATION CENTER AT DECATUR

The Alabama Aviation Center at Decatur is located on U. S. Highway 31 in Tanner on the Calhoun Community College campus, Building #12 next to Prior Field Airport perimeter. The Training facilities are housed under in one area consisting of 14,000 square feet, which includes administrative office spaces, five classrooms, a computer lab, and the aviation maintenance instructional shop. Students working in the maintenance shop can conduct sheet-metal, woodworking, composite, and welding.

#### EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of the Alabama State Department of Education and Enterprise State Community College that no person in Alabama shall, on the grounds of race, color, disability, sex, 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. Enterprise State Community College complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964 and Title IX Educational Amendment of 1972. Inquiries concerning this policy may be directed to Enterprise State Community College, Office of the Associate Dean of Students, P.O. Box 1300, Enterprise, Alabama 36331, (334) 347-2623, ext. 2235.

#### AMERICANS WITH DISABILITIES ACT

It is the policy of Enterprise State Community College to provide reasonable accommodations for environmental and program accessibility for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) as amended.

##### I. Requesting Accommodations

Students with permanent or temporary disabilities that affect their participation in the academic environment are encouraged to request accommodations in a timely manner.

##### II. Documentation of Disabilities

It is necessary to provide ESCC Disability Support Services with recent documentation of disabilities in order to obtain appropriate classroom accommodations. Guidelines for the documentation of disabilities are available with the ESCC Disability Support Services Staff as follows:

- Enterprise Campus—Dr. Felisha Ford, 600 Plaza Drive, Enterprise, AL 36330; Lurleen B. Wallace Hall—Student Center, Room LW102; (334) 347-2623, ext. 2293; FAX (334) 347-5569; or, e-mail oharper@escs.edu;
- Fort Rucker Site—Ms. Helen Nichols, Building 4502, Room 153, Fort Rucker, AL 36362; (334) 598-3438; FAX (334) 598-3438; or, e-mail hnichols@escs.edu;
- Alabama Aviation Center at Ozark—Dr. Oretha Harper, 3405 U.S. Highway 231 South, Ozark, AL 36360; (334) 774-5113; FAX (334) 774-6399; or, e-mail oharper@escs.edu;
- Aviation Center at Andalusia—21760 Bill Benton Lane, Andalusia, AL 36421; (334) 222-0133; FAX (334) 222-0429;
- Aviation Center at Mobile—1975 Avenue C, Mobile, AL 36615; (251) 438-2816, ext. 5101; FAX (251) 438-2836;
- Aviation Center at Albertville—24 Aviation Way, Albertville, AL 36421; (256) 279-0940; FAX (256) 279-0943;
- Aviation Center at Decatur—Calhoun Community College, 6250 U. S. Highway 31 North, Tanner, AL; (256)306-2521.

## SEXUAL HARASSMENT POLICY

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1974. Sexual harassment is any repeated or unwanted verbal or physical sexual advance, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone on campus which are offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's performance. ESCC does not condone such sexual harassment. Any questions or allegations regarding such harassment involving a faculty member should be directed to the Dean of Instruction at the Enterprise Campus, (334) 347-2623, ext. 2241. Any questions or allegations regarding such harassment involving another student should be directed to the Dean of Students at the Enterprise Campus, (334) 347-2623, ext. 2247. All allegations on the Alabama Aviation Center (ACC) instructional sites regarding such harassment should be directed to the AAC site directors: the Director at the Alabama Aviation Center at Ozark, (334) 774-5113, ext. 3601, the Director of the Alabama Aviation Center at Mobile, (251) 438-2816, ext. 5101, the Director of the Alabama Aviation Center at Andalusia, (334) 222-0133, the Director of the Alabama Aviation Center at Decatur, (256) 306-2521, or the Director of the Alabama Aviation Center at Albertville, (256) 279-0941.

## DRUG ABUSE PREVENTION POLICY

Enterprise State Community College is committed to the maintenance of a drug-free environment for its employees and students. The College has in operation a drug abuse prevention program which is accessible to all officers, employees, and students. This program includes, but is not limited to, lectures, conferences, a Counseling Office, classroom presentations, and Student Government Association activities.

## TOBACCO USAGE POLICY

It is the policy of Enterprise State Community College that no student or College official use any tobacco products while engaged in any official College game, performance, practice, or activity, whether on or off the campus. Violation of this policy may result in disciplinary action. **NOTE: There is no smoking allowed within 30 feet of buildings.**

## CONTAGIOUS DISEASE POLICY

Enterprise State Community College will not discriminate against any employee or student who has a contagious disease or who is suspected of having such a disease and is otherwise qualified to be employed or enrolled at ESCC according to the standards set by ESCC for initial and/or continued employment or enrollment.

As a condition of employment or enrollment, the College reserves the right to require a person with a contagious disease to provide medical certification that the condition is such that it does not pose a risk to other employees or students. Such information will be regarded as strictly confidential. Any release of such information will be discussed with the person prior to release and will be limited to those College personnel with a legitimate need to know.

The College further requires that all surfaces or substances contaminated with blood or other body fluids must be cleaned with a disinfectant or disposed of in an aseptic manner. Instructors and students in teaching laboratories requiring exposure to human blood or other body fluids must use only disposable equipment and dispose of used equipment in an aseptic and safe manner. No student shall be required to obtain or process the blood of other students.

This policy is based upon current legal and medical information and is subject to revision as new information becomes available. The Dean of Students is responsible for administering this policy.

## GRIEVANCE POLICIES AND PROCEDURES FOR STUDENTS

The purpose of the grievance procedure is to provide a means for resolving legitimate complaints quickly and at the most immediate level of responsibility. Students with complaints in the academic area should first discuss the problem with the appropriate faculty member to attempt to resolve the problem. If that fails, the student should contact the faculty member's division chairperson. If resolution is not satisfactory at the division chairperson level, the student should contact the appropriate instructional dean. The stated time lines for these contacts are listed below.

### I. Complaints within the Academic Area (Excluding Grade Appeals)

- A. After discussing the issue with the instructor, if the issue remains unresolved, the student should discuss the issue within five (5) working days with the division chairperson.
- B. If a mutually satisfactory agreement is not reached within five (5) working days from the time the student talks with the College official, the student may submit the grievance in writing to the instructional dean, or designee, with copies to the immediate college official responsible for the area in which the grievance occurred.
- C. The instructional official, or designee, will give a written response to the student within five (5) working days.

## II. Complaints within the Student Services Area

- A. Within five (5) working days, students should initially discuss the incident with the Student Services professional staff member responsible for the office/area (Guidance Services, Student Support Services, etc.) in which it occurred.
- B. If a mutually satisfactory resolution is not reached within five (5) working days from the time of notification, the student may submit a complaint in writing to the Dean of Students with copies to the Student Services professional staff member responsible for the office/area in which the grievance occurred.
- C. The Dean of Students, or designee, will give a written response to the student within five (5) working days.

### **VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) AMENDMENTS TO THE JEANNE CLERY ACT.**

In 2013 the Higher Education Act of 1965 was amended to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault and stalking and to include certain policies, procedures and programs pertaining to these incidents.

## **INTELLECTUAL PROPERTY (Copyright, Trademark, Patent Ownership as related to students)**

This policy is in compliance with the Alabama State Board of Education Policy 321.01—Copyright, Trademark, and Patent Ownership. Definition: An Intellectual Property (IP) is a trademark, copyright, or patent resulting from the creation of any instructional resource or technology. (Examples are copyrights from textbooks and literary works, patents from invention of machines and/or software, and trademarked materials such as Xerox, SlimFast, and IBM.)

### **I. Ownership:**

- A. If the IP is created by the student on his/her own time and without the use of the College resources, then ownership in trademark, copyright, or patent belongs to the person creating the property.
- B. If the IP is created by the student partially on his/her time and partially on the College's time using College resources (i.e., laboratories, library), then ownership in trademark, copyright, or patent belongs to Enterprise State Community College.

### **II. Royalties: Where a marketable IP is created, the student shall share in royalties.**

- A. Enterprise State Community College and the student who creates a marketable IP will be treated equally and on a fair basis with regard to any compensation supplemental to the pay of the individual where appropriate.
- B. Any financial compensation made to the student shall be made solely from the proceeds derived from the sales of the IP and not from any other state or federal funds.
- C. The portion of any royalty received by the student will be in direct relationship to the verifiable amount of personal time, resources, and funds that are reasonable and necessary for the creation of the product.
- D. Enterprise State Community College and the student must enter into an agreement for compensation prior to the creation of the product. This agreement must be approved in writing by the Chancellor of the Alabama Department of Postsecondary Education prior to payment of any compensation, according to the Alabama State Board of Education Policy.
- E. The compensation agreement between the College and the student must contain a caveat that the agreement is not necessarily in compliance with, and is not an exemption from, the Alabama Ethics Law. Thus, within ten (10) days of the execution of an agreement, a copy must be filed with the Alabama Ethics Commission.

## **SELECTIVE SERVICE REGISTRATION**

No person who is required to register with the Selective Service System under the United States Military Selective Service Act (50 U.S.C. App. 453) shall be eligible to enroll in any Alabama postsecondary institution of higher learning without proof of such registration. This proof shall be written notification from the Selective Service System or verification through Federal Financial Aid.

## **FUND RAISING**

The President of Enterprise State Community College controls the College's fund raising activities. All fund raising activities for the College must be approved by the President prior to the fund raiser.

## WHERE TO GO FOR INFORMATION

### Fort Rucker Site:

For assistance in any matter: Building 4502, Rm. 153, (334) 347-2623 ext. 4227

### Alabama Aviation Center at Ozark:

For assistance in any matter: Steagall Hall, (334) 774-5113

### Alabama Aviation Center at Mobile:

For assistance in any matter: (251) 438-2816

### Alabama Aviation Center at Andalusia

For assistance in any matter: (334) 222-0133

### Alabama Aviation Center at Albertville:

For assistance in any matter: Admissions Office, (256) 279-0941

### Alabama Aviation Center at Decatur:

For assistance in any matter: (256) 306-2521

### Switchboard: (334) 347-2623

#### Absences

Instructor for course  
Division Chairperson

#### Academic Help

Instructor for course  
Counseling Office, LW102, ext. 2244  
Dean of Instruction, WA106, ext. 2241  
Student Support Services, LW111, ext. 2265

#### Add/Drop A Course

Registrar, LW111, ext. 2295, 2272  
Evening Programs Director, WA, ext. 2276

#### Adult Education

Director, WA113, ext. 2209 or 2218

#### Application for Admission

Admissions, LW102, ext. 2272

#### Application for Graduation

Counseling Office, LW102, ext. 2244

#### Campus Security

Security Officer, LW100, 447-7564 or 447-6555

#### Career Information

Counseling Office, LW102, ext. 2293

#### Change of Address

Registrar, LW102, ext. 2272

#### Change of Schedule

Registrar, LW102, ext. 2272

#### Check on a Grade

Instructor for Course

#### Community Education Courses

Instructional Resources & Community Outreach Coordinator, ext. 2208

#### Complaints and Grievances

Dean of Instruction, WA106, ext. 2241  
Dean of Students, LW100, ext. 2235

#### Complete Withdrawal

Counseling Office, LW102, ext. 2244  
Evening Programs Director, WA, ext. 2276

#### Distance Learning

Distance Learning Office, WA, ext. 2282 or 2231

#### Financial Aid (Grants and Work-study)

Financial Aid, LW107, ext. 2214

#### Grades

Registrar, LW102, ext. 2272

#### Help Finding a Job

Counseling Office, LW102, ext. 2293

#### Help with Academic Problems

Counseling Office, LW102, ext. 2293

#### Identification Cards

Registrar, LW102, ext. 2295

#### Locate a Student on Campus

Dean of Students, LW100, ext. 2235

#### Lost and Found

Dean of Students, LW100, ext. 2235

## ENTERPRISE CAMPUS BUILDING CODES

WA: Wallace Hall—Administration Building  
TA: Talmadge Hall—English, History, and Social Sciences  
SE: Sessions Hall—Science and Math  
SN: Snuggs Hall—Learning Resources Center  
LW: Lurleen Wallace Hall—Student Center  
FO: Forrester Hall—Fine Arts Building  
LO: Lolley Gymnasium

#### Make Up a Grade of Incomplete

Instructor for course

#### Making a Schedule

Academic Advisor  
Counseling Office, Counseling, LW102, ext. 2244  
Evening Programs Director, ext. 2276

#### Night Classes

Evening Programs Director, ext. 2276

#### Parking

Campus Security, LW100, ext. 2277

#### Parking Permits

Dean of Students, LW100, ext. 2235

#### Pay Tuition/Refunds

Business Office, WA114, ext. 2211

#### PIN - Personal Identification Number

Counseling Office, LW102, ext. 2272

#### Research Help with Papers

Snuggs Hall, ext. 2298

#### Scholarship Application

Financial Aid, ext. 2241

#### Services for Students with Disabilities

504 Compliance Officer, LW102, ext. 2261

#### Student Organizations and Activities

Student Activities Coordinator, LW101, ext. 2339

#### Test Proctoring

Student Academic Success Lab (SAS), SN100, ext. 2304

#### Testing Services/Registration

Counseling Office, LW102, ext. 2244

#### Textbooks and Supplies

Bookstore, LW Weevil Center, ext. 2278

#### Transcripts

Registrar, LW102, ext. 2272

#### Transportation Needs

Dean of Students, LW100, ext. 2235

#### Tutorial and Academic Assistance

Student Support Services, LW111, ext. 2265  
Student Academic Support Lab, TA108, 447-2464

#### Veterans Affairs

Financial Aid, LW103, ext. 2214

#### Withdrawals

Registrar, LW102, ext. 2272  
Counseling Office, LW102, ext. 2244

#### Workforce Development/Industry Training (Aviation)

Dean of Planning, ext. 2309

#### Workforce Development/Industry Training (Non-aviation)

Training for Existing Business and Industry/Alabama  
Technology Network Office, ext. 3644

#### Work-study

Financial Aid, LW107, ext. 2214

**More information can be found  
online at [www.escc.edu](http://www.escc.edu)**

# Admission Policies

## GENERAL ADMISSION POLICIES AND PROCEDURES

### I. REQUIRED DOCUMENTATION

For admission to an Alabama Community College System institution, an applicant must provide:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I -797 Form with expiration date
- In-State Residency Form
- W9 (For Tax Information)

Applicants should submit the identification referenced above in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission consistent with local institutional policy.

For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS institution.

### II. ADMISSION OF FIRST TIME COLLEGE STUDENTS

An applicant who has not previously attended a regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time or a native student

#### A. Admission to Courses Creditable Toward an Associate Degree

Degree seeking students required Admission Documentation

- Admission application
- Primary form of identification
- Proof of high school graduation
- Official transcript - high school or GED®
- Official transcript(s) - all other colleges attended, ACT scores
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.
- W9

#### B. Admission to Courses Not Creditable Toward an Associate Degree

For admission to an Alabama Community College System institution to Courses Not Credible Toward an Associate Degree/ Non-degree seeking students who have earned a High School Diploma or GED.

- Admission application
- Primary form of identification
- Proof of graduation
- Official transcript - high school or GED®
- Official transcript - all other colleges (if attended)
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution
- In-State Residency Form
- W9 (For Tax Information)

For admission to an Alabama Community College System institution to Courses Not Credible Toward an Associate Degree/ Non-degree seeking students who have not earned a High School Diploma or GED.

- Admission application
- Primary form of identification
- Official transcript - high school (if attended)
- Official transcript - all other colleges attended (if attended)
- Required Assessment Score (State Board Procedure 801.05: Admission: Non-High School Graduate)
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution
- In-State Residency Form
- W9

If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read "CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS." This notation will be removed from the transcript only upon receipt of all required admissions records. Also, ESCC transcripts will be held until all admissions records are received.

### C. Conditional and Unconditional Admission of First-time College Students

ESCC has two types of admission status:

- **Unconditional status:** Students who have submitted all required documentation may be admitted as unconditional status. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.
- **Conditional status:** Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by institutional calendars, will prevent a student from future registration and official transcript release. If all required admission records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read "CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS." This notation will be removed from the transcript only upon receipt of all required admissions records. Also, ESCC transcripts will be held until all admissions records are received.

### D. ADMISSION CLASSIFICATION

- **First Time:** A student who has no prior post-secondary experience, attending any institution for the first time.
- **Transfer:** A student entering the institution for the first time, having previously attended a post-secondary institution. The student may transfer with or without credit. Acceptance of transfer credits is based upon institutional policy. Transfer students will be required to furnish official transcripts of all work attempted at all said institutions. Applicants who have been suspended from or are otherwise unable to re-enroll in another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the College Admissions Committee.
- **Transient:** A student enrolled at another college or university who is taking classes at an ESCC for the express purpose for transferring credit back to the home college or university.
- **International:** A student who is a citizen of another country.
- **Accelerated:** A secondary education student who is earning college credit while still in high school. Accelerated High School program may not substitute for high school credit.
- **Dual Enrollment and Dual Credit:** A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward a high school diploma.
- **Early College Education Program:** A secondary education student who is earning college credit toward a technical or health certificate.

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

### III. ADMISSION OF TRANSFER STUDENTS

An applicant who has previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The College may also require the transfer of student documents required of first-time college students.

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 requirements shall be classified as “Non-Degree-Eligible” students.

Applicants who have been suspended from or are otherwise unable to re-enroll in another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the College Admissions Committee.

#### A. Unconditional Admission of Transfer Students

A transfer student must have submitted to the College an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended and, as designated by the College, any other documents required for first-time college students.

An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

#### B. Conditional Admission of Transfer Students

A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester.

If all required admissions records have not been received by the College prior to issuance of first-semester grades, the grades will be reported on the transcript, but the transcript will read “CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS.” This notation will be removed from the transcript only upon receipt of all required admissions records. Also, ESCC transcripts will be held until all admissions records have been received.

#### C. Initial Academic Status of Transfer Students

A transfer student 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.

A transfer student who is admitted on Clear Academic Status is subject to the same standards of academic progress as “native” students. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The student’s transcript will read “ADMITTED ON ACADEMIC PROBATION.”

A transfer student who is admitted on Academic Probation retains that status until having attempted at least 12 credit hours at the institution. If, at the conclusion of the semester in which the student attempted a total of 12 or more credit hours at the institution, and his cumulative GPA at the institution is below 1.5, he is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER.

A transfer student’s status is clear if at the conclusion of the semester in which he has been admitted on academic probation he has attempted a total of 12 or more credit hours at the institution, with a cumulative GPA at the institution is 1.5 or above.

An applicant who has been academically suspended from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the College 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.”

### IV. GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework 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 the institution’s own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution 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 Associate Dean of Students for Enrollment Managements and Admissions Officers, and the National Association of Foreign Student Services.

A course completed at another regionally or Council on Occupational Education accredited postsecondary institution with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.

A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.

A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative GPA of 2.0 or above, the "D" grade will be accepted the same as for native students.

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

## **V. ADMISSION OF TRANSIENT STUDENTS**

A student who wishes to earn credits for transfer to another accredited postsecondary institution in which he or she has good standing may be admitted to Enterprise State Community College as a transient student. The student must submit an application for admission and a Transient Student Permission Form or official letter of good standing from the institution he or she has been attending that certifies that the credits they earned at ESCC will be accepted as part of the student's academic program. The student is not required to file a transcript of previously earned credits at other postsecondary institution.

## **VI. PLACEMENT TESTING POLICY**

Beginning freshmen, dual enrollment students, and advanced placement students must take the COMPASS placement test to ensure that they possess the basic skills required for success in college courses. Transfer students must take the COMPASS placement test prior to registering for English composition or mathematics courses or have credit in math or English on their transcript. The COMPASS test is valid for three years. Students may retake parts of the COMPASS test one time only. A fee of \$8.00 per test retake is charged.

Acceptable SAT and ACT scores can be used as the placement test requirement at ESCC. These scores are valid if the student enrolled at ESCC within three years of high school graduation. Otherwise, a three-year time limit is used to determine the acceptability of the test.

### **A. Reading Placement Policy**

Entering students scoring 69 or below on the COMPASS test are required to address their reading deficiencies during their first semester of enrollment at ESCC.

Students will not be allowed to enroll in any history or psychology course until they meet the passing criteria at the RDG085 level.

### **B. English Placement Policy**

Entering students are required to address writing deficiencies during their first semester of enrollment at ESCC. Students scoring 69 or below on the COMPASS test will be required to take either ENG092 or ENG093.

### **C. Mathematics Placement Policy**

Students are required to address math deficiencies during their first semester of enrollment at ESCC. Students scoring 36 or below on the COMPASS pre-algebra placement test must take MTH090 while students scoring 37-100 may take MTH098 or MTH116. Students scoring 29 or below on the COMPASS algebra placement test must take MTH098, students scoring 30-62 must take MTH100. Students scoring 63-82 on the COMPASS algebra test may take MTH 110 or MTH 112. Students scoring 83-100 on the COMPASS algebra test may take MTH 113.

Students in many A.A.S. degree plans may only need MTH116 and must score 37 or higher on the pre-algebra COMPASS test. Students who require MTH116 and score 0-36 must first take MTH090 before MTH116. Faculty must consult the current College Catalog and Student Handbook in order to determine the appropriate math level in the A.A.S. degree program.

Students who successfully complete the starting math level may progress to the next math course as required by their major. Students who earn a "D" or "F" grade in their math course are required to retake that class before progressing to the next course in the sequence.

#### D. Exemptions

Students scoring 470 or above on the verbal or mathematics portions of the SAT or scoring 20 or above on the verbal or mathematics portions of the ACT will be eligible to begin college-level coursework (ENG 101 or MTH 100) without taking the COMPASS placement test. Students scoring 530 or above on the mathematics portion of the SAT or 22 or above on the mathematics portion of the ACT will be eligible to begin in MTH 110 or 112. Students scoring 590 or above on the mathematics portion of the SAT or 24 or above on the mathematics portion of the ACT will be eligible to begin in MTH 113.

In order to begin college-level work in English, the student must score 20 or above on the English portion of the ACT.

#### E. Advanced Placement

All Alabama community colleges will accept a score of three (3) or higher on the Advanced Placement subject examinations for credit for a minimum of one course in the subject area corresponding to the test.

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.

A maximum of twenty (20) semester hours may be awarded for Advanced Placement by the state's community colleges.

### VII. ENROLLMENT FOR ACCELERATED HIGH SCHOOL STUDENTS

The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school.

College credit earned through the Accelerated High School program may not substitute for high school credit.

A high school student is eligible for admission as an accelerated student if he/she meets all of the following criteria:

- a. The Student has successfully completed the 10th grade;
- b. The student provides certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative 3.0 grade point average and recommends the student be admitted under this policy;
- c. The student may enroll only in courses for which the high school prerequisites have been completed.
- d. Students may enroll in academic; career and technical, or health profession course/programs in accordance with guidelines issued by the Chancellor of the Alabama Community College System.
- e. Exceptions may be granted by the Chancellor of the Alabama Community College System for a student documented as gifted or talented.
- f. Students must comply with the College's placement policy.

### VIII. DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

Dual enrollment program allow eligible high school students to enroll in college classes concurrently with high school classes. Students successfully completing dual enrollment classes receive both high school and college credit.

Colleges in the Alabama Community College System are authorized to establish dual enrollment/dual credit courses with local boards or education in the colleges' service area. Dual enrollment courses offered by postsecondary institutions shall be of collegiate quality and rigor. Students applying for dual enrollment must take the ACT COMPASS placement tests unless exempt because of ACT or SAT scores. Students may enroll in academic or career technical credit courses for dual credit.

#### A. Tuition and Payment

Students in dual enrollment/dual credit courses must pay normal tuition as required by the institution. Tuition may be provided by alternative resources, including funds provided by state and federal workforce development agencies, tuition assistance for employee dependents as defined in State Board of Education Policy 612.02, and scholarship programs as outlined by the specific system institution. **If alternative resources are used to pay tuition and/or related expenses, there is no implication that the resources will be available beyond the current term of course enrollment.**

**B. Student Eligibility for Dual Enrollment/Dual Credit**

Students must meet the following criteria to be eligible for dual enrollment.

1. The student must meet the entrance requirement established by the Alabama Community College System institution (801.01: Admission: General).
2. The student must have a minimum cumulative 3.0 grade point average (GPA) in completed high school courses unless a waiver is granted by the Chancellor of the Alabama Community College System.
3. The student must provide high school transcripts as documentation of cumulative grade average.
4. The student must have written approval of the appropriate principal and the local superintendent of education.
5. The student must meet applicable pre-requisites before participating in dual enrollment courses.
6. The student must meet placement testing and scores required by the college. The student must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code 290-8-9.12. This exception applied only to the requirement that students be in the 10th, 11th, or 12th grade. The Chancellor may grant other exceptions as requested by the individual college and local school board.

**C. Course Eligibility**

Courses offered by postsecondary institutions shall be drawn from the college's existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for dual enrollment/dual credit. Students may not audit courses under the terms of this policy. Eligible high school students are permitted to enroll in college courses conducted during school hours, after school hours, and during summer terms. The college reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

**D. Students Not Attending Public School**

This policy and these guidelines are also intended to apply to students who are not attending public school, but who are enrolled in private school or church school pursuant 16-28-1 of the Code of Alabama, or who are receiving instruction from a private tutor pursuant 16-28-5 of the Code of Alabama. Student eligibility must be certified by the appropriate official at the private school or church school or by the private tutor. A dual enrollment agreement must be developed between the college and participating private schools, church schools, or private tutors according to State Board of Education guidelines.

**E. Enrollment Limitations**

Enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as a determined by the College and the local School Board.

**F. Other Provision**

1. Dual Credit/Dual Enrollment instructors shall be faculty of the College. A high school teacher employed to teach a dual enrollment course will be designated as an adjunct faculty member of the college, and therefore must meet the credentialing requirements of the State Board of Education and other accrediting agencies. Faculty must be under the ultimate control and supervision of the college. The college must provide for faculty orientation, supervision, and evaluation. Documentation of appropriate instructor credentials which meet or exceed accrediting agencies must be on file at the college. College faculty credentials shall be provided to the local school board of education as needed to meet credential standards of accrediting agencies.
2. The college shall be responsible for the compensation of faculty, in accordance with State Board of Education and college policy. Faculty may not receive dual compensation for instructional time.
3. Six semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the college and the school board.
4. College courses approved for dual credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement at the postsecondary level indicating dual enrollment credit.
5. Payment of the current rate of tuition and fees per credit hour, textbooks and materials is the responsibility of the student unless other resources are available. Full payment of tuition must be completed by the first day of class. School boards will be notified of any unpaid tuition and fees prior to the start of classes.
6. Students are responsible for knowing policies relative to dual enrollment of colleges/universities to which they plan to transfer credit. The college reserves the right to refuse readmission to any student who is found to be in violation of college policies (academic standards of progress, Student Code of Conduct, ect.).
7. Transportation for any student receiving instruction at any facility other than a school campus of the local school board shall be the responsibility of the parents/guardian of such students unless otherwise negotiated between the college and the local school board.

## IX. ADMISSION OF NON-CITIZENS/INTERNATIONAL STUDENTS

Individuals who are not citizens of the United States and who require an I-20 form must use the following procedure for admission to ESCC. Students must complete the application process at least 30 days prior to the beginning of the semester for which enrollment is sought. The application process includes these requirements:

- A. Apply for admission to the College as a full-time non-transient student.
- B. Request an official copy of the high school or college transcript, in English, be mailed to: Office of Admissions, Enterprise State Community College, P.O. Box 1300, Enterprise, AL 36331-1300.
- C. Request an official copy of evaluation of transcript, indicating the equivalent U. S. educational level, be mailed to the above ESCC address.
- D. Request an official transcript showing a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or a minimum score of 173 on the computer version of the test be mailed to the above ESCC address.
- E. Provide the Office of Admissions with a signed notarized statement declaring that the student will be fully responsible for their financial obligations while attending Enterprise State Community College.
- F. Purchase and verify accident and health insurance policies which include repatriation expenses.
- G. Secure private housing as Enterprise State Community College does not provide dormitory facilities.
- H. Present a valid passport, Form I-94, and VISA acceptable to the United States to the College's admission officer.
- I. Pay the out-of-state tuition fee if not a military spouse or family member.
- J. Request and receive from Enterprise State Community College the I-20 form when all admission requirements have been completed.

Notes:

1. The I-20 form will not be issued to transient or part-time students.
2. Any and all elements of Enterprise State Community College admission requirements are subject to change without prior notice.

## X. SPECIAL STUDENTS

Applicants not meeting the minimum admission requirements may be admitted only to non-credit courses.

## XI. ADMISSION PROCEDURES

Apply online at [www.escc.edu](http://www.escc.edu). Paper applications are available from the Admissions Office at any ESCC location if needed. In-state residency forms are required for all students; additionally, all students except those registering for continuing education/ community service courses must comply with the identification documentation requirement and selective service policy when applicable.

### A. Students Entering College for the First Time

1. Complete an application for admission.
2. Provide the Admissions Office with either an official high school transcript showing date of graduation or GED (High School Equivalency) Certificate along with other documentation as required by the Admissions Office.

### B. Accelerated High School Students

1. Complete an application for admission.
2. Furnish appropriate form signed by principal.
3. Provide Admissions Office with official high school transcript.

- C. Dual Enrollment Students** (for students participating in approved dual enrollment courses as provided by contract between the local school system and ESCC)
1. Complete application for admission.
  2. Furnish appropriate form signed by principal and superintendent.
  3. Provide Admissions Office with official high school transcript.
- D. Transfer Students**
1. Complete application for admission.
  2. Request official transcripts be mailed directly to the Admissions Office from all colleges and universities previously attended. (Students with a baccalaureate degree will be required to submit only the transcript from the degree awarding institution.)
- E. Transient Students**
1. Complete application for admission.
  2. Request an official Transient Student Permission Form be mailed directly to the Admissions Office from host institution.
- F. Re-admission Students**
1. With the exception of summer semester, an application for re-admission is required when missing any consecutive semester or attending any other institution.
  2. Request an official transcript be mailed directly to the Admissions Office from previously attended institutions.
- G. Students Entering Continuing Education, Non-credit Training, and Community Services Courses** (Seminars, Workshops, and Short Courses)

Students who plan to register only for these courses need not apply for regular college admission. The Continuing Education Unit (CEU), if applicable, is given based on requirements established by the particular course.

## XII. ADMISSION TO COURSE, RE-ADMISSION TO COURSE FOR STUDENTS REPORTED AS NO-SHOWS

For a face-to-face class, a no-show student is one who has never physically attended a class session before the attendance verification deadline. For an online course, a “No-Show” student is one who has never actively participated in the course. Active participation is defined as completing the Attendance Verification Quiz for each online course in which the student is enrolled. The Attendance Verification Quiz must be completed by noon of the fifth *calendar* day of each semester. Logging in to the course or sending an E-mail is not considered active participation.

- A. Admission to Course After Final Day of Drop/Add**
1. Students who are not in the “registered” status for classes at the end of the drop/add period shall be dropped from enrollment.
  2. Students who are not registered for classes (including those in preregistered status) will not be admitted into a course after the drop/add period has ended until they are registered and been approved for admission by the Dean of Instruction. Admission to a course after the drop/add period will not be approved by the Dean of Instruction except under extreme extenuating circumstances (e.g. death in family, serious illness, military assignment). Note that awaiting confirmation of a financial aid award is not considered an extreme extenuating circumstance.
  3. To facilitate this request the student must obtain a drop/add form from the Registrar’s office. For approval, the drop/add form must be signed by the Dean of Instruction and returned to the Registrar’s office by the Dean of Instruction; a copy shall be submitted to the course instructor. It is the student’s responsibility to check the status of his or her admission request with the instructor.
  4. This policy does not apply to data entry errors.
- B. Readmission to Course for Students Reported as No-Shows**
1. If a student reported as a no-show during the attendance verification period seeks readmission into a course, the instructor must indicate his or her support for re-admission on the no-show cancellation form.
  2. The student is responsible for obtaining a no-show cancellation form from the Registrar’s office and submitting the form to the instructor. The instructor is responsible for submitting the completed no-show cancellation form to the Dean of Instruction no more than ten calendar days after the final day of attendance verification for the semester. Readmission must be approved by the Dean of Instruction. The Dean of Instruction is responsible for returning the no-show cancellation form to the Registrar’s Office and submitting a copy of the form to the instructor. It is the student’s responsibility to check the status of his or her readmission request with the instructor.
  3. Students who are reported as no-shows during the attendance verification period will not be readmitted to the class except under extreme extenuating circumstances (e.g. death in family, serious illness, military assignment, incorrectly reported as a no-show). Note that awaiting confirmation of a financial aid award is not considered an extreme extenuating circumstance.
  4. A no-show student must be in the “registered” status to be re-admitted to classes.
  5. This policy does not apply to data entry errors.

# Tuition and Fees

Tuition and fees are established by the Alabama State Board of Education. SBE reserves the right to make changes to the tuition and fees as deemed necessary. Each student pays the applicable tuition rate, Bond Surety Fee, Special Building Fee, and the Technology Fee. The Facility Renewal Fee is charged for classes on all campuses and sites with the exception of Fort Rucker. Tuition and fees include the following:

- I. **TUITION:** In-State Tuition: \$113.00 per credit hour. Out-of-State Tuition: \$226.00 per credit hour. Residency status is determined upon admission to the College.
- II. **FEES:** **A.** Bond Surety Fee: \$1 per credit hour. **B.** Special Building Fee: \$10 per credit hour. **C.** Technology Fee: \$9 per credit hour. **D.** Facility Renewal Fee: \$9 per credit hour. **E.** Aviation Fee: \$35 per credit hour for Airframe Technology (AMT)/ Powerplant (AMP) classes.
- III. **OTHER FEES**
  - A.** Administrative Withdrawal Fee: An administrative fee of 5% of tuition and other institutional charges is assessed for each withdrawal with the period beginning the first day through the end of the third week of class. The total amount charged for this service will not exceed \$100.
  - B.** Continuing Education and Special Interest Course Fees: The fees vary according to the nature and length of the course.
  - C.** Collection Fee/Express Prior Consent to Contact: Any outstanding charges are subject to be sent to a collection agency if not paid within a specified period of time. Once submitted to the collection agency, the student will be assessed a fee as a legal and lawful debt and agrees to pay said fee, including any and all costs of collections of 33.33%, also any attorney fees and court costs if applicable. The student waives his/her rights now and forever to be exempt under the laws of the State of Alabama and any other State. The student gives ESCC, its employees and/or any agent acting on behalf of the College "expressed prior consent" to contact them at any/all telephone numbers, including cellular telephone numbers (telephone calls or text messages), for the purpose of payment.
  - D.** Distance Learning Fees: Students may incur fees related to test proctoring.
  - E.** Returned Check Fee: A fee of \$30 is charged for each worthless check issued to the College. Failure to pay for the returned check and the fee will result in grades and transcripts being held and future enrollment will be denied. A returned check if not recovered in the specified time period will be subject to collection through the Worthless Check Unit of the District Attorney's Office.
  - F.** Parking Fines: A fee of \$15 is charged for parking illegally on the campus/site and/or not having the appropriate parking tag. Parking tags are available on any campus/site in the Administrative or Student Services area each term. The replacement cost if lost is \$5.00 per tag.
  - G.** Placement Testing Fee: A fee of \$8 is charged to ESCC students to retake any part of the COMPASS/Placement test. A fee of \$16 is charged to non-ESCC students to take any part of the COMPASS/Placement Test.
  - H.** Proctor Testing Fee: A fee of \$35 per test is charged for non-ESCC students.
  - I.** Audit Fee: The cost of auditing a course is the regular tuition and fees for the course.

## REFUND POLICIES

### TUITION, FACILITIES, RENEWAL, AND TECHNOLOGY FEE REFUNDS

Time Limit For Complete Withdrawal. No refunds will be made after the first three weeks of any given semester. Computations are made from the first official class day and are computed according to the date the student actually appears at the College to withdraw and not according to the student's last day of attendance. If a student withdraws following registration but prior to the first official class day, all tuition and fees are refunded. Refunds are computed as follows:

- A.** A 75% refund\* is given with complete withdrawal during the first week of classes.
- B.** A 50% refund\* is given with complete withdrawal during the second week of classes.
- C.** A 25% refund\* is given with complete withdrawal during the third week of classes.
- D.** No refund is given with complete withdrawal during or after the fourth week of classes.

\*An administrative fee not to exceed five percent of tuition and other institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. Enterprise State Community College shall comply with federal and state regulations relative to refund of tuition and fees.

### REFUND FOR PARTIAL WITHDRAWAL

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

# Financial Aid

## I. GENERAL INFORMATION

Enterprise State Community College maintains a full-time, comprehensive Office of Student Financial Aid for the purpose of assisting students and their families as they face the challenge of paying for college. ESCC encourages all students to apply for financial aid. Students can visit the ESCC Financial Aid web site at [www.escc.edu](http://www.escc.edu).

The financial aid programs available at ESCC are funded by the federal government, the State of Alabama, Enterprise State Community College, and individual donors to the College.

The primary document used to determine eligibility for financial aid is the Free Application for Federal Student Aid, or FAFSA. The ESCC Federal School code is 001015 for all locations. The majority of the financial aid funding at ESCC is awarded to students on the basis of financial need; however, a number of scholarships are awarded based on academic achievement, artistic ability, athletic skill, leadership, or other student attributes.

## II. ELIGIBILITY

In order to be eligible to receive Title IV federal financial aid at ESCC, a student must:

- A. be admitted to ESCC as a regular student in a degree or certificate program;
- B. be a citizen of the United States or an eligible noncitizen;
- C. be enrolled at ESCC at least as a half-time student (minimum of six semester hours);
- D. be registered with the Selective Service, if required;
- E. be making satisfactory academic progress as defined elsewhere in this section of the College Catalog and Student Handbook;
- F. not be in default on a federal student loan or owe a repayment on a federal grant.

## III. FINANCIAL AID PROGRAMS AVAILABLE AT ENTERPRISE STATE COMMUNITY COLLEGE

### A. Federal Pell Grant

This federal student financial aid program is the foundation upon which most financial aid packages are based. Annual award amounts vary according to student status and payment schedules provided to ESCC by the U.S. Department of Education. Federal Pell Grants do not have to be repaid except in cases involving a student's complete withdrawal from ESCC before attending at least 60% of a given term. Students are generally paid once per semester. Students are paid only after all required documents are received, reviewed, and approved by the Financial Aid Office staff.

Federal Pell Grant payments are prorated according to the number of hours a student takes each semester.

1. Students receive 50% of award when taking 6-8 semester hours.
2. Students receive 75% of award when taking 9-11 semester hours.
3. Students receive 100% of award when taking 12 or more semester hours.

Students at ESCC are paid according to the number of credit hours in which they are enrolled as of the end of the College's official drop/add period. Students taking fewer than six hours may not be eligible to receive Federal Pell Grant benefits. Students will not receive financial aid for taking classes outside their programs of study.

### B. Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is similar to the Federal Pell Grant in that it also does not have to be repaid except in cases involving a student's complete withdrawal from ESCC before attending at least 60% of a given term. FSEOG funds are extremely limited and are distributed to the neediest students based on the student's expected family contribution (EFC). Students are paid once per semester. There is no special application for these funds; completion of the FAFSA is all that is required to apply for FSEOG.

### C. Federal Work-Study (FWS)

FWS provides jobs for qualified students who have financial need and who desire to earn part of their educational expenses. FWS awards vary widely. FWS students are allowed to work up to 20 hours per week if they qualify. Student workers are paid \$7.49 per hour and are paid once per month, on the last working day of the month. Students interested in applying for FWS should indicate their interest on the ESCC Student Data form.

#### D. Alabama Student Assistance Program (ASAP)

To be eligible, a student must be a resident of Alabama and be able to demonstrate financial need. A student is selected to receive ASAP based on a priority system using the student's expected family contribution (EFC). There is no special application for these funds; completion of the FAFSA is all that is required to apply for ASAP.

#### E. The William D. Ford Federal Direct Loan Program (DL)

Federal Direct and Federal Direct PLUS loans (for parents of undergraduate students) are low-interest loans made available by the federal government to help students and parents fund the cost of higher education at approved postsecondary institutions. Entrance interview requirements and much more information on DL is available at <http://studentloans.gov>.

Students are urged to consider borrowing only as a last resort and to borrow no more than is absolutely necessary. Students interested in DL should contact the Financial Aid Office or go to the Financial Aid Forms link at [www.escc.edu](http://www.escc.edu) for an application form.

### IV. FINANCIAL AID APPLICATION CHECKLIST

This is a checklist for students applying for all types of federal financial aid (Pell Grants, Federal Work/Study, and Direct Loans) at ESCC. Failure to follow this process will delay our ability to process your financial aid application!

- A. Apply for admission to ESCC by visiting <https://grace.escc.edu/cgi-bin/admonline.mbr/login>. You must provide ESCC Admissions with an official transcript from your high school and each college you attended prior to coming to ESCC. "Unofficial" or FAXed transcripts will not suffice. Your aid application will not be considered until all transcripts and supporting documents are received and reviewed by Financial Aid Staff.
- B. Apply for a U. S. Department of Education Personal Identification Number (PIN). Your PIN will allow you to electronically "sign" financial aid applications and federal loan promissory notes. Parents of dependent students need their own PIN. Apply for a PIN online at [pin.ed.gov](http://pin.ed.gov).
- C. Complete the Free Application for Federal Student Aid (FAFSA) online by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the FAFSA, please list the ESCC school code as one of the colleges you may attend. The ESCC school code is 001015.
- D. If possible, use the IRS Data Retrieval Tool within the FAFSA to provide your federal income tax return data. You should also use the Data Retrieval Tool to provide your parents' income tax return data if it is requested.
- E. Complete any additional forms requested by ESCC Financial Aid and submit them to the appropriate ESCC Financial Aid Office (FAO) as soon as possible. If you are attending academic classes, your financial aid supporting documents should be submitted to the Enterprise Campus Financial Aid Office at P. O. Box 1300, Enterprise, AL 36331-1300. The Enterprise FAO FAX number is 334-347-0191.

If you are attending one of the Alabama Aviation Center campuses, please submit your requested financial aid documents to the AAC–Ozark Financial Aid Office at 3405 South U. S. Highway 231, Ozark, AL 36360. The AAC–Ozark FAO FAX number is 334-774-0477.

- F. In some cases, you may be required to submit an IRS tax return transcript. If you receive such a request from our office, there are three ways you can request this document. Most of these methods do not require the payment of a fee.
  1. Online: Go to [www.irs.gov](http://www.irs.gov). A paper transcript will be mailed to the requestor within five to ten days. Please sign the transcript and submit it to our office by mail or FAX.
  2. Telephone: Call (800) 908-9946. A paper transcript will be mailed to the requestor within five to ten days. Please sign the transcript and submit it to our office by mail or FAX.
  3. IRS Form 4506-EZ: A paper transcript will be mailed to the requestor within five to ten days. Please sign the transcript and submit it to our office by mail or FAX.
- G. If you wish to apply for a student loan, complete an ESCC Direct Loan application, following the directions on the back of the form. Submit the completed application to your FAO.

**What Happens Next?** We will review your application information, and if necessary, request additional documentation to verify what you have provided. Once we receive and review all of your information, an official award showing your financial aid eligibility will be created, and we will mail you an award letter. This information will also be made available to you online in the Student Information Center at <https://grace.escc.edu/cgi-bin/fslogin.mbr/login>. Make sure that you continue to check your Student Information Center for additional information and for required items needed that may have been added.

If you have been notified that you are ineligible for financial aid, you may file an appeal of your status. Appeals must be filed at least 30 days before the beginning of the next term. Appeals filed later than 30 days before the start of the next term will not be considered until several weeks into the new term.

## V. VERIFICATION REQUIREMENTS

Federal regulations require the verification of adjusted gross income, taxes paid, household size, untaxed income, and other items for selected financial aid recipients at ESCC. If the student's application is selected for verification, ESCC will request a copy of the student's and possibly the parent's federal income tax transcript from the Internal Revenue Service and other financial documents. These must be sent to the ESCC Financial Aid Office. ESCC must receive all requested documentation before processing the application. All parents and students are urged to retain copies of these records.

## VI. REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All ESCC students who receive assistance from the Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, Federal Direct Loan, or Alabama Student Assistance Program are required to make satisfactory academic progress (SAP) toward the goal of completing their chosen degree or certificate program within a specified time frame. All federal financial aid recipients will be subject to the policies listed in this section.

According to 34 CFR 668.16 (e), there are two major components of satisfactory academic progress: the qualitative component (cumulative GPA) and the quantitative component (time frame for completion).

- A. Qualitative Requirement (Cumulative GPA)**—All students receiving Title IV federal financial aid are required to meet the same Standards of Academic Progress applicable to all ESCC students. Each student is required to meet or exceed the following minimum cumulative GPAs based upon total hours attempted at ESCC:

Semester Credit Hours Attempted	Cumulative GPA
12-21	1.50
22-32	1.75
33 or more	2.00

- B. Quantitative Requirement (Time frame for Completion)**—Each student receiving aid will be expected to complete his/her program of study within a period of time not to exceed 1.5 times the normal length of his/her program. Students must successfully complete two-thirds of all hours attempted in order to complete a program of study within the time allowed. Students enrolled in the Associate of Arts, the Associate of Science, and the Associate of Applied Science degree programs may receive federal financial aid for a maximum of 90 semester hours attempted. Credits transferred into a program of study will be counted toward the maximum number of hours attempted.
- C. Return of Title IV Funds (Complete Withdrawals)**—According to 34 CFR 668.22, if a financial aid recipient completely withdraws from classes prior to completing 60% of a given term, he/she is required to repay all unearned federal financial aid funds. The repayment will not exceed more than half of any grant funds received, and each student who owes a repayment will be notified in writing by the ESCC Business Office of the requirement to repay Title IV funds. The student will then have 45 days to repay or to make satisfactory arrangements to repay the funds. The failure of a student to repay unearned Title IV funds or make satisfactory arrangements within the 45 day period will be reported to the National Student Loan Database System (NSLDS). This action will result in the termination of eligibility for federal financial aid at any institution, not just at ESCC. **WE STRONGLY ENCOURAGE ALL STUDENTS CONSIDERING A COMPLETE WITHDRAWAL TO DISCUSS THE DECISION WITH A MEMBER OF THE FINANCIAL AID STAFF BEFORE WITHDRAWING FROM ESCC.**

If a student completely withdraws after completing 60% of the term, no refund is required as the student is considered to have earned 100% of the financial aid awarded for the term.

- D. Remedial Coursework**—Students are eligible to receive Title IV federal financial aid for up to 30 semester hours of developmental coursework. Students will not be eligible for financial aid for any remedial courses in excess of the 30 semester hour limit.
- E. Appeals Process**—A student who loses his/her eligibility for financial aid because he/she failed to meet SAP requirements (see A and B above), may appeal the suspension of aid eligibility by submitting a SAP Appeal form at least 30 days before the start of the semester for which the student is trying to establish eligibility. An appeal received after this deadline will be considered for the next term.

The student must indicate the term for which he/she is seeking reinstatement of aid, and the reason/s the student initially failed to make satisfactory academic progress. Appropriate documentation of the circumstances necessitating the appeal is required in most cases.

If an appeal is approved, the student is placed on a probationary or term-by-term status to give the student an opportunity to reestablish eligibility for aid while continuing to receive assistance. The student is required to pass all courses attempted during the probationary period with a 2.0 GPA or better. Failure to do so will result in the loss of aid for subsequent terms.

Submission of an appeal does not guarantee reinstatement of aid eligibility.

- F. Attendance Policy**—Students are expected to attend all classes for which they are registered. Students are not eligible to receive financial aid for classes they never attend or for audited classes. ESCC instructors are responsible for reporting at the end of the drop/add period the names of all students who never attend a given class.
- G. Refund Policy**—The College's Refund Policy may be found in the section of the ESCC Catalog and Student Handbook which deals with tuition and fees.

## VII. EVALUATION OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Student academic progress will be evaluated at the beginning of each academic year. If a student fails to maintain the required GPA or fails to successfully complete the required two-thirds of the hours attempted in the previous year, he/she will have failed to make satisfactory academic progress and will not be awarded aid for the succeeding year. These students will be ineligible to receive additional financial aid until such time as their cumulative GPA and/or hours completed comply with the established SAP standards listed above or until they successfully appeal the suspension of their financial aid eligibility.

## VIII. VETERANS' BENEFITS

The federal government and the state of Alabama have programs which provide financial assistance to veterans and their dependents. Enterprise State Community College desires to assist veterans as they attempt to receive educational benefits earned through service to their country. The following information is provided to aid veterans as they apply for their educational benefits. Veterans' Administration educational benefits forms are available at all ESCC locations.

### Alabama G.I. Dependents' Scholarship Program

The Alabama Department of Veterans' Affairs offers financial assistance to eligible dependents—child, stepchild, spouse, or unmarried widow(er)—of disabled veterans (living or deceased) who were permanent civilian residents of Alabama prior to entry into military service. Special consideration is given to dependents of permanently and totally disabled veterans who are bona fide residents or were prior to their death. Other benefits may be available to eligible dependents of former prisoners of war (POWs), those declared missing in action (MIAs), and those who died in service.

Maximum educational benefits include free tuition and required textbooks, excluding non-credit and/or remedial courses, for five standard academic years, or a prescribed technical course at any state-supported junior or community college, university, or technical school. Only certain fees are covered.

Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases). A spouse or widow(er) does not have a filing deadline or age limitation. For more information and application procedures, students should contact the nearest Veterans' Affairs Office located in each county or write the Alabama G.I. Dependents' Scholarship Program, P.O. Box 1509, Montgomery, AL 36102-1509.

### B. Old G.I. Bill (Vietnam Era—Chapter 34)

Benefits for veterans under the Old G.I. Bill were terminated December 31, 1989. Some veterans who received benefits under Chapter 34 may be eligible for benefits under the new bill (Montgomery G.I. Bill, Chapter 30). If a veteran has a question regarding remaining eligibility under Chapter 34, he/she may contact the Veterans' Administration at 1-888-442-4551 (1-888-GIBILL1).

### C. Veterans Educational Assistance Program (Chapter 32)

To apply for benefits through the Veterans Educational Assistance Program, veterans with service beginning on or after January 1, 1977, through June 30, 1985, must provide the following items to apply for these benefits:

1. completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise State Community College, for transfer students, a completed Request for Change of Program (Form 22-1995),
2. DD 214 (Separation Papers), and
3. official transcripts from any colleges previously attended (submitted to the Office of Admissions).

### D. Montgomery G.I. Bill—Active Duty Educational Assistance Program (Chapter 30)

Certain veterans with an "Honorable" discharge and active duty service members may qualify for the Montgomery G.I. Bill. Veterans applying for this program must provide the following items:

1. completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise State Community College, for transfer students, a completed Request for Change of Program (Form 22-1995),
2. DD 214 (Separation Papers)—not required for active duty service members, and
3. official grade transcripts from any colleges previously attended (submitted to Office of Admissions).

### E. Montgomery G.I. Bill—Selected Reserve/National Guard Educational Assistance Program (Chapter 1606)

Members of the Selected Reserve or National Guard who enlist, reenlist, or extend an enlistment in Selected Reserve or National Guard so that the reservist has an obligation to serve for a period of not less than six years following the date of such action may qualify for benefits under Chapter 1606. Students under this program must provide the following:

1. completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise State Community College, or for transfer students a completed Request for Change of Program/Place of Training (Form 22-1995),

2. DD 2384 (Notice of Basic Eligibility) completed by National Guard or Reserve unit, and
3. official transcripts from any colleges previously attended (submitted to Office of Admissions).

#### **F. Montgomery GI Bill Reserve Educational Assistance Program (REAP) Chapter 1607**

A member of a reserve component who serves on active duty on or after September 11, 2001, under Title 10 U.S. Code for a contingency operation and who serves at least 90 consecutive days or more is eligible for Chapter 1607. National Guard members are also eligible if their active duty is under section 502(f), Title 32 U.S.C., and is supported by federal funds and they serve for 90 consecutive days when authorized by the President or Secretary of Defense for a national emergency. Individuals are eligible as soon as they reach the 90-day point whether or not they are currently on active duty. The Department of Defense will fully identify contingency operations that qualify for benefits under Chapter 1607.

Students under this program must provide the following:

1. completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise State Community College, or for transfer students a completed Request for Change of Program/Place of Training (Form 22-1995),
2. DD2384 (Notice of Basic Eligibility) completed by Guard or Reserve Unit,
3. DD214 (Separation Papers),
4. official transcripts from any colleges previously attended (submitted to Office of Admission).

#### **G. Vocational Rehabilitation and Employment (Chapter 31)**

Vocational rehabilitation is intended to help the service-disabled veteran become independent in daily living and, to the extent possible, to select, prepare for, and secure employment which is compatible with his/her interests, abilities, physical capabilities, and goals. Under Chapter 31, the VA pays the cost of tuition, fees, books, and supplies. The veteran also receives a subsistence allowance. Interested students should contact the county Veterans' Affairs Office or the regional Veterans' Affairs Office at 1-800-827-1000.

#### **H. Post 9/11 G.I. Bill (Chapter 33)**

The Post 9/11 GI Bill is an education benefit program for individuals who served on active duty on or after September 11, 2001. Veterans and dependents under this program must provide the following items to the Enterprise State Community College VA Office:

1. *Certificate of Eligibility* as issued by the Department of Veterans' Affairs, and
2. official grade transcripts from any colleges previously attended (submitted to the Office of Admissions).

For detailed eligibility and application information, visit the Veterans' Affairs website at [www.gibill.va.gov](http://www.gibill.va.gov), or call toll free at 1-888-442-4551 (1-888-GIBILL1).

#### **I. Survivors' and Dependents' Educational Assistance Program (Chapter 35)**

This program provides benefits for the education of dependent sons, daughters, and spouses of the following individuals:

1. veterans who died or are permanently and totally disabled as the result of a service-connected disability arising out of active service in the Armed Forces,
2. veterans who died from any cause while such service-connected disability was in existence,
3. service persons missing in action or captured in the line of duty by a hostile force, or
4. service persons forcibly detained or interned in the line of duty by a foreign government or power.

Eligible dependents under this program must provide the following items:

1. completed VA form 22-5490, Application for Survivors' and Dependents' Educational Assistance, or for transfer students a Change of Program/Place of Training (Form 22-5495), and
2. official transcripts from any colleges previously attended (submitted to the Admissions Office).

### **IX. REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR VETERANS**

To retain eligibility for veterans' benefits, all veterans must meet the same standards of student progress applicable to all students at the institution. (See STANDARDS OF PROGRESS POLICY in this *Catalog* for complete standards.)

## X. CERTIFICATION OF VETERANS

The following criteria will be used for certifying veterans or other eligible persons:

- A. Certification will be granted for only those courses which are applicable to the declared program of study. Any deviation from this list of courses must be approved in writing. Veterans must have all military or transfer credits evaluated by the end of their first semester at ESCC and must then furnish the VA Office with a copy of the updated program sheet from the ESCC Counseling Office. It is the veteran's responsibility to submit a copy of the updated program sheet to the VA Office once prior credits and/or training have been evaluated by the Associate Dean of Students.
- B. Courses which meet for only a portion of the semester (Friday and Saturday seminars, one- or two-week computer or business courses and mini-sessions or inter-term courses) may be certified, but only for the portion of the term that the class is actually meeting. Students should check with the VA Office if they have any questions regarding these special calendar classes.
- C. Certification will be granted for only those hours required to complete the selected program of study. Certification will not be granted for audit or community services courses. Remedial classes will be certified if the need is indicated by COMPASS test results; however, online remedial courses cannot be certified by VA.
- D. Veterans must be recertified for educational benefits when they reenter college after an interruption of their educational program. This recertification must be initiated by the veteran.

Processing by the Veterans' Administration takes six to eight weeks (60 days), and the veteran must be prepared to pay tuition at final registration. ELIGIBILITY IS DETERMINED BY THE VETERANS' ADMINISTRATION, NOT BY ENTERPRISE STATE COMMUNITY COLLEGE.

For additional information about the full range of veterans' programs available through the Veterans' Administration, contact the Veterans' Administration Regional Office, P.O. Box 8888, Muskogee, OK 74402-8888 or the Veterans' Affairs Office at Enterprise State Community College.

## XI. TUITION ASSISTANCE (TA)

Tuition Assistance (TA) is a Department of Defense (DOD) program, and can be accessed at [www.goarmyed.com](http://www.goarmyed.com). GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard, and Army Reserve soldiers to request Tuition Assistance (TA) online, anytime, anywhere for classroom and distance learning. It allows soldiers to manage their education records including college classes, testing, on-duty classes, and Army Education Counselor support.

TA rules vary by branch of service and can even vary between units depending on whether the unit is active, reserve, or National Guard.

The TA program provides financial assistance for voluntary off-duty education programs in support of a soldier's professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning. The courses must be offered by schools that are registered in GoArmyEd and are accredited by accrediting agencies that are recognized by the U.S. Department of Education. All eligible soldiers will request TA through GoArmyEd. Non-Army service members must obtain TA through their branch of service.

### Tuition Assistance Procedures

- Soldiers must request TA through [www.GoArmyEd.com](http://www.GoArmyEd.com) prior to the course start date or before the school's late registration period. TA is requested on a course-by-course basis.
- GoArmyEd will notify the soldier whether the TA is approved or not. If the TA request is not approved, GoArmyEd will advise the soldier of the reason and next steps.
- All drops/withdrawals must be handled through GoArmyEd. Soldiers who do not successfully complete a class will be required to pay TA. Soldiers who are unable to successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps to ensure that they will not be charged.
- Soldiers must submit a signed TA Statement of Understanding (TA SOU) each year. Soldiers in the rank of E7 or above do not need their commander's signature. However, by signing this document they agree to the terms of the TA SOU. Soldiers in the rank of E6 or below must have their commander's signature. GoArmyEd will send a notice to students 90 days before the due date.

## XII. MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS PROGRAM

The Military Spouse Career Advancement Accounts (MyCAA) program is an employment assistance program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification, or an associate degree in a portable career field and occupation. MyCAA, a component of the Department of Defense's (DOD) Spouse Education and Career Opportunities (SECO) program, is a career development and employment assistance program. MyCAA helps military spouses pursue licenses, certificates, certifications, or associate degrees (excluding associate degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth portable career fields and occupations. Interested students should refer to the following website for more information: <https://aiportal.acc.af.mil/mycaa/Default.aspx>.

### XIII. ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGEAP)

The State of Alabama offers this assistance to an Alabama National Guard Educational Assistance Program applicant who is (1) a resident of Alabama and (2) designated to be an eligible student enrolled in or accepted for enrollment in an eligible program at an eligible institution. The assistance is awarded to the student to defray direct education-related expenses: tuition, mandatory fees, books, and supplies, not to exceed \$500 per term and not more than \$1,000 annually. **Certain restrictions apply.**

### XIV. ESCC SCHOLARSHIPS

#### A. Presidential, Academic, Career, and Technical

The College offers a variety of scholarships open to students entering the College directly from high school as well as those returning to college. Criteria for these scholarships vary but generally include academic performance and/or field of study.

Presidential Scholarships are reserved for valedictorians and salutatorians of high schools in the College's service area. Academic Scholarships are awarded to students who plan to receive an A.A. or A.S. degree from ESCC and/or transfer to a four-year institution pursuing a bachelor's degree. High school students must be ranked in the top 25% of their graduating class. Current and past ESCC students must have completed at least 12 semester credit hours at ESCC and have earned at least a cumulative 3.0 GPA.

Career and Technical Scholarships are awarded to students who plan a career in one of the career or technical fields of study offered at ESCC. Students must have at least an 80 average in their high school grades or have passed the GED test. Current and past ESCC students must have completed at least 12 semester credit hours at ESCC and have earned at least a Cumulative 3.0 GPA.

These scholarships may be awarded for up to two academic years, provided the recipient maintains the required grade point average and completes the minimum required credit hours per semester. Scholarship renewal for the sophomore year is not automatic. Students who wish to renew their scholarships must reapply each year by March 1.

#### B. Fine Arts

Students talented in music, visual arts, and theatre are invited to apply and audition for a Fine Arts Scholarship. Enterprise State Community College offers scholarships for participation in the ESCC Concert Band, ESCC Concert Choir, Entertainers Show Choir, Theatre, and Visual Arts. These fine arts activities provide cultural enrichment for the College and surrounding communities.

Students must take a minimum of 12 credit hours and must maintain a cumulative grade point average of 2.5.

#### C. Leadership

ESCC offers leadership scholarships to a limited number of students who are interested in participating in student leadership organizations. Recipients are required to maintain at least a 2.50 cumulative GPA.

The W.O.W. Team (Welcoming Orientation Weevils) conducts orientation activities for new students on the Enterprise Campus.

The ESCC Ambassadors are the official college student hosts and hostesses for the Enterprise campus, giving tours and serving in a multitude of capacities both on Enterprise campus and in the community at large.

The ESCC Aviators serve as the official college hosts and hostesses on the Alabama Aviation Center campus at Ozark.

#### D. Athletics

These scholarships are available for students attending classes at the Enterprise Campus only. Athletic scholarships in men's and women's basketball, men's baseball, and women's softball are awarded to students who demonstrate ability in these sports. Tryouts are required.

If awarded, these scholarships are for one year (renewable) and only applicable if the recipient participates in and is declared eligible in the sport for which he or she is signed. Students on athletic scholarships must abide by the same satisfactory academic progress standard expected of all students on financial aid.

#### E. Senior Adults

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 scholarship can be used for transitional and credit courses. Scholarships are limited based on availability of space. Senior adults may receive the waiver only once per course.

#### F. General Education Diploma (GED)

All students who have successfully completed the GED test are entitled to enroll in one course at any Alabama Community College System institution free of charge up to 3 credit hours. To determine eligibility contact Adult Education on the Enterprise Campus at (334) 347-2623, ext. 2218.

The College also offers a GED Scholarship. Students who have passed the GED test must submit an application form and required supporting documents (such as GED scores) to the Dean of Students, Enterprise Campus, LW100, by the March 1 deadline in order to be considered for scholarships that begin the following fall semester.

## XV. THE ESCC FOUNDATION SCHOLARSHIPS

The Enterprise State Community College Foundation was established in 1982 for the purpose of raising private funds to help meet the needs of the College. The Foundation annually provides scholarships which are based on the same general criteria as the ESCC academic scholarships. Additionally, several named scholarships with specific criteria have been established by Foundation supporters in honor or in memory of specific individuals or organizations.

**The Delano Anderson Scholarship**—This scholarship was established by the late Delano Anderson and his wife Joann, their friends, and ESCC colleagues. Mr. Anderson was one of the first faculty members at Enterprise State Community College and served as a counselor and art instructor until his retirement in 1992. The scholarship award is based on the College's academic scholarship criteria.

**The Dr. Mary D. Bauer Scholarship**—This scholarship is given by Barbara and Terry Everett in honor of Dr. Mary D. Bauer, retired Dean of Community Services and Continuing Education at ESCC. The scholarship is awarded annually with priority given to a re-entry woman desiring to continue her education.

**The W. T. Benson Memorial Scholarship**—Established by members of the Benson family in memory of their husband and father, this scholarship is awarded to an applicant from Geneva County who demonstrates financial need and academic promise (no minimum grade point average required).

**The Jimmy and David Boyle Memorial Scholarship**—This scholarship is named in memory of James Dale Boyle and Robert David Boyle, former students of Enterprise State Community College. Presented by Mr. and Mrs. Gordon Boyle in memory of their sons, the scholarship is based upon the same criteria as the College's academic scholarships.

**The Edna and Robert Brown Scholarship**—This scholarship was established by Dr. Rebecca Armstrong, retired English instructor at ESCC, in honor of her parents, Edna and Robert Brown.

**The Brunson Memorial Scholarship**—This scholarship is named in memory of Mary Bailey and Fox Brunson, Sr. and Fox Brunson, Jr. Presented by former Judge and Mrs. Marion Brunson in memory of Marion's parents and brother, the scholarship is awarded annually to a deserving graduate of Elba High School. Criteria are the same as for ESCC's academic scholarships.

**The Dr. Emmett Thomas Brunson Scholarship**—Two scholarships are awarded in memory of Dr. Emmett Thomas Brunson, a practicing physician in Enterprise until his death in 1982. Presented by Mrs. Jackie Brunson, Emmett, Eric, and Beth Brunson in memory of their husband and father, the scholarship is awarded annually to a graduate of Enterprise High School. Criteria are the same as for ESCC's academic scholarships.

**The Dr. and Mrs. Emmett Treadwell Brunson Scholarship**—Two scholarships are awarded in memory of Dr. Emmett Treadwell Brunson and Mrs. Foy T. Brunson. Dr. Brunson practiced medicine in Geneva County for more than 50 years. Presented by Mrs. Jackie Brunson and her children and Mrs. Winfield Baird (Dr. Brunson's daughter), the scholarship is awarded annually to a graduate of Samson High School. Criteria are the same as for ESCC's academic scholarships.

**The Jerry Brunson Memorial Scholarship**—This scholarship was endowed by Mr. Brunson's wife Sara, his children and his many friends in memory of community leader Jerry Brunson. Mr. Brunson was a native of Coffee County, and his banking career spanned more than 40 years. He was a deacon of the First Baptist Church of Enterprise, a Rotarian, manager of the E.L. Gibson Foundation, and active in many other local civic organizations. He was a director of the ESCC Foundation and also served as secretary/treasurer. The scholarship is awarded annually to a graduate of a Coffee County high school who meets the same criteria as the College's academic scholarships. Furthermore, the recipient must provide evidence of participation in community service activities.

**The Brantley Eugene and Ethel Erin Chapman Bush Scholarship**—This scholarship is named in memory of Brantley Eugene and Ethel Erin Chapman Bush. Presented by Mrs. J. L. (Ruth) Warren in memory of her parents, the scholarship is based upon the same criteria as the College's academic scholarships.

**The Gladys Clark Scholarships**—These scholarships, presented by Miss Gladys Clark, are awarded annually to graduates of a Coffee County high school. Miss Clark was the Coffee County Circuit Clerk for 36 years. In giving these scholarships, Miss Clark expressed her appreciation to the people of Coffee County for their devoted support during her years in office. The two scholarships are based upon the same criteria as the College's academic scholarships.

**The Conner Scholarships**—These scholarships are named for and sponsored by Mrs. Robert Conner and the late Mr. Conner of Enterprise and Mrs. Louise Conner Rowe of Lake Worth, Florida. Six scholarships are awarded annually and are based upon the same criteria as the College's academic scholarships.

**The Ross Cotter, Sr. Memorial Scholarship**—The Ross Cotter, Sr. Memorial Scholarship was given by Mr. and Mrs. Robin Earl Morgan in memory of Mrs. Morgan's father. Criteria are the same as for ESCC's academic scholarships.

**The R.A. Culpepper Scholarship**—Established by his family, this scholarship is named in memory of Mr. R.A. Culpepper, a prominent businessman of Enterprise and Columbus, Georgia. The scholarship is awarded annually to area students.

**The Charlie Davis Scholarship**—This scholarship is named in memory of Charlie Davis, a former ESCC student, and established by his family and friends. Charlie was a 1969 graduate of Samson High School, remembered as an outstanding basketball player.

He is among the school's athletes who have earned All-American Honors. He also played at ESCC during the 1969-70 season and later served in the Alabama National Guard as Chief Warrant Officer. The dedicated husband, father, business manager, and exceptional athlete died of cancer in 1985 at the age of 34. Criteria are the same as for ESCC's academic scholarships.

**The Dr. J. W. "Jim" Dobbs Memorial Scholarship**—This scholarship is named in memory of Dr. J. W. "Jim" Dobbs, an Enterprise optometrist and businessman. Dr. Dobbs also served as a member of the Board of Directors of the ESCC Foundation. Dr. Dobbs' friends and family established this scholarship to be awarded to a deserving student.

**The Cleve Donaldson Art Scholarship**—This scholarship, presented by former Enterprise Mayor Don Donaldson and his wife Louise, is given in memory of their son Cleve and his artistic talents. Students who have artistic talents may apply for this scholarship by submitting a scholarship application to the Chair of the Scholarship Committee along with a minimum of three artistic works for evaluation by the ESCC Scholarship Committee. A letter of recommendation from an instructor, preferably an art instructor, must also accompany the application.

**The Fred D. Donaldson Memorial Scholarship**—This scholarship was endowed by the Citizens Bank in memory of Fred D. Donaldson, a community leader and businessman. The scholarship is currently awarded to ESCC faculty and staff for professional development.

**The Mark T. Donnell Memorial Scholarship**—This scholarship is named in memory of Mark Donnell, Sr., Mark (Pete) Donnell, Jr., and Mrs. Inez B. Donnell. Presented by Mrs. Doris Donnell Mezick, the scholarship is awarded annually to a deserving student. The scholarship is based upon the same criteria as the College's academic scholarships.

**The R. W. Dowling, Jr. and Family Scholarship**—This scholarship was established by the Dowling family and is named in memory of R. W. and Elizabeth C. Dowling. This scholarship will be awarded annually to a student from the Coffee County area with a "C" average or above and who plans to major in the field of education with a "C" average or above.

**The Edwards-Pridgen Memorial Scholarships**—These scholarships are awarded annually to deserving honor students. These awards were the first endowments established at ESCC.

**The Onna Mae Ellis Memorial Scholarship**—This scholarship was established by Mrs. Linda E. Bolton in memory of her mother. Criteria are the same as the College's academic scholarships; preference is given to graduates of Enterprise High School who are members of the Anchor Club. The scholarship is awarded by a committee at Enterprise High School.

**The Bart J. Engram Memorial Scholarship**—This scholarship was established in memory of Bart J. Engram by his children Bart, Jr., Sara, and Robert Engram. A native of New Brockton and a long time resident of Enterprise, Bart J. Engram had the opportunity to live, work, and study in numerous places, but he was always drawn back to Coffee County. An educator and banker, he played an active role in the civic, cultural, and religious life of the community. He took a special interest in the educational achievements of local students. The scholarship is awarded annually to a graduate of New Brockton High School. Priority is given to a student who meets the criteria for the College's academic scholarships.

**The Elizabeth Henderson Engram Memorial Scholarship**—This scholarship was established in memory of Elizabeth H. Engram by her husband, Bart J. Engram, and her children Bart, Jr., Sara, and Robert Engram. Elizabeth Henderson Engram was a native and longtime resident of Enterprise. An educator and homemaker, she had a strong interest in the cultural and religious life of the community and a keen sense of the value of education. The scholarship is awarded annually with priority given to a re-entry ESCC student who meets the criteria for the College's academic scholarships.

**The Enterprise Banking Company Scholarships**—Two Enterprise Banking Company Scholarships are awarded annually according to the same criteria as the College's academic scholarships. Preference is given to qualified applicants from Enterprise.

**The Enterprise Lions Club Scholarship**—Given by the members of the Enterprise Lions Club, this scholarship is awarded annually to a deserving student from Enterprise High School.

**The Enterprise Rotary Club Scholarship**—This scholarship was established by members of the Enterprise Rotary Club. No particular GPA is required to apply for this scholarship. Preference will be given to a graduate of Enterprise High School.

**The Shavonna Fiems Memorial Scholarship**—Shavonna was a student at Enterprise State Community College. This scholarship was established by her parents, Mr. and Mrs. Tom Fiems, her brother, Thomas, and many friends. Criteria are the same as ESCC's academic scholarships, and application is open to area female students.

**The Ned F. Folmar Scholarship**—This scholarship was established by friends and colleagues of Mr. Folmar, who was a founding partner in Pea River Timber Company, Inc. The recipient must be a student from Crenshaw, Coffee, or Pike County with preference given to a student majoring in forestry and secondary preference given to an applicant who plays baseball or softball.

**The Rex L. and Sara H. Forehand Memorial Scholarships**—These scholarships were established in memory of Mr. Rex L. Forehand, a prominent businessman of Enterprise, by his wife, Sara, and their three children, Mary Joe, Rex Lloyd, and James Arthur. The scholarships are based upon the same criteria as the College's academic scholarships.

**The Thomas Gregory Fortune and Margaret Barnes Scholarships**—The priority for these scholarships, given by Mr. Fortune, is to assist a student with physical disabilities or impairments or financial need and academic promise.

**The Mamie Lois Fountain Memorial Scholarship**—This scholarship is given by Mr. Allan B. Fountain in memory of his wife, Mamie Lois.

**The Fuller-Pittman Scholarship**—Given by Mr. and Mrs. Colley E. Pittman, this scholarship is named for Mr. and Mrs. Pittman and Mrs. Pittman's late parents, Mr. and Mrs. S. Don Fuller. The scholarship is based upon the same criteria as the College's academic scholarships.

**The B.F. and Gwendolyn Garth Scholarship**—This scholarship was established by Enterprise community leaders B. F. and Gwendolyn Garth and was endowed by friends and former students of the outstanding educators. Mr. Garth was an educator for 42 years, serving as principal of Coppinville School for 35 years. He helped many young people prepare for postsecondary education and careers. Mrs. Garth was a teacher and counselor in Lee County, Elba, and Enterprise schools for 39 years and was an equally positive influence on the youth of these areas. The scholarship is awarded based on financial need and academic promise.

**The Geneva County Retired Teachers and Support Personnel Scholarship**—This scholarship was established by the members of the Geneva County Retired Teachers and Support Personnel Association. The scholarship is awarded annually to a deserving student from a Geneva County high school and based upon the same criteria as the College's academic scholarships.

**The Geneva High School Class of 1957 Scholarship**—This scholarship was established by the Geneva High School graduating class of 1957. The scholarship is awarded to a Geneva High School student with a 2.5 to 3.5 GPA who has a financial need but is ineligible for other government assistance.

**The Charlie Gibson Memorial Scholarship**—This scholarship is named in memory of one of ESCC's employees. Charlie's friends, both in the College and the community, established this scholarship to be awarded annually according to the same criteria as the College's academic scholarships.

**The E. L. Gibson Foundation Scholarship**—The E. L. Gibson Foundation Scholarship is awarded to a resident of Coffee, Dale, Geneva, Pike, or Barbour County who is enrolled or will enroll in a health-related area at ESCC. The scholarship is based upon the same criteria as the College's academic scholarships.

**The Dr. E. L. Gibson Scholarship**—This scholarship is awarded in memory of Dr. E. L. Gibson, a pioneer in medicine in Coffee County. Currently, this scholarship is awarded to faculty and staff for professional development.

**The Dr. Herbert Gibson Scholarships**—One of these scholarships is endowed by the E. L. Gibson Foundation in memory of Dr. Herbert Gibson, an outstanding physician in Coffee County. This scholarship is awarded annually to an academically promising student at Enterprise High School. Another scholarship is endowed by the Citizens Bank and is currently awarded to ESCC faculty and staff for professional development.

**The Ronald W. Ginn Memorial Scholarship**—This scholarship was established in memory of Ronald W. Ginn by Dr. Robert Verona. The criterion is financial need rather than academic performance.

**The S. Mark Jordan Memorial Scholarship**—This scholarship was established in memory of S. Mark Jordan, a practicing attorney in the city of Enterprise for twenty-six years. In the face of adversity caused by multiple sclerosis, Mr. Jordan overcame physical disabilities to continue as a productive citizen, attorney, husband, and father. The scholarship is based upon the same criteria as the College's academic scholarships with preference given to a person with physical disabilities or impairments.

**The Dr. Faye Loftin Grimmer Scholarship**—This scholarship is named in memory of one of ESCC's English instructors who died in 1985. Dr. Grimmer's friends, both in the College and the community, established this scholarship to be awarded to a student showing superior academic promise. Criteria are the same as for ESCC's academic scholarships.

**The Randy and Darlene Halcomb Scholarship**—This scholarship was established by alumni Randy and Darlene Halcomb. The scholarship is awarded based upon the same criteria as the College's academic scholarships.

**The Ben Byrd Henderson, Sr. Scholarships**—These six scholarships are named in memory of Mr. Ben Byrd Henderson, Sr., an Enterprise banker who worked diligently to establish a two-year college in this area. These scholarships are based upon the same criteria as the College's academic scholarships.

**The Adam Herbert Holland Scholarship**—This scholarship was established by the Coffee County Bank and Adam's family and friends. The scholarship is awarded annually and based upon the same criteria as the College's academic scholarships.

**The Neva W. Hughes Scholarship**—This scholarship is named in memory of Mrs. Neva W. Hughes, mother of Dr. Mackie H. Jordan, former ESCC employee. The scholarship was given by Dick and Mackie Jordan, Mrs. Winnie G. Whaley (Mrs. Hughes' sister), and friends of Dr. Jordan. The scholarship is based upon the same criteria as the College's academic scholarships, but priority is given to a re-entry woman over the age of 25.

**The Dalbert and Rettie Lou Marsh Family Scholarship**—These three scholarships are endowed by their children and friends to promote the education of outstanding students at the Enterprise Campus or Fort Rucker Site of Enterprise State Community College. These scholarships are to be awarded annually with priority given to a graduate of Enterprise High School who is also a resident of Coffee County, Alabama. The selection committee shall consider combined criteria of academic ability (minimum GPA of 3.0 or B average) and financial need.

**The Roy Martin Memorial Scholarship**—This scholarship is named in memory of Roy Martin, an Enterprise State Community College alumnus who was active in the ESCC Entertainers. Mr. Martin's friends from the College and community established the scholarship which is awarded annually based upon the same criteria as the College's academic scholarships.

**The Selena Martin Memorial Scholarship**—This scholarship is presented by Selena’s parents, Mr. and Mrs. James C. Martin, her family, and friends. Selena was a student at ESCC and was very active in student activities. Based upon the same criteria as the College’s academic scholarships, the scholarship is awarded annually.

**The Mr. and Mrs. J. F. “Whitey” McArthur Scholarship**—Whitey and Myrt are remembered as business owners and devoted parents from Marks, Mississippi. Their generosity and kindness touched many lives in their community. They were loved dearly by their friends and family until their respective deaths in 1999 and 1989. Dr. Scot McArthur of Enterprise, Alabama, is the youngest of their three children. Based upon the same criteria as the College’s academic scholarships, the scholarship is awarded annually.

**The Steve H. McGregor Memorial Scholarship**—This scholarship, presented by Mr. and Mrs. Milton McGregor, is given in memory of their son, Steve. Based upon the same criteria as the College’s academic scholarships, the scholarship is awarded annually to an individual majoring in business.

**The Military Scholarship**—This scholarship was established for dependents of military personnel by the members of the military, the retired military association, and others.

**The Dr. William L. Mitchell Nursing Scholarship**—This scholarship is endowed by the E. L. Gibson Foundation in memory of Dr. Mitchell, a long-time Enterprise physician and member of the Gibson Foundation Board of Directors. The scholarship is awarded annually to a transfer student leaving Enterprise State Community College (Enterprise Campus) to attend an accredited nursing school in the region. The award is based on scholarship, financial need, character, and demonstrated commitment to the nursing profession.

**The Foy Whigham Mixson Scholarship**—This scholarship, presented by Mr. and Mrs. Yancey Parker, is given in memory of Mrs. Parker’s mother. The scholarship is awarded annually to a graduate of George W. Long High School in Skipperville who shows academic promise as evidenced by a “B” or better grade point average and shows a demonstrated financial need. If there are no academically qualified and financially needy applicants from Long High School, the scholarship will be awarded to a student from the Enterprise area who does possess these characteristics.

**The R. O. Nichols Scholarship**—This scholarship is given in memory of Rensol O. Nichols by his wife, Frances D. Nichols, and their children, Neal Nichols and Charlotte N. Griffin. The scholarship is based upon the same criteria as the College’s academic scholarships.

**The V. W. Paschal Scholarship**—This scholarship is awarded in memory of Mr. Vela W. Paschal, a pioneer in the dairy business in Coffee County. In 1940, Mr. Paschal established the first processing plant in the county, making it possible for the consumers to have pasteurized milk. Presented by Mrs. Paschal in memory of her husband, the scholarship is awarded annually to a graduate of Enterprise High School.

**The Regions Bank Scholarship**—This scholarship is given by the bank in honor and appreciation of its loyal customers and employees. The scholarship is awarded annually to a student who plans to enter the field of business and finance and meets the criteria for the College’s academic scholarships.

**The Colonel Jerry Sage Memorial Scholarship**—This scholarship was established by the Enterprise Civitan Club and the family of Colonel Sage in his memory. Colonel Sage was an American hero, a teacher, a writer, a lecturer, a devoted Christian, and a loyal Civitan. Criteria are the same as for ESCC’s academic scholarships with preference given to a student planning to major in education and demonstrating financial need.

**The L. H. Sessions Scholarship**—This scholarship was established by Mrs. Gloria Ventress and Mr. William T. Ventress, Jr. in memory of their father and grandfather, Mr. L. H. Sessions. Criteria are the same as for ESCC’s academic scholarships and is awarded annually.

**The Robbie Sessions Memorial Scholarship**—Established by Mrs. Robbie Sessions, this scholarship is awarded annually to a student who plans to enter the field of business and meets the criteria for the College’s academic scholarships.

**The Phillip Stewart Scholarship**—This scholarship is named in memory of Phillip Stewart. Presented by Joe Paul Stewart and the Coffee County Bank in memory of Mr. Stewart’s brother, the scholarship is awarded annually to a deserving graduate of Carroll High School or G. W. Long High School.

**The Fred and Nina Taylor Scholarship**—This scholarship was established by Taylor’s IGA in honor of Fred and Nina Taylor. The scholarship is awarded to a student with financial need and is based on the College’s academic scholarship criteria. Preference is given to a student from Enterprise, Samson, or Daleville.

**The Mae Turner Scholarship**—Established by friends and former students whom she taught at Coffee Springs, this scholarship is named in honor of Mrs. Mae Turner. Mrs. Turner taught for 48 years in public schools in the area. Based upon the same criteria as the College’s academic scholarships, the scholarship is awarded annually to a person from the Coffee Springs area.

**The Virgil O. Warren/Enterprise Oil Company Scholarship**—This scholarship was established by family and friends of Mr. Virgil O. Warren and patrons of Enterprise Oil Company.

**The Wayne Farms, Inc. Scholarships**—These two scholarships are presented by Wayne Farms, Inc. for their employees and their dependents and contract growers and their dependents. The criteria are the same as ESCC’s academic scholarships.

**Important Note:** Foundation Scholarships are not automatically renewable for the second year of enrollment.

## XVI. SCHOLARSHIPS IN THE PROCESS OF BEING ENDOWED

**The Jeffery Avery Scholarship** is being established by family and friends in memory of a former ESCC student.

**The Michael Jay McDaniel “Mr. Mac” Scholarship** is being established by family, friends, and students for a graduate of Wicksburg High School.

**The Shirley Merritt Memorial Scholarship** is being established by family and friends in memory of this community volunteer and vocalist.

**The Lisa Mae Sutterfield Memorial Scholarship** is being established by friends of Phi Theta Kappa in memory of a former ESCC student.

## XVII. MEMORIAL/SPECIAL SCHOLARSHIPS

Memorial/Special Scholarships are periodically made available through donations from private individuals, clubs, and other organizations.

### **Edwin L. and Elizabeth L. Skelton Foundation Scholarship**

Edwin L. and Elizabeth L. Skelton (Ed and Bettie) were residents of Enterprise, Alabama from 1978 until their deaths in 2005 and 2012. Ed and Bettie moved to Enterprise when Ed was transferred to manage the newly opened JC Penney Store. He managed the store until his retirement. Elizabeth was an executive and legal secretary for E. H. Darby & Co., in Sheffield, Alabama. She worked for the company from her home until her death. Ed and Bettie were accomplished ballroom dancers. They taught Ballroom Dancing at the college for many years as an adult education class. After Ed's death, Bettie became philanthropically inclined and in 2006 she established the Edwin L. and Elizabeth L. Skelton Foundation in memory of their marriage. Bettie established the Foundation to promote the arts, education and environmental conservation.

**Amy Dowling Memorial Scholarship**—A one-year scholarship awarded to a graduating senior at Enterprise High School. This scholarship is awarded by Enterprise High School.

**The E. L. Gibson Foundation Scholarships**—The E. L. Gibson Foundation was established for religious, charitable, scientific, literacy, or educational purposes. The Board meets quarterly to award one-year scholarships. These scholarships are restricted to students pursuing courses of study in a health care field. Basic or general courses are not covered unless they are within a course of study in the health care field. The scholarships are also restricted to residents of Coffee, Dale, Pike, and Geneva Counties.

Annual scholarship programs include a program for licensed practical nurses at Lurleen B. Wallace Community College, Wallace Community College in Dothan, or an approved pre-nursing academic program at Enterprise State Community College. Annual scholarship programs also include a program for registered nurses at Wallace Community College in Dothan, Auburn University, Auburn University-Montgomery, University of Alabama, Troy University in Troy, or an approved pre-nursing academic program at Enterprise State Community College.

Scholarship programs are also available for adults employed in health career fields who are residents of certain counties; students enrolled in advanced training, short courses, or specialized training in health career fields who are residents of Coffee County; and students enrolled at the University of Alabama in Birmingham Medical School or the University of South Alabama Medical School who are residents of certain counties. Such students must be previously accepted by the medical school.

**The J. Warren Hutton Church Music Scholarship**—Several of these scholarships are awarded each year to practicing or aspiring church musicians who wish to further their expertise in the field of church music by the private study of piano or organ. Nontraditional students are encouraged to apply.

**The Rainwater-Strickland Memorial Music Scholarship**—This scholarship is funded by the Society of Organized Sound (ESCC Music Club). Several of these scholarships are awarded each year to striving musicians who wish to take an applied music class. The scholarship covers either a voice or instrumental class. Non-traditional students are welcome to apply.

### **Other scholarships periodically made available include the following:**

- Alpha Delta Kappa
- Alabama Federation of Music Clubs
- Alabama Indian Affairs
- Alabama Sports Hall of Fame
- American Association of University Women
- Amoco Foundation
- Animal Health Center
- AUSA
- Coffee County Young Woman of the Year
- Enterprise Bankers' Association
- Enterprise Chamber of Commerce
- Enterprise Homemakers
- Enterprise Junior Women's Club
- ESCC Education Association
- First Command Educational Foundation-Texas

The Glinton Foundation  
 NCO Wives Club, Fort Rucker  
 Officers Wives Club, Fort Rucker  
 Opp Micolas Mills  
 Pilot Club of Enterprise  
 Pilot Club of Ozark  
 Vietnam Veterans of America, Inc  
 Walton Foundation  
 Winn-Dixie

### XVIII. HOW TO APPLY FOR SCHOLARSHIPS

Enterprise State Community College and the ESCC Foundation offer a rich variety of scholarship opportunities to outstanding students. Scholarships are awarded for academic performance, technical promise, career interests, and for participation in the fine arts, athletics, and leadership activities.

The scholarship application process at ESCC is competitive.

Successful applicants must submit a complete scholarship application packet before the deadline, which is March 1. Applicants are urged to complete their application packets at one week before the March deadline to avoid last minute processing problems.

Late or incomplete applications will not be considered for the first round of awards.

A complete application package consists of the following items:

- A. ESCC application for admission (complete online at [www.escc.edu](http://www.escc.edu))
- B. The students Expected Family Contribution (EFC) from [www.fafsa.gov](http://www.fafsa.gov). ESCC's Federal School Code from the Free Application for Federal Student Aid (FAFSA) is 001015. Contact ESCC Financial Aid at 334-347-2632 Ext. 2214 or [financialaid@escc.edu](mailto:financialaid@escc.edu) with questions about the FAFSA
- C. ESCC scholarship application (completed online at [www.escc.edu](http://www.escc.edu)) All required items must be completed of the application cannot be submitted.
- D. High School transcript (if still enrolled in high school) or GED documentation (if a GED recipient) An official college transcript from each college previously attended (for transfer students)
- E. High School and/or college transcripts may be mailed to the address below, faxed to 334-347-0191, e-mailed to [scholarshipapp2015@escc.edu](mailto:scholarshipapp2015@escc.edu), or delivered to

ESCC Financial Aid Office  
 Attn: Scholarship Committee  
 PO Box 1300  
 600 Plaza Drive  
 Enterprise, AL 36331



# Student Services

## I. MISSION AND GOALS

The mission of Enterprise State Community College Student Services Division is to provide a learning environment which complements the curricular mission of the College by offering services and programs that maximize holistic student success.

The goals of Student Services are:

- A. to provide admission, registration, counseling services, and other support services to meet students' needs for access to the institution,
- B. to assist in creating an environment which is conducive to student development,
- C. to provide services which will facilitate the successful movement of the student through the educational process to completion of his/her identified goals,
- D. to provide a system of accurately recording and retrieving student records,
- E. to provide orientation, advising, career planning, and involvement opportunities for student growth and development,
- F. to provide academic support services for students to facilitate academic achievement,
- G. to provide institutional leadership in the development and implementation of a marketing strategy for recruitment,
- H. to participate in the governing system of the College in the areas of long-range planning, fiscal management, policy regulation, curriculum development, due process in student discipline, and student life, and
- I. to assist in satisfying community needs for information, for facilities and programs, and for manpower and economic development.

## II. COUNSELING

The Counseling Office offers services that help students meet their academic needs. Counseling services are available on the Enterprise Campus and the Alabama Aviation Center at Ozark from 7:30 a.m. until 4:45 p.m., Mondays-Thursdays, and 7:30 a.m. until 2:00 p.m. on Fridays. Counseling services are available on the Enterprise Campus at the Counseling Services Office in the Student Center, telephone (334) 347-2623, ext. 2293 or on the Alabama Aviation Center at Ozark in (Room 107, Stegall Hall), telephone (334) 774-5113, ext. 3640, or at the Fort Rucker site (Room 153), telephone (334) 598-3438 ext. 4227. Hours at the Fort Rucker site are Mondays - Thursdays 10 a.m. until 7 p.m. and 10 a.m. until 2 p.m. on Friday. Students may make individual appointments with a counselor. Evening counseling hours are available upon request.

Career interest testing is available to students. Testing information can be picked up at the Counseling offices on both campuses. These services are confidential.

The Alabama Articulation Program (also called **STARS—Statewide Articulation Reporting System**) is a computerized articulation and transfer planning agreement designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made.

STARS is the information link between the state's public two-year and four-year institutions. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one institution to another.

Students who are interested in receiving a "STARS Guide and Transfer Agreement" should go to the statewide articulation website at [www.stars.troy.edu](http://www.stars.troy.edu).

Students having academic difficulties may see a counselor at any time. Counseling Office staff work with students throughout the year to improve study methods, explore careers, and make referrals to Student Support Services (Enterprise Campus, and Alabama Aviation Center at Ozark), and SAS (Student Academic Success) Lab (Enterprise Campus). In addition, a counselor is available to explain the student's respective plan of study and to aid students with information concerning transfer requirements.

Recruiters from several senior colleges and universities are scheduled throughout the year for students to ask questions concerning transfers. Students are encouraged to make use of these services.

Focus 2 Career Planning and Major Exploration System is a comprehensive interactive career computer program which is updated annually. The program provides interest, abilities, and values inventories; it also provides detailed information for occupations and college majors, plus a four- and two-year colleges search feature with job search tools including resumes, cover letters, interviews, job openings, internships, and apprenticeships. Also a personal portfolio builder is included in the

program. Users may easily explore all areas unassisted. Also, this software offers access to online college and financial applications and includes the costs for four-year and two-year colleges. Please visit the Counseling Services Office for access information for Focus.

Helpful information about area colleges and careers is available through the Counseling Office at the Enterprise Campus, Alabama Aviation Center at Ozark, and Fort Rucker Site. Students are encouraged to make use of these free, professional services.

### III. STUDENT SUPPORT SERVICES (SSS)

The Student Support Services (SSS) program provides opportunities for academic development, assists students with basic college requirements, and offers services to motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase the College retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next. Services available to eligible students include career counseling, academic advisement, tutoring, financial aid information, transfer information, escorted visits to senior universities, self-improvement workshops, diagnostic inventories, and cultural awareness activities. Applications are available in the following locations: Enterprise Campus—Lurleen B. Wallace Hall, Room 102; Fort Rucker Site—Building 4502, Room 153; Alabama Aviation Center at Ozark—Steagall Hall, Room 111; and Aviation Center at Mobile—Administrative Office. It is the students' responsibility to meet the program obligations by participating in required activities. The SSS Staff believes students may increase their opportunity for success if they seek help early in the semester or as soon as difficulties are encountered.

### IV. TESTING PROGRAM

#### A. Placement Testing

Beginning freshmen, dual enrollment students, and advanced placement students must take the COMPASS placement test to ensure that they possess the basic skills required for success in college courses. Transfer students must take the COMPASS placement test prior to registering for English composition or mathematics courses or have credit in math or English on their transcript. The COMPASS test is valid for three years. Students may retake parts of the COMPASS test one time only. A fee of \$8.00 per test retake is charged.

Acceptable SAT and ACT scores can be used as the placement test requirement at ESCC. These scores are valid if the student enrolled at ESCC within three years of high school graduation. Otherwise, a three-year time limit is used to determine the acceptability of the test.

#### B. American College Test (ACT)

The College's Enterprise Campus is an official center for administering the ACT. Students interested in taking this test may contact the Admissions Office at (334) 347-2623 or obtain information from high school counseling offices for test dates.

#### C. ACT Workkeys Testing

Enterprise State Community College is an ACT Workkeys Test Center. Individuals may schedule Workkeys assessments by contacting the ESCC Office of Distance Learning at (334) 347-2623, ext. 2282.

#### D. College-Level Examination Program (CLEP)

Enterprise State Community College will accept credits earned on the CLEP tests toward the associate degree for not more than 25 percent of the total credit required for the degree. A minimum score in the 50th percentile in the areas examined is required for award of credit. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the College. For further information, contact the Counseling Office at (334) 347-2623, ext. 2272/2325. Enterprise State Community College is not a CLEP testing center.

#### E. General Education Development (GED)

A certificate of high school equivalency is awarded by the Alabama Department of Postsecondary Education upon a student's successful completion of the GED test. The College's Enterprise Campus is authorized to administer this test to Alabama residents meeting the required standards. For additional information contact Adult Education at (334) 347-2623, ext. 2218.

#### F. Advanced Placement Credit (AP)

All Alabama community colleges will accept a score of three (3) or higher on the Advanced Placement subject examinations for credit for a minimum of one course in the subject area corresponding to the test.

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.

A maximum of twenty (20) semester hours may be awarded for Advanced Placement by the state's community colleges.

## V. LIBRARY/LEARNING RESOURCES CENTER (LRC)

The Learning Resources Centers located at the Enterprise Campus, Alabama Aviation Center at Ozark, and the Aviation Center at Mobile, provide a variety of resources and services to support the educational, instructional, recreational, and lifelong learning needs of students, faculty, staff, and community. Librarians and other trained personnel are available during operational hours to provide reference assistance. Students attending the Fort Rucker Site have access to the Center Library on post.

Print, non-print, and electronic materials are available including books, e-books, periodicals, and government documents. The collections also contain audiovisual and microform materials. The Enterprise Campus LRC is a Federal Depository Library Program participant and maintains a government publications collection.

Access to the LRC collections is available through the online catalog "Webcat." Links to library resources are provided on the ESCC home page. A LRC/library account must be established to check out ESCC library materials and to obtain materials from other libraries using interlibrary loan services. LRC identification cards are required to check out materials. Materials will be provided via postal services for distance education students who do not attend classes on any ESCC campus. Also, the Alabama Virtual Library (AVL) website provides a wealth of information for students, faculty, and staff. Remote access to the AVL is provided via the "Alabama Virtual Library" link on the ESCC Homepage. Community patrons, nineteen years of age and older, may obtain an LRC/library card upon registration and payment of an annual fee. Interlibrary loan service is offered for students and staff. Reproductive equipment including photocopiers, scanners, and microform readers/printers are available. Designated viewing and listening areas are provided to accommodate various media formats.

Group and individual bibliographic instruction (information literacy) is offered by the LRC staff upon request. It is an introduction to the many resources available for research purposes and instruction in efficient research methods and use of information resources.

### THE STUDENT ACADEMIC SUCCESS LAB (SAS)

The Student's Academic Support (SAS) Lab, located on the Enterprise Campus Snuggs Hall, in Room 100, is designed to offer all students access to equipment and materials for academic reinforcement. It is the distance learning test site for the Enterprise Campus, on-line courses, and COMPASS Tests. All scheduled tests in the SAS Lab are proctored.

In addition to using testing services, students can conduct research using the Internet, use educational support software, prepare course assignments, and apply on-line for Financial Aid. Students are also welcome to create and print a "STARS Guide and Transfer Agreement (STARS—Statewide Articulation Reporting System), or check college e-mail. The Lab is equipped with up-to-date computers which are available for ESCC curriculum-related work only—no recreational use allowed.

Test proctoring hours will be posted each semester. Please call (334) 347-2623, ext. 2304 for testing hours. Students will need to call during the hours the lab is open to make an appointment.

NOTE: Exams must be started no later than one hour before posted closing time and completed by posted closing time.

## VI. COMPUTER LAB—OZARK CAMPUS

The Computer Lab, located on the Ozark Campus in Stegall Hall, is set up to assist students with class assignments requiring computer usage, internet research, proctored tests, COMPASS testing, financial aid applications on-line, and classes. Personal use of the computers is not allowed. All users other than classes must sign-in at the Computer Lab Office.

All testing is conducted by appointment only. Appointments must be made 24 hours in advance. Test proctoring services are available each semester. The lab is closed for testing and when classes are being held in the lab. Hours of operation will be posted each semester with hours scheduled for one evening per week. For more information or to schedule an appointment, call 334-347-2623, ext. 3653.

## VII. CAREER FAIR

Each year in November, a Career Fair is held in the Enterprise Campus Gymnasium. ESCC students, local high school students, and the community are welcome to discuss career opportunities with professionals representing diverse businesses, health-related occupations, and military occupations.

## VIII. COLLEGE TRANSFER DAY

Each February, four-year college admissions representatives visit ESCC's Enterprise Campus to provide catalogs, admissions applications, and program information for potential transfer students. For more information contact (334) 347-2623 ext. 2295 or stop by the Admissions Office in Lurleen B. Wallace Hall Student Center.

## IX. MASTER STUDENT

This course is designed for first-time students. The purpose of the Master Student class is to provide an opportunity for students to learn and adopt methods to promote their success in college. Topics include time management, reading, memory, notes, tests, diversity, writing, and career planning. Students will be given a learning skills and learning styles inventory and will conduct a career search. This course is taught on the Enterprise Campus only.

## X. ORIENTATION

Orientation dates are published in every semester class schedule. Orientation helps first-time and transfer students with their transition to ESCC, exposes students to academic and social opportunities, and integrates new students into college life. Students are personally advised and preregistered for classes during fall semester orientation.

Students needing more information about orientation should consult the class schedule of the current semester.

## XI. THE ESCC BOOKSTORES

College books stores are located on the Enterprise Campus, Ozark Aviation Center Campus and the Mobile Aviation Campus.

The bookstores have new and used books as well as a variety of composition books, pens, art materials, and miscellaneous supplies. Assorted clothing items are also available at the Enterprise Campus and the Alabama Aviation Center at Ozark. Students who are approved for the Pell Grant may charge supplies and books one week before classes begin.

Regular hours of operation: 7:45 a.m.-4:15 p.m., Mondays-Thursdays; 7:45 a.m.-1:30 p.m., Fridays.

In addition to the regular hours, bookstores will be open for the first night of class each semester and one night during finals. Books are also available at the Fort Rucker Site the first two nights of class, 4:30-7:30 p.m.

The College, along with wholesale textbook company representatives, purchases clean, used books for resale. Cash is paid to students for books that will be used in upcoming terms. Special hours for the "Buy Back" are scheduled during final exam week of each term.

Books on loan to recipients of certain scholarships must be returned by the last day of final exams. Failure to return books will result in grades/transcripts being held and further enrollment denied.

## XII. ESCC STUDENT ORGANIZATIONS

Enterprise State Community College offers students activities and programs that promote leadership, academic support, social opportunities, and cultural experiences through clubs and organizations.

### A. ORGANIZATION GUIDELINES

1. The establishment of social sororities and fraternities and/or societies is considered in conflict with the institution philosophy, and hereby prohibited at Enterprise State Community College.
2. Student organizations having an educational base for their being may seek State Board of Education endorsements.
3. Enterprise State Community College must publish and distribute policies regarding student organizations. Institutional policies and procedures will be reviewed annually and updated as required.
4. Individuals who wish to organize or sponsor a new student group must obtain approval for the new group from the Dean of Students. Student groups must have a faculty or staff sponsor.

### B. ACTIVE ORGANIZATIONS

The ESCC student organizations are listed below alphabetically and are followed by a code indicating the campus, site, or center where the organization is available: Enterprise Campus (E), Fort Rucker Site (F), Alabama Aviation Center at Ozark (O), and Aviation Center at Mobile (M).

**The Ambassadors (E)**— The Enterprise State Community College Ambassadors serve as the official hosts and hostesses for the College. These students act as tour guides for visiting groups and also help with events on campus such as Math Tournaments and Scholars Bowl. In order to be selected as an Ambassador, students must be enrolled full-time, have a 2.5 GPA, complete an application, and participate in an interview.

**Association for Women in Aviation Maintenance (O)**— AWAM champions women's professional growth in aviation maintenance, promotes education, and increases public awareness of women in the industry.

**Baptist Campus Ministries (BCM) (E)**— Baptist Campus Ministries is a Christian fellowship and service organization open to students of all denominations who are looking for an opportunity to get to know other Christian students. Weekly meetings, Bible studies, fellowships, state conventions, retreats, mission trips, and other activities provide opportunities for fun and spiritual growth. All students who are interested in growing spiritually and in making new friends are welcome.

**Community Band (E)**— The Community Band is a traditional instrumental ensemble open to students and community members. The repertoire consists of music from many styles and genres. The ESCC Band presents several concerts throughout the year.

**Concert Band (E)**— The Band meets concurrently with Community Band and is designed as an organization for recreation through musical participation. Emphasis is upon concert band repertoire and preparation for performance. Several public performances are given each year. Any student already having a background in instrumental music may participate.

**Concert Choir (E)**— The Concert Choir is a traditional choral group open to students and community members. The repertoire consists of music from many styles and genres. The Concert Choir presents several concerts throughout the year.

**Diamond Dolls (E)**— The Diamond Dolls is a group consisting of all females who enjoy baseball and want to help the baseball team. The mission of the organization is to help promote baseball on campus and to encourage team spirit. Activities include selling concessions at home games, providing snacks for away games, and field beautification. Monthly meetings are held and interviews are required to join.

**Entertainers (E)**— The Entertainers is an auditioned group of singers and instrumentalists whose main purpose is to serve as ambassadors for the College and provide musical entertainment for area schools, civic and state organizations, military functions, and community activities. The group features an upbeat show with a repertoire from many styles and genres including show tunes, ballads, pop, jazz, and patriotic selections. Many selections are complemented with choreography and other staging. The Entertainers present many concerts throughout the year.

**ESSSA (E)**— The Enterprise State Secular Student Alliance (known as ESSSA) is an affiliate of the national Secular Student Alliance. The SSA and its affiliates are agreed on four standards: groups are naturalistic, economically neutral, civil-rights minded, and non-discriminatory. We are here to organize, unite, educate, and serve students and student communities that promote the ideals of scientific and critical inquiry, democracy, secularism, and human-based ethics.

**History Club (E)**— The ESCC History Club is made up of students who are interested in the study of history. The club conducts a variety of activities to promote knowledge of the past and appreciation for history. Membership is open to any current ESCC student.

**Interclub Council (E)**— The Interclub Council is a branch organization of the Student Government Association. It was organized in the fall of 1968 with the purpose of aiding the SGA in coordinating club activities. The Interclub Council promotes communication among campus organizations and coordinates projects of mutual benefit and interest. Membership in the Interclub Council consists of one representative chosen by each campus organization. The SGA vice president serves as president of the Council and other officers are selected by the Council.

**National Society of Leadership and Success (E)**— The Society is an organization that helps people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded success oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world.

**Phi Beta Lambda (E)**— The purpose of Phi Beta Lambda is to familiarize students with the opportunities available in business and office occupations. PBL is an integral part of the instructional program; it promotes a sense of civic and personal responsibility. Members have an opportunity to compete in a number of skills events on the state and national levels. As members of this organization, students have the opportunity to network with business leaders in the community. All students taking business courses are urged to join.

**Phi Theta Kappa (E) (O)**— Phi Theta Kappa is the national scholastic honorary society for two-year colleges. The purposes of the organization are to offer a means by which the students who achieve academic excellence may be recognized and to encourage academic excellence among the students at Enterprise State Community College. The Tau Mu chapter of Phi Theta Kappa was chartered in March 1969.

**Players (E)**— The ESCC Players is a group of students and community members whose main purpose is to promote the art of theatre production and stage performance with dramatic works ranging from one-act plays to Broadway musicals. The ESCC Players present two or more theatrical productions each year.

**Professional Aviation Maintenance Association (PAMA) (O)**— The student chapter of the PAMA is a non-profit, non-union professional association that offers members benefits such as tool discounts, job referral, and a bimonthly magazine with the latest news in aviation.

**Scholars' Bowl (E)**— Scholars' Bowl is a varsity academic team that travels throughout the state and nation competing with similar teams from other colleges and universities. It is a competition involving fast reflexes, great amounts of collegiate knowledge, and close teamwork. Scholarships are available.

**Society of Organized Sound (SOS) (E)**— The main purpose of the Society of Organized Sound is to promote and support the Arts at the College and in the community. The club is a service organization that supports charitable causes.

**Spirit Club (E)**— The main purpose of the Spirit Club is to promote and support College athletic events. The club also performs service activities for the College. Membership is open to all ESCC students.

**Student Government Association (SGA) (E) (O) (M)**— The SGA is composed of four officers, seven sophomore senators, and seven freshman senators. All members of the Student Government Association are elected by the student body. The purposes of the SGA are to provide liaisons between students and the faculty and administration, to promote social and cultural opportunities for students, and to approve and charter all organizations which function on the campus.

**Welcoming Orientation Weevils (WOW) (E)**— WOW is a select organization of student orientation leaders who work with ESCC orientations. WOW acts as student guides, directs get-acquainted activities, assists advisors in scheduling, and presents several orientation workshops. This group of students is positive, outgoing, and enjoys helping ESCC freshmen make the transition to college life. Students with a minimum 2.5 GPA compete for WOW selection in an application, role-playing, and interview process.

**Write Club (E)**— The ESCC Literary Society & Creative Writing Club (known as Write Club, informally) is a group of students who meet regularly to foster and improve creative writing in those interested in pursuing that as a hobby or career as well as to share creative literary works that the members enjoy, including—but not limited to—novels, poetry, drama, film adaptations, and song lyrics.

### XIII. CHAPERONED EVENTS

It is the College's policy that all games, performances, practices, or activities relating to athletics, intramurals, performing arts, or any other student activity be supervised by the appropriate College personnel. If the responsible faculty/staff member is unable to be in attendance, he/she will ensure that a substitute faculty/staff member is in attendance or the activity is cancelled.

### XIV. OTHER STUDENT ACTIVITIES

#### A. Athletics

Enterprise State Community College encourages athletics as a part of its educational program at the Enterprise Campus. All intercollegiate sports are under the supervision of the Athletic Director.

Intercollegiate contests are played under the rules of the National Junior College Athletic Association and the Alabama Community College Conference. Participant eligibility is determined by these organizations and Enterprise State Community College.

Participation in intercollegiate athletics is one of the privileges afforded as an extracurricular activity to students enrolled in the institutions of The Alabama Community College System. The Alabama State Board of Education wishes to ensure that the health and safety of student athletes are not compromised and that student athletes are discouraged from the use and abuse of illegal drugs. Therefore, it is the policy of the Alabama State Board of Education that students participating in intercollegiate athletics submit to urinalysis drug testing at regular and random intervals, both announced and unannounced. This policy only authorizes drug testing of students who voluntarily choose to participate in athletics practice and/or competition at any of the institutions of The Alabama Community College System; therefore, any of these participating students will be required to submit to such testing.

The purpose of this policy is to prevent illegal drug usage, to alert student athletes to serious physical, mental, and emotional harm caused by drug abuse, and to maintain an athletics environment consistent with the high standards of the colleges and with the overall development and education of their student athletes.

Student athletes will be provided with educational programs, information, and activities to prevent drug abuse and to promote the personal well-being of the athlete.

The Chancellor shall issue guidelines to assist in adherence to, implementation of, and enforcement of this policy.

#### B. Intramurals

The purpose of the intramural sports program is to provide an opportunity for students at the Enterprise Campus to participate in selected individual, dual, and team sports. It is the desire of the College through the intramural program to promote activities which will provide enjoyment and physical recreation during the student's college career, contribute to the student's physical well-being, improve recreational skills for leisure time use in adult life, and aid in the development of sound emotional and social qualities. Participation is voluntary, and all students are invited to take part. For more information, contact (334) 347-2623, ext. 2235.

### XV. ACADEMIC ADVISING

Academic advisement is a fundamental part of the educational experience at Enterprise State Community College. Academic advisors assist students in such areas as registration, course selection, major and program of study selection, campus office and service referral, college and administrative policies, and regulations explanation. The academic advising relationship requires acceptance of mutual responsibilities by both advisor and advisee. When these responsibilities are effectively assumed, advising makes a vital contribution to the student's educational success. Ultimately, students are responsible for their own academic decisions, but the support of effective advising increases the student's chances to effectively meet all college and degree program requirements.

Academic advising is an ongoing process rather than a single or isolated appointment or meeting. It involves developing a relationship between the student and the advisor. The relationship is meant to help the student achieve his or her educational goals!

### A. Advisor Role and Responsibilities

The academic advisor helps the student select courses and learning experiences that support the student's educational goals. The academic advisor's responsibilities include the following:

1. inform students of the nature of the advisor/student relationship,
2. designate and post hours available for advising,
3. advising students in selecting work consistent with their educational goals,
4. assist students in selecting a realistic program consistent with their abilities and interests,
5. discuss linkages and relationships between institutional programs and occupational careers,
6. assist students in monitoring and evaluating their educational progress, and when completing the Change of Major Form,
  - a. Complete form with student. Student and Advisor must sign the form.
  - b. Verify VA Financial Aid status. You may call the Financial Aid office to verify status.
  - c. If student is receiving VA benefits forward the Change of Major form to the Financial Aid office; the Financial Aid office is then responsible for forwarding the form to the Registrar.
  - d. If the student is not receiving VA benefits, inform the Financial Aid Office of the major change and then forward the Change of Major form to the Registrar or director of counseling
7. approve all designated educational transactions,
8. interpret instructional policies, procedures, and requirements,
9. refer students to appropriate campus resources,
10. encourage students to accept responsibility for their own actions and decisions, and
11. evaluate the advising system, when requested, in order to strengthen the advising process.

### B. Advisee Role and Responsibilities

Academic advising is a joint responsibility of advisors and students. Students carry a large portion of the responsibility in the advising process and should take the initiative to seek advisement and develop the advisor/advisee relationship. All first-term freshmen will be unable to register for their second academic term until they have met with their faculty advisor during the official academic advisement period. In order to contribute to an effective advising relationship, students are expected to:

1. make contact early in the term with the academic advisor prior to any need for preregistration assistance,
2. schedule an appointment and meet with the advisor during the official academic advisement period prior to registration,
3. prepare for advising sessions and bring appropriate resources or materials,
4. communicate personal values, abilities, interests, and goals to the advisor,
5. be willing to seek out the academic advisor for advice at times other than registration,
6. follow through on actions identified during each advising session,
7. become knowledgeable of all graduation requirements and adhere to institutional policies, procedures, deadlines, and requirements,
8. become familiar with campus resources,
9. evaluate the advising system, when requested, in order to strengthen the process,
10. accept final responsibility for all decisions.

**XVI. STUDENT CODE OF CONDUCT**

This Code of Student Conduct documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be held accountable for compliance with the Code's provisions. By affiliation with the College, a student or organization does not escape the responsibility of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission as well as the safety, health, and well-being of all students and other persons at all ESCC locations.

Common courtesy and cooperation are expected of all students. Interference, injury, and the intentional attempt to injure or interfere with the personal or property rights of any person—whether a student, visitor, faculty, or staff member— or of the College itself, are strictly prohibited.

Students are expected to possess all text(s), tools, safety items, and personal items necessary to fully and effectively participate in a given class.

An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If the behavior of a student disturbs or otherwise interferes with instruction, then the student will be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor and a third party. The third party may be another faculty member from the division, the division chairperson, or the Dean of Instruction. The instructor may have a consultation with the department chairperson and the Dean of Students (see XVIII. Disciplinary Procedures) to determine if the student should appear before the College Disciplinary Committee.

**A. Application**

The Student Code of Conduct applies to individual students as well as formal and informal student groups while on campus, as well as those involved in ESCC related activities or functioning as official representatives of the institution while both on and off campus.

**B. Prohibited Conduct**

Any Student found to have committed one or more of the following acts of prohibited conduct will be subject to sanctions:

1. forgery, alteration, or misuse of College documents, records, or identification,
2. issuance of worthless checks made payable to the College,
3. failure to comply with the authority of the College's officials acting within the capacity and performance of their positions,
4. violation of the College's written rules, policies, and regulations,
5. obstruction or disruption of teaching, research, administration, disciplinary procedures, other ESCC activities, or other activities on the College's premises by ESCC students, employees, organizations, or clubs,
6. destruction, damage, or misuse of College public or private property (the student organization is responsible for any damage to college property),
7. conduct in violation of federal or state statutes or local ordinances which threatens the health and/or safety of the College's community or adversely affects the educational environment of the College,
8. conviction of any misdemeanor or felony which adversely affects the educational environment of the College (subject to Disciplinary Committee hearing),
9. obtaining the College's services by false pretenses, including but not limited to misappropriation or conversion of the College's funds, supplies, equipment, labor, material, space, facilities, or services,
10. hazing (any mental or physical requirement or obligation placed upon a person by a member of any organization or by an individual or by a group which could cause discomfort, embarrassment, pain, or injury or which violates any legal statute of the College's rules, regulations, or policies) which creates a situation which results in or might result in mental or physical discomfort, embarrassment, harassment or ridicule, including servitude often called "personal favors,"
11. lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person,
12. lewd, obscene, licentious, indecent, or inappropriate dress,
13. lewd, obscene, licentious, or indecent language,
14. harassment, intimidation, bribery, physical assault, or any other means implied or explicit to influence any member of a judicial body named in the Code, including witnesses, faculty members, staff members, and students—before, during, or after a hearing—(organizations shall be responsible for the actions of their members, alumni, advisors, etc.),

15. possession, while on ESCC owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities; exception—law enforcement officers legally authorized to carry such weapons and officially enrolled in classes or are acting in the performance of duties or an instructional program requiring firearms equipment,
16. possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on any College property or at a student or ESCC sponsored function,
17. being under the influence of alcoholic beverages or non-prescribed, controlled drugs on any College property or at a student or ESCC sponsored function,
18. unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law,
19. theft, accessory to theft, and/or possession of stolen property,
20. filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this Code,
21. physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment,
22. trespassing or unauthorized entry,
23. entering false alarms or tampering with fire extinguishers, alarms, or other equipment,
24. publishing, aiding in publishing, circulating, or aiding in circulating anonymous or unauthorized publications or petitions,
25. any form of gambling,
26. any 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.
27. unauthorized distribution of copyrighted material, including, but not limited to, unauthorized peer-to-peer (P2P) file sharing (through such software as LimeWire, bearshare, KaZaA, etc.) may subject students to civil and criminal liabilities. A summary of the penalties for violating Federal copyright laws may be obtained from the Dean of Students. Disciplinary actions for violation of copyright laws will be governed by the Disciplinary Procedures outlined in the College Catalog and Student Handbook and Procedure 5-11: Reporting and Responding to Copyright Infringement Allegations for ESCC Policy 518: The Digital Millennium Copyright Act (DMCA) and Peer-to-Peer File Sharing Policy.
28. implied or explicit assault, harassment, intimidation, bribery, or other threatening actions toward any individual, and
29. misuse of the College's name and/or logo spoken directly or represented visually or audibly in the form of any printed material or electronic media including any and all venues on the Internet.

**This list is not all-inclusive. Violations of the above will render a student subject to disciplinary action under the procedure which provides for notice and a fair hearing.**

### C. Academic Dishonesty

Enterprise State Community College regards academic dishonesty as a serious offense against the integrity of the educational process. In particular, the College recognizes two forms of academic dishonesty as matter for disciplinary action: cheating and plagiarism.

1. **Cheating:** In any act of cheating, a student attempts to use dishonest measures to gain an academic advantage over other students and/or be awarded a grade on some basis other than his/her own effort, knowledge, or skill in the subject being evaluated. Common examples of cheating include, but are not limited to, the unauthorized prior possession and/or use of an examination or answer key, use of notes or "crib sheets" during a quiz or examination, the copying of answers from another student, and the copying of computer files. In cases in which a student knowingly allows another student to copy from his/her work, both the student who copies such work and the student who allows the copying to occur are guilty of cheating.

Cheating will be punished by a zero for the assignment on which the cheating occurred and referral of the offending student(s) to the Dean of Instruction. The Dean of Instruction may impose more serious penalties.

2. **Plagiarism:** The College distinguishes between two types of plagiarism—blatant and inadvertent. Blatant plagiarism is the act of using the words and/or work of another author and attempting to pass it as one's own work. Examples of blatant plagiarism include, but are not limited to, a student's submitting, under his/her own name, an essay, report, research paper, or some other assignment which has been written in part or in whole by another person. Blatant plagiarism also occurs when there is a pattern of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his/her students) and/or the consistent failure to document accurately and in proper style any material that is not common knowledge which the student has included in an assignment.

Blatant plagiarism will result in a zero on the assignment, failure in the course, and referral of the case to the Dean of Instruction.

Inadvertent plagiarism involves the unintentional and occasional use of key phrases from a source and the failure to punctuate those key phrases as quotations and/or cite, in the prescribed style, the source of the phrases. It may also involve the occasional absence of documentation for a specific bit of paraphrased and/or summarized information that is not common knowledge. Inadvertent plagiarism may involve an occasional miscitation of a source or page reference for a specific bit of information. Inadvertent plagiarism does not indicate a pattern of deception or carelessness in the documentation of the paper as a whole.

Inadvertent plagiarism will be punished by grade penalties on the assignment. The instructor will publish to his/her students the grade penalties to be imposed in such cases.

3. **Rights of Appeal and Further Due Process:** Students who believe they are not guilty of cheating or of plagiarism as defined above may seek remedy by following the grievance procedures as indicated in this publication.

## XVII. INFORMATION TECHNOLOGY (IT) POLICY

### A. Institutional Purposes

This College-wide policy is intended to allow for the proper use of all Enterprise State Community College information technology to include computing and network resources, effective protection of individual users, equitable access, and proper management of resources.

### B. Use and Access

The use of all IT resources and access to the Internet is a PRIVILEGE, not a RIGHT. All ESCC students and employees are responsible for using these resources in an effective, ethical, and lawful manner. The College's IT resources (software and hardware) are to be used to advance the College's mission. The College provides an atmosphere that encourages access to knowledge and sharing of information.

ESCC employees and currently enrolled students may use campus technological resources for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other ESCC sanctioned activities. The use of the College's IT resources for commercial purposes is permitted only by special arrangement with the appropriate officials.

This policy is adopted in order to assure that the technology provided for general College student and employee use is always available for everyone and that no single individual will prevent, interrupt, or deter another individual from equal opportunity, nor violate another individual's rights.

Throughout this policy, an "individual" refers to the College's students and employees. Also, the "network" refers to the physical wiring, the logical data network and its protocols, the Internet access provided by Enterprise State Community College, stand-alone computers, and the campus mini-computer and PC systems attached to the data network. Students and ESCC employees are not allowed to connect their personal computers and/or laptops to the wired network.

Technology resources may be used for legal purposes in accordance with ethical standards of the College community and in the spirit of cooperative collegiality.

#### 1. **Illegal Use includes but is not limited to the following:**

- a. harassment of other users,
- b. libeling or slandering other users,
- c. destruction of or damage to equipment, software, or data belonging to the College or other users,
- d. disruption or unauthorized monitoring of electronic communications,
- e. unauthorized copying of copyright-protected material,
- f. pornography installation, and
- g. concealing or misrepresenting your name or affiliation in e-mail messages.

#### 2. **Unethical Use includes but is not limited to the following:**

- a. violation of computer network security,
- b. setting up servers and machines that are against the College's policies or which invite an exceptional amount of network access traffic,

- c. unauthorized use of computer accounts, access codes, or network identification numbers assigned to others,
  - d. use of computer communications facilities in ways that unnecessarily impede the computing activities of others such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth,
  - e. use of any peer-to-peer (P2P) software (limewire, bearshare, Kaza, etc). It is illegal to download copyrighted material, it opens your computer to unknown downloaded materials, and it could cause speed and bandwidth issues with the network,
  - f. use of computing facilities for private business purposes unrelated to the mission of the College or to life at the College,
  - g. academic dishonesty (plagiarism, cheating, etc.),
  - h. violation of software license agreements,
  - i. violation of network usage policies and regulations,
  - j. violation of another user's privacy,
  - k. display or distribution of materials (text, audio, or video) which are obscene, sexist, or racist on any campus location where it may be deemed offensive to other individuals,
  - l. use of profanity, obscenity, or other language which may be offensive to other individuals.
3. **Cooperative Use includes but is not limited to the following:**
- a. regular deletion of unneeded files from one's accounts on shared computing resources,
  - b. refraining from overuse of connect time, information storage space, printing facilities, or processing capacity,
  - c. refraining from overuse of interactive network utilities (Internet Relay Chat),
  - d. refraining from use of sounds and visuals which might be disruptive to others,
  - e. refraining from use of any computing resource in an irresponsible manner,
  - f. refraining from unauthorized use of departmental or individual computing resources such as a personal or departmental laser printer, laptop, or modem, and
  - g. refraining from initiating or forwarding e-mail "chain letters" or "broadcast" messages.

### C. Privacy and Confidentiality

The right to privacy of all individuals is also to be upheld. Enterprise State Community College will do its best to protect the confidentiality of the network and its users; however, individuals must do their best to aid in this process.

#### **IMPORTANT NOTE:**

Electronic data of any type on the network, including e-mail, is NOT confidential. While the College staff do everything in their power to keep data confidential, the College cannot make guarantees. Individuals should abide by the security restrictions on all systems and information to which they have access. All equipment and the data it contains are the property of Enterprise State Community College, but due to the nature of the Internet no guarantees can be made.

### D. Classroom Information Technology Use

The following standards are intended to preserve academic integrity and ensure that students have optimum environmental conditions for effective learning.

Telecommunication devices may not be displayed, activated, or used during instructional activities unless otherwise specified by the instructor. Instructors may require that cellular telephones and other wireless and electronic devices be left on students' desks during examinations. Telecommunication devices are defined as but not limited to cellular telephones with or without cameras, pagers, walkie-talkies, hand-held computing devices, portable electronic or wireless devices capable of storing and transmitting or receiving images, such as cameras or laptops, as well as any new technology developed for similar purposes.

## E. Computer Lab Use

Enterprise State Community College's computer labs are available to currently enrolled students and employees of ESCC. These labs include, at the Enterprise Campus, the Student Academic Success Lab in Snuggs Hall, the teaching labs in Wallace Hall, Talmadge Hall, Forrester Hall, Sessions Hall, and Snuggs Hall, and the computers provided for general use in the Libraries/LRCs at the Enterprise, Ozark, and Mobile locations. These labs also include the teaching labs at the Fort Rucker Site, Alabama Aviation Center at Ozark, and the Aviation Center at Mobile. Scheduled classes have priority use in teaching labs.

No lab use is permitted except during scheduled hours; however, those hours may change at the discretion of the manager of the labs. Lab hours will be posted on the lab doors.

All of the College's IT policies pertain to use of the equipment and the behavior of the individuals within the general-use labs on all of the College's locations. No food, drinks, or tobacco products of any nature are allowed within the labs at any time. No children are permitted in labs. No groups are permitted at computers. A quiet learning environment must be maintained in all labs. Enterprise State Community College staff, student lab monitors, and campus security personnel reserve the right to ask disruptive and non-authorized individuals to leave.

Within the labs, strict policies are followed pertaining to copying files and applications and the installation of any software not licensed to Enterprise State Community College. It is prohibited to copy any application software not already licensed to the College without the consent of the Director of Information Technology.

It is also prohibited to turn off any copy-protection software, anti-virus software, or otherwise change the configuration of any machine within the labs, including the removal of any disk/file locking software, without the consent of the Information Technology Department. Making changes to the system hardware and the software configurations that interfere with others' use of the same machine or any portion of the data network and printing may result in the restriction of the individual's rights to use all general access labs. Individuals should be aware of computer viruses and other destructive computer programs and take steps to avoid being victims or unwitting distributors of these programs.

## F. Student Academic Success (SAS) Lab

Usage is limited to currently enrolled ESCC students and priority for usage is as follows:

1. distance learning students being tested have priority for usage during designated testing hours,
2. individual students using computers or Internet for course-related work (research, study guides, tutorials, word-processing, computer assignments, etc.), and
3. individual students doing transfer searches, financial aid applications, or career searches.

## G. Library/LRC Computers

Computers in the Library/LRC are available primarily for sessions in curriculum-related functions. Usage priorities are as follows:

1. scheduled classes,
2. individual library users accessing Webcat (the online catalog) or online databases on the Internet,
3. ESCC students using the computers or Internet for course-related work,
4. ESCC students and employees using the computers or Internet for non-course related purposes, including online communities (MySpace or Facebook) or e-mail usage—one hour session limit per day, and
5. approved community residents using computers or Internet, including online communities, for non-course related purposes—one hour session limit per day during designated hours.

## H. Harassing and/or Obscene Material

At no time shall any sexually or racially discriminating material be displayed within the labs, except as it pertains to class assignments. If requested to remove the display of information or graphics of such a nature, the individual shall do so immediately. E-mail may not be used to send abusive, threatening, or harassing materials.

## I. Social Media and Online Communities (Facebook, Twitter, YouTube, Instagram, Snapchat, etc.)

Students and employees should be **certain** that they know the pages they are accessing in online communities are safe and non-malicious. This is mandatory to maintain the security of the College's computers and network.

Anyone posting to social media sites can be held legally responsible for the comments posted.

Posts by page administrators, or others, to social media sites do not necessarily reflect the opinions of the college.

ESCC monitors all sites & reserves the right to edit, change or modify any post not in compliance with college guidelines

## A. GUIDELINES FOR USING SOCIAL MEDIA

1. Obscenities, personal attacks, harassment, threats, hateful, slanderous, unlawful or defamatory comments will not be tolerated. These type items will be removed and any person making such post will be reported to the Dean of Student's office for violation of student code of conduct or to the appropriate authorities.
2. Remember your target audience and do not post text, video, pictures or other items that could alienate, harm, or provoke other students, colleagues, instructors, or peers.
3. Be accurate and review posts for grammatical or factual errors. The college reserves to right make related corrections as necessary or to remove post that violate ESCC guidelines.
4. No Spamming - All posts must be relevant to ESCC. The college's social media sites can not be used to promote businesses, personal causes, or political candidates.
5. Copyrights - Do not post any item that infringes on the rights of any third party. These include intellectual property, privacy or public rights
6. No Soliciting

## B. PERMISSIONS

1. By posting text, pictures, or video to any ESCC social media site, the user acknowledges that Enterprise State Community College, including the Alabama Aviation Center, has the irrevocable right to the material posted. These items, including photographs and/or text may be reproduced, copied, distributed, published, displayed, edited, or modified, or used in other ways as deemed necessary and/or beneficial to the college.
2. Any college department, club, or organization planning to establish, create, or maintain a social media site, must first obtain written permission from the Dean of Students or college president.

**A.** Any student organization affiliated with Enterprise State Community College shall adhere to the same IT policies as an individual student. All content (including text, photos, & video, posted on a student organization social network site (i.e., Facebook, Titter etc.) shall be consistent with the mission of the Alabama Community College System and Enterprise State Community College. Any person or organization in violation of this policy shall be subject to sanctions under the Student Code of Conduct.

ESCC is not responsible for the content of any other website outside of the escc.edu domain.

## J. Wasteful Use of Resources

Acts that impair the operation of the labs, such as injecting computer viruses, sending excessively large e-mailings, large print jobs, batch programs, "junk mail" (including chain letters), etc., are prohibited. No downloading of programs is allowed.

Violation of any of the above rules may result in the suspension of the person's rights to use any of the general access labs at Enterprise State Community College.

## K. Disclaimer

The College reserves the right to charge for materials related to computing expenses such as printer paper and cartridges.

As part of the services available through the website, the College provides access to a large number of conferences, lists, and bulletin boards. Some of these lists and conferences may contain objectionable material.

## L. Purposes and Uses of E-mail at the College

The College provides many computing and network resources for use by students, faculty, staff, and other persons affiliated with the College. Members of the College's community are encouraged to use e-mail for College-related activities and to facilitate the efficient exchange of useful information. Access to e-mail is a privilege and certain responsibilities accompany that privilege. Users of e-mail are expected to be ethical and responsible in their use.

### 1. Institutional Purposes

This document constitutes college-wide policies intended to allow for the proper use of all Enterprise-Ozark Community College (EOCC) computing and network resources, effective protection of individual users, equitable access, and proper management of those resources.

### 2. Acceptable Use Policy

The use of all campus computing resources and access to the Internet is a PRIVILEGE, not a RIGHT. All students and college employees are responsible for using these resources in an effective, ethical, and lawful manner. College computing resources (software and hardware) are to be used to advance the College's mission. The College provides an atmosphere that encourages access to knowledge and sharing of information.

College employees and currently enrolled students may use campus computing resources for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other College-sanctioned activities. The use of College computing resources for commercial purposes is permitted only by special arrangement with the appropriate officials.

These policies are adopted in order to assure that the technology provided for general student and College employee use is always available for everyone, and that no single individual will prevent, interrupt, or deter another individual from equal opportunity, nor violate another individual's rights.

Throughout these policies, an "individual" refers to students and College employees. Also, the "network" refers to the physical wiring, the logical data network and its protocols, the Internet access provided for by Enterprise-Ozark Community College, stand-alone computers, and the campus mini-computer and PC systems attached to the data network.

### 3. Unacceptable Use Policy

a. **Legal Use** - Computing resources may only be used for legal purposes. Examples of UNACCEPTABLE purposes include, but are not limited to, the following:

- Harassment of other users;
- Libeling or slandering other users;
- Destruction of or damage to equipment, software, or data belonging to the College or other users;
- Disruption or unauthorized monitoring of electronic communications;
- Unauthorized copying of copyright-protected material.
- Pornography installation
- Concealing or misrepresenting your name or affiliation in e-mail messages

b. **Ethical Use** -Computing resources should be used in accordance with the ethical standards of the College community. Examples of UNACCEPTABLE use (some of which may also have legal consequences) include, but are not limited to, the following:

- Violation of computer network security;
- Setting up servers and machines that are against College policies or which invite an exceptional amount of network access traffic;
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth);
- Use of computing facilities for private business purposes unrelated to the mission of the College or to College life
- Academic dishonesty (plagiarism, cheating, etc.);
- Violation of software license agreements;
- Violation of network usage policies and regulations;
- Violation of another user's privacy;
- Display or distribution of materials (text, audio, or video) which are obscene, sexist, or racist in any campus location where it may be deemed offensive to other individuals;
- Use of profanity, obscenity, or other language which may be offensive to other individuals

### M. Prohibited E-mail Uses

1. sending copies of documents in violation of copyright laws,
2. inclusion of the work of others into electronic mail communications in violation of copyright laws,
3. "spoofing," i.e., constructing an electronic mail communication so it appears to be from someone else,
4. "snooping," i.e., obtaining access to the files or electronic mail of others for the purposes of satisfying idle curiosity with no substantial College business purpose,
5. capture and "opening" of electronic mail except as required in order for authorized employees to diagnose and correct delivery problems,
6. attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization,
7. use of electronic mail to harass or intimidate others or to interfere with the ability of others to conduct College business,
8. "spamming," i.e., the mass distribution of unsolicited electronic mail or news promoting commercial or non-commercial websites,
9. use of the College's electronic mail resources for personal monetary gain or for commercial purposes that are not directly related to College business, and
10. use of electronic mail systems for any purpose restricted or prohibited by laws or regulations.

## N. Wireless Internet Access

Enterprise State Community College provides wireless data network access in select locations for the campus community. Wireless networking is a supplement to the College's wired LAN network and is not considered a replacement for wired access.

Use of the wireless network on campus is subject to the following rules.

1. Wireless access on campus is subject to the College's Technology Policy found in the *ESCC College Catalog and Student Handbook*.
2. Each student is permitted one connection to the wireless network for a personal computer or handheld device.
3. Any action that is judged detrimental to campus network operation by the IT staff may be terminated.
4. The wireless connection is a direct connection to the Internet with a basic firewall. The College does not provide virus or spyware scanning software for this connection; therefore, the risk of infections to computers increases. Connection users, not ESCC, are responsible for infections originating from the wireless internet connection.

## O. Consequences

Violators of the IT Policy will be subject to the normal disciplinary procedures of the College and, in addition, the loss of computing privileges to the College network may result. Violations of the policies described above for legal and ethical use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving computing resources may also be subject to prosecution by local, state, or federal authorities.

## XVIII. DISCIPLINARY PROCEDURES

- A. The Dean of Students shall be responsible for preparing and forwarding cases to the College Disciplinary Committee. When an alleged violation of the Student Code of Conduct comes to the attention of the Dean of Students, he/she shall receive any information concerning the alleged violation, including pertinent facts, evidence, testimony, and witnesses' names. Any faculty, staff, or student member may bring charges against a student. Should the Dean of Students consider the offense serious enough that the student poses a threat to other persons or ESCC facilities, the individual may be suspended immediately.
- B. The Dean of Students or designee shall schedule a meeting with the student for an interview at the earliest possible time to discuss an alleged violation of the Student Code of Conduct. If the student fails to appear for the interview, the Dean of Students may, on the basis of available evidence, forward the case to the College Disciplinary Committee. When the student appears for the interview and before the interview begins, the student shall again be informed that the interview is for the purpose of discussing a possible violation of the Student Code of Conduct. The student shall be presented a printed copy of his/her rights of procedural due process.
- C. If the Dean of Students determines, as a result of the interview and other evidence, that there is sufficient reason to present the case to the College Disciplinary Committee, the student shall be asked to enter a plea of guilty, not guilty, or no plea.
 

A date shall be set for the hearing and the student shall be notified of that date. The notice to the student shall be in writing and shall include the alleged violation, a statement of the incident leading to the violation, the nature of the evidence (if available), the names of any witnesses, and the student's right to a public hearing. There shall be a minimum of three (3) weekdays between the interview and the date of the hearing unless there is mutual agreement between the student and the Dean of Students for an earlier hearing.
- D. If the student fails to attend the College Disciplinary Committee hearing after notification of the hearing date by the Dean of Students, the hearing shall continue.
- E. The College Disciplinary Committee shall make every effort to hear the case immediately in order to remove any question the student has about continuance at Enterprise State Community College. If a student withdraws from the College before appearing before the College Disciplinary Committee, a mutually satisfactory meeting date shall be arranged if possible. Pending the outcome of the hearing, a hold shall be placed on the student's record. If the committee deems that suspension is warranted, the suspension shall become effective the date of the student's notification of the committee's action. The suspension shall apply to students in or out of school.
- F. The decision reached by the Disciplinary Committee will be from a simple majority vote. The decision of the Disciplinary Committee becomes official when put into writing by the Dean of Students. A copy of the written statement shall be sent to the student, the Disciplinary Committee, and the President.
- G. The student has three (3) days from the date of the written statement, letter, from the Dean of Students to file a written notice with the Dean of Students appealing the decision of the College Disciplinary Committee to the College Disciplinary Appeals Committee.

- H. The College Disciplinary Appeals Committee is composed of a member of the Student Services Division appointed by the Dean of Students, the President of the Student Government Association, and the Dean of Instruction, who serves as chairperson. By a majority vote the College Disciplinary Appeals Committee may decide:
1. the decision rendered by the Disciplinary Committee be affirmed,
  2. that the decision be amended, or
  3. that a new hearing be held before the College Disciplinary Committee. A written copy of the decision reached by the College Disciplinary Appeals Committee shall be sent to the student by the Dean of Students.
- I. All decisions of the College Disciplinary Appeals Committee shall be final.
- J. All disciplinary proceedings/records are confidential.
- K. Proceedings under the code may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

#### **XIX. ORGANIZATION OF THE DISCIPLINARY COMMITTEE**

The Dean of Students or designee has the responsibility for administration of student discipline at all locations. The Enterprise, Ozark, and Mobile locations will have a separate College Disciplinary Committee appointed by that location's Dean or Director. The Enterprise Committee will serve as the disciplinary committee for the Fort Rucker Site and will be appointed by the Dean of Students. The Ozark committee will serve as the disciplinary committee for the Alabama Aviation Centers in Albertville, Andalusia, and Decatur.

The Enterprise committee will have three faculty, two Student Services staff, one professional staff, and one student member. The Ozark and Mobile committees will have three faculty, one Student Services staff, one professional staff, and one student member.

The Disciplinary Committee shall objectively consider charges and grievances brought against any student by the Dean of Students. The committee shall refer all judgments and decisions in accordance with due process, as guaranteed each student, and shall afford a fair and impartial hearing to all persons who come before the committee. In making these decisions the committee shall consider the welfare of the individual(s) concerned, of other Enterprise State Community College students, and the College.

#### **XX. DUE PROCESS**

Students will be entitled to procedural due process in all cases brought before the College Disciplinary Committee.

The student will be notified in writing by the Dean of Students of the charges against him/her. This notification will also contain the date, time, and location of the College Disciplinary Committee hearing.

At the hearing the student may be advised by counsel of his/her choice. Counsel may not address the College Disciplinary Committee or any witnesses. The student may call witnesses in his/her behalf. The student may cross-examine witnesses. Refusal by the student to answer questions shall not be construed as an admission of guilt.

College Disciplinary Committee hearings shall be open unless the student requests otherwise in writing. If the public proceedings become disorderly, the College Disciplinary Committee may close the hearings.

#### **XXI. PENALTY WITHOUT HEARING BY DISCIPLINARY COMMITTEE**

In the event a student wishes to waive the right to a hearing before the College Disciplinary Committee, the Dean of Students may accept jurisdiction. Once a student has been informed of his/her rights and has knowingly and voluntarily accepted in writing the authority of the Dean of Students jurisdiction, the student shall have waived the right to request a hearing before the College Disciplinary Committee.

Determination of guilt may be made by examination of evidence or testimony or by admission of guilt by the student. If the Dean of Students determines that a violation has occurred, then disciplinary sanctions will be imposed.

#### **XXII. TEMPORARY SUSPENSIONS**

In extreme cases when the action of a student or group of students poses an immediate threat to the well-being of the College or there is substantial evidence that the continued presence of the student(s) on the campus/site/facility shall interrupt the College, the Dean of Students may temporarily suspend the student(s) pending a meeting with the Dean of Students.

#### **XXIII. RULES OF EVIDENCE**

- A. The College Disciplinary Committee does not have the power to require sworn testimony of students appearing before the Committee or of witnesses for or against the student. Refusal of a student to make a statement or to answer any or all questions shall be no basis for a determination of guilt or innocence.

- B. Written statements from absent witnesses shall be admissible only when a witness is unable to attend for a good cause. If the student challenges any significant part of the statement, the College Disciplinary Committee may disregard the challenged portion in its study of evidence and testimony presented. If the Committee so desires, it may discontinue the hearing until the witness may appear and be questioned by the Committee and the student.
- C. A student's prior record (legal or disciplinary) shall be inadmissible as evidence to prove guilt or innocence; however, this prior record may be considered by the Committee in determining the appropriate disciplinary action.
- D. Formal rules of evidence shall not be observed in proceedings before the College Disciplinary Committee; however, decisions of the Committee on the issue of violation of the Student Code of Conduct will be based solely upon the evidence introduced at the hearing.

#### **XXIV. HEARING PROCEDURES**

- A. The hearing before the College Disciplinary Committee shall not be strictly legal in nature. The hearing is not a court proceeding, and court rules of evidence shall not be enforced, but the hearing shall proceed as follows:
  1. only upon written request of the accused student is the hearing to be closed to the public, and
  2. all proceedings of the hearing shall be recorded. The record of the hearing shall be maintained in the office of the location's dean/director.
- B. The proceedings shall open with the chairperson of the College Disciplinary Committee reading the charge against the student. Also, the chairperson will advise the student of his/her rights to remain silent.
- C. The plaintiff or a representative of the plaintiff shall present the evidence against the accused student in the presence of the student with the Committee afforded the opportunity for reasonable cross-examination.
- D. The defendant (accused student) then may present the evidence on his/her behalf, with the College Disciplinary Committee afforded the opportunity for reasonable cross-examination. Counsel may not speak or conduct cross-examination; however, counsel may advise his/her client.
- E. Rebuttal evidence may be presented by either party as necessary but not so as to be redundant.
- F. The defendant, his/her counsel, the plaintiff, and any representative of the Dean of Students or designee will retire while the College Disciplinary Committee deliberates and makes its determination.
- G. The College Disciplinary Committee can determine (by simple majority) that the student in fact did commit the act as charged only if it finds the evidence to be clear and convincing.

#### **XXV. NOTIFICATION OF ACTION**

The Dean of Students shall notify the student by letter of the action taken by the College.

#### **XXVI. DISCIPLINARY SANCTIONS**

The following sanctions will be imposed upon any student or group of students found to have violated the code.

- A. WARNING is used for minor infractions of the College's regulations and consists of restatement of the regulation violated with an official warning concerning future behavior. The restriction notifies the student(s) that:
  1. any further violation of the College's regulations will subject the student(s) to further disciplinary sanctions,
  2. the student(s) must maintain exemplary conduct during the period of restriction,
  3. the restriction is generally for an indefinite period of time but not less than one academic semester and may be terminated by the Dean of Students on a discretionary basis, and
  4. termination is generally based upon the students' cooperative attitude, academic progress, and positive service contributions to the College.
- B. PROBATION is a restriction for a stated period of time designed to encourage and require student(s) to cease and desist from violating the College's regulations. Any student(s) on probation shall report as required to the Dean of Students and may be subject to one or more of the following:
  1. loss of privilege of representing the College in any intercollegiate event or contest,
  2. loss of privilege of holding any elected or appointed student office or appointment to an ESCC committee, and
  3. performance of reasonable civic and noncredit academic assignments.

Any student(s) who fails to abide by probation may face additional disciplinary sanctions and shall be required to appear again before the College Disciplinary Committee or Dean of Students. Disciplinary probation generally is not less than one academic semester and does not extend longer than two semesters.

- C. **SUSPENSION** excludes the student(s) from the College for a stated period of time. The student(s) may be barred from any campus, site, center, facility, or activity of the College. As a result, any student found guilty of an infraction that is serious enough to merit suspension from the College will also be withdrawn from the College and will not receive academic credit for the term. To qualify for readmission, student(s) must receive the Dean of Students' approval.
- D. **EXPULSION** is the permanent dismissal of a student(s) from the College resulting in the termination of student status. As a result, any student found guilty of an infraction that is serious enough to merit expulsion from the College will also be withdrawn from the College and will not receive academic credit for the term.
- E. **RESTITUTION** is compensation for damage to a property right limited to the actual cost of repair or replacement.
- F. **WORK REPARATION** is the option of working off part of a disciplinary action by doing work for the College without pay.
- G. **VOLUNTARY WITHDRAWAL** is the option given to any student(s) who voluntarily withdraws from the College. The Disciplinary Committee or the location dean/director may specify a period of time before the student(s) may apply for readmission, and the student(s) must receive approval of the respective authority to qualify for readmission to the College.

## **XXVII. NONSTUDENT SANCTION**

A nonstudent or group of nonstudents may be barred from any campus facility or activity if found guilty of offenses under this Code. The length of this disbarment is at the discretion of the Dean of Students.

## **XXVIII. DRUG TESTING OF STUDENT ATHLETES**

### **A. Persons Tested**

Any student who desires to participate in intercollegiate athletics at any institution of The Alabama Community College System will be required to submit to urinalysis drug testing.

### **B. Types of Tests Performed**

1. An initial drug test will be required prior to eligibility determination for any scholarship and/or participation in intercollegiate athletics. A student will be required to authorize a drug test result to be provided to the Athletic Director and/or Dean of Students of ESCC. The student's specimen must have been collected and tested within the two week period prior to eligibility determination. The College will not be responsible for the initial testing of the student.
2. After the initial drug test has been provided, further testing of the student athlete may be conducted throughout the year at regular and random intervals, both announced and unannounced, utilizing an on-site testing device. The on-site testing device shall be used only for subsequent testing and not for the initial test coordinated by the student. The Athletic Director, Head Coach, or other designated representative of ESCC may request a test at any time.
3. Random individual and/or random team testing will be done. For random testing, all student athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by utilizing random number selection computer software. The College shall be responsible for maintaining an updated listing of student athletes to provide an accurate random selection pool.

### **C. Drugs To Be Tested**

The following five (5) panel drugs shall be tested:

1. amphetamines,
2. cocaine,
3. THC,
4. opiates,
5. PCP.

### **D. Consent To Drug Testing**

1. Each student athlete is required to sign a statement certifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the student athlete is under 18 years of age, the student athlete's parent or legal guardian must sign the drug testing consent form in addition to the student athlete. The Athletic Director, Head Coach, or other designated representative of ESCC shall maintain the original of the signed consent form and may provide a copy of the consent form to the student athlete upon request.
2. Student athletes have the right to refuse to consent to drug testing under this program; however, student athletes who decline participation in the program will not be permitted to participate in intercollegiate athletics.

3. Student athletes may be excused from drug testing only under the most extreme circumstances (e.g. illness, family emergency). The student athlete is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Athletic Director, Head Coach, or other designated representative.

#### **E. Specimen Collection**

A copy of the guidelines must be provided to each collection site person prior to the collection of the specimen to ensure all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site personnel have been made aware of the requirements of this program. Collection site personnel should contact the Athletic Director, Head Coach, or other designated representative of ESCC to obtain a copy of these guidelines before any specimen collection is performed.

1. The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures—not a coach, Athletic Director, or any other employee of ESCC.
2. Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.
3. When the student athlete arrives at the collection site, the collection site person shall ensure that the student athlete is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized representative of ESCC. If the student athlete's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.
4. The student shall remove any unnecessary outer garments such as a coat or jacket. The collection site person shall ensure that all personal belongings, such as bags, backpacks, purses, etc., remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student athlete's person.
5. The student athlete may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy unless there is a reason to believe a particular individual may alter or substitute the specimen to be provided. If direct observation is required, the collection site person or designated representative of ESCC shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation by a same gender collection site person.
6. If the student athlete is unable to provide a specimen during the collection process, the individual may leave the collection site and return at a later time to begin the process again. The designated representative of ESCC should be notified by the collection site person that the student athlete was not able to provide a specimen at that time. The Athletic Director, Head Coach, or other designated representative of ESCC is responsible for ensuring that the student athlete returns to the collection site within the same day or, if not possible, no later than the following day.
7. Once the specimen has been collected, the student athlete and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student athlete will complete the necessary information on the custody and control form. The student athlete will sign the custody and control form certifying that the specimen identified as having been collected from him/her is in fact the specimen he/she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student athlete. The student athlete's participation in the specimen collection process is complete.

#### **F. On-site Testing Used**

1. Regular and random testing by the College shall be performed by utilizing an on-site testing device. The collection site person performing the test shall check the specimen containers to ensure that the seals have not been broken and that all identifying numbers of the specimen containers match the information on the chain of custody and control form.
2. Using only the primary specimen, the individual performing the test shall transfer the urine onto the testing device. A negative test result shall be recorded on the chain of custody and control form and in a test results log book. The log book shall contain the student athlete's identification number, date of test, and test result. The testing device that was used shall be maintained with the completed chain of custody and control form for each student athlete. Positive test results shall be recorded on the chain of custody and control form and in the test results log book. A positive test shall require that the specimen be sent to a certified laboratory for confirmatory testing. The split sample which has not been tested shall be the specimen sent to the laboratory.

#### **G. Drug Testing Laboratory**

Laboratories certified by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services (HHS), must be used to perform confirmatory urine drug testing analysis. These laboratories have met the minimum criteria established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

## H. Medical Review of Positive Drug Test Results

1. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory.
2. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:
  - a. examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student athlete's medical history or review of any other relevant biomedical factors.
  - b. review all medical records made available by the tested student athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student athlete an opportunity to discuss the result. The MRO shall contact the student athlete directly to discuss the results of the test, or the MRO shall contact the designated representative of ESCC who shall have the student athlete contact the MRO as soon as possible.

## I. Reporting of Drug Test Results

1. Reporting of drug test results shall be made to the Athletic Director, Head Coach, or other designated representative of ESCC. Test results will not be released to any individual who has not been authorized to receive such results.
2. A written notification of the test results shall be provided to the Athletic Director, Head Coach, or other designated representative of ESCC. The test result shall not be received from any student or any person who is not a designated representative of the service provider. Students shall not be allowed to hand-deliver any test results to representatives of ESCC. Drug test results can be received by U.S. Mail if sent directly from the service provider. The envelope should be marked "CONFIDENTIAL" and should not be opened by any person not authorized by the College to receive such results.
3. Any institution of The Alabama Community College System may refuse to accept any test result that does not meet the requirements of the policy and guidelines.
4. When drug test results are received by the Athletic Director, Head Coach, or other designated representative of ESCC, these records shall be maintained in a confidential manner in a secured file with limited access. Individual records shall not be released to any person other than the student athlete without first obtaining a specific written authorization from the student athlete.

## J. Penalties For Confirmed Positive Drug Test or Refusal To Be Tested

1. **First Positive Test:**
  - a. The first positive test will result in suspension from athletic competition for a minimum two week period. The student athlete will be required to participate in a substance abuse program during this suspension period. A negative follow-up drug test will be required before the student athlete is permitted to return to participation in the athletic program. Student athletes who are suspended for a positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for up to 12 months while in the athletic program. If a student athlete does not comply with this requirement within two weeks, permanent suspension from athletic competition and forfeiture of any athletic scholarship will be required.
  - b. A referral to a substance abuse program shall be made by the Athletic Director, Head Coach, or other designated representative of ESCC. The length of the substance abuse program will be determined by the program counselor. The designated representative of ESCC should be informed of the expected completion date of the program and whether the student athlete successfully completes the program. The student athlete will be responsible for any costs associated with the counseling and treatment in the substance abuse program. Any referrals to the substance abuse program shall be confidential.
2. **Second Positive Test** will result in permanent suspension from athletic competition and forfeiture of any athletic scholarship.
3. **Refusal To Be Tested:** A student athlete who refuses to be tested for drugs after initially consenting to be tested shall be considered to have made a decision not to participate in the athletic program. A refusal to cooperate in testing will result in suspension from the athletic program and forfeiture of any athletic scholarship. The designated representative of ESCC shall be notified of any refusal to be tested.
4. **Failure To Appear:** A student athlete who fails to appear for drug testing will be given an opportunity to explain the failure to appear. If the student athlete fails to appear for the second time, the failure to appear shall be treated as if a positive test result had occurred. The designated representative of ESCC shall be notified of any failure to appear.

**K. Education Program**

A drug use and abuse education program shall be provided to all student athletes at the beginning of the fall term and at other times as deemed necessary by the Athletic Director, Head Coach, or other designated representative of ESCC. Attendance is mandatory for all student athletes. An attendance roster shall be maintained for each session of this program and shall include the signatures of each student athlete and the date of attendance. This program should include, at a minimum, the following:

1. discussion of drug testing policy for student athletes,
2. presentation by a qualified substance abuse counselor or an individual with relative qualifications for such presentations, and
3. distribution of educational materials concerning the use and abuse of illegal drugs.

**L. Publication of Policy**

The College shall include the Drug Testing of Student Athletes policy in appropriate College publications to ensure adequate notice and distribution.

**XXIX. PREVENTING SEXUAL ASSAULT/ACQUAINTANCE RAPE**

Rape is defined as an act of sexual violence and is an intolerable crime. While this crime can be committed by anyone, it is important to note that in the majority of cases, rape or sexual assault is committed by someone the victim knows and trusts. Therefore, it is important to be assertive, direct, and clear in your communications and aware of verbal and nonverbal communication. The risk of acquaintance rape is increased when riding in a car with someone you have just met (perhaps at a party). Be cautious in social situations when alcohol or other drugs are involved.

Anyone who believes that they have been the victim of rape or sexual assault should report the crime immediately to Campus Security or to another official of the College. Reporting such a crime does not mean that the alleged victim must take additional legal action. A decision to take legal action may be made at a later time. Deciding to report the crime, however, may help to stop future crimes by the same offender.

Anyone who believes that they have been the victim of rape or sexual assault should make an effort to preserve physical evidence which may be used by law enforcement authorities to apprehend the offender; therefore, victims should not bathe, change clothes, or use the toilet. Victims should seek medical care immediately, whether or not the crime is reported, to receive treatment for obvious injuries and/or sexually transmitted diseases and to be counseled on the possibility of pregnancy. Victims should also seek counseling in order to cope with their feelings about the crime.

In social situations, both women and men must use good judgement in their dealings with one another. Decisions made without forethought and a respect for others can negatively impact the future of all those involved. The law provides strict punishment for persons convicted of rape or sexual assault and does not allow excuses for these crimes based on previous knowledge of the victim. Do not assume that previous relationships with an individual are still valid without the express permission of that individual. Do not assume that you can communicate effectively about these issues while under the influence of alcohol or drugs. Stay in control of your actions and environment.

**XXX. INSPECTION OF THE COLLEGE'S FACILITIES**

The College reserves the right to inspect any locker on school property at the discretion of the College's administration.

**XXXI. DISCLOSURE OF CAMPUS SECURITY POLICIES AND CAMPUS CRIME STATISTICS**

The information contained in this disclosure section is provided by Enterprise State Community College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to the Dean of Finance and Administration, Wallace Hall, Room 114, Enterprise Campus, Enterprise State Community College, P.O. Box 1300, Enterprise, AL 36331.

**A. Reporting Criminal Actions or Other Emergencies**

It is the policy of Enterprise State Community College that any criminal act, threat of violence, violent act, injury, destruction of any College or personal property, traffic accident, or other situation which occurs on the campuses, sites, centers, or facilities operated by Enterprise 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 immediately to the following:

1. **Enterprise Campus:** Campus Security (334) 347-2623 Ext. 2277, (334) 447-7564 or dial 911. If a security person is not available, the situation should be reported to the Dean of Students, LW100, 334-347-2623 Ext. 2235 or the Extended Programs Director, WA 119, 334-347-2623 Ext. 2276
2. **Fort Rucker Site:** Building 4502, Room 153, (334) 598-3438
3. **Alabama Aviation Center at Ozark:** ATTC Director's Office, (334) 774-5113 Ext. 3692

4. **Alabama Aviation Center at Mobile:** Admissions Office, (251) 438-2816
5. **Alabama Aviation Center at Albertville:** Director's Office, (256) 279-0940
6. **Alabama Aviation Center at Andalusia:** Director's Office, (334) 222-0133

All witnesses to any situation fitting into any of the previously described categories shall make themselves available to make written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Enterprise State Community College employee or student to file a false report, knowingly make a false statement, or interfere with the investigation of or about any situation of the nature described in the preceding paragraph.

It shall be the duty of the designated ESCC official being made aware of any situation of a nature described in the previous paragraph, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Enterprise State Community College. Furthermore, it shall be the duty of said official to notify the appropriate law enforcement agency in the event of an act of a 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 to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

#### **B. Crime Prevention Programs for Students and Employees**

It is the policy of the College to promote safety and crime awareness for its students, personnel, and visitors who avail themselves of the College's facilities and programs. The following programs have been or are to be implemented:

1. any student or visitor may request either a professional employee of the College or campus security to escort him/her to his/her vehicle in one of the College parking areas,
2. instructions on the prevention of assault (including acquaintance rape) are to be included in orientation programs for entering students,
3. instructions on the prevention of assaults (including acquaintance rape) are to be published in the student newspaper when active
4. policies about crime awareness and safety are to be included in the College's publications such as this *College Catalog and Student Handbook*.

#### **C. Campus Crime Statistics**

Campus crime statistics relate to incidents occurring on any location operated by Enterprise State Community College. Crime statistics shall be reported annually.

#### **D. Reporting of Criminal Incidents Occurring at Off-Campus Student Organizations**

Since the College has no off-campus organizations or structures, reporting of criminal incidents occurring at and during off-campus student organizations' activities shall mean reporting criminal incidents which occur to the College's property or personnel when an ESCC-sanctioned activity occurs away from the campus, site, center, or facility.

It shall be the responsibility of a student or an ESCC sponsor, if they are a victim of or a witness to a crime committed against the College's property or persons representing the College, to report the crime immediately to law enforcement agencies in the location where the crime occurs. Furthermore, it shall be the student's or the College sponsor's responsibility to report the crime to campus, site, center, or facility security upon returning to that location.

#### **E. Arrest Statistics Relating to Alcohol, Drugs, and Weapons**

The arrest statistics stated in this section are subject to the following definitions:

1. **Arrest** is the lawful detention by a person with arrest powers of a person for which there is probable cause to believe he/she violated one of the offenses covered in this section.
2. A **Liquor Law Violation** is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage or beverages.
3. A **Drug Abuse Violation** is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of those items categorized as illicit drugs, controlled substances, or illegal drug paraphernalia.
4. **Weapons Possession** shall be the illegal possession or control of an item designated as a "weapon" by ordinance, statute, or case law.

#### **F. Crime Report**

ESCC reports that for the calendar year 2013 there were no major crimes committed at any ESCC location. This report is available on the college website. Crime report is available on website under security tab: Clery Report.

## XXXII. TRAFFIC AND PARKING

Enterprise State Community College and Alabama Aviation Center Security teams strive to provide security of the College, to protect life and property, to maintain an efficient traffic control and parking system, to prevent crime, and to serve the College's community.

### A. On-campus Parking Regulations

The College provides designated on-campus parking areas to accommodate as many vehicles as possible. Certain rules and regulations are necessary to assure maximum utilization of these areas. The use of an automobile on campus is considered a privilege, not a right. The following regulations have been established for everyone's safety:

1. STUDENTS, FACULTY, AND STAFF must register their vehicles and must park in their designated areas, Monday-Friday. The types of campus parking zones are as follows:
  - A. Visitors
  - B. Faculty/Staff (Permit Required)
  - C. Handicapped (Permit Required)
  - D. Students (Permit Required)
  - E. No Parking Zones

(Parking areas in front of the Enterprise Campus' Wallace Hall are reserved for employees, visitors, and disabled persons.)
2. FACULTY AND STAFF MEMBERS may not, without authority, excuse citations or give students permission to use faculty/staff areas.
3. PARKING IN LOADING OR NO-PARKING ZONE is prohibited.
4. TRAFFIC SIGNS must be obeyed.
5. SPEED ON CAMPUS ROADS is limited to 20 m.p.h. and in parking lots to 10 m.p.h. Any speed not safe for conditions of the road, including vehicular and pedestrian congestion, is prohibited.
6. ALL PARKING lots are "one way" traffic.
7. ALL PARKING will conform to marked-off areas. All parallel parking will be within 12 inches of the curb.
8. DRIVING OR PARKING on the grass (except dirt parking lots, baseball or softball fields), sidewalks or crosswalks or parking on yellow curbing is prohibited. Yellow curbs are either "RESERVED" or "NO PARKING" zones.
9. DOUBLE PARKING is prohibited at all times.
10. PARKING ON OR OVER a line or curb is prohibited.
11. MOTORISTS MUST YIELD to pedestrians in designated crosswalks.
12. VEHICLES ARE NOT to be left on location after school hours without first notifying Campus Security.
13. STUDENTS SHOULD NOT LEAVE purses, radar detectors, books, stereos, or other valuables clearly visible in unattended vehicles, and vehicles should be LOCKED. (DON'T FORGET YOUR KEYS.) Magnetically mounted antennas should be removed, and all easily accessible items should be locked in the trunk of the automobile for safekeeping. All valuables left in the vehicle are the responsibility of the owner and the College is not responsible for such items.

Each violation will result in a citation, and a fine may be assessed. Any individual who wishes to appeal a parking ticket shall submit an appeal form to the Dean of Students' office within five (5) school days of the citation; otherwise, the right of appeal is waived.

Individuals shall have their appeals processed within thirty (30) days of the date of the citation. The time for appealing a traffic/parking citation is Monday–Thursday, 7:30 a.m.-4:00 p.m. or Friday, 7:30 a.m.-1:30 p.m. All appeals are reviewed by the Dean of Students. All appeal decisions shall be submitted to the individual in writing.

**B. Fines**

All fines are \$15.00. All traffic and parking fines are to be paid at the campus, site, center, or facility Business Office between 7:30 a.m.–4:00 p.m., Monday–Thursday, 7:30 a.m.–1:30 p.m., Friday. All fines are payable within five (5) school days from the date of citation. Failure to pay fines may result in transcripts being withheld and further enrollment denied. The following violations may receive a fine:

1. failing to obey officer/signal,
2. disregarding stop sign,
3. unauthorized parking in handicapped area,
4. unauthorized parking in faculty/staff area,
5. parking over line,
6. parking in no parking zone/yellow curb,
7. traveling wrong way in one-way traffic,
8. exceeding speed limit,
9. failing to yield right of way, and
10. other violations.

**C. Security**

Security can be contacted on the Enterprise Campus by dialing (334) 447-7564 Ext. 2277 or (334) 447-6555. Security will not unlock doors or charge dead batteries.

Security on the Ozark Campus can be contacted by dialing (334) 447-2154. Security at the Mobile Center can be contacted by dialing (334) 347-2623, ext. 5100; security at the Fort Rucker Site may be contacted at (334) 347-2623, ext. 4227. Security on the Albertville, Andalusia, and Decatur locations may be reached through the respective directors.

For general security questions, contact the Dean of Students' office at (334) 347-2623, ext. 2235.

**D. Lost and Found**

Lost and found articles may be claimed or turned in to Campus Security in Wallace Hall, the Business Office or the Information Desk in Wallace Hall, or the Dean of Students Office in Lurleen B. Wallace Hall, all at the Enterprise Campus, the Dean of Aviation at the Alabama Aviation Center at Ozark in Steagall Hall, at the Fort Rucker Site, or the main office in the Aviation Center at Mobile, or the directors at the aviation facilities.

**XXXIII. STUDENT HEALTH SERVICES**

ESCC provides a first-aid kit in each building. For medical assistance or location of the first aid kit, a division chairperson, staff member, or instructor should be contacted.

**XXXIV. SECURITY AND/OR PROMOTION OF THE COLLEGE**

All persons attending any event, class, service, or other function of Enterprise State Community College should be aware that videotaping, audio taping, photography, or other means of capturing their images or voices may take place at any time and may be used for security and/or promotion of the College.

**XXXV. FUND RAISING**

The President of Enterprise State Community College controls the College's fund raising activities. All fund raising activities for the College must be approved by the President prior to the fund raiser.

**XXXVI. FREE SPEECH ZONE**

The Free Speech Zone is a designated area that may be reserved through the Dean of Students' office. All information and content of the "Free Speech Zone" is for informational and educational purposes only. All information expressed by the individual or organization using Enterprise State Community College's "Free Speech Zone" is particular to the individual/organization, and is not in any way expressing a belief of Enterprise State Community College in whole or part.

# Academic Policies

## I. GRADING

Letter grades will be assigned as follows for all courses for which students have registered:

A—Excellent	90-100	W—Withdraw	Passing (official withdrawal only)
B—Good	80-89	WF—Withdraw	Failing
C—Average	70-79	I—Incomplete	
D—Poor	60-69	AU—Audit	
F—Failure	Below 60		

Satisfactory grades are “A,” “B,” and “C.” Most colleges and universities will not accept transfer of grades of “D.”

## II. GRADE APPEAL PROCESS

Students who wish to challenge a final course grade must notify the course instructor within 30 calendar days of the final day of the instructional term in which the grade was awarded. If after meeting with the instructor there is no resolution to the grade appeal, the student may then appeal to the division chairperson. If after meeting with the division chairperson the matter remains unresolved to the student’s satisfaction, the student may file a written appeal to the Dean of Instruction, who forwards the appeal to the Grade Appeal Committee, which is comprised of the College division chairs and the Dean of Instruction. A hearing by the Grade Appeal Committee will be conducted with the student and instructor within 30 college business days of the Committee receiving the appeal. The chair of the division housing the course in which the grade is in question will recuse himself or herself from the committee hearing but may provide testimony during the hearing. The decision of the Grade Appeal Committee is final.

## III. QUALITY POINTS

To evaluate the scholarship standing of students, the following quality points are assigned to grades:

A—4 quality points per hour	D—1 quality point per hour
B—3 quality points per hour	F—0 quality points per hour
C—2 quality points per hour	

The student’s scholastic standing or quality point average is obtained by dividing the 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 student must earn a total quality point average of 2.00 in order to be eligible for graduation.

## IV. COURSE FORGIVENESS

Any course for which the student has previously registered may be repeated.

If a student repeats a course once, the second grade awarded replaces the first grade in the computation of the cumulative grade point average. The semester grade point average during the semester in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course—excluding the first grade—will be employed in computation of the cumulative grade point average.

Official records at the institution will list each course in which the student has enrolled. A course may be counted only once toward fulfillment of credit hours for graduation. [This policy may not apply to aviation programs which must follow Federal Aviation Administration (FAA) guidelines.]

## V. INCOMPLETES

An instructor may assign a student the grade of incomplete (I) when a student has been prevented from completing the final portions of a course (such as the final exam) because of extenuating circumstances (illness, death in the family, accident, etc.) Within the first five days of the next semester, the student must make arrangements to complete the missed work according to a time schedule set by the instructor. If no arrangements are made within the five-day time limit or if the missed work is not completed according to schedule by the end of the semester, the “I” will be changed to “F” in the Associate Dean of Students for Enrollment Management’s Office. (This policy may not apply to aviation programs which must follow FAA guidelines.)

## VI. AUDITING

Audit students must meet the same entrance requirements as regularly enrolled students. Course prerequisites must be met. Students who audit a course must signify their intentions of doing so by completing an Intent to Audit Form available at any ESCC location. This must be done during the drop/add period at the beginning of each semester. After the change period is over, it is not possible to change a grade to "Audit." Regular fees are charged for auditing classes. (This policy may not apply to aviation programs which must follow FAA guidelines.)

## VII. DISTANCE LEARNING POLICY

- A. Distance learning is defined as a formal education process in which most of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance learning may employ correspondence study, or audio, video, or computer technologies.

Enterprise State Community College is committed to distance learning as referenced in the College's Mission Statement.

- B. Most research indicates that taking online courses is similar to taking independent study courses. Students must be self-starters, be capable of working independently, and be willing to take full responsibility for their own learning.

Our goal in offering distance learning courses is to allow students (learners) to receive excellent instruction regardless of the time or location.

If the student can answer "yes" to all of the questions below, then online courses might be a good choice. Any "no" answers should be remedied before taking any online courses.

1. Are you independent, self-motivated, and self-disciplined?
2. Can you set and follow a schedule without supervision?
3. Do you have above average oral and written communication skills?
4. Can you read and follow complex written directions well?
5. Can you independently solve complex problems well?
6. Can you use computers and the Internet with ease?
7. Do you have easy access to a computer with Internet access?

- C. To achieve the greatest level of success, students need easy access to the internet other than through ESCC's campus computers. Student computers should meet the following minimum specifications:

1. Mozilla Firefox or Google Chrome
2. 56.9Kb modem or better
3. Windows or MAC Operating System
4. Microsoft Office Suite 2013

- D. All online courses require at least one proctored exam. Depending on the proctoring method students select, students may incur a proctoring fee. See the ESCC Proctoring Policy.

- E. Enterprise State Community College is committed to protecting the privacy of all students using our Learning Management System, Canvas, for our online courses.

- F. Attendance: **"No Show" Definition for Distance Education Courses:** For a distance education course, a "No Show" student is one who has never actively participated in the course. Active participation is defined as completing the Attendance Verification Quiz for each online course in which the student is enrolled. The Attendance Verification Quiz must be completed by noon on the 5th calendar day of each semester. Logging in to the course or sending an e-mail is not considered active participation.

### G. Proctor Policy

Students are required to take at least one proctored exam in each online course each semester. Students may choose to use an on-campus proctor, a proctor approved by the Office of Online Learning, or an online proctor provided by Proctor U for an additional fee.

Students are not allowed to use electronic devices, or any other materials, during proctored tests or proctored assignments unless approved by the instructor. Instructors are to give prior notification to proctors regarding which, if any, electronic devices or other materials may be used during the proctored exam or assignment. Permitted devices or materials are to be noted in the course syllabi.

### Non-Enterprise State Community College Students

Individuals who are **not** enrolled in a credited Enterprise State Community College (ESCC) course may use the College's proctoring service for a fee. The proctoring service fee is \$35.00 per course for one person for one semester.

ESCC's Proctoring Service is provided by a designee at ESCC Campus Site.

To take a proctored an exam:

1. individuals are to contact one of the official College proctors;
2. individuals will coordinate testing arrangements with the testing institution and proctor;
3. the proctoring service fees are paid to the Business Office by the individuals requesting the service. The Business Office will issue receipts to the individuals;
4. individuals must present receipts to the proctor before exams/tests will be administered;
5. individuals are required to present a photo ID to the proctor at the time of the exam; and,
6. proctors will follow test administration guidelines established by the testing institution for the particular exam.

Active duty military personnel are exempted from the proctor service fee.

### Enterprise State Community College Employees

The proctor service fee is waived for ESCC employees provided they present a current employee identification card.

### Distance Learning Students

All Enterprise State Community College Distance Learning Students enrolled in distance learning courses are required to take a minimum of one proctored exam per course (actual number of proctored exams is determined by each instructor).

1. Students living **within** the service area of Enterprise State Community College are to make testing arrangements with the Laboratory Aide for the Student Academic Support (SAS) Lab or one of the official College proctors (or their designee).
  - a. Official College proctors are the Learning Resources Center Director at the Enterprise Campus, the Site Director at the Fort Rucker Site, the Dean of Instruction at the Alabama Aviation Center at Ozark, the Center Director at the Alabama Aviation Center at Mobile, the Center Director at the Alabama Aviation Center at Albertville, the Instructional Coordinator at the Alabama Aviation Center at Decatur, and the Instructional Coordinator at the Alabama Aviation Center at Andalusia.
  - b. A proctor service fee is not charged by ESCC to students enrolled in the College's distance learning courses using the SAS Lab Testing Service or one of the official proctors.
  - c. College proctors are to publish testing schedules and testing requirements one week before the start of each semester.
2. Students living **outside** the College's service area must secure a proctor.
  - a. The selected proctor must be secured in a timely manner to allow for approval by the Office of Distance Learning. Proctors must be approved in advance by the ESCC Office of Distance Learning. Testing Centers or educators from partner institutions are preferred as proctors.
  - b. Proctor Approval Forms are available in the Office of Distance Learning or on the Enterprise State Community College website ([www.escc.edu](http://www.escc.edu)).
  - c. Any fees charged by the secured proctor are the responsibility of the student.
3. Students are to make testing arrangements at least one week before the required exam.

4. Students are required to present a photo ID to the proctor at the time of the exam.
5. Proctors will follow test administration guidelines established by the instructor for the particular exam.
6. An instructor may choose to proctor an exam for his/her distance learning course(s). The instructor may not charge a proctor service fee.

## H. PRIVACY STATEMENT—DISTANCE EDUCATION COURSES

Enterprise State Community College (ESCC) is committed to protecting the privacy of all students using our Learning Management System, Canvas by Instructure, Inc. This Privacy Statement describes what information is collected on the Canvas server, how the information is protected, who has access to the information, and how the information might be used. The Statement is in accordance with the U. S. Family Education Rights and Privacy Act of 1974 (FERPA).

### 1. Collection of Student Information

When students enroll in an Enterprise State Community College online course, a username, login identification, and password are generated by the College's administrative software. Students are encouraged to change their passwords after the initial login. Student login information is linked to his/her ESCC e-mail address. The student's first and last names are visible to the instructor and students in many areas of Canvas, such as the discussion board, chat room, groups, and course mail (message) list. The username is only visible to the instructor, division chairpersons, and Canvas system managers which include system administrators and technical support personnel.

After a student logs into Canvas and accesses his/her course, much of his/her activity will be tracked. For example, instructors can see how many times students entered the course, how many times students clicked within the course, and how many times students clicked in specific areas of the course.

Tracking is accomplished with a cookie, a small data file that many websites write to hard drives when the website is accessed. The cookie stores a unique, random user ID that links users to their Canvas accounts, giving the cookie the ability to track.

Cookies will not help track discussion board posts and chat room archives, but cookies will track how often students clicked within those areas. Information posted in the discussion board or chat room becomes available to the instructor and to all students. Therefore, students should exercise caution when posting personal information. Instructors have the ability to delete posts as they see fit.

Typically, Canvas courses include links to external websites. Aside from links to ESCC affiliated sites, ESCC is not responsible for the privacy practices of those sites.

### 2. Protection of Student Information

Since Canvas is password-protected, the only students who have access to online courses are those students who are officially enrolled in an online course. The work that students submit through Canvas will remain in the course until the course is deleted from the server. The server is located in Sandy, Utah and is hosted and maintained by Instructure, Inc. Instructure performs daily data backups with weekly off-site tape rotation. Additionally, Canvas regularly monitors the system's unauthorized activity. No unauthorized individuals of Instructure or of Enterprise State Community College have access to the server or its data.

### 3. Integrity of Student Privacy

Students should not post private information, such as telephone numbers, into discussion boards or chat rooms. Additionally, to ensure student privacy, students are to follow the policies below:

- a. Students are to never allow anyone to login using their usernames and passwords. After logging in, students are not to give anyone access to their courses. ESCC authenticates each student as an enrolled student in a Canvas course through a secure log in process. Each password is encrypted by Canvas, and the log in page is secured by SSL technology. However, in order to maintain the integrity of students' privacy and academic integrity, students must ensure that all work completed in their courses are completed by themselves. Please view ESCC's Academic Dishonesty Policy located in this *College Catalog and Student Handbook*.
- b. Each time students finish using Canvas, they are to click the "Log Out" button and exit the web browser. Closing the web browser is especially important if students share a computer or are using a computer in a lab.

#### 4. Access of Student Information

Only authorized individuals of Instructor Inc. and Enterprise State Community College have complete access to students' usernames and work posted on Canvas. Authorized individuals are system managers, the division chair, and the instructor(s) of the course. Students have the ability to change their passwords whenever they choose in Canvas. Students have access to past courses until the courses are either deleted from the server or the instructor or system administrator makes the courses unavailable to students, which is standard practice at the end of each semester.

Limited access to courses will be granted, periodically, upon request and approved by the Associate Dean of Distance Learning to individuals, such as guest speakers, instructor evaluators, course evaluators, and the Dean of Instruction. In these instances, instructors will give students advanced notice. Guest speakers will have access to the discussion board and chat room until the instructor removes the speaker from the course. Instructor evaluators, course evaluators, or the Dean of Instruction will have access to much of the course for a predetermined amount of time.

#### 5. Use of Student Information

Students' addresses and telephone numbers might be collected to update the College's records in order to survey students on such topics as evaluating instructors, improving the ESCC Distance Learning Program, and collecting opinions about distance learning in general.

In addition, instructors may seek students' permission to post examples of exemplary course work in future courses. If so, the instructor will delete the students' names from the examples.

No information in Canvas or answers to online surveys will be used for anything other than College-related purposes. No information will be sold to or shared with third-party entities.

#### 6. Modification to this Statement

Depending upon changes in technology and institutional policies, ESCC reserves the right to update and revise this Canvas Privacy Statement.

#### 7. Contact Information

Please direct questions and/or concerns to the Office of Distance Learning at 334-347-2623, ext. 2287.

### VIII. DEGREES AND CERTIFICATES

A student may be granted an award other than a degree upon satisfactory completion of the program's requirements as specified by the College. A student must complete current program requirements for a degree/certificate if College enrollment has been interrupted for one year.

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.), unless the course has been approved by the State Board of Education as being repeatable for credit;
- C. complete at least twenty-five percent (25%) of the semester credit hours required in the program through course work from ESCC;
- D. be enrolled during the semester in which the award is earned or with approval of the Dean of Instruction within a calendar year of the last semester of attendance, transfer from a regionally accredited institution the hours required for completion of the program with a minimum grade of "C" in the courses transferred;
- E. submit a formal application for graduation in accordance with institutional policy; and,
- F. fulfill all financial obligations to the College.

Enterprise State Community College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science degrees, the Certificate, and the Short-term Certificate. The Associate in Arts and Associate in Science Degrees are awarded to students completing a university parallel course of study and the general education program.

The Associate in Applied Science degree, the certificate, or the short-term certificate is awarded to students who satisfy the requirements of a specific career program outlined in this *Catalog and Student Handbook* and is awarded in the particular program of study.

**IX. DEGREE REQUIREMENTS**

A student shall be awarded the Associate in Arts, Associate in Science, or Associate in Applied Science degree upon satisfactory completion of the requirements of the specific program as specified by the College to grant the degree and according to the Alabama State Board of Education policies. A student must complete current program requirements for a degree if college enrollment has been interrupted for one year.

A student must:

- A. satisfactorily complete a minimum of 60-64 semester hours of credit as appropriate 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. A student must present a "C" average in both English 101 and 102,
- C. complete at least 25% of semester credit hours required of the degree through courses from Enterprise State Community College,
- D. submit a formal application for graduation with a counselor in accordance with institutional policy, and
- E. fulfill all financial obligations to the College.

**X. DUAL ENROLLMENT**

- A. The Alabama Community College System authorized the establishment of dual enrollment/dual credit programs with local boards of education within institutions' service areas. Courses offered by postsecondary institutions shall be of postsecondary level and enrolled students must pay normal tuition as required by the institution or as stipulated in a contract for services between the two levels. A student is eligible for dual enrollment/dual credit if the student meets all of the following criteria:
  - 1. meets the placement testing requirements established by the institution,
  - 2. has a "B" average in completed high school courses,
  - 3. has written approval of the appropriate principal and local superintendent of education, and
  - 4. is in grade 10, 11, or 12, or has an exception granted by the participating institution upon the recommendation of the student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.17 regarding gifted and talented students.
- B. Students may enroll in career and technical courses in accordance with guidelines of the Alabama Department of Postsecondary Education.
- C. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the students' principal, superintendent, and the participating institution's president.
  - 1. Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education.
  - 2. Ten quarter/six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the participating postsecondary institution and the local board of education.

**XI. ATTENDANCE**

Students are expected to attend all classes for which they are registered. Each faculty member distributes to students written attendance requirements, if any, for the program of study. Attendance policies specific to a course shall be included in course syllabi, which shall be distributed to students enrolled in applicable course(s). It is the STUDENT'S RESPONSIBILITY to keep up with the exact number of absences and also to check with his/her instructors regarding permission to make up the work missed.

Any class session missed, regardless of cause, reduces the academic opportunities of the student and could adversely affect the grade which the student achieves in a course. Regulations pertinent to attendance are listed below.

- A. Students are expected to attend, on time, all sessions of their registered classes; therefore, any absence from class should be due to UNAVOIDABLE CIRCUMSTANCES.

- B. The number of allowable absences in a course is adequate to provide the student the opportunity to take care of emergencies and/or personal business that may occur during the respective academic calendar.
- C. A student officially representing the College off campus, such as on a field trip, will not be counted absent unless required by an external accrediting or certifying body, such as the Federal Aviation Administration (FAA), provided prior notice is given to the instructor, proper approval is granted, and any work missed is made up.
- D. Instructors' class policies determine whether students will be allowed to make up class work, assignments, or tests missed during any absence other than an absence of the nature discussed in Item "C" above.
- E. Instructors may implement a class tardiness policy which will be clearly stated in the class syllabus and will be applied to all students in the respective class.
- F. No absence exempts a student from meeting established class policy academic requirements. Students are responsible for all class assignments, tests, or other materials missed during any absence.

Students receiving financial aid should be familiar with the "Required Standards of Satisfactory Academic Progress" portion of the *College Catalog & Student Handbook* in the Financial Aid section entitled. Students enrolled in aviation programs must meet attendance requirements as dictated by the FAA.

## XII. ADMISSION TO COURSE, READMISSION TO COURSE FOR STUDENTS REPORTED AS NO-SHOWS

For a face-to-face class, a "No-Show" student is one who has never physically attended a class session before the attendance verification deadline. For an online course, a "No-Show" student is one who has never actively participated in the course. Active participation is defined as completing the Attendance Verification Quiz for each online course in which the student is enrolled. The Attendance Verification Quiz must be completed by noon of the fifth **calendar** day of each semester. Logging in to the course or sending an e-mail is not considered active participation.

### A. Admission to Course After Final Day of Drop/Add

1. Students who are not in the "registered" status for classes at the end of the drop/add period shall be dropped from enrollment.
2. Students who are not registered for classes (including those in preregistered status) will not be admitted into a course after the drop/add period has ended until they are registered and been approved for admission by the Dean of Instruction. Admission to a course after the drop/add period will not be approved by the Dean of Instruction except under extreme extenuating circumstances (e.g. death in family, serious illness, military assignment). Note that awaiting confirmation of a financial aid award is not considered an extreme extenuating circumstance.
3. To facilitate this request the student must obtain a drop/add form from the Registrar's office. For approval, the drop/add form must be signed by the Dean of Instruction and returned to the Registrar's office by the Dean of Instruction; a copy shall be submitted to the course instructor. It is the student's responsibility to check the status of his or her admission request with the instructor.
4. This policy does not apply to data entry errors.

### B. Readmission to Course for Students Reported as No-Shows

1. If a student reported as a no-show during the attendance verification period seeks readmission into a course, the instructor must indicate his or her support for re-admission on the no-show cancellation form.
2. The student is responsible for obtaining a no-show cancellation form from the Registrar's office and submitting the form to the instructor. The instructor is responsible for submitting the completed no-show cancellation form to the Dean of Instruction no more than ten calendar days after the final day of attendance verification for the semester. Readmission must be approved by the Dean of Instruction. The Dean of Instruction is responsible for returning the no-show cancellation form to the Registrar's Office and submitting a copy of the form to the instructor. It is the student's responsibility to check the status of his or her readmission request with the instructor.
3. Students who are reported as no-shows during the attendance verification period will not be readmitted to the class except under extreme extenuating circumstances (e.g. death in family, serious illness, military assignment, incorrectly reported as a no-show). Note that awaiting confirmation of a financial aid award is not considered an extreme extenuating circumstance.
4. A no-show student must be in the "registered" status to be re-admitted to classes.
5. This policy does not apply to data entry errors.

### **XIII. PROCEDURES FOR APPEALING DISMISSAL FROM AVIATION MAINTENANCE TECHNOLOGY CLASSES FOR MISSING EXCESSIVE INSTRUCTIONAL TIME**

Students who miss ten percent or more of the scheduled appointment time of an aviation maintenance technology class (14 hours of the 140-hour total for class/lab) are dismissed from the class and receive a grade of F in the class. Missing ten percent or more of the instructional time in an aviation maintenance technology class is commonly known as “timing out”.

Students may appeal to the Aviation Maintenance Technology Attendance Board to overturn dismissal for timing out. The Board is comprised of: 1) the aviation maintenance technology program head (e.g., Mobile Campus Director, Andalusia Instructional Coordinator) or division chair at the application instructional site, 2) the Dean of Students, and the 3) Dean of Instruction. The student may return to class during the time his or her appeal is being considered by the Board. The student may no longer attend the class should the Board reject the appeal.

All appeals must be submitted in writing to the aviation maintenance technology program head. The program head will gather background information that may be helpful to other Board members as they consider the appeal. This background information may include circumstances pertaining to the student’s absence from the class, attendance in other classes, past history of attendance and punctuality, and input from the applicable instructor regarding the student’s overall performance in the class. The program head presents this information to the other Board members who vote to either uphold or overturn the dismissal. Students who are successful in their appeal must make up missed class work and instructional time to ensure that no fewer than 126 instructional contact hours were completed.

The Dean of Instruction notifies the student in writing of the outcome of his or her appeal. The decision of the Board is final.

### **XIV. ATTENDANCE VERIFICATION**

All instructors are required to verify attendance for all students who are enrolled in their classes. Students who have never attended (no-show) the classes for which they are enrolled will be reported to the Dean of Instruction and administratively withdrawn. Attendance verification is completed at the end of the drop/add period each term. Attendance verification is required before the disbursement of Pell Grant funds and student loans.

### **XV. EXCUSED ABSENCES**

Absences incurred due to College-sponsored events or activities or caused by appropriate circumstances (example jury duty) may be excused by memorandum or e-mail from the Dean of Instruction and are not counted in the total number of student absences. The student is responsible for all class assignments, tests, or other materials missed. Instructors will make provisions to allow students to make up regularly scheduled class assignments without penalty. There are no excused absences in the aviation program in accordance with FAA requirements.

### **XVI. STANDARDS OF ACADEMIC PROGRESS**

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

- A. programs within the institution that are subject to external licensure, certification, and/or accreditation or that are fewer than six semesters in length may have higher standards of progress other than the institutional standards of progress,
- B. transfer students may be placed on academic probation upon admission and must transition to these standards of academic progress, and
- C. 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. See “Standards of Academic Progress Policies” for financial aid recipients in this *College Catalog and Student Handbook*.

### **XVII. STANDARDS OF PROGRESS POLICY**

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

- 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, and
- C. students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 cumulative grade point average.

## XVIII. 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 measures.

## XIX. APPLICATION OF STANDARDS OF PROGRESS—ACADEMIC STANDING STATUS

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.

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.

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 semester 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 semester GPA is below 2.0, the student is suspended for one semester. The transcript will read "SUSPENDED—ONE SEMESTER."

The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester 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 a one semester academic suspension re-enters the institution on academic probation.

A student who is on academic probation after being suspended for one semester (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 semester 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 returning from a one term or a one year suspension while on academic probation and fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0 will be placed on a one year suspension. The transcript will read "SUSPENDED—ONE YEAR."

The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read "SUSPENDED—ONE YEAR/READMITTED UPON APPEAL."

All applicable academic designations except clear will appear on the student's transcript.

## XX. PROCESS FOR APPEAL 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 re-admission" to the Admissions Committee within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for re-admission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate re-admission. The decision of the Admissions 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 are the standards by which such decisions are measured.

## XXI. DEFINITION OF TERMS

**Grade Point Average (GPA)**—the grade point average based upon all hours attempted during any one term at the institution based on a four-point scale

**Cumulative Grade Point Average (GPA)**—the grade point average based on all hours attempted at the institution based on a four-point scale

**Clear Academic Status**—the status of a student whose cumulative grade point average is at or above the level required by this policy for the number of credit hours attempted at the institution

**Academic Probation**—the status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the College or the status of a student who was on Academic Probation the previous term and whose cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at the College but whose semester GPA for that term was 2.0 or above

**One Semester 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 Suspension**—the process by which an institution shall allow a student suspended for one term or one year (whether a “native” student or a transfer student) to request readmission without having to serve the suspension

## XXII. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### A. Student Notification of Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, which include the following:

1. Students have the right to inspect and review their educational records within 45 days of the day the College receives a request for access. Students should submit to the Associate Dean of Students for Enrollment Management a written request that identifies the record(s) they wish to inspect. The Associate Dean of Students for Enrollment Management will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Associate Dean of Students for Enrollment Management, he or she shall advise the student of the correct official to whom the request should be addressed.
2. Students have the right to request amendments of their educational records that they believe are inaccurate or misleading. A student should write the College official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why the record is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify him or her of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. Students have the right to consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent), or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if a review of an education record fulfills his or her professional responsibility.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

### B. Access to Student Records

Under the provisions of FERPA, all students and former students have the right to inspect their educational records in the Office of the Associate Dean of Students for Enrollment Management. This right of inspection does not apply to any information submitted to this office as confidential prior to January 1, 1975, nor to access by students to financial records of parents. Parents or guardians of a dependent student 18 years of age or older may gain access to a student record under certain provisions as specified by law; otherwise, parents or guardians of a dependent student 18 years of age or older may not see records or receive any grades unless the student specifically designates that his/her records and/or grades be made available to the parents or guardians.

**C. Directory Information**

Under the Federal Family Educational and Privacy Rights Act, 10 U.S.C. 1232g, Enterprise State Community College may disclose certain information as “directory information.” Directory information includes:

1. name,
2. address,
3. telephone number,
4. dates of attendance,
5. major fields of study,
6. degrees and awards earned,
7. participation in officially recognized activities and sports, and
8. weight and height of members of the athletic teams.

If any student has an objection to any of the aforementioned information being released about himself/herself during any given semester or academic year, the student should provide written notification to the Dean of Students or the Associate Dean of Students for Enrollment Management during the first three weeks of the respective semester or academic year.

**D. Transcripts**

Enterprise State Community College will release transcripts of a student’s work only upon written request from the student. All admissions requirements must be completed before transcripts will be issued. The following are exceptions to this policy:

1. college officials with a legitimate educational interest in this information
2. subpoena/court orders for student records

**E. Questions About Student Records**

Students who have questions regarding their official records should address them to the Associate Dean of Students for Enrollment Management, located at the Enterprise Campus, Lurleen B. Wallace Hall, Room 102, telephone (334) 347-2623, ext. 2272.

**XXIII. FINAL EXAMINATIONS**

Students absent from final examinations except for personal illness must secure permission from the Dean of Instruction to be allowed to take a make-up exam. Make-up examinations must be taken during the first five (5) days of the next semester. Students in the Aviation Maintenance Technology program must follow FAA requirements.

**XXIV. DROPPING OR ADDING A CLASS**

Students may drop or add a course or courses during the Drop and Add period. All schedule changes must be completed in the appropriate records office at the location attending. The student’s transcript will not reflect courses dropped during the Drop and Add period.

**XXV. WITHDRAWAL FROM A COURSE/COMPLETE WITHDRAWAL FROM THE COLLEGE****A. Withdrawal from a Course**

A student who wishes to withdraw from a course after the College’s official drop and add period and prior to the official start of final exams may do so by completing a course withdrawal form, which may be obtained from the Admissions Office or the Registrar’s Office. Students who withdraw before the beginning of the twelfth week of the fall or spring semesters or seventh week of the summer term will receive a grade of “W” for any course withdrawn. Students who withdraw from class by the end of the sixth week of fall or spring mini-terms or the fourth week of summer mini-terms will receive a grade of “W” for any course withdrawn. After these times, the faculty member will assign a grade of “WP” if the student is doing satisfactory work at the time of withdrawal or “WF” for unsatisfactory work at the time of withdrawal.

Students must return the signed withdrawal form to the Admissions Office or Registrar’s Office in order to complete the withdrawal process.

**B. Complete Withdrawal from the College**

A student may withdraw from all courses at ESCC. This is referred to as a Complete Withdrawal. A student may completely withdraw from all courses after the drop and add period and no later than the official start of final exams. Complete withdrawals must be initiated by the student with a counselor or in the Evening Program Director’s office at the Enterprise Campus, at the Fort Rucker Site office, the Alabama Aviation Center at Ozark office, the Alabama Aviation Center at Mobile office, or the directors’ offices at the Alabama Aviation Centers at Albertville and Andalusia. A complete withdrawal will not become final until the student has been cleared through the Learning Resources Center, Business Office, and Financial Aid Office. The withdrawal form will then be submitted to the Admissions Office or Registrar’s Office to complete the process.

A grade of “W” will be given for any course withdrawn before the beginning of the 12th week of the fall and spring semesters or the seventh week of the summer term. A grade of “W” will be given for any course withdrawn by the end of the sixth week of fall or spring mini-terms, or the fourth week of summer mini-terms. After these times, the course instructor will assign a grade of “WP” for satisfactory work at the time of withdrawal or “WF” for unsatisfactory work at the time of withdrawal.

The student’s transcript will indicate “complete withdrawal” in addition to the withdrawal passing (WP) or withdrawal failing (WF) as appropriate for all courses. Students who discontinue attendance in courses without officially withdrawing will receive an “F” for those courses. Students receiving financial assistance may be required to reimburse the College and the U.S. Government if they completely withdraw prior to the completion of 60% of the academic term. Consult the Satisfactory Academic Progress standards for financial aid recipients section in this *Catalog and Student Handbook* for additional information.

## XXVI. ACADEMIC BANKRUPTCY

A student may request in writing to the Admission’s Office or Registrar’s Office to declare academic bankruptcy under the following conditions:

- A. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester occurred. All coursework taken, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
- B. If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during one to three semesters provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy occurred. All coursework taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester affected. A student may declare academic bankruptcy only once.

NOTE: Students in the Aviation Maintenance Technology program must follow Federal Aviation Administration (FAA) requirements. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

## XXVII. MAXIMUM AND MINIMUM COURSE LOADS

The course load for a full-time student is 12 to 19 credit hours per semester. Credit hours above 19 hours constitute a student overload. A student course overload must be approved by the President or the Dean of Instruction.

## XXVIII. HONORS AND RECOGNITIONS

- A. **Graduation Honors for Degrees.** Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

1. Graduation with Honors (or Cum Laude)—3.50 to 3.69 GPA
2. Graduation with High Honors (or Magna Cum Laude)—3.70 to 3.89 GPA
3. Graduation with Highest Honors (or Summa Cum Laude)—3.90 to 4.00 GPA

- B. **Graduation Honors for Other Formal Awards:** Graduation with Distinction—3.50 to 4.00 GPA.

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, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 24 semester credit hours at the College conferring the degree or other formal award.

- C. **Dean’s List.** A Dean’s List shall be compiled at the end of each semester. A Dean’s List certificate will be sent to the student via mail. Requirements for the Dean’s List are a semester grade point average of 3.5 or above but below 4.0 and completion of a minimum semester course load of 12 semester hours of college-level work.

Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA; however, developmental courses will not count toward the minimum course load requirement.

- D. President's List.** A President's List shall be compiled at the end of each semester. A President's List certificate will be sent to the student via mail. Requirements for the President's List shall be a semester grade point average of 4.0 and completion of a minimum semester course load of 12 semester credit hours of college-level work.

Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA; however, developmental courses will not count toward the minimum course load requirement.

- E. Who's Who Among Students in American Junior Colleges.** A College committee annually chooses those students who have distinguished themselves in different areas of campus life. Minimum requirements are a grade point average of at least 3.5 and involvement in student activities. The names of students selected by the faculty committee will appear in the national publication *Who's Who Among Students in American Junior Colleges*.

- F. Recognition at the Honors Day Assembly.** The Honors Day Assembly is an annual event designed to recognize the academic accomplishments of outstanding Enterprise State Community College students. During the assembly, four-year colleges and interested individuals or businesses are given the opportunity to present scholarships. The assembly is held during spring semester each year.

Recognized at the assembly will be students who have completed 36 or more hours at ESCC while maintaining a grade point average of 3.5 or higher and have been enrolled as a full-time student at least one term during the current academic year. Additional students may be recognized as outstanding students by the academic divisions and the President of the College.

## **XXIX. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Enterprise State Community College will accept credits earned on the CLEP tests toward the associate degree for not more than 25 percent of the total credit required for the degree. A minimum score in the 50th percentile in the areas examined is required for award of credit. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed through courses from the College. For further information, contact Counseling on the Enterprise Campus. Enterprise State Community College is not a CLEP testing center.

## **XXX. ADVANCED PLACEMENT CREDIT (AP)**

Entering freshmen with superior preparation and participation in the College Board's Advanced Placement Program in high school may be awarded advanced credit depending on their AP examination scores. Enterprise State Community College will review AP scores of "3," "4," and "5." For further information, the student should contact the location where he or she plans to attend classes.

## **XXXI. SPECIAL PROGRAMS FOR MILITARY SERVICE MEMBERS**

### **A. Fort Rucker Site**

Enterprise State Community College offers college credit courses at Fort Rucker. ESCC provides fully accredited Associate Degree programs for service members and their families at low, in-state tuition rates. The Fort Rucker Site is also available to civilian students. A counselor is available for any assistance students may need in their educational endeavors.

Army Tuition Assistance, as well as other financial aid programs offered by the College, is available to service members.

Evening classes meet on Mondays and Wednesdays or Tuesdays and Thursdays.

Classes needed for students to complete an Associates Degree are available on the Fort Rucker Site.

The ESCC Fort Rucker Site Administrative Office is located in Building 4502, Room 153, on Andrews Avenue. For additional information call (334) 347-2623, ext. 4227.

### **B. Service members Opportunity College Associate Degree (SOCAD)**

Enterprise State Community College is a member of the Service members Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

#### **1. Service members Opportunity Colleges Consortium**

The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for service members worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at [www.soc.aascu.org](http://www.soc.aascu.org).

## 2. SOC Degree Network System Membership

Enterprise State Community College is a member of the SOC Degree Network System, a subgroup of SOC Consortium member institutions selected by the military services to deliver specific associate degree programs to service members and their families. As a member of the DNS, ESCC has agreed to adhere to academic policies intended to support military students in their academic endeavors towards degree completion.

These policies include:

- a. a limit of institutional residency requirements for graduation to 25 percent or less of the total degree requirements, or in the case of degrees that are offered 100 percent online to 30 percent,
- b. permission for military students to complete institutional residency at any time and avoid any “final year” or “final semester” residency requirement,
- c. awarding credit appropriate to the degree for service training school courses and military occupational experience based on the recommendations in the *American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services (ACE Guide)*,
- d. awarding credit appropriate to the degree from at least one nationally-recognized standardized testing program such as College Level Examination Program (CLEP), DSSTs, or Excelsior College Examination program (ECE), based on credit recommendations in the ACE Guide,
- e. permitting the student to complete his or her selected degree program under the terms of the Student Agreement even after separation from active military service or if ESCC should no longer participate in the SOC Degree Network System.

### C. Credit for Military Service Schools

Credit for military service schools will be granted in accordance with the recommendations published by the American Council on Education in “A Guide to the Evaluation of Educational Experiences in the Armed Services.”

## XXXII. EVENING PROGRAM

Enterprise State Community College began its evening program in the summer of 1966. Both regular college credit courses and non-credit short courses are offered.

Students may take evening classes at any of the College’s campuses or Aviation Center sites. All courses offered for credit at night may be found in the course descriptions in this *Catalog and Student Handbook*.

## XXXIII. CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAM

From the time Enterprise State Community College was established in 1965, one of the College’s goals has been to meet the educational needs of adults throughout the area. Based on the belief that learning is a lifelong process, the College offers a wide range of short courses, seminars, workshops, and special services at times convenient to adults in the community. Courses in continuing education are designed to upgrade job skills, enrich leisure, discover aptitudes and options, and learn other vital information. These courses are funded primarily by individual fees and special grants. For additional information call (334) 347-2623.

New courses and programs are added each semester. Many of these programs are the suggestions of individuals and groups in the community who take an active part in the planning process. The College invites the continued suggestions and recommendations from interested citizens throughout the Wiregrass area.

### A. Continuing Education Units

Continuing Education Units (CEUs) are given for completion of selected courses. One CEU represents ten classroom hours of instruction. CEUs are recorded by name and social security number and are retained in the College files. Certified transcripts are available upon request.

### B. Cancellation and Refund Policy

If a continuing education or community service course is cancelled, all persons enrolled are notified by the College and full refunds are made. Anyone who registers and then decides to withdraw from a course may request a refund. All requests must be received in writing by the Office of Continuing Education on the Enterprise Campus. A full refund is made when a request is received prior to the first scheduled class meeting. A 75% refund is made when a request is received before the second scheduled class meeting. Refunds are not made after the second scheduled meeting.

#### XXXIV. ADULT EDUCATION, TRAINING, AND GENERAL EDUCATION DEVELOPMENT (GED) PROGRAM

The ESCC Adult Education Program sponsors adult education and training services in Coffee, Dale, Geneva, and Pike County. Adult Education classes provide opportunities for learners (17 years of age and older, not enrolled in a public school) to earn their GED and improve skills in reading, writing, mathematics, and communication. The Adult Education Program also provides English as a Second Language to non-English speaking individuals to improve their writing, reading, and listening skills. Day and evening classes are available. All instruction, materials, and supplies are provided free of charge. For additional information, call (334) 347-2623, ext. 2218.

**ESCC's Enterprise Campus is a GED Testing Center.** Testing is held on selected Fridays throughout the year. Preregistration is required due to limited space. For additional information, call (334) 347-2623, ext. 2273.

#### XXXV. INDUSTRY TRAINING

ESCC partners with the Alabama Technology Network (ATN) to offer a Training for Existing Business and Industry (TEBI) program. The TEBI program offers customized training, seminars, and workshops to assist employers in training and development of current and prospective employees. College personnel can assist in assessing company training needs, providing the training, securing the trainer, and designing job-specific training modules to enhance employee performance. Program costs vary with the length of the course and intensity of training. Training may be offered on the campus as well as at the job site. For detailed course information and program costs contact the ATN/TEBI office, (334) 347-2623.

#### XXXVI. ACADEMIC COMPETITIONS

##### A. Math Tournament

The Mathematics Division sponsors an annual Math Tournament for junior and senior high school students in the College's service area. The Division awards scholarships, first, second, and third place trophies, and honorable mention ribbons in individual and team competitions in the categories of Algebra I and II, geometry, and advanced math.

##### B. Scholars' Bowl

The ESCC Scholars' Bowl team sponsors an annual Scholars' Bowl for high school teams in the College's service area. Trophies are awarded to high-performing teams and individuals, and scholarships are also offered to the best players. This competition is open to all high schools and typically occurs in December.



# Degree Plans

Enterprise State Community College offers Associate in Arts (AA) and Associate in Science (AS) degrees for students who plan to transfer into baccalaureate degree programs. Students should select specific courses based on the requirements of the program into which they plan to transfer. Students should consult with the Statewide Transfer and Articulation Reporting System (STARS) to ensure transferability of courses to in-state institutions as well as the catalog of the intended transfer institution. Go to <http://stars.troy.edu>.

Following is a list of institutions in Alabama that offer baccalaureate degree programs in the designated major. (Note that this list was current as of spring 2014; students should visit the STARS website for updates.) Students can complete the first two years of the degrees at ESCC and earn an AA or AS degree by following the prescribed courses in the STARS transfer guide. Students wishing to obtain an official transfer guide should use the STARS transfer guide request page. Students planning to transfer to an out-of-state college or university should follow the courses prescribed for the first two years as listed in this catalogs. Students can also transfer courses among the public two year colleges in Alabama.

Advertising University of Alabama	Alabama State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama	University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama
Agricultural Business and Economics Auburn University	University of Alabama at Birmingham University of Montevallo University of North Alabama University of South Alabama	Business Education: (Middle/High School) Alabama A&M University Alabama State University Auburn University University of North Alabama
Agriscience Education Auburn University		
Agronomy and Soils Auburn University		
Animal Sciences Auburn University	Athletic Training Troy University University of Alabama University of West Alabama	Career Technical Education Athens State University
Anthropology Auburn University Troy University University of Alabama University of Alabama at Birmingham University of South Alabama	Behavioral Science Athens State University	Chemistry Alabama A&M University Alabama State University Athens State University Auburn University Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama
Apparel and Textiles Auburn University University of Alabama	Biology Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	Chemistry Education (Middle/High School) Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama
Applied Mathematics Auburn University	Biology Education (Middle/High School) Alabama A&M University Alabama State University Athens State University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	Clinical Lab Sciences/Medical Tech University of Alabama at Birmingham University of South Alabama
Architecture Auburn University		
Art Education Alabama A&M University Alabama State University Auburn University at Montgomery Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of North Alabama University of South Alabama	Biomedical Sciences University of South Alabama	Communication Studies or Speech Alabama State University Auburn University Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama
Art History B.A. Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of South Alabama	Building Science Auburn University	Computer Science Alabama A&M University Alabama State University Athens State University Auburn University
Art Studio B.A. Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama	Business (All Business Majors) Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham	
Art Studio B.F.A. Alabama A&M University		

Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of North Alabama University of South Alabama	University of South Alabama	Food Science Alabama A&M University
Consumer Sciences University of Alabama	Engineering - Computer Science Auburn University University of Alabama University of Alabama at Birmingham University of South Alabama	Foreign Language Alabama A&M University Alabama State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama
Criminal Justice Alabama A&M University Alabama State University Athens State University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Montevallo University of North Alabama University of South Alabama	Engineering - Electrical Alabama A&M University Auburn University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of South Alabama	Forestry Alabama A&M University Auburn University
Cyber Assurance University of South Alabama	Engineering - Industrial Auburn University University of Alabama University of Alabama at Birmingham	French Education (Middle/High School) Alabama A&M University Alabama State University Auburn University Jacksonville State University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama
Dance Troy University University of Alabama	Engineering - Materials Auburn University University of Alabama University of Alabama at Birmingham	General Science Education (Middle/High School) Alabama A&M University Alabama State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of North Alabama University of South Alabama University of West Alabama
Economics B.A. Jacksonville State University Troy University University of Alabama	Engineering - Mechanical Alabama A&M University Auburn University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of South Alabama	Geography Auburn University Jacksonville State University University of Alabama University of North Alabama University of South Alabama
Elementary or Early Childhood Education Alabama A&M University Alabama State University Athens State University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	English (BA or BS) Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	Geography Education (Middle/High School) Auburn University University of Alabama University of Alabama at Birmingham University of North Alabama University of South Alabama
Emergency Management Jacksonville State University	English/Language Arts Education (Middle/High School) Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	General Studies in Human Environmental Sciences University of Alabama
Emergency Medical Services University of South Alabama	Environmental Science Alabama A&M University Auburn University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	German Education (Middle/High School) Auburn University Jacksonville State University University of Alabama University of North Alabama University of South Alabama
Engineering - Aerospace Auburn University University of Alabama	Exercise Science and Wellness Jacksonville State University	Graphic Design Auburn University Troy University
Engineering - Biomedical University of Alabama at Birmingham	Family & Consumer Sciences / Human Environmental Sciences Alabama A&M University Jacksonville State University University of Alabama University of Montevallo University of North Alabama	Health Education (Middle/High School) Alabama A&M University
Engineering - Biosystems Auburn University	Fisheries and Allied Aquacultures Auburn University	
Engineering - Chemical Auburn University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of South Alabama		
Engineering - Civil Alabama A&M University Auburn University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of South Alabama		
Engineering - Computer Engineering Auburn University University of Alabama in Huntsville		

Alabama State University Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Montevallo University of North Alabama University of South Alabama	Interdisciplinary Arts University of West Alabama	University of Montevallo University of North Alabama University of South Alabama
Health Informatics University of South Alabama	Interior Architecture Auburn University	Music Education (Middle/High School) Alabama State University Auburn University Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of North Alabama University of South Alabama
Health Science Athens State University	Interior Design Auburn University University of Alabama	Natural Resources Management Auburn University
Health Services Administration Auburn University	International Studies Auburn University at Montgomery University of Alabama University of Alabama at Birmingham University of South Alabama	Nursing Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of North Alabama University of South Alabama University of West Alabama
Health, P E & Recreation University of North Alabama	Interpreter Training Troy University	Nutrition Auburn University University of Alabama
History Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	Journalism Alabama State University Auburn University Troy University University of Alabama University of Alabama at Birmingham University of North Alabama	Philosophy Auburn University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of South Alabama
History Education (Middle/High School) Alabama A&M University Alabama State University Athens State University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	Kinesiology University of Montevallo	Physical Education Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of South Alabama University of West Alabama
Horticulture Auburn University	Laboratory Technology Auburn University	Physics Alabama A&M University Alabama State University Auburn University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama
Hospitality, Sport, and Tourism Management Troy University	Liberal Arts/Studies Alabama A&M University Athens State University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama at Birmingham	Physics Education (Middle/High School) Alabama A&M University Auburn University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of South Alabama University of West Alabama
Hotel, Restaurant, and Hospitality Management Auburn University University of Alabama University of South Alabama	Math Education (Middle/High School) Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	Politics Alabama A&M University Alabama State University Auburn University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama
Human Development & Family Studies Auburn University University of Alabama	Mathematics Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	Political Science Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama
Human Services Troy University	Meteorology University of South Alabama	
Industrial Design Auburn University	Music Alabama A&M University Alabama State University Auburn University Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville	
Industrial Hygiene University of North Alabama		
Information Systems University of South Alabama		
Information Technology University of South Alabama		
Integrated Marketing Communications University of West Alabama		

University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama	Resources and Technology Management Troy University	Special Education Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of North Alabama University of South Alabama University of West Alabama
Polymer and Fiber Engineering Auburn University	Respiratory Therapy / Cardio Science University of South Alabama	Speech Pathology Alabama A&M University Auburn University Auburn University at Montgomery University of Alabama University of Montevallo University of South Alabama
Poultry Science Auburn University	Social Science Troy University University of Montevallo	Surveying and Geomatics Science Troy University
Professional Health Sciences University of South Alabama	Social Studies Education (Middle/High School) Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama	Technology, Industrial Technology or Engineering Technology Alabama A&M University Jacksonville State University University of West Alabama
Psychology BA or BS Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	Social Work Alabama A&M University Alabama State University Auburn University Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Montevallo University of North Alabama University of South Alabama	Telecommunication and Film or Broadcasting Alabama A&M University Auburn University Troy University University of Alabama University of North Alabama
Public Administration Auburn University	Sociology Alabama A&M University Alabama State University Athens State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama University of West Alabama	Textile Management and Technology Auburn University
Public Health University of Alabama at Birmingham	Spanish Education (Middle/High School) Alabama State University Auburn University Jacksonville State University University of Alabama University of Alabama at Birmingham University of Alabama in Huntsville University of Montevallo University of North Alabama University of South Alabama	Theatre Alabama State University Auburn University Auburn University at Montgomery Jacksonville State University Troy University University of Alabama University of Alabama at Birmingham University of Montevallo University of North Alabama University of South Alabama
Public Relations Alabama State University Auburn University University of Alabama University of South Alabama		Wildlife Ecology and Management Auburn University
Public Safety & Health Administration Athens State University		
Radiologic Sciences University of South Alabama		
Recreation Leadership Jacksonville State University		
Rehabilitation and Disability Studies Auburn University		
Rehabilitation (Non-Certification) Troy University		
Religious Studies Athens State University Auburn University University of Alabama		

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www.escc.edu and on Facebook!**

# Degree Plans

The Associate in Arts (AA) and the Associate in Science (AS) degrees are designed for students planning to transfer to a baccalaureate degree program. Following are the AA and AS degree requirements found in Alabama State Board of Education policy 712.01. Students should select specific courses based on the requirements of the program into which they plan to transfer. Students should also consult with the Statewide Transfer and Articulation Reporting System (STARS) to ensure transferability of courses to other State institutions. Alabama Community College System institutions are authorized to provide up to 50% of the total credit hours; therefore, degree plans range from 60 to 64 credit hours. Students should consider the maximum number of credit hours that can be transferred when scheduling courses.

<b>Area I:</b>	<b>Written Composition I and II .....</b>	<b>6 credit hours</b>
<b>Area II:</b>	<b>Humanities and Fine Arts.....</b>	<b>12 credit hours</b>
	*Must complete three semester credit hours in literature and three semester credit hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Humanities and arts disciplines include but are not limited to: area/ethnic studies, art and art history, foreign languages, music and music history, philosophy, ethics, religious studies, speech, theater and dance.	
<b>Area III:</b>	<b>Natural Science and Behavioral Sciences.....</b>	<b>11 credit hours</b>
	Must complete three semester credit hours in mathematics at the precalculus algebra or finite math level. Must complete eight semester credit hours in the natural sciences, which must include laboratory experiences. Disciplines in the natural sciences include: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science. Note: ESCC requires MTH 112 or above for an AS degree.	
<b>Area IV:</b>	<b>History, Social, and Behavioral Sciences.....</b>	<b>12 credit hours</b>
	*Must complete three semester credit hours in history and at least six semester credit hours from among disciplines in the social and behavioral sciences. Social and behavioral sciences include, but are not limited to: anthropology, economics, geography, political science, psychology, and sociology.	
<b>Area I-IV:</b>	<b>Minimum General Education Requirements .....</b>	<b>41 credit hours</b>
<b>Area V:</b>	<b>Pre-professional, Pre-major, and Elective Courses.....</b>	<b>** 19-23 credit hours</b>
	Area V courses are electives and other courses appropriate to the student's degree requirements and major. Students completing courses that have been approved for the general studies curriculum and are appropriate to the major and/or degree program may transfer these courses with credit applicable to their degree program among two-year and four-year colleges and universities.	

**Semester Credit Hour Range of AS and AA Degrees.....\*\*60-64 credit hours**

*\*Must complete a six semester credit hour sequence either in literature or history. The sequence selected in Area II or IV should follow the requirements of the student's major at the planned transfer institution.*

*\*\*Baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Institutions in the Alabama Community College System are authorized to provide 50 percent of that total (60-64 credit hours).*

## ASSOCIATE IN ARTS DEGREE PLAN

This degree plan is for students who intend to earn a bachelor of arts degree. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (<http://stars.troy.edu>), and information from the intended transfer institution when selecting courses at ESCC. This plan meets the Associate in Arts degree requirements.

<b>AREA I: WRITTEN COMPOSITION I AND II</b>		<b>6 Credit Hours</b>
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
<b>AREA II: HUMANITIES AND FINE ARTS*</b>		<b>12 Credit Hours</b>
<b>Select a three credit hour course or a six credit hour sequence from:</b>		
ENG 251, ENG 252	American Literature I, American Literature II	
or	or	3-6
ENG 261, ENG 262	English Literature I, English Literature II	
<b>Select three–nine credit hours from:</b>		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

**Select zero–six credit hours from:**

PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

**AREA III: NATURAL SCIENCE AND MATHEMATICS****11 Credit Hours****Select three–four credit hours from:**

MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3

**Select eight credit hours from:**

BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES\*****12 Credit Hours****Select a three credit hour course or a six credit hour sequence from:**

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	3-6
or	or	
HIS 201, HIS 202	United States History I, United States History II	

**Select three–nine credit hours from:**

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

**AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES\*\*****21 Credit Hours****Select 21 credit hours from Area I-IV courses.**

21

**TOTAL CREDIT HOURS: 62**

\* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

\*\* To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at <http://stars.troy.edu>. Students may substitute courses, but note that not all Code B or C courses are transferable.

## ASSOCIATE IN SCIENCE DEGREE PLAN

This degree plan is for students who intend to earn a bachelor of science degree. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (<http://stars.troy.edu>), and information from the intended transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

**AREA I: WRITTEN COMPOSITION I AND II****6 Credit Hours**

ENG 101	Written Composition I	3
ENG 102	Written Composition II	3

**AREA II: HUMANITIES AND FINE ARTS\*****12 Credit Hours****Select a three credit hour course or a six credit hour sequence from:**

ENG 251, ENG 252	American Literature I, American Literature II	3-6
or	or	
ENG 261, ENG 262	English Literature I, English Literature II	

**Select three–nine credit hours from:**

ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

**Select zero–six credit hours from:**

PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

**AREA III: NATURAL SCIENCE AND MATHEMATICS****11 Credit Hours****Select three–four credit hours from:**

MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3

**Select eight credit hours from:**

BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES\*****12 Credit  
Hours****Select a three credit hour course or a six credit hour sequence from:**

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	3-6
or	or	
HIS 201, HIS 202	United States History I, United States History II	

**Select three–nine credit hours from:**

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

**AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES\*\*****19-23 Credit  
Hours****Select 19-23 credit hours from Area I-IV courses or other electives as appropriate.**

19-23

**TOTAL CREDIT HOURS: 62**

\* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

\*\* To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at <http://stars.troy.edu>. Students may substitute courses, but note that not all Code B or C courses are transferable.



# DEGREE PLAN NOTES

# CAREER TECHNICAL EDUCATION DEGREE PLANS AND PLANS OF STUDY

## CAREER PROGRAMS

Enterprise State Community College is meeting the needs of a growing and diversified job market by offering career technical programs to prepare students for careers that require study beyond high school but not a four-year degree. Completion of a career technical program prepares students to enter a variety of occupations with specific job skills. Students may earn an associate degree, certificate, or short-term certificate depending on the program. While the following programs are not designed for transfer, many institutions may accept some of the credits earned in a career program.

## ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE REQUIREMENTS

Certain courses in the Associate in Applied Science (AAS) degree are accepted in baccalaureate programs, but the AAS degree is primarily designed for students seeking to enter an occupational field upon completion. Following are the AAS degree minimum requirements per Alabama State Board of Education policy 712.01.

**AREA I: Written Composition I and II ..... 3-6 credit hours**

**AREA II: Humanities and Fine Arts..... 3-6 credit hours**

In addition to literature, disciplines include but are not limited to: area/ethnic studies, art and art history, foreign languages, music and music history, philosophy, ethics, religious studies, speech, theatre and dance.

Students must take a minimum of nine hours in Area I and Area II, which could include six hours in Written Composition I and II and three hours in Area II, or three hours in Written Composition I and three hours in technical writing and three hours in Area II, or three hours in Area I and six hours in Area II, or three hours in Area I with three hours in speech in Area II plus three additional hours in Area I or II.

*NOTE: Individual colleges may establish specific course requirements within program of study parameters as set forth in the general education core for the Associate in Applied Science degree.*

**AREA III: Natural Science and Mathematics..... 9-11 credit hours**

Disciplines in the natural sciences include: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science.

Students must take a minimum of three hours in mathematics. They must take one computer science course (two are preferred) or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s). Appropriate 100 level courses (or higher) as denoted in *The Alabama Community College System Course Directory* may be substituted.

Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220 to assure the transfer of courses within parameters of the AGSC Minimum General Education Semester Hour Distribution Requirements, or in lieu, successfully complete the validated system-wide biology placement examination.

Students enrolled as majors in health-related disciplines for which the AAS degree is awarded may take BIO 211 and BIO 212 in which case BIO 212 would serve as the prerequisite for BIO 220.

**AREA IV: History, Social, and Behavioral Sciences..... 3-6 credit hours**

The social and behavioral sciences include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology. Students in programs for which the AAS represents the terminal award are not required to complete the six semester hour sequence in Area IV.

**AREA V: General Education Core, Technical Concentration, and Electives ..... 47-58 credit hours**

Area V courses are electives and other courses appropriate to the student's degree requirements and major.

**Semester Credit Hour Range of AAS Degree ..... 60-76 credit hours**

*Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, are encouraged to integrate general studies transfer courses whenever possible.*

### CERTIFICATE REQUIREMENTS

Certain courses in the certificate award may be accepted in associate degree or baccalaureate programs, but the certificate is primarily designed for students seeking to enter an occupational field upon completion. Following are the certificate requirements per Alabama State Board of Education Policy 712.01.

- AREA I: WRITTEN COMPOSITION I AND II .....2-6 credit hours**  
COM 100 and COM 103 may be substituted only in non-degree eligible programs.
- AREA II: HUMANITIES AND FINE ARTS .....2-6 credit hours**  
Speech is required in certificate programs unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course. SPC 100 and SPC 103 may be substituted only in non-degree eligible programs.
- AREA III: NATURAL SCIENCE AND MATHEMATICS .....6 credit hours**  
Requirements Prescribe: Distributed in mathematics or science or computer science (data processing), one computer science (data processing) course (two are preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s). MAH 101, MAH 102, and MAH 105 may be substituted only in non-degree eligible programs. DPT 100 and DPT 103 may be substituted only in non-degree eligible programs.
- AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .....0 credit hours**
- AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES .....20-50 credit hours**  
Area V courses are electives and other courses appropriate to the student's degree requirements and major.
- Semester Credit Hour Range of Certificate.....30-60 credit hours**

### SHORT-TERM CERTIFICATE REQUIREMENTS

The short-term certificate is designed for students seeking to obtain a specific skill set and enter an occupational field upon completion. Following are the short-term certificate requirements per Alabama State Board of Education Policy 712.01.

- AREA I: WRITTEN COMPOSITION I AND II .....0-3 credit hours**  
*One technical writing course is recommended.*
- AREA II: HUMANITIES AND FINE ARTS .....0 credit hours**
- AREA III: NATURAL SCIENCE AND MATHEMATICS .....0-3 credit hours**
- AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES .....0 credit hours**
- AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES .....9-29 credit hours**  
Area V courses are electives and other courses appropriate to the student's degree requirements and major.
- Semester Credit Hour Range of Short-term Certificate .....9-29 credit hours**

**AVIATION COMPOSITE MATERIALS  
SHORT-TERM CERTIFICATE (PENDING ACCREDITATION APPROVAL)**

The Aviation Composite Materials short-term certificate program prepares students to inspect, fabricate, and repair aircraft and other components made of composite materials. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

<b>AREA I: WRITTEN COMPOSITION</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>9 Credit Hours</b>
AMT 130           Fundamentals of Advanced Composite Materials	3
AMT 131           Introduction to Non-destructive Testing of Composite Materials	1
AMT 230           Advanced Composites Fabrication and Repair	5

**TOTAL MINIMUM CREDIT HOURS: 9**

**SUGGESTED SEQUENCE OF COURSES**

**SEMESTER 1**

AMT 130	Fundamentals of Advanced Composite Materials	3 CH
AMT 131	Introduction to Non-destructive Testing of Composite Materials	3 CH
AMT 230	Advanced Composites Fabrication and Repair	3 CH
<b>TOTAL</b>		<b>9 CH</b>

**AVIATION MAINTENANCE FOUNDATIONS  
SHORT-TERM CERTIFICATE (PENDING ACCREDITATION APPROVAL)**

The Aviation Maintenance Foundations Short-Term Certificate program is designed to prepare qualified individuals to take Federal Aviation Administration (FAA) exams required of certificated Airframe and Powerplant Mechanics. Courses follow the FAA General, Airframe, and Powerplant testing requirements. There are two ways an individual may qualify to take the exams: 1) have 18 months of work experience as either an airframe or a powerplant maintenance technician, or 30 months combined documented on an FAA Form 8610-2 and endorsed by an FAA Inspector or 2) complete an airframe and/or powerplant training program at an FAA approved Part 147 training institution. **Note that AAS degrees, certificates, and short-term certificates are not designed as transfer programs.**

<b>AREA I: WRITTEN COMPOSITION</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>9 Credit Hours</b>
GAT 101           General Aviation Maintenance Comprehensive Studies	3
GAT 112           Airframe Comprehensive Studies	3
GAT 122           Powerplant Comprehensive Studies	3

**TOTAL MINIMUM CREDIT HOURS: 9**

**SUGGESTED SEQUENCE OF COURSES**

**SEMESTER 1**

GAT 101	General Aviation Maintenance Comprehensive Studies	3 CH
GAT 112	Airframe Comprehensive Studies	3 CH
GAT 122	Powerplant Comprehensive Studies	3 CH
<b>TOTAL</b>		<b>9 CH</b>

**AVIATION MAINTENANCE TECHNOLOGY – AIRFRAME TECHNOLOGY  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN**

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with an airframe endorsement. Graduates earn an Associate in Applied Science Degree in Airframe Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION****3 Credit Hours****Select 3 credit hours from:**

ENG 101	English Composition I	3
*ENG 131	Applied Writing I	3

**AREA II: HUMANITIES AND FINE ARTS****6 Credit Hours****Select 3 credit hours from:**

SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

**Select 3 credit hours from:**

ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

**AREA III: NATURAL SCIENCE AND MATHEMATICS****9 Credit Hours**

CIS 146	Microcomputer Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3

**Select at least 3 credit hours from 100 level or above courses in:**

BIO	Biology	3-4
CHM	Chemistry	3-4
CIS	Computer Science	3-4
MTH	Mathematics	3-4
PHS	Physical Science	3-4
PHY	Physics	3-4

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES****3 Credit Hours****Select 3 credit hours from:**

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	History of Western Civilization I	3
HIS 102	History of Western Civilization II	3
HIS 201	United States History I	3
HIS 202	United States History II	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>		<b>45.5 Credit Hours</b>
AMT 100	Technical Preparation	5
AMT 101	Basic Electricity	5
AMT 102	Materials and Processes	5
AMT 110	Non-metallic Structures and Welding	5
AMT 111	Aircraft Sheet Metal Structures	5
AMT 112	Airframe Systems I	5
AMT 113	Airframe Systems II	5
AMT 114	Airframe Systems III	5
AMT 115	Airframe Systems IV	5
AMT 117	Airframe Comprehensive Testing	0.5

**TOTAL MINIMUM CREDIT HOURS: 66.5**

\*Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

**SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS**

Note: This suggested course sequence assumes students enter the Powerplant Technology program during the fall year 2 semester and completes Area I – IV courses for both associate degrees over a six-semester period.

<b><u>FALL YEAR 1</u></b>			<b><u>SUMMER YEAR 1</u></b>		
AMT 100	Technical Preparation	5 CH	AMT 113	Airframe Systems II	5 CH
AMT 101	Basic Electricity	5 CH	AMT 114	Airframe Systems III	5 CH
AMT 102	Materials and Processes	5 CH	ENG 101 or 131	English Composition I or Applied Writing I	3 CH
MTH 100 or higher	Mathematics, including MTH 116	3 CH	<b>TOTAL</b>		<b>13 CH</b>
<b>TOTAL</b>		<b>18 CH</b>			
<b><u>SPRING YEAR 1</u></b>			<b><u>FALL YEAR 2</u></b>		
AMT 110	Non-metallic Structures and Welding	5 CH	AMT 115	Airframe Systems IV	5 CH
AMT 111	Aircraft Sheet Metal Structures	5 CH	AMT 117	Airframe Comprehensive Testing	.5 CH
AMT 112	Airframe Systems I	5 CH	Area II Elective	Humanities and Fine Arts	3 CH
SPH 106 or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	3 CH	<b>TOTAL</b>		<b>8.5 CH</b>
<b>TOTAL</b>		<b>18 CH</b>			

**AVIATION MAINTENANCE TECHNOLOGY – POWERPLANT TECHNOLOGY  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN**

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with a powerplant endorsement. Graduates earn an Associate in Applied Science Degree in Powerplant Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION 3 Credit Hours**

**Select 3 credit hours from:**

ENG 101	English Composition I	3
*ENG 131	Applied Writing I	3

**AREA II: HUMANITIES AND FINE ARTS 6 Credit Hours**

**Select 3 credit hours from:**

SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

**Select 3 credit hours from:**

ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

**AREA III: NATURAL SCIENCE AND MATHEMATICS 9 Credit Hours**

CIS 146	Microcomputer Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3

**Select at least 3 credit hours from 100 level or above courses in:**

BIO	Biology	3-4
CHM	Chemistry	3-4
CIS	Computer Science	3-4
MTH	Mathematics	3-4
PHS	Physical Science	3-4
PHY	Physics	3-4

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES 3 Credit Hours**

**Select 3 credit hours from:**

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	History of Western Civilization I	3
HIS 102	History of Western Civilization II	3
HIS 201	United States History I	3
HIS 202	United States History II	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>		<b>45.5 Credit Hours</b>
AMT 100	Technical Preparation	5
AMT 101	Basic Electricity	5
AMT 102	Materials and Processes	5
AMP 120	Engine Theory and Propellers	5
AMP 121	Reciprocating Engine Systems	5
AMP 122	Reciprocating Engine Overhaul	5
AMP 123	Reciprocating Engine Inspections	5
AMP 124	Turbine Engine Theory and Inspections	5
AMP 125	Turbine Engine Systems Overhaul	5
AMP 127	Powerplant Comprehensive Testing	0.5

**TOTAL MINIMUM CREDIT HOURS: 66.5**

\* Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

**SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS**

**Note: This course sequence assumes the student has completed the aviation maintenance generals courses (AMT 100, 101, and 102) and Airframe Technology courses prior to entering the Powerplant Technology program and is enrolled in AMT 115 and 117 during the fall year 1 semester. This sequence also assumes completion of Area I – IV courses for the Airframe and Powerplant associate degrees over a six-semester period.**

<u><b>FALL YEAR 1</b></u>			<u><b>SUMMER YEAR 1</b></u>		
AMP 120	Engine Theory and Propellers	5 CH	AMP 125	Turbine Engine Systems Overhaul	5 CH
AMP 121	Reciprocating Engine Systems	5 CH	AMP 127	Powerplant Comprehensive Testing	.5 CH
	<b>TOTAL</b>	<b>10 CH</b>	Area III Elective	Natural Science and Mathematics	3-4 CH
			Area IV Elective	History, Social, and Behavioral Sciences	3 CH
			<b>TOTAL</b>		<b>11.5-12.5 CH</b>
<u><b>SPRING YEAR 1</b></u>					
AMP 122	Reciprocating Engine Overhaul	5 CH			
AMP 123	Reciprocating Engine Inspections	5 CH			
AMP 124	Turbine Engine Theory and Inspections	5 CH			
CIS 146	Microcomputer Applications	3 CH			
	<b>TOTAL</b>	<b>18 CH</b>			

**AVIONICS TECHNOLOGY  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN**

Students learn to install, troubleshoot, repair, and maintain communication and navigation radios, weather radios, autopilots, on-board computers, transponders, and other equipment associated with aircraft communications and navigation. Graduates earn an Associate in Applied Science Degree in Avionics Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION****3 Credit Hours***Select 3 credit hours from:*

ENG 101	English Composition I	3
*ENG 131	Applied Writing I	3

**AREA II: HUMANITIES AND FINE ARTS****6 Credit Hours***Select 3 credit hours from:*

SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

*Select 3 credit hours from:*

ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

**AREA III: NATURAL SCIENCE AND MATHEMATICS****10 Credit Hours**

CIS 146	Microcomputer Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3
**AVT 148	Microprocessors and Interfacing	4

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES****3 Credit Hours***Select 3 credit hours from:*

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	History of Western Civilization I	3
HIS 102	History of Western Civilization II	3
HIS 201	United States History I	3
HIS 202	United States History II	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES****51 Credit Hours**

AVT 111	Aviation Electronics Theory	6
AVT 112	Aviation Electronics Laboratory I	5
AVT 121	Principles of Solid State	5
AVT 131	Digital Concepts	4
AVT 141	Introduction to Avionics	2
AVT 142	Electronic Communications	5
AVT 211	Pulse and Radar Circuits	4
AVT 212	Aircraft Installation and Soldering	4
AVT 213	Aviation Communications	4
AVT 214	Navigation/ILS	4
AVT 215	DME/Transponder	4
AVT 216	Autopilot/Aircraft Systems	4

**Select 0-5 credit hours from (these courses do not substitute for other courses in Areas I-V):**

AVT 100	Foundation of Aviation Electronics	3
AVT 102	Aviation Soldering	2

**Select 0-4 credit hours from (these courses do not substitute for other courses in Areas I-V):**

AVM 140	FCC Rules and Regulations	2
AVM 145	Certified Electronics Technician	2

**TOTAL MINIMUM CREDIT HOURS: 73**

\* Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit. \*\* AVT 148 meets the science and computer science requirements in Area III.

**SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS**

<b>FALL YEAR 1</b>			<b>FALL YEAR 2</b>		
AVT 111	Aviation Electronics Theory	6 CH	AVT 211	Pulse and Radar Circuits	4 CH
AVT 112	Aviation Electronics Laboratory I	5 CH	AVT 212	Aircraft Installation and Soldering	4 CH
MTH 100 or higher	Mathematics, including MTH 116	3 CH	AVT 213	Aviation Communications	4 CH
<b>TOTAL</b>		<b>14 CH</b>	CIS 146	Microcomputer Applications	3 CH
			Area II Elective	Humanities and Fine Arts	3 CH
			<b>TOTAL</b>		<b>18 CH</b>
<b>SPRING YEAR 1</b>			<b>SPRING YEAR 2</b>		
AVT 121	Principles of Solid State	5 CH	AVT 214	Navigation/ILS	4 CH
AVT 131	Digital Concepts	4 CH	AVT 215	DME/Transponder	4 CH
AVT 141	Introduction to Avionics	2 CH	AVT 216	Autopilot/Aircraft Systems	4 CH
SPH 106 or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	3 CH	AVM 140 or 145	FCC Rules and Regulations or Certified Electronics Technician	0-2 CH
<b>TOTAL</b>		<b>14 CH</b>	Area IV Elective	History, Social, and Behavioral Sciences	3 CH
			<b>TOTAL</b>		<b>15-17 CH</b>
<b>SUMMER YEAR 1</b>					
AVT 142	Electronic Communications	5 CH			
AVT 148	Microprocessors and Interfacing	4 CH			
ENG 101 or 131	English Composition I or Applied Writing I	3 CH			
<b>TOTAL</b>		<b>12 CH</b>			

**BUSINESS ADMINISTRATION AND MANAGEMENT, ACCOUNTING OPTION  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN**

This program provides students with knowledge and skills needed by entry-level employees in sales, marketing, banking, real estate, insurance, management, supervision, accounting, and related occupations. Graduates earn an Associate in Applied Science Degree in Business Administration and Management. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION</b>		<b>3 Credit Hours</b>
ENG 101	English Composition I	3
<b>AREA II: HUMANITIES AND FINE ARTS</b>		<b>6 Credit Hours</b>
<i>Select 3 credit hours from:</i>		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
<i>Select 3 credit hours from:</i>		
ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>		<b>9 Credit Hours</b>
CIS 146	Microcomputer Applications	3
CIS 196	Commercial Software Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>		<b>3 Credit Hours</b>
ECO 231	Principles of Macroeconomics	3
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>		<b>49 Credit Hours</b>
ACC 129	Individual Income Taxes	3
ACC 140	Payroll Accounting	2
ACC 149	Introduction to Accounting Spreadsheets	3
BUS 146	Personal Finance	3
BUS 150	Business Math	3
BUS 189	Human Relationships	1
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 248	Managerial Accounting	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
BUS 296	Business Internship	3
ECO 232	Principles of Microeconomics	3
OAD 131	Business English	3
OAD 134	Career and Professional Development	3
WKO 101	Workplace Skills Development I	1
<i>Select 3 credit hours from:</i>		
*OAD 101	Beginning Keyboarding	3
*OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3

**TOTAL MINIMUM CREDIT HOURS: 70**

\* Students may test out of required keyboarding courses.

**SUGGESTED COURSE SEQUENCE FOR FULL-TIME  
STUDENTS (Accounting Option)**

**FALL YEAR 1**

BUS 241	Principles of Accounting I	3 CH
BUS 275	Principles of Management	3 CH
OAD 131	Business English	3 CH
BUS 263	The Legal and Social Environment of Business	3 CH
OAD 101, 103, or 125	Beginning Keyboarding, Intermediate Keyboarding, or Word Processing	3CH
<b>TOTAL</b>		<b>15 CH</b>

**SPRING YEAR 1**

ACC 140	Payroll Accounting	2 CH
BUS 146	Personal Finance	3 CH
BUS 242	Principles of Accounting II	3 CH
BUS 150	Business Math	3 CH
ECO 231	Principles of Macroeconomics	3 CH
<b>TOTAL</b>		<b>14 CH</b>

**SUMMER YEAR 1**

CIS 146	Microcomputer Applications	3 CH
ENG 101	English Composition I	3 CH
MTH 100 or higher	Mathematics	3 CH
SPH 106 or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	3 CH
<b>TOTAL</b>		<b>12 CH</b>

**FALL YEAR 2**

ACC 149	Introduction to Accounting Spreadsheets	3 CH
BUS 189	Human Relationships	1 CH
BUS 215	Business Communication	3 CH
BUS 248	Managerial Accounting	3 CH
ECO 232	Principles of Microeconomics	3 CH
Area II Elective	Humanities and Fine Arts	3 CH
<b>TOTAL</b>		<b>16 CH</b>

**SPRING YEAR 2**

ACC 129	Individual Income Taxes	3 CH
BUS 296	Business Internship	3 CH
CIS 196	Commercial Software Applications	3 CH
OAD 134	Career and Professional Development	3 CH
WKO 101	Workplace Skills Development I	1 CH
<b>TOTAL</b>		<b>13 CH</b>

**BUSINESS ADMINISTRATION AND MANAGEMENT,  
ACCOUNTING OPTION CERTIFICATE**

This program provides students with knowledge and skills needed by entry-level employees in sales, marketing, banking, real estate, insurance, management, supervision, accounting, and related occupations. Graduates earn a Certificate in Business Administration and Management, Accounting Option. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II</b>	<b>3 Credit Hours</b>
ENG 101           English Composition I	3
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>3 Credit Hours</b>
<i>Select 3 credit hours from:</i>	
SPH 106           Fundamentals of Oral Communication	3
SPH 107           Fundamentals of Public Speaking	3
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>6 Credit Hours</b>
CIS 146           Microcomputer Applications	3
MTH 100 or higher   Mathematics, including MTH 116	3
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>3 Credit Hours</b>
ECO 231           Principles of Macroeconomics	3
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>40 Credit Hours</b>
ACC 129           Individual Income Taxes	3
ACC 140           Payroll Accounting	2
ACC 149           Introduction to Accounting Spreadsheets	3
BUS 146           Personal Finance	3
BUS 150           Business Math	3
BUS 189           Human Relationships	1
BUS 241           Principles of Accounting I	3
BUS 242           Principles of Accounting II	3
BUS 248           Managerial Accounting	3
BUS 263           The Legal and Social Environment of Business	3
BUS 275           Principles of Management	3
BUS 296           Business Internship	3
ECO 232           Principles of Microeconomics	3
OAD 131           Business English	3
WKO 101           Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 55**

**SUGGESTED COURSE SEQUENCE FOR FULL-TIME**

<b>STUDENTS</b>			<b>SUMMER YEAR 1</b>		
<b>FALL YEAR 1</b>					
ACC 149	Introduction to Accounting Spreadsheets	3 CH	CIS 146	Microcomputer Applications	3 CH
BUS 150	Business Math	3 CH	ENG 101	English Composition I	3 CH
BUS 241	Principles of Accounting I	3 CH	MTH 100		
BUS 263	The Legal and Social Environment of Business	3 CH	or higher	Mathematics, including MTH 116	3 CH
OAD 131	Business English	3 CH	SPH 106		
<b>TOTAL</b>		<b>15 CH</b>	or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	3 CH
			<b>TOTAL</b>		<b>12 CH</b>
<b>SPRING YEAR 1</b>			<b>FALL YEAR 2</b>		
ACC 129	Individual Income Taxes	3 CH	BUS 189	Human Relationships	1 CH
ACC 140	Payroll Accounting	2 CH	BUS 242	Principles of Accounting II	3 CH
BUS 146	Personal Finance	3 CH	BUS 248	Managerial Accounting	3 CH
BUS 275	Principles of Management	3 CH	BUS 296	Business Internship	3 CH
ECO 231	Principles of Macroeconomics	3 CH	ECO 232	Principles of Microeconomics	3 CH
<b>TOTAL</b>		<b>14 CH</b>	WKO 101	Workplace Skills Development I	1 CH
			<b>TOTAL</b>		<b>14 CH</b>

**BUSINESS ADMINISTRATION AND MANAGEMENT, ACCOUNTING OPTION  
SHORT-TERM CERTIFICATE**

This program provides students with knowledge and skills needed by entry-level employees in business and accounting related occupations. Graduates earn a short-term certificate in Business Administration and Management with an emphasis in accounting. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II*</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>28 Credit Hours</b>
ACC 129 Individual Income Tax	3
ACC 140 Payroll Accounting	2
ACC 149 Introduction to Accounting Spreadsheets	3
BUS 150 Business Math	3
BUS 189 Human Relationships	1
BUS 215 Business Communication	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 248 Managerial Accounting	3
BUS 296 Business Internship	3
WKO 101 Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 28**

**SUGGESTED SEQUENCE OF COURSES**

<u>FALL SEMESTER</u>		<u>SPRING SEMESTER</u>	
ACC 149 Introduction to Accounting Spreadsheets	3 CH	ACC 129 Individual Income Tax	3 CH
BUS 189 Human Relationships	1 CH	ACC 140 Payroll Accounting	2 CH
BUS 215 Business Communication	3 CH	BUS 242 Principles of Accounting II	3 CH
BUS 241 Principles of Accounting I	3 CH	BUS 296 Business Internship	3 CH
BUS 248 Managerial Accounting	3 CH	BUS 150 Business Math	3 CH
<b>TOTAL</b>	<b>13 CH</b>	WKO 101 Workplace Skills Development I	1 CH
		<b>TOTAL</b>	<b>15 CH</b>

**BUSINESS ADMINISTRATION AND MANAGEMENT, MANAGEMENT AND SUPERVISION OPTION  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN**

This program provides students with knowledge and skills needed by entry-level employees in sales, marketing, banking, real estate, insurance, management, supervision, accounting, and related occupations. Graduates earn an Associate in Applied Science Degree in Business Administration and Management. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION</b>		<b>3 Credit Hours</b>
ENG 101	English Composition I	3
<b>AREA II: HUMANITIES AND FINE ARTS</b>		<b>6 Credit Hours</b>
<b>Select 3 credit hours from:</b>		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
<b>Select 3 credit hours from:</b>		
ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>		<b>9 Credit Hours</b>
CIS 146	Microcomputer Applications	3
CIS 196	Commercial Software Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>		<b>3 Credit Hours</b>
ECO 231	Principles of Macroeconomics	3
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>		<b>41 Credit Hours</b>
BUS 146	Personal Finance	3
BUS 150	Business Math	3
BUS 189	Human Relationships	1
BUS 215	Business Communication	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
BUS 276	Human Resource Management	3
BUS 285	Principles of Marketing	3
BUS 296	Business Internship	3
ECO 232	Principles of Microeconomics	3
OAD 131	Business English	3
OAD 134	Career and Professional Development	3
WKO 101	Workplace Skills Development I	1
<b>Select 3 credit hours from:</b>		
*OAD 101	Beginning Keyboarding	3
*OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3

**TOTAL MINIMUM CREDIT HOURS: 62**

\* Students may test out of required keyboarding courses.

**SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS  
(Management & Supervision Option)**

**FALL YEAR 1**

BUS 189	Human Relationships	1 CH
BUS 241	Principles of Accounting I	3 CH
BUS 263	The Legal and Social Environment of Business	3 CH
BUS 276	Human Resource Management	3 CH
OAD 131	Business English	3 CH
<b>TOTAL</b>		<b>13 CH</b>

**SPRING YEAR 1**

BUS 150	Business Math	3 CH
BUS 242	Principles of Accounting II	3 CH
ECO 231	Principles of Macroeconomics	3 CH
	Area II Elective	3 CH
<b>TOTAL</b>		<b>12 CH</b>

**SUMMER YEAR 1**

CIS 146	Microcomputer Applications	3 CH
ENG 101	English Composition I	3 CH
MTH 100	Mathematics, including MTH 116	3 CH
or higher		
SPH 106	Fundamentals of Oral Communication	3 CH
or 107	or Fundamentals of Public Speaking	
<b>TOTAL</b>		<b>12 CH</b>

**FALL YEAR 2**

BUS 146	Personal Finance	3 CH
BUS 215	Business Communication	3 CH
ECO 232	Principles of Microeconomics	3 CH
BUS 275	Principles of Management	3 CH
<b>TOTAL</b>		<b>12 CH</b>

**SPRING YEAR 2**

BUS 285	Principles of Marketing	3 CH
BUS 296	Business Internship	3 CH
CIS 196	Commercial Software Applications	3 CH
OAD 134	Career and Professional Development	3 CH
WKO 101	Workplace Skills Development I	1 CH
<b>TOTAL</b>		<b>13 CH</b>

**BUSINESS ADMINISTRATION AND MANAGEMENT,  
MANAGEMENT AND SUPERVISION OPTION CERTIFICATE**

This program provides students with knowledge and skills needed by entry-level employees in sales, marketing, banking, real estate, insurance, management, supervision, accounting, and related occupations. Graduates earn a Certificate in Business Administration and Management, Management and Supervision Option. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION I AND II** **3 Credit Hours**

**Select 3 credit hours from:**

ENG 101	English Composition I	3
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**AREA II: HUMANITIES AND FINE ARTS** **3 Credit Hours**

**Select 3 credit hours from:**

SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

**AREA III: NATURAL SCIENCE AND MATHEMATICS** **6 Credit Hours**

CIS 146	Microcomputer Applications	3
MTH 100 OR HIGHER	Mathematics, including MTH 116	3

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** **3 Credit Hours**

ECO 231	Principles of Macroeconomics	3
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**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** **35 Credit Hours**

BUS 146	Personal Finance	3
BUS 150	Business Math	3
BUS 189	Human Relationships	1
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	The Legal and Social Environment of Business	3
BUS 275	Principles of Management	3
BUS 285	Principles of Marketing	3
BUS 296	Business Internship	3
ECO 232	Principles of Microeconomics	3
OAD 131	Business English	3
WKO 101	Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 50**

**SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS**

**FALL YEAR 1**

BUS 150	Business Math	3 CH
BUS 241	Principles of Accounting I	3 CH
BUS 263	The Legal and Social Environment of Business	3 CH
OAD 131	Business English	3 CH
<b>TOTAL</b>		<b>12 CH</b>

**SPRING YEAR 1**

BUS 146	Personal Finance	3 CH
BUS 242	Principles of Accounting II	3 CH
BUS 275	Principles of Management	3 CH
BUS 285	Principles of Marketing	3 CH
ECO 231	Principles of Macroeconomics	3 CH
<b>TOTAL</b>		<b>15 CH</b>

**SUMMER YEAR 1**

CIS 146	Microcomputer Applications	3 CH
ENG 101	English Composition I	3 CH
MTH 100	or higher Mathematics, including MTH 116	3 CH
SPH 106	or 107 Fundamentals of Oral Communication or Fundamentals of Public Speaking	3 CH
<b>TOTAL</b>		<b>12 CH</b>

**FALL YEAR 2**

BUS 189	Human Relationships	1 CH
BUS 215	Business Communications	3 CH
ECO 232	Principles of Microeconomics	3 CH
BUS 296	Business Internship	3 CH
WKO 101	Workplace Skills Development I	1 CH
<b>TOTAL</b>		<b>11 CH</b>

**BUSINESS ADMINISTRATION AND MANAGEMENT  
MANAGEMENT AND SUPERVISION  
SHORT-TERM CERTIFICATE**

This program provides students with knowledge and skills needed by entry-level employees in business settings. Graduates earn a short-term certificate in Business Administration and Management with an emphasis in management and supervision. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II*</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>29 Credit Hours</b>
BUS 150 Business Math	3
BUS 189 Human Relationships	1
BUS 215 Business Communication	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 The Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 276 Human Resource Management	3
BUS 296 Business Internship	3
CIS 146 Microcomputer Applications	3
WKO 101 Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 29**

**SUGGESTED SEQUENCE OF COURSES**

<u>FALL SEMESTER</u>		<u>SPRING SEMESTER</u>	
BUS 189 Human Relationships	1 CH	BUS 150 Business Math	3 CH
BUS 215 Business Communication	3 CH	BUS 242 Principles of Accounting II	3 CH
BUS 241 Principles of Accounting I	3 CH	BUS 285 Principles of Marketing	3 CH
BUS 263 The Legal & Social Environment of Business	3 CH	BUS 296 Business Internship	3 CH
BUS 275 Principles of Management	3 CH	WKO 101 Workplace Skills Development I	1 CH
BUS 276 Human Resource Management	3 CH		
<b>TOTAL</b>	<b>16 CH</b>	<b>TOTAL</b>	<b>13 CH</b>

**CHILD DEVELOPMENT  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN**

Students learn skills needed for employment in a variety of childcare facilities. Those currently working with young children may use this program to upgrade their skills. Graduates earn an Associate in Applied Science Degree in Child Development. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION</b>		<b>3 Credit Hours</b>
ENG 101	English Composition I	3
<b>AREA II: HUMANITIES AND FINE ARTS</b>		<b>6 Credit Hours</b>
<i>Select 3 credit hours from:</i>		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
<i>Select 3 credit hours from:</i>		
ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>		<b>10 Credit Hours</b>
CIS 146	Microcomputer Applications	3
<i>Select 3 credit hours from:</i>		
MTH 110	Finite Mathematics	3
MTH 112	Precalculus Algebra	3
MTH 116	Mathematical Applications	3
<i>Select 4 credit hours from:</i>		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I – Trigonometry Based	4
PHY 202	General Physics II – Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>		<b>3 Credit Hours</b>
<i>Select 3 credit hours from:</i>		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	United States History I	3
HIS 202	United State History II	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
PSY 260	Statistics for the Social Sciences	3
SOC 200	Introduction to Sociology	3
SOC 247	Marriage and the Family	3

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES****42 Credit Hours**

CHD 100	Introduction of Early Care and 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
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Safety	3
CHD 215	Supervised Practical Experience in Child Development	3
CHD 217	Math and Science for Young Children	3
PED Electives	Physical Education Electives	2
WKO 101	Workplace Skills Development I	1

**Select 12 credit hours from:**

BUS 241	Principles of Accounting I	3
CHD 208	Administration of Child Development Programs	3
CHD 209	Infant and Toddler Education Programs	3
CHD 210	Educating Exceptional Children	3
HED 231	First Aid	3
OAD 125	Word Processing	3
OAD 135	Financial Record Keeping	3
OAD 217	Office Management	3
OAD 218	Office Procedures	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3
SOC 247	Marriage and the Family	3

**TOTAL MINIMUM CREDIT HOURS: 64****SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS****FALL YEAR 1**

CHD 100	Introduction of Early Care and Education of Children	3 CH
CHD 201	Child Growth and Development Principles	3 CH
CIS 146	Microcomputer Applications	3 CH
SPH 107	Fundamentals of Public Speaking	3 CH
WKO 101	Workplace Skills Development I	1 CH
<b>TOTAL</b>		<b>13 CH</b>

**SPRING YEAR 1**

CHD 203	Children's Literature and Language Development	3 CH
CHD 204	Methods and Materials for Teaching Children	3 CH
CHD 205	Program Planning for Educating Young Children	3 CH
MTH 110		
or higher	Mathematics 100 or higher, including MTH 116	3 CH
<b>TOTAL</b>		<b>12 CH</b>

**SUMMER YEAR 1**

CHD 208	Administration of Child Development Programs	3 CH
CHD 209	Infant and Toddler Education Programs	3 CH
CHD 210	Educating Exceptional Children	3 CH
CHD 217	Math and Science for Young Children	3 CH
<b>TOTAL</b>		<b>12 CH</b>

**FALL YEAR 2**

CHD 202	Children's Creative Experiences	3 CH
HIS 101	Western Civilization I	3 CH
PED Elect	Physical Education Elective	1 CH
PHS 111	Physical Science I	4 CH
MUS 101	Music Appreciation	3 CH
<b>TOTAL</b>		<b>14 CH</b>

**SPRING YEAR 2**

CHD 215	Supervised Practical Experience in Child Development	3 CH
ENG 101	English Composition I	3 CH
CHD 206	Children's Health and Safety	3 CH
PED Elect	Physical Education Elective	1 CH
PSY 200	General Psychology	3 CH
<b>TOTAL</b>		<b>13 CH</b>

## CHILD DEVELOPMENT CERTIFICATE

Students learn skills needed for employment in a variety of childcare facilities. Those currently working with young children may use this program to upgrade their skills. Graduates earn a Certificate in Child Development. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION I AND II** **3 Credit Hours**  
ENG 101 English Composition I 3

**AREA II: HUMANITIES AND FINE ARTS** **3 Credit Hours**

*Select 3 credit hours from:*

SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

**AREA III: NATURAL SCIENCE AND MATHEMATICS** **10 Credit Hours**

CIS 146	Microcomputer Applications	3
MTH 100 OR HIGHER	Mathematics, including MTH 116	3

*Select 4 credit hours from 100-level or above courses with one of the following prefixes:*

BIO	Biology	4
CHM	Chemistry	4
PHS	Physical Science	4
PHY	General Physics	4

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** **0 Credit Hours**

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** **28 Credit Hours**

CHD 100	Introduction of Early Care and 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
CHD 204	Methods and Materials for Teaching Children	3
CHD 205	Program Planning for Educating Young Children	3
CHD 206	Children's Health and Safety	3
CHD 215	Supervised Practical Experience in Child Development	3
CHD 217	Math and Science for Young Children	3
WKO 101	Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 44**

### SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

#### FALL YEAR 1

CHD 100	Introduction of Early Care and Education of Children	3 CH
CHD 201	Child Growth and Development Principles	3 CH
CHD 202	Children's Creative Experiences	3 CH
CIS 146	Microcomputer Applications	3 CH
WKO 101	Workplace Skills Development I	1 CH
<b>TOTAL</b>		<b>13 CH</b>

#### SUMMER YEAR 1

CHD 215	Supervised Practical Experience in Child Development	3 CH
CHD 217	Math and Science for Young Children	3 CH
ENG 101	English Composition I	3 CH
	Area III ElectiveBIO, CHM, PHS, PHY course	4 CH
SPH 107	Fundamentals of Public Speaking	3 CH
<b>TOTAL</b>		<b>16 CH</b>

#### SPRING YEAR 1

CHD 203	Children's Literature and Language Development	3 CH
CHD 204	Methods and Materials for Teaching Children	3 CH
CHD 205	Program Planning for Educating Young Children	3 CH
CHD 206	Children's Health and Safety	3 CH
MTH 100 or higher	Mathematics, including MTH 116	3 CH
<b>TOTAL</b>		<b>15 CH</b>

**COMPUTER GRAPHICS  
SHORT-TERM CERTIFICATE**

Students learn computer applications and techniques needed to produce graphic designs. Graduates earn a Short-Term Certificate in Computer Graphics. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II*</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>22 Credit Hours</b>
ART 100 Art Appreciation	3
ART 113 Drawing I	3
ART 121 Two Dimensional Composition I	3
ART 220 Introduction to Computer Graphics	3
ART 221 Computer Graphics I	3
ART 222 Computer Graphics II	3
GRD 121 or ART 175 Digital Photography Foundation or Digital Photography	3
WKO 101 Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 22**

**SUGGESTED SEQUENCE OF COURSES**

<u>FALL SEMESTER</u>		<u>SPRING SEMESTER</u>	
ART 113 Drawing I	3 CH	ART 100 Art Appreciation	3 CH
ART 121 Two Dimensional Composition I	3 CH	ART 221 Computer Graphics I	3 CH
ART 220 Introduction to Computer Graphics	3 CH	ART 222 Computer Graphics II	3 CH
GRD 121 Digital Photography Foundation	3 CH	WKO 101 Workplace Skills Development I	1 CH
<b>TOTAL</b>	<b>12 CH</b>	<b>TOTAL</b>	<b>10 CH</b>

**COMPUTER AND INFORMATION SCIENCE  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN**

This program provides students with knowledge and skills needed by entry-level computer operators, computer programmers, and systems analysts. Graduates earn an Associate in Applied Science Degree in Computer and Information Science. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION** **3 Credit Hours**  
     ENG 101           English Composition I 3

**AREA II: HUMANITIES AND FINE ARTS** **6 Credit Hours**

**Select 3 credit hours from:**

    SPH 106           Fundamentals of Oral Communication 3  
     SPH 107           Fundamentals of Public Speaking 3

**Select 3 credit hours from:**

    ART 100           Art Appreciation 3  
     ENG 251           American Literature I 3  
     ENG 252           American Literature II 3  
     ENG 261           English Literature I 3  
     ENG 262           English Literature II 3  
     MUS 101           Music Appreciation 3  
     PHL 106           Introduction to Philosophy 3  
     PHL 206           Ethics and Society 3  
     REL 152           Survey of the New Testament 3  
     THR 120           Theatre Appreciation 3  
     THR 126           Introduction to Theatre 3

**AREA III: NATURAL SCIENCE AND MATHEMATICS** **10 Credit Hours**  
     CIS 150           Introduction to Computer Logic and Programming 3

**Select 3 credit hours from:**

    MTH 110           Finite Mathematics 3  
     MTH 112           Precalculus Algebra 3

**Select 4 credit hours from 100-level or above courses with one of the following prefixes:**

    BIO                Biology 4  
     CHM                Chemistry 4  
     PHS                Physical Science 4  
     PHY                General Physics 4

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** **3 Credit Hours**

**Select 3 credit hours from:**

    ECO 231           Principles of Macroeconomics 3  
     ECO 232           Principles of Microeconomics 3

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** **46 Credit Hours**

    CIS 146           Microcomputer Applications 3  
     CIS 161           Introduction to Networking Communications 3  
     CIS 189           Co-Op for CIS I 3  
     WKO 101          Workplace Skills Development I 1

**Select 36 credit hours from:**

    CIS 165B          Special Topics, A+ Software Lab 1  
     CIS 165C          Special Topics, A+ Hardware Lab 1  
     CIS 165D          Special Topics, Microsoft Server 2008 Lab 1  
     CIS 165E          Special Topics, Linux Operating System Lab 1  
     CIS 165F          Special Topics, Cisco Routing Lab 1  
     CIS 189           Co-Op for CIS I 3  
     CIS 196           Commercial Software Applications, AutoCAD 3  
     CIS 201           Introduction to Computer Programming Concepts 3  
     CIS 207           Introduction to Web Development 3  
     CIS 212           Visual Basic Programming 3  
     CIS 213           Advanced Visual Basic Programming 3

CIS 215	C# Programming	3
CIS 223	Three Dimensional Computer Modeling	3
CIS 251	C++ Programming	
CIS 252	Advanced C++ Programming	
CIS 255	JAVA Programming	3
CIS 256	Advanced JAVA	
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 275	Workstation Administration	3
CIS 276	Server Administration	3
CIS 278	Directory Services Administration	3
CIS 280	Network Security	3
CIS 282	Computer Forensics	3
CIS 292	Special Topics, Capstone Course in 3D Simulation and Modeling	3
CPT 270	Cisco I	3
CPT 221	Network Service and Support	3
CPT 224	Network Installation and Design	3
CPT 232	Network Design and Implementation	3
CPT 288	Linux Administration	3
GIS 101	Introduction to Geographic Information Systems	2

**TOTAL MINIMUM CREDIT HOURS: 68**

### SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

<u>FALL YEAR 1</u>		<u>FALL YEAR 2</u>		
CIS 146	Microcomputer Applications	3 CH	CIS 150 Introduction to Computer logic & Programming	3 CH
CIS 161	Introduction to Networking Communications	3 CH	CIS 255 Java Programming	3 CH
CIS 268	Software Support	3 CH	CIS 276 Server Administration	3 CH
CIS 280	Network Security	3 CH	Area III	
<b>TOTAL</b>		<b>12 CH</b>	Elective BIO, CHM, PHS, or PHY Elective	4 CH
			<b>TOTAL</b>	<b>13 CH</b>
<u>SPRING YEAR 1</u>		<u>SPRING YEAR 2</u>		
MTH 110	Finite Mathematics		CIS 189 Co-Op for CIS I	3 CH
<b>or</b> 112	<b>or</b> Precalculus Algebra	3 CH	CIS 215 C# Programming	3 CH
CIS 196	Commercial Software Applications	3 CH	CIS 256 Advanced Java	3 CH
CIS 212	Visual Basic Programming	3 CH	CIS 278 Directory Services Administration	3 CH
CIS 269	Hardware Support	3 CH	CIS 282 Computer Forensics	3 CH
CIS 275	Workstation Administration	3 CH	WKO 101 Workplace Skills Development I	1 CH
<b>TOTAL</b>		<b>15 CH</b>	<b>TOTAL</b>	<b>16 CH</b>
<u>SUMMER YEAR 1</u>				
ENG 101	Written Composition	3 CH		
ECO 231	Principles of Macroeconomics			
<b>or</b> 232	Principles of Microeconomics	3 CH		
SPH 106	Fundamentals or Oral Communication or			
<b>or</b> 107	Fundamentals of Public Speaking	3 CH		
Area II Elec	Humanities and Fine Arts	3 CH		
<b>TOTAL</b>		<b>12 CH</b>		

### COMPUTER PROGRAMMING SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level computer programmers and operators. Graduates earn a Short-Term Certificate in Computer Programming. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs**

<b>AREA I: WRITTEN COMPOSITION I AND II</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>28 Credit Hours</b>
CIS 150 Introduction to Computer Logic and Programming	3
CIS 161 Introduction to Networking Communications	3
CIS 207 Introduction To Web Development	3
CIS 212 Visual Basic Programming	3
CIS 213 Advanced Visual Basic Programming	3
CIS 251 C++ Programming	3
CIS 252 Advanced C++ Programming	3
CIS 255 JAVA Programming	3
CIS 256 Advanced JAVA	3
WKO 101 Workplace Skills Development	1

**TOTAL MINIMUM CREDIT HOURS: 28**

#### SUGGESTED SEQUENCE OF COURSES

<u>FALL SEMESTER</u>			<u>SPRING SEMESTER</u>		
CIS 150	Introduction to Computer Logic and Programming	3 CH	CIS 207	Introduction To Web Development	3 CH
CIS 161	Introduction to Networking Communications	3 CH	CIS 213	Advanced Visual Basic Programming	3 CH
CIS 212	Visual Basic Programming	3 CH	CIS 252	Advanced C++ Programming	3 CH
CIS 251	C++ Programming	3 CH	CIS 256	Advanced JAVA	3 CH
CIS 255	JAVA Programming	3 CH	WKO 101	Workplace Skills Development	1 CH
<b>TOTAL</b>			<b>TOTAL</b>		
<b>15 CH</b>			<b>13 CH</b>		

**COMPUTER SYSTEMS TECHNOLOGY  
SHORT-TERM CERTIFICATE**

This program provides students with knowledge and skills needed by entry-level network technicians and computer maintenance technicians. Graduates earn a Short-Term Certificate in Computer Systems Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>28 Credit Hours</b>
CIS 150 Introduction to Computer Logic and Programming	3
CIS 161 Introduction to Networking Communications	3
CIS 189 Co-Op for CIS	3
CIS 268 Software Support	3
CIS 269 Hardware Support	3
CIS 275 Workstation Administration	3
CIS 276 Server Administration	3
CIS 278 Directory Services Administration	3
CIS 280 Network Security	3
WKO 101 Workplaces Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 29**

**SUGGESTED SEQUENCE OF COURSES**

<u>FALL SEMESTER</u>			<u>SPRING SEMESTER</u>		
CIS 150	Introduction to Computer Logic and Programming	3 CH	CIS 189	Co-Op for CIS	3 CH
CIS 161	Introduction to Networking Communications	3 CH	CIS 269	Hardware Support	3 CH
CIS 268	Software Support	3 CH	CIS 275	Workstation Administration	3 CH
CIS 280	Network Security	3 CH	CIS 278	Directory Services Administration	3 CH
CIS 276	Server Administration	3 CH	WKO 101	Workplace Skills Development I	1 CH
<b>TOTAL</b>			<b>TOTAL</b>		
<b>15 CH</b>			<b>13 CH</b>		

**DIGITAL MULTIMEDIA**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN (PENDING ACCREDITATION APPROVAL)**

The Digital Multimedia AAS degree will prepare students to use computerized digital images as the primary medium of expression in the visual and performing arts. Graduates earn an Associate in Applied Science Degree in Digital Multimedia. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION</b>		<b>6 Credit Hours</b>
ENG 101	English Composition I	3
ENG 102	English Composition II	3

<b>AREA II: HUMANITIES AND FINE ARTS</b>		<b>6 Credit Hours</b>
ART 100	Art Appreciation	3
SPH 106	Fundamentals of Oral Communication	3

<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>		<b>9 Credit Hours</b>
CIS 146	Microcomputer Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3
PHS 111	Physical Science I	3

<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>		<b>3 Credit Hours</b>
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**Select 3 credit hours from:**

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3

<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>		<b>41 Credit Hours</b>
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ART 113	Drawing I	3
ART 121	2D Composition	3
ART 127	3D Composition	3
GRD 121 or ART 175	Digital Photography Foundation or Digital Photography	3
ART 220	Computer Graphics I	3
ART 221	Computer Graphics II	3
ART 222	Computer Graphics III	3
CIS 150	Introduction to Computer Logic and Programming	3
CIS 196	Commercial Software Applications (AutoCAD)	3
GIS 101	Introduction to GIS	2
GRD 137	3D Fundamentals	3
GRD 143	Digital Video Foundation	3
GRD 237	3D Graphics and Animation	3
WKO 101	Workplace Skills Development	1

**Select 2-3 credit hours from:**

CIS 292	Special Topics (3D Simulation and Modeling Capstone Course)	2
GRD 243	Digital Video Effects	3

**TOTAL MINIMUM CREDIT HOURS: 65**

## SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

**FALL YEAR 1**

ART 100	Art Appreciation	3 CH
ART 113	Drawing I	3 CH
ART 175	Photography or Digital Photography Foundation	3 CH
or GRD 121		
ENG 101	English Composition I	3 CH
MTH 100	Mathematics, including MTH 116	3 CH
or higher		

**TOTAL 15 CH**

**SPRING YEAR 1**

ART 121	2D Composition	3 CH
ART 127	3D Composition	3 CH
ENG 102	English Composition II	3 CH
SPH 106	Fundamentals of Oral Communication	3 CH

**TOTAL 12 CH**

**SUMMER YEAR 1**

CIS 146	Microcomputer Applications	3 CH
CIS 196	Commercial Software Applications (AutoCAD)	3 CH
PHS 111	Physical Science I	3 CH
Area IV		
Elective	History, Social and Behavioral Sciences	3 CH

**TOTAL 12 CH**

**FALL YEAR 2**

ART 220	Computer Graphics I	3 CH
CIS 150	Intro to Computer Logic and Programming	3 CH
GIS 101	Introduction to GIS	2 CH
GRD 137	3D Fundamentals	3 CH
GRD 143	Digital Video Foundation	3 CH

**TOTAL 14 CH**

**SPRING YEAR 2**

ART 221	Computer Graphics I	3 CH
ART 222	Computer Graphics II	3 CH
CIS 292	or	
GRD 243	Special Topics (3D Sim. and Modeling Capstone Course) or Digital Video Effects	2-3 CH
GRD 237	3D Graphics and Animation	3 CH
WKO 101	Workplace Skills Development	1 CH

**TOTAL 12-13 CH**

**DIGITAL MULTIMEDIA SHORT-TERM CERTIFICATE  
(PENDING ACCREDITATION APPROVAL)**

This program provides students with knowledge and skills needed by entry-level network technicians and computer maintenance technicians. Graduates earn a Short-Term Certificate in Computer Systems Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>25 Credit Hours</b>
ART 113 Drawing I	3
ART 220 Introduction to Computer Graphics	3
ART 221 Computer Graphics I	3
GRD 121 or ART 175 Digital Photography Foundation or Digital Photography	3
GRD 137 3D Fundamentals	3
GRD 143 Digital Video Foundation	3
GRD 237 3D Graphics and Animation	3
GRD 243 Digital Video Effects	3
WKO 101 Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 25**

**SUGGESTED SEQUENCE OF COURSES**

<u>FALL SEMESTER</u>		<u>SPRING SEMESTER</u>	
ART 113 Drawing I	3 CH	ART 221 Computer Graphics I	3 CH
ART 220 Introduction to Computer Graphics	3 CH	GRD 237 3D Graphics and Animation	3 CH
GRD 121 Digital Video Foundation/Digital Photography or ART 175	3 CH	GRD 243 Digital Video Effects	3 CH
GRD 137 3D Fundamentals	3 CH	WKO 101 Workplace Skills Development I	1 CH
GRD 143 Digital Video Foundation	3 CH	<b>TOTAL</b>	<b>10 CH</b>
<b>TOTAL</b>	<b>15 CH</b>		

**EMERGENCY MEDICAL SERVICES  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN**

This program provides students with knowledge and skills needed by paramedics and other first responders. Students must complete the EMT – Basic and the EMT – Advanced programs before enrolling in this program. Graduates earn an Associate in Applied Science in Emergency Medical Services. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION</b>	<b>3 Credit Hours</b>
ENG 101            English Composition I	3
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>6 Credit Hours</b>
<b>Select 3 credit hours from:</b>	
SPH 106            Fundamentals of Oral Communication	3
SPH 107            Fundamentals of Public Speaking	3
<b>Select 3 credit hours from:</b>	
ART 100            Art Appreciation	3
MUS 101            Music Appreciation	3
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>11 Credit Hours</b>
*BIO 201            Human Anatomy and Physiology I	4
*BIO 202            Human Anatomy and Physiology II	4
MTH 100 or higher    Mathematics, including MTH 116	3
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>3 Credit Hours</b>
PSY 200            General Psychology	3
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>52 Credit Hours</b>
EMS 118            Emergency Medical Technician	9
EMS 119            Emergency Medical Technician Clinical	1
EMS 155            Advanced Emergency Medical Technician	8
EMS 156            Advanced Emergency Medical Technician Clinical	2
EMS 240            Paramedic Operations	2
EMS 241            Paramedic Cardiology	3
EMS 242            Paramedic Patient Assessment	3
EMS 243            Paramedic Pharmacology	1
EMS 244            Paramedic Clinical I	1
EMS 245            Paramedic Medical Emergencies	3
EMS 246            Paramedic Trauma Management	3
EMS 247            Paramedic Special Populations	2
EMS 248            Paramedic Clinical II	3
EMS 253            Paramedic Transition to the Workforce	3
EMS 254            Advanced Competencies for Paramedic	2
EMS 255            Paramedic Field Preceptorship	5
EMS 256            Paramedic Team Leadership	1
<b>Select 0-4 credit hours from:</b>	
BIO 103            Principles of Biology	4

**TOTAL MINIMUM CREDIT HOURS: 75**

\*The BIO 103 course prerequisite is waived for students who successfully place into BIO 201 based on their score on the Alabama Community College System Biology Placement Exam.

## SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

**FIRST SEMESTER**

EMS 118	Emergency Medical Technician	9 CH
EMS 119	Emergency Medical Technician Clinical	1 CH
ENG 101	English Composition I	3 CH
BIO 201	Human Anatomy and Physiology I	4 CH
<b>TOTAL</b>		<b>17 CH</b>

**SECOND SEMESTER**

EMS 155	Advanced Emergency Medical Technician	8 CH
EMS 156	Advanced Emergency Medical Technician Clinical	2 CH
MTH 100		
or higher	Mathematics, including MTH 116	3 CH
PSY 200	General Psychology	3 CH
<b>TOTAL</b>		<b>16 CH</b>

**FIRST SEMESTER (PARAMEDIC)**

BIO 202	Human Anatomy and Physiology II	4 CH
EMS 240	Paramedic Operations	2 CH
EMS 241	Paramedic Cardiology	3 CH
EMS 242	Paramedic Patient Assessment	3 CH
EMS 243	Paramedic Pharmacology	1 CH
EMS 244	Paramedic Clinical I	1 CH
<b>TOTAL</b>		<b>14 CH</b>

**SECOND SEMESTER (PARAMEDIC)**

EMS 245	Paramedic Medical Emergencies	3 CH
EMS 246	Paramedic Trauma Management	3 CH
EMS 247	Paramedic Special Populations	2 CH
EMS 248	Paramedic Clinical II	3 CH
Area II		
Elective	Humanities and Fine Arts	3 CH
<b>TOTAL</b>		<b>14 CH</b>

**THIRD SEMESTER (PARAMEDIC)**

EMS 253	Paramedic Transition to the Workforce	3 CH
EMS 254	Advanced Competencies for Paramedic	2 CH
EMS 255	Paramedic Field Preceptorship	5 CH
EMS 256	Paramedic Team Leadership	1 CH
SPH 106	Fundamentals of Oral Communication	3 CH

**TOTAL****14 CH**

## EMERGENCY MEDICAL SERVICES, PARAMEDIC CERTIFICATE

This program provides students with knowledge and skills needed by paramedics and other first responders. Students must complete the EMT – Basic and the EMT – Advanced programs before enrolling in this program. Graduates earn a Certificate in Emergency Medical Services - Paramedic. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II</b>		<b>3 Credit Hours</b>
ENG 101	English Composition I	3
<b>AREA II: HUMANITIES AND FINE ARTS</b>		<b>3 Credit Hours</b>
<i>Select 3 credit hours from:</i>		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>		<b>7 Credit Hours</b>
*BIO 201	Human Anatomy and Physiology I	4
MTH 100	Intermediate College Algebra	3
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>		<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>		<b>44 Credit Hours</b>
EMS 155	Advanced Emergency Medical Technician	8
EMS 156	Advanced Emergency Medical Technician Clinical	2
EMS 240	Paramedic Operations	2
EMS 241	Paramedic Cardiology	3
EMS 242	Paramedic Patient Assessment	3
EMS 243	Paramedic Pharmacology	1
EMS 244	Paramedic Clinical I	1
EMS 245	Paramedic Medical Emergencies	3
EMS 246	Paramedic Trauma Management	3
EMS 247	Paramedic Special Populations	3
EMS 248	Paramedic Clinical II	3
EMS 253	Paramedic Transition to the Workforce	3
EMS 254	Advanced Competencies for Paramedic	2
EMS 255	Paramedic Field Preceptorship	6
EMS 256	Paramedic Team Leadership	1
<i>Select 0-4 credit hours from:</i>		
BIO 103	Principles of Biology	4

**TOTAL MINIMUM CREDIT HOURS: 57**

\* The BIO 103 course prerequisite is waived for students who successfully place into BIO 201 based on their score on the Alabama Community College System Biology Placement Exam.

### SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

<b><u>FALL YEAR 1</u></b>				<b><u>SUMMER YEAR 1</u></b>			
EMS 155	Advanced Emergency Medical Technician	8 CH		EMS 244	Paramedic Clinical I		1 CH
EMS 156	Advanced Emergency Medical Technician Clinical	2 CH		EMS 245	Paramedic Medical Emergencies		3 CH
BIO 201	Human Anatomy and Physiology I	4 CH		EMS 246	Paramedic Trauma Management		3 CH
	<b>TOTAL</b>	<b>14 CH</b>		EMS 247	Paramedic Special Populations		3 CH
				EMS 248	Paramedic Clinical II		3 CH
					<b>TOTAL</b>		<b>13 CH</b>
<b><u>SPRING YEAR 1</u></b>				<b><u>FALL YEAR 2</u></b>			
EMS 240	Paramedic Operations	2 CH		EMS 253	Paramedic Transition to the Workforce		3 CH
EMS 241	Paramedic Cardiology	3 CH		EMS 254	Advanced Competencies for Paramedic		2 CH
EMS 242	Paramedic Patient Assessment	3 CH		EMS 255	Paramedic Field Preceptorship		6 CH
EMS 243	Paramedic Pharmacology	1 CH		EMS 256	Paramedic Team Leadership		1 CH
MTH 100	Intermediate College Algebra	3 CH			<b>TOTAL</b>		<b>12 CH</b>
ENG 101	English Composition I	3 CH					
	<b>TOTAL</b>	<b>15 CH</b>					

**EMERGENCY MEDICAL SERVICES, EMT  
SHORT-TERM CERTIFICATE**

This program provides students with knowledge and skills needed for paid or volunteer work as an emergency medical technician (EMT) with a fire department, ambulance service, or in private industry. Students successfully completing the EMT Basic program may take the National Registry of EMT's Examination, which is used by the State of Alabama Department of Public Health to grant an EMT license. Graduates earn a Short-Term Certificate in Emergency Medical Services – Basic. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>10 Credit Hours</b>
EMS 118            Emergency Medical Technician	9
EMS 119            Emergency Medical Technician Clinical	1

**TOTAL MINIMUM CREDIT HOURS: 10**

**SUGGESTED SEQUENCE OF COURSES**

**SEMESTER 1**

EMS 118	Emergency Medical Technician	9 CH
EMS 119	Emergency Medical Technician Clinical	1 CH
<b>TOTAL</b>		<b>10 CH</b>

**EMERGENCY MEDICAL TECHNICIAN, ADVANCED EMT  
SHORT-TERM CERTIFICATE**

This program provides students with knowledge and skills needed for paid or volunteer work as an emergency medical technician (EMT) with a fire department, ambulance service, or in private industry. Students must complete the EMT – Basic program before enrolling in this program. Graduates earn a Short-Term Certificate in Emergency Medical Technician – Advanced. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>10 Credit Hours</b>
EMS 155      Advanced Emergency Medical Technician	8
EMS 156      Advanced Emergency Medical Technician Clinical	2

**TOTAL MINIMUM CREDIT HOURS: 10**

**SUGGESTED SEQUENCE OF COURSES**

**SEMESTER 1**

EMS 155	Advanced Emergency Medical Technician	8 CH
EMS 156	Advanced Emerg. Medical Technician Clinical	2 CH
<b>TOTAL</b>		<b>10 CH</b>

**FLIGHT SIMULATOR TECHNICIAN  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN**

This program prepares students to apply basic engineering principles and technical skills needed to install, troubleshoot, repair, and maintain full motion flight simulators. This program focuses on the mechanical, pneumatic, hydraulic, electrical, and electronic systems associated with flight simulators. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION** **3 Credit Hours**

**Select 3 credit hours from:**

ENG 101	English Composition I	3
*ENG 131	Applied Writing I	3

**AREA II: HUMANITIES AND FINE ARTS** **6 Credit Hours**

**Select 3 credit hours from:**

SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

**Select 3 credit hours from:**

ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

**AREA III: NATURAL SCIENCE AND MATHEMATICS** **9 Credit Hours**

CIS 161	Introduction to Networking Communications	3
MTH 100 or higher	Mathematics, including MTH 116	3

**Select at least 3 credit hours from 100 level or above courses in:**

BIO	Biology	3-4
CHM	Chemistry	3-4
CIS	Computer Science	3-4
MTH	Mathematics	3-4
PHS	Physical Science	3-4
PHY	Physics	3-4

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** **3 Credit Hours**

**Select 3 credit hours from:**

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	History of Western Civilization I	3
HIS 102	History of Western Civilization II	3
HIS 201	United States History I	3
HIS 202	United States History II	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** **53 Credit Hours**

AVT 111	Aviation Electronics Theory	6
AVT 112	Aviation Electronics Laboratory I	5
AVT 121	Principles of Solid State	5
AVT 131	Digital Concepts	4
AVT 148	Microprocessors and Interfacing	4

CIS 165A	Special Topics, Network Lab	1
CIS 165B	Special Topics, A+ Software Lab	1
CIS 165C	Special Topics, A+ Hardware Lab	1
CIS 165E	Special Topics, Linux Operating System Lab	1
CIS 251	C++ Programming	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CPT 288	LINUX Administration	3
SIM 101	Simulation Fundamentals	3
SIM 102	Simulation System Testing	3
SIM 103	Simulation System Troubleshooting	3
SIM 104	Advanced Simulation Systems	3
WKO 101	Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 74**

\* Students who intend to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

**SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS**

<u>FALL YEAR 1</u>			<u>FALL YEAR 2</u>		
AVT 111	Aviation Electronics Theory	6 CH	CIS 165B	Special Topics, A+ Software Lab	1 CH
AVT 112	Aviation Electronics Laboratory I	5 CH	CIS 165E	Special Topics, Linux Operating System Lab	1 CH
CIS 161	Introduction to Networking Communications	3 CH	CIS 251	C++ Programming	3 CH
CIS 165A	Special Topics, Network Lab	1 CH	CIS 268	Software Support	3 CH
MTH 100			CPT 288	LINUX Administration	3 CH
or higher	Mathematics, including MTH 116	3 CH	SIM 103	Simulation System Troubleshooting	3 CH
	<b>TOTAL</b>	<b>18 CH</b>		<b>TOTAL</b>	<b>14 CH</b>
<u>SPRING YEAR 1</u>			<u>SPRING YEAR 2</u>		
AVT 121	Principles of Solid State	5 CH	Area III		
AVT 131	Digital Concepts	4 CH	Elective	Natural Science and Mathematics	3-4 CH
SIM 101	Simulation Fundamentals	3 CH	Area IV		
SPH 106 OR 107	Fundamentals of Oral Communication or		Elective	History, Social, and Behavioral Sciences	3 CH
Fundamentals of Public Speaking		3 CH	CIS 165C	Special Topics, A+ Hardware Lab	1 CH
	<b>TOTAL</b>	<b>15 CH</b>	CIS 269	Hardware Support	3 CH
			SIM 104	Advanced Simulation Systems	3 CH
			WKO 101	Workplace Skills Development I	1 CH
				<b>TOTAL</b>	<b>14 CH</b>
<u>SUMMER YEAR 1</u>					
Area II					
Elective	Humanities and Fine Arts	3 CH			
AVT 148	Microprocessors and Interfacing	4 CH			
ENG 101					
or 131	Written Composition I or Applied Writing I	3 CH			
SIM 102	Simulation System Testing	3 CH			
	<b>TOTAL</b>	<b>13 CH</b>			

**HEALTH INFORMATION TECHNOLOGY  
SHORT-TERM CERTIFICATE**

This program provides students the knowledge and skills needed by medical office personnel responsible for recording and reporting patient health information. Graduates earn a Short-Term Certificate in Health Information Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II*</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>Area V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>27 Credit Hours</b>
HIT 130            HIT Classification and Reimbursement	3
HIT 134            HIT Legal and Ethical Issues	3
HIT 151            Health Data Content and Structure	3
HIT 221            HIT Computer Applications	2
HIT 222            HIT Computer Applications Lab	1
HIT 230            Medical Coding Systems I	3
HIT 231            Medical Coding Systems Lab	1
HIT 232            Medical Coding Systems II	3
HIT 233            Medical Coding Systems II Lab	1
HIT 260            Professional Practice Experience	3
OAD 211            Medical Terminology	3
WKO 101            Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 27**

**SUGGESTED SEQUENCE OF COURSES**

<u>FALL SEMESTER</u>			<u>SPRING SEMESTER</u>		
HIT 151	Health Data Content and Structure	3 CH	HIT 130	HIT Classification and Reimbursement	3 CH
HIT 221	HIT Computer Applications	2 CH	HIT 134	HIT Legal and Ethical Issues	3 CH
HIT 222	HIT Computer Applications Lab	1 CH	HIT 232	Medical Coding Systems II	3 CH
HIT 230	Medical Coding Systems I	3 CH	HIT 233	Medical Coding Systems II Lab	1 CH
HIT 231	Medical Coding Systems Lab	1 CH	HIT 260	Professional Practice Experience	3 CH
OAD 211	Medical Terminology	3 CH	WKO 101	Workplace Skills Development I	1 CH
<b>TOTAL</b>			<b>TOTAL</b>		
<b>13 CH</b>			<b>14 CH</b>		

**LEGAL ASSISTANT/PARALEGAL  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN (PENDING ACCREDITATION APPROVAL)**

This program prepares students to become paralegals or legal assistants who improve the administration of justice in public and private law offices and government agencies. The goal of the program is to enhance the accessibility, quality, ethical standards, and expedition of legal services. Graduates earn an Associate in Applied Science in Paralegal Studies. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

*Paralegals may not provide legal services directly to the public, except as permitted by law.*

<b>AREA I: WRITTEN COMPOSITION</b>		<b>6 Credit Hours</b>
ENG 101	English Composition I	3
ENG 102	English Composition II	3
<b>AREA II: HUMANITIES AND FINE ARTS</b>		<b>6 Credit Hours</b>
<b>Select 3 credit hours from:</b>		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
<b>Select 3 credit hours from:</b>		
ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>		<b>10 Credit Hours</b>
BIO 103	Principles of Biology I	4
CIS 146	Computer Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>		<b>3 Credit Hours</b>
<b>Select 3 credit hours from:</b>		
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>		<b>40 Credit Hours</b>
BUS 241	Principles of Accounting I	3
BUS 263	Legal and Social Environment of Business	3
PRL 101	Introduction of Paralegal Study	3
PRL 102	Basic Legal Research and Writing	3
PRL 103	Advanced Legal Research and Writing	3
PRL 160	Criminal Law and Procedure	3
PRL 230	Domestic Law	3
PRL 240	Wills, Estates, and Trusts	3
PRL 262	Civil Law and Procedure	3
PRL 291	Internship in Paralegalism	3
WKO 101	Workplace Skills Development I	1
<b>Select 3 credit hours from:</b>		
PRL 210	Introduction to Real Property Law	3
PRL 250	Bankruptcy and Collections	3
<b>Select 3 credit hours from:</b>		
PRL 192	Selected Topics: Alabama Legal System (Torts)	3
PRL 265	Constitutional Law	3
<b>Select 3 credit hours from:</b>		
OAD 101	Beginning Keyboarding*	3
OAD 103	Intermediate Keyboarding*	3
OAD 125	Word Processing	3
<b>TOTAL MINIMUM CREDIT HOURS: 65</b>		

\* Students may test out of required keyboarding courses.

## SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

**FALL YEAR 1**

ENG 101	English Composition I	3
BUS 263	Legal and Social Environment of Business (Business Law)	3
OAD 101		
or 125	Beginning Keyboarding or Word Processing	3
PRL 101	Introduction to Paralegal Study	3
PRL 102	Basic Legal Research and Writing	3
	<b>TOTAL</b>	<b>15</b>

**SPRING YEAR 1**

CIS 146	Microcomputer Applications	3
ENG 102	English Composition II	3
PRL 103	Advanced Legal Research and Writing	3
PRL 230	Domestic Relations	3
PRL 240	Wills, Estates, and Trusts	3
PSY 200		
or SOC 200	General Psychology or Introduction to Sociology	3
	<b>TOTAL</b>	<b>18</b>

**FALL YEAR 2**

BUS 241	Principles of Accounting	3
BIO 103	Principles of Biology	4
PRL 160	Criminal Law and Procedures	3
PRL 210		
or 250	Bankruptcy and Collections or Real Property Law	3
PRL 262	Civil Law and Procedure	3
	<b>TOTAL</b>	<b>16</b>

**SPRING YEAR 2**

BUS 241	Principles of Accounting	3
MTH 100		
or higher	Mathematics, including MTH 116	3
PRL 192		
or 265	Sel. Topics: AL Legal Syst. (Torts) or Constitutional Law	3
PRL 291	Internship in Paralegalism	3
SPH 106		
or 107	Fund. of Oral Comm. or Fund. of Public Speaking	3
WKO 101	Workplace Skills Development I	1
	Area II	
Elective	Humanities and Fine Arts	3
	<b>TOTAL</b>	<b>16</b>

**LEGAL ASSISTANT/PARALEGAL  
SHORT-TERM CERTIFICATE (PENDING ACCREDITATION APPROVAL)**

This program provides students with knowledge and skills needed by paralegals and other personnel responsible for assisting professionals in law offices. Graduates earn a Short-Term Certificate in Legal Assistant/Paralegal. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>28 Credit Hours</b>
BUS 263      Legal and Social Environment of Business	3
PRL 101      Introduction of Paralegal Study	3
PRL 102      Basic Legal Research and Writing	3
PRL 160      Criminal Law and Procedure	3
PRL 192      Selected Topics: Alabama Legal System (Torts)	3
PRL 230      Domestic Law	3
PRL 240      Wills, Estates, and Trusts	3
PRL 262      Civil Laws and Procedures	3
PRL 291      Internship in Paralegalism	3
WKO 101      Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 28**

**SUGGESTED SEQUENCE OF COURSES**

<u>FALL SEMESTER</u>			<u>SPRING SEMESTER</u>		
BUS 263	Legal and Social Environment of Business	3 CH	PRL 192	Selected Topics: Alabama Legal System (Torts)	3 CH
PRL 101	Introduction of Paralegal Study	3 CH	PRL 230	Domestic Law	3 CH
PRL 102	Basic Legal Research and Writing	3 CH	PRL 240	Wills, Estates, and Trusts	3 CH
PRL 160	Criminal Law and Procedure	3 CH	PRL 291	Internship in Paralegalism	3 CH
PRL 262	Civil Laws and Procedures	3 CH	WKO 101	Workplace Skills Development I	1 CH
<b>TOTAL</b>		<b>15 CH</b>	<b>TOTAL</b>		<b>13 CH</b>

### 3D MODELING AND SIMULATION SHORT-TERM CERTIFICATE

Students learn computer applications and techniques needed to produce 3D images used in modeling and simulated environments. Graduates earn a Short-Term Certificate in Computer and Information Science, 3D Modeling and Simulation. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>17 Credit Hours</b>
CIS 150 Introduction to Computer Logic and Programming	3
CIS 196 Commercial Software Applications (AutoCAD)	3
CIS 292 Special Topics Capstone	2
GIS 101 Introduction to Geographic Information Systems	2
GRD 137 3D Fundamentals	3
GRD 237 3D Graphics and Animation	3
WKO 101 Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 17**

#### SUGGESTED SEQUENCE OF COURSES

<u>FALL SEMESTER</u>			<u>SPRING SEMESTER</u>		
CIS 150	Introduction to Computer Logic and Programming	3 CH	CIS 292	Special Topics, Capstone Course in 3D Modeling and Simulation	2 CH
CIS 196	Commercial Software Applications (AutoCAD)	3 CH	GRD 237	3D Graphics and Animation	3 CH
GIS 101	Introduction to Geographic Information Systems	2 CH	WKO 101	Workplace Skills Development I	1 CH
GRD 137	3D Fundamentals	3 CH			
	<b>TOTAL</b>	<b>11 CH</b>		<b>TOTAL</b>	<b>6 CH</b>

**OFFICE ADMINISTRATION, ADMINISTRATIVE ASSISTANT  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN (Office Management Option)**

This program provides students with knowledge and skills needed by office professionals in banking, education, manufacturing, government, and professional services. Job titles may include legal secretary, medical secretary, administrative assistant, word processing specialist, executive secretary, office manager, or office supervisor. Graduates earn an Associate in Applied Science in Office Administration. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION</b>		<b>3 Credit Hours</b>
ENG 101	English Composition I	3
<b>AREA II: HUMANITIES AND FINE ARTS</b>		<b>6 Credit Hours</b>
<i>Select 3 credit hours from:</i>		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
<i>Select 3 credit hours from:</i>		
ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>		<b>9 Credit Hours</b>
CIS 146	Microcomputer Applications	3
CIS 196	Commercial Software Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>		<b>3 Credit Hours</b>
PSY 200	General Psychology	3
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>		<b>40 Credit Hours</b>
BUS 215	Business Communications	3
BUS 241	Principles of Accounting I	3
CIS 115	Presentation Graphics Software Applications	3
OAD 125	Word Processing	3
OAD 126	Advanced Word Processing	3
OAD 131	Business English	3
OAD 134	Career and Professional Development	3
OAD 138	Records/Information Management	3
OAD 217	Office Management	3
OAD 242	Office Internship	3
OAD 243	Spreadsheet Applications	3
OAD 244	Database Concepts	3
WKO 101	Workplace Skills Development I	1
<i>Select 3 credit hours from:</i>		
*OAD 101	Beginning Keyboarding	3
*OAD 103	Intermediate Keyboarding	3

**TOTAL MINIMUM CREDIT HOURS: 61**

\* Students may test out of required keyboarding courses.

## SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

**FALL YEAR 1**

BUS 241	Principles of Accounting I	3 CH
OAD 101	Beginning Keyboarding	
<b>OR</b>		
OAD 103	Intermediate Keyboarding	3 CH
OAD 131	Business English	3 CH
MTH 100		
or higher	Mathematics, including MTH 116	3 CH
	<b>TOTAL</b>	<b>12 CH</b>

**SPRING YEAR 1**

ENG 101	English Composition I	3 CH
OAD 125	Word Processing	3 CH
OAD 244	Database Concepts	3 CH
PSY 200	General Psychology	3 CH
	<b>TOTAL</b>	<b>12 CH</b>

**SUMMER YEAR 1**

BUS 215	Business Communications	3 CH
OAD 138	Records/Information Management	3 CH
OAD 217	Office Management	3 CH
Area II		
Elective	Humanities and Fine Arts	3 CH
	<b>TOTAL</b>	<b>12 CH</b>

**FALL YEAR 2**

CIS 115	Presentation Graphics Software Applications	3 CH
CIS 146	Microcomputer Applications	3 CH
OAD 126	Advanced Word Processing	3 CH
OAD 243	Spreadsheet Applications	3 CH
	<b>TOTAL</b>	<b>12 CH</b>

**SPRING YEAR 2**

CIS 196	Commercial Software Applications	3 CH
OAD 134	Career and Professional Development	3 CH
OAD 242	Office Internship	3 CH
SPH 106	Fundamentals of Oral Communication	
<b>OR</b>		
SPH 107	Fundamentals of Public Speaking	3 CH
WKO 101	Workplace Skills Development I	1 CH
	<b>TOTAL</b>	<b>13 CH</b>

**OFFICE ADMINISTRATION, ADMINISTRATIVE ASSISTANT  
OFFICE MANAGEMENT CERTIFICATE**

This program provides students with knowledge and skills needed by office professionals in banking, education, manufacturing, government, and professional services. Job titles may include legal secretary, medical secretary, administrative assistant, word processing specialist, executive secretary, office manager, or office supervisor. Graduates earn a Certificate in Office Administration. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

<b>AREA I: WRITTEN COMPOSITION I AND II</b>	<b>3 Credit Hours</b>
ENG 101 English Composition I	3
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>3 Credit Hours</b>
<i>Select 3 credit hours from:</i>	
SPH 106 Fundamentals of Oral Communication	3
SPH 107 Fundamentals of Public Speaking	3
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>6 Credit Hours</b>
CIS 196 Commercial Software Applications	3
MTH 100 or higher Mathematics, including MTH 116	3
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>3 Credit Hours</b>
PSY 200 General Psychology	3
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>25 Credit Hours</b>
BUS 241 Principles of Accounting I	3
OAD 125 Word Processing	3
OAD 131 Business English	3
OAD 138 Records/Information Management	3
OAD 134 Career and Professional Development	3
OAD 217 Office Management	3
OAD 242 Office Internship	3
WKO 101 Workplace Skills Development I	1
<i>Select 3 credit hours from:</i>	
*OAD 101 Beginning Keyboarding	3
*OAD 103 Intermediate Keyboarding	3

**TOTAL MINIMUM CREDIT HOURS: 40**

\* Students may test out of required keyboarding courses.

**SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS**

<u>FALL YEAR 1</u>		<u>SUMMER YEAR 1</u>	
BUS 241 Principles of Accounting I	3 CH	OAD 138 Records/Information Management	3 CH
OAD 101 Beginning Keyboarding		OAD 217 Office Management	3 CH
<b>OR</b>		MTH 100	
OAD 103 Intermediate Keyboarding	3 CH	<b>or higher</b> Mathematics, including MTH 116	3 CH
OAD 131 Business English	3 CH	<b>TOTAL</b>	<b>9 CH</b>
PSY 200 General Psychology	3 CH		
<b>TOTAL</b>	<b>12 CH</b>		
		<u>FALL YEAR 2</u>	
		ENG 101 English Composition I	3 CH
		OAD 242 Office Internship	3 CH
		<b>OR</b>	
CIS 196 Commercial Software Applications	3 CH	SPH 106 Fundamentals of Oral Communication	
OAD 125 Word Processing	3 CH	<b>OR</b>	
OAD 134 Career and Professional Development	3 CH	SPH 107 Fundamentals of Public Speaking	3 CH
<b>TOTAL</b>	<b>9 CH</b>	WKO 101 Workplace Skills Development I	1 CH
		<b>TOTAL</b>	<b>10 CH</b>

**OFFICE ADMINISTRATION, HEALTH INFORMATION TECHNOLOGY OPTION  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN**

This program provides students with knowledge and skills needed by medical office professionals responsible for recording and reporting patient health information. Graduates earn an Associate in Applied Science in Office Administration. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION** **3 Credit Hours**  
     ENG 101           English Composition I 3

**AREA II: HUMANITIES AND FINE ARTS** **6 Credit Hours**

**Select 3 credit hours from:**

SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

**Select 3 credit hours from:**

ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

**AREA III: NATURAL SCIENCE AND MATHEMATICS** **11 Credit Hours**

BIO 103	Principles of Biology	4
BIO 201	Human Anatomy and Physiology	4
MTH 100 or higher	Mathematics, including MTH 116	3

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** **3 Credit Hours**

PSY 200	General Psychology	3
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**AREA V: GENERAL EDUCATION CORE, TENICAL CONCENTRATION, AND ELECTIVES** **45 Credit Hours**

HIT 130	HIT Classification and Reimbursement	3
HIT 134	HIT Legal and Ethical Issues	3
HIT 151	Health Data Content and Structure	3
HIT 221	HIT Computer Applications	2
HIT 222	HIT Computer Applications Lab	1
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Systems Lab	1
HIT 232	Medical Coding Systems II	3
HIT 233	Medical Coding Systems II Lab	1
HIT 255	Principles of Supervision	3
HIT 260	Professional Practice Experience	3
*OAD 101	Beginning Keyboarding	3
*OAD 103	Intermediate Keyboarding	3
OAD 131	Business English	3
OAD 134	Career and Professional Development	3
OAD 211	Medical Terminology	3
OAD 212	Medical Transcription	3
WKO 101	Workplace Skills Development I	1

**TOTAL MINIMUM CREDIT HOURS: 68**

\* Students may test out of required keyboarding courses.

## SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

**FALL YEAR 1**

BIO 103	Principles of Biology	4 CH
OAD 101	Beginning Keyboarding	3 CH
OAD 131	Business English	3 CH
OAD 211	Medical Terminology	3 CH
HIT 151	Health Data Content and Structure	3 CH
	<b>TOTAL</b>	<b>16 CH</b>

**SPRING YEAR 1**

HIT 130	HIT Classification and Reimbursement	3 CH
HIT 134	HIT Legal and Ethical Issues	3 CH
HIT 255	Principles of Supervision	3 CH
OAD 103	Intermediate Keyboarding	3 CH
PSY 200	General Psychology	3 CH
	<b>TOTAL</b>	<b>15 CH</b>

**SUMMER YEAR 1**

BIO 201	Human Anatomy and Physiology	4 CH
ENG 101	English Composition I	3 CH
OAD 212	Medical Transcription	3 CH
SPH 106	Fundamentals of Oral Communication	
<b>OR</b>		
SPH 107	Fundamentals of Public Speaking	3 CH
	<b>TOTAL</b>	<b>13 CH</b>

**FALL YEAR 2**

HIT 221	HIT Computer Applications	2 CH
HIT 222	HIT Computer Applications Lab	1 CH
HIT 230	Medical Coding Systems I	3 CH
HIT 231	Medical Coding Systems Lab	1 CH
MTH 100		
or higher	Mathematics, including MTH 116	3 CH
Area II		
Elective	Humanities and Fine Arts	3 CH
	<b>TOTAL</b>	<b>13 CH</b>

**SPRING YEAR 2**

HIT 232	Medical Coding Systems II	3 CH
HIT 233	Medical Coding Systems II Lab	1 CH
HIT 260	Professional Practice Experience	3 CH
OAD 134	Career and Professional Development	3 CH
WKO 101	Workplace Skills Development I	1 CH
	<b>TOTAL</b>	<b>11 CH</b>

**OFFICE ADMINISTRATION, LEGAL ASSISTANT/PARALEGAL OPTION  
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN**

This program provides students the knowledge and skills needed by administrative and clerical support personnel in law offices, courts, and similar settings. Graduates earn an Associate in Applied Science in Office Administration. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION** **3 Credit Hours**  
     ENG 101           English Composition I 3

**AREA II: HUMANITIES AND FINE ARTS** **6 Credit Hours**

**Select 3 credit hours from:**

SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

**Select 3 credit hours from:**

ART 100	Art Appreciation	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

**AREA III: NATURAL SCIENCE AND MATHEMATICS** **9 Credit Hours**

CIS 146	Computer Applications	3
CIS 196	Commercial Software Applications	3
MTH 100 or higher	Mathematics, including MTH 116	3

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** **3 Credit Hours**

PSY 200	General Psychology	3
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**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** **40 Credit Hours**

BUS 241	Principles of Accounting I	3
BUS 263	Legal and Social Environment of Business	3
PRL 101	Introduction of Paralegal Study	3
PRL 102	Basic Legal Research and Writing	3
PRL 103	Advanced Legal Research and Writing	3
PRL 160	Criminal Law and Procedure	3
PRL 230	Domestic Law	3
PRL 240	Wills, Estates, and Trusts	3
PRL 262	Civil Law and Procedure	3
PRL 291	Internship in Paralegalism	3
WKO 101	Workplace Skills Development I	1

**Select 3 credit hours from:**

PRL 210	Introduction to Real Property Law	3
PRL 250	Bankruptcy and Collections	3

**Select 3 credit hours from:**

PRL 192	Selected Topics: Alabama Legal System (Torts)	3
PRL 265	Constitutional Law	3

**Select 3 credit hours from:**

*OAD 101	Beginning Keyboarding	3
*OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3

**TOTAL MINIMUM CREDIT HOURS: 61**

\* Students may test out of required keyboarding courses.

## SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

**FALL YEAR 1**

ENG 101	English Composition I	3 CH
BUS 263	Legal and Social Environment of Business	3 CH
OAD 101	Beginning Keyboarding	
<b>OR</b> 125	Word Processing	3 CH
PRL 101	Introduction to Paralegal Study	3 CH
PRL 102	Basic Legal Research and Writing	3 CH
	<b>TOTAL</b>	<b>15 CH</b>

**SPRING YEAR 1**

CIS 146	Microcomputer Applications	3 CH
CIS 196	Commercial Software Applications	3 CH
PRL 103	Advanced Legal Research and Writing	3 CH
PRL 230	Domestic Relations	3 CH
PRL 240	Wills, Estates, and Trusts	3 CH
PSY 200	General Psychology	
<b>OR</b> SOC 200	Introduction to Sociology	3 CH
	<b>TOTAL</b>	<b>18 CH</b>

**FALL YEAR 2**

BUS 241	Principles of Accounting	3 CH
PRL 160	Criminal Law and Procedures	3 CH
PRL 210	Bankruptcy and Collections	
<b>OR</b> 250	Real Property Law	3 CH
PRL 262	Civil Law and Procedure	3 CH
	<b>TOTAL</b>	<b>12 CH</b>

**SPRING YEAR 2**

MTH 100	or higher	Mathematics, including MTH 116	3 CH
PRL 192		Sel. Topics: AL Legal Syst. (Torts)	
<b>OR</b> 265		Constitutional Law	3 CH
PRL 291		Internship in Paralegalism	3 CH
SPH 106		Fundamentals of Oral Communication	
<b>OR</b> 107		Fundamentals of Public Speaking	3 CH
WKO 101		Workplace Skills Development I	1 CH
	Area II		
	Elective	Humanities and Fine Arts	3 CH
		<b>TOTAL</b>	<b>16 CH</b>

**UNMANNED AERIAL SYSTEMS MAINTENANCE  
SHORT-TERM CERTIFICATE (PENDING ACCREDITATION APPROVAL)**

Students learn to install, repair, and maintain ground control systems, launch and recovery systems, airframes, powerplants, and avionics of unmanned aircraft. Additionally, students gain foundational knowledge pertaining to the history, regulations, and uses of unmanned aircraft and related systems. Graduates earn a Short-Term Certificate in Airframe Technology, Unmanned Aerial Systems Maintenance. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

Students must be certified by the Federal Aviation Administration as an Airframe and Powerplant Mechanic or have permission from the Dean of Instruction to enroll in this program.

<b>AREA I: WRITTEN COMPOSITION I AND II</b>	<b>0 Credit Hours</b>
<b>AREA II: HUMANITIES AND FINE ARTS</b>	<b>0 Credit Hours</b>
<b>AREA III: NATURAL SCIENCE AND MATHEMATICS</b>	<b>0 Credit Hours</b>
<b>AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES</b>	<b>0 Credit Hours</b>
<b>AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES</b>	<b>21 Credit Hours</b>
AMT 200      Foundations of Unmanned Aircraft Systems	3 CH
AMT 215      Ground Control Station Launch, Recovery, and Support Systems	3 CH
AMT 230      Advanced Composites Fabrication and Repair	5 CH
AMT 240      Unmanned Aircraft Airframes, Airframe Subsystems, and Propulsion Systems	5 CH
AMT 250      Unmanned Aircraft Systems Avionics, Communications, and Electronics	5 CH

**TOTAL MINIMUM CREDIT HOURS: 15**

**SUGGESTED SEQUENCE OF COURSES**

<u>FALL SEMESTER</u>			<u>SPRING SEMESTER</u>		
AMT 200	Foundations of Unmanned Aircraft Systems	3 CH	AMT 240	Unmanned Aircraft Airframes, Airframe Subsystems, and Propulsion Systems	5 CH
AMT 215	Ground Control Station Launch, Recovery, and Support Systems	3 CH	AMT 250	Unmanned Aircraft Systems Avionics, Communications, and Electronics	5 CH
AMT 230	Advanced Composites Fabrication and Repair	5 CH			
<b>TOTAL</b>		<b>11 CH</b>	<b>TOTAL</b>		<b>10 CH</b>

# NOTES FOR YOUR PLAN OF STUDY