

# **GALVESTON COLLEGE 2012-13 CATALOG**

*This catalog was prepared on the basis of the best information available at the time of printing. However, all information contained here is subject to change without notice or obligation. This catalog is for informational purposes only and does not constitute a contract.*

It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, sex, disability, or veteran status.

This policy extends to employment, admission, and all programs and activities supported by Galveston College. Inquiries concerning equal opportunity may be directed to the Title IX Coordinator (Director of Human Resources).

Galveston College will not be held responsible for injuries sustained while participating in any credit or non-credit physical education course, or for injuries sustained while using the College's physical education facilities.

## **AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION COLLEGE IN EDUCATION AND EMPLOYMENT.**

Es la política de Galveston College proporcionar oportunidades iguales sin consideración alguna hacia edad, raza, color, religión, origen nacional, sexo, discapacidad o estado de veterano. Esta política se extiende al empleo, admisión, y todos los programas y actividades apoyados por Galveston College. Preguntas referentes a oportunidades de igualdad se pueden dirigir al Coordinador de Title IX (Director de Recursos Humanos).

## **UN COLEGIO CON OPORTUNIDADES IGUALES/ACCIÓN AFIRMATIVA EN LA EDUCACIÓN Y EL EMPLEO**

## **ACCREDITATION:**

**Galveston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree. Contact:**

Commission on Colleges  
Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
or call (404) 679-4500; FAX (404) 679-4558 for questions about the accreditation of Galveston College.

**Galveston College's Allied Health programs are accredited by the following organizations:**

Associate Degree Nursing  
National League for Nursing Accrediting Commission  
3343 Peachtree Road NE, Suite 500  
Atlanta, Georgia 30326  
www.nlnac.org

Radiography and Radiation Therapy –Technology  
Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 900  
Chicago, Illinois 60606-2901  
(312) 704-5300

Nuclear Medicine  
Joint Review Committee on Educational Programs in Nuclear Medicine Technology  
350 South 400 East, Suite 200  
Salt Lake City, Utah 84111-2938  
(801) 364-4310

Emergency Medical Services  
Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350

### **Approval:**

Galveston College is approved by the Texas Education Agency (TEA) and has complied with the standards, rules and regulations as prescribed by the Texas Higher Education Coordinating Board.

Texas Education Agency  
1701 North Congress Avenue  
Austin, Texas 78701-1494  
(512) 463-9734

Texas Higher Education Coordinating Board  
1200 E. Anderson Lane  
Austin, Texas 78752  
(512) 427-6101 FAX (512) 483-6444

**Galveston College's Nursing programs are approved by the following organizations:**

Associate Degree Nursing  
Texas Board of Nursing  
William P. Hobby Building  
333 Guadalupe Street, Suite 3-460  
Austin, Texas 78701  
(512) 305-7400

**The Galveston College's Law Enforcement Academy is licensed and accredited by:**

Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)  
6330 U.S. 290 East, Suite 200  
Austin, TX 78723  
(512) 936-7700

### **Member of:**

- American Association of Community Colleges
- Association Community College Trustees
- Community Leadership Association
- Gulf Coast Intercollegiate Conference
- Gulf Coast Consortium
- Hispanic Association of Colleges and Universities
- National Association of Developmental Education
- National Commission for Cooperative Education
- American Hotel/Motel Association
- National Junior College Athletic Association
- Southern Association of Colleges and Schools
- Texas Association of Community Colleges
- Texas Business Educators Association
- Texas Computer Education Association
- Texas Administrators of Continuing Education
- Texas Association of College Technical Educators

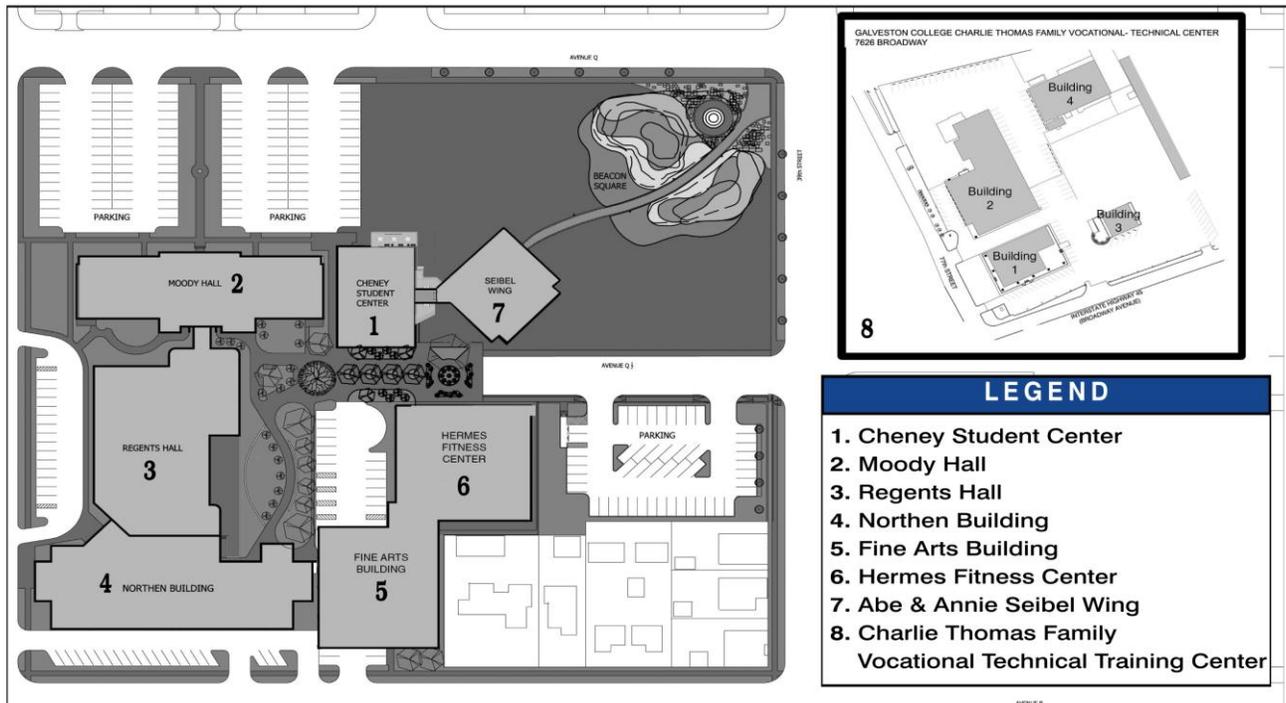
# College Maps

## DIRECTIONS TO GALVESTON COLLEGE

Traveling south on I-45, take 61st Street exit and turn right at stop light. Travel approximately one mile to Seawall Blvd. Turn left on to Seawall. Proceed down Seawall to 39th Street. (Gaido's Restaurant is at corner of 39th and Seawall). Turn left on 39th and travel north to Avenue Q. Turn left at 39th and Avenue Q and proceed one block to Main Campus. Main Campus parking is available on Avenue Q, Avenue R and satellite parking at 39th and Avenue Q.



## CAMPUS MAP



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## President's Message



**DR. W. MYLES  
SHELTON  
President**

On behalf of the faculty, staff, and the Board of Regents of the Galveston Community College District, welcome to Galveston College.

The programs, courses, and information contained in the 2012 - 2013 Catalog are made available for the betterment of the people of Galveston and the surrounding region.

Whether you come to us from across the street or across the globe, our commitment to quality academic transfer, workforce development, and lifelong learning courses will make a huge difference in your life and livelihood and in our community as a whole.

As a student at Galveston College, you will have the opportunity to work with faculty and staff who are committed to your success.

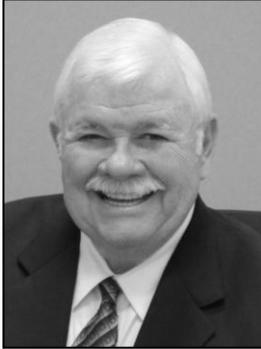
I believe you will be impressed with the quality and dedication of the Galveston College faculty. If there is any way I can help to make your experience at Galveston College more productive, please let me know.

Welcome to Galveston College and thank you for engaging our vision of Galveston College as a beacon of light guiding lifelong learning.

W. Myles Shelton, Ed.D.  
President

## Board of Regents

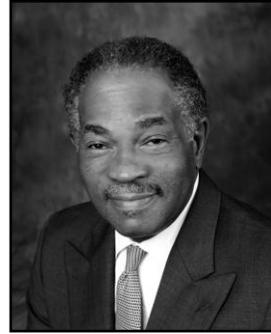
The Board of Regents of Galveston College is elected at-large by residents of Galveston and Port Bolivar. These Regents give unselfishly of their time and represent their constituents for six-year-terms.



**George F. Black**  
Chairperson  
Position 7



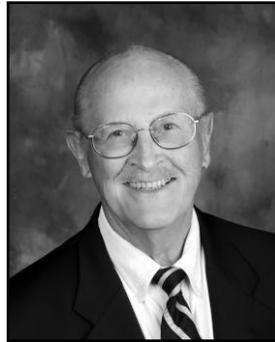
**Armin Cantini**  
Vice Chairperson  
Position 9



**Raymond Lewis, Jr.**  
Secretary  
Position 4



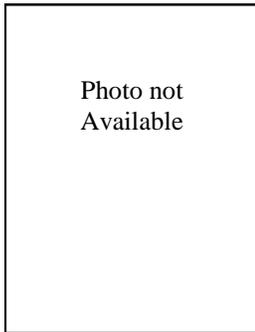
**Barbara K. Crews**  
Position 2



**Paul J. Cunningham, M.D.**  
Position 5



**Carl E. Kelly**  
Position 3



**Karen F. Flowers**  
Position 3



**Florentino "Tino" F. Gonzalez**  
Position 1



**Carroll G. Sunseri**  
Position 6

# CHAPTER I

## ACADEMIC CALENDAR



# Academic Calendar

## FALL 2012

April 16.....	Begin Early Registration for Fall 2012
July 11 .....	New Student Orientation
July 16 .....	New Student Orientation
July 24 .....	New Student Orientation
August 2.....	New Student Orientation
August 8.....	New Student Orientation
August 9.....	Payment due by Noon for Early Registration
August 14.....	New Student Orientation
August 17.....	General Assembly (College Closed)
August 20.....	New Student Orientation
August 20-25 .....	General Registration (Ends at 2:00 p.m. on August 25)
August 25.....	New Student Orientation
August 27.....	Classes Begin
August 27-28 .....	Late Registration/Schedule Changes
August 31.....	Last Day to Add/Drop
September 3 .....	Labor Day (College Closed)
September 12 .....	Last Day to Apply for Fall Graduation
September 12 .....	Last Day to Drop without Receiving a "W"
November 15 .....	Last Day to Submit AWN
November 15 .....	Last Day to Withdraw
November 21-25.....	Thanksgiving Holiday (College Closed)
December 7-13 .....	Final Exams
December 14.....	Grades Due to Admissions by 10:00 a.m.
December 18.....	College Closes for Winter Break at 5:00 p.m.
January 30.....	Last Day to Apply for Spring 2013 Graduation

## FALL 2012 SECOND/LATE START

April 16.....	Begin Registration for Second Start
September 28.....	Payment Due by Noon
October 1 .....	Classes Begin
October 1 .....	Late Registration/Schedule Changes
October 11 .....	Last Day to Drop without Receiving a "W"
November 22 .....	Last Day to Submit AWN
November 22 .....	Last Day to Withdraw
November 21-25.....	Thanksgiving Holiday (College Closed)
December 7-13 .....	Final Exams
December 14.....	Grades Due to Admissions by 10:00 a.m.
December 18.....	College Closes for Winter Break at 5:00 p.m.

## WINTER MINI 2012

November 12 .....	Begin Registration for Winter Mini Semester
December 14.....	Payment Due by Noon
December 17.....	Classes Begin
December 17.....	Late Registration/Schedule Changes
December 17.....	Last Day to Drop without Receiving a "W"
December 18 – January 2 .....	Winter Break (College Closed)
January 4.....	Last Day to Withdraw
January 4.....	Last Day to Submit AWN
January 11.....	Final Exams
January 11.....	Grades Due to Admissions by 10:00 a.m.

**SPRING 2013**

November 12 ..... Early Registration for Spring 2013 Begins  
December 17 - January 2 ..... Spring 2013 Registration (Online Only)  
January 4 ..... General Assembly Day (College Closed)  
January 7-12 ..... Spring 2013 General Registration (Ends at 2:00 p.m. on January 12)  
January 14 ..... Classes Begin  
January 14-15 ..... Late Registration/Schedule Changes  
January 18 ..... Last Day to Add/Drop  
January 21 ..... Martin Luther King Day (College Closed)  
January 30 ..... Last Day to Apply for Spring 2013 Graduation  
January 30 ..... Last Day to Drop without Receiving a "W"  
March 11-15 ..... Spring Break (College Closed)  
March 29 ..... Good Friday Holiday (College Closed)  
April 11 ..... Last Day to Submit AWN  
April 11 ..... Last Day to Withdraw  
April 15 ..... Early Registration for Summer & Fall 2013 Begins  
May 2-8 ..... Final Exams  
May 9 ..... Grades Due to Admissions by 2:00 p.m.  
May 10 ..... Graduation  
May 14 ..... Early Registration continues for Summer & Fall 2013

**SPRING 2013 SECOND/LATE START**

November 12 ..... Early Registration for Spring 2013 Semester Begins  
February 25 ..... Classes Begin  
February 25 ..... Late Registration/Schedule Changes  
March 6 ..... Last Day to Drop without Receiving a "W"  
March 11-15 ..... Spring Break (College Closed)  
March 29 ..... Good Friday Holiday (College Closed)  
April 15 ..... Early Registration for Summer & Fall 2013  
April 24 ..... Last Day to Submit AWN  
April 24 ..... Last Day to Withdraw  
May 2-8 ..... Final Exams  
May 9 ..... Grades Due to Admissions by 2:00 p.m.  
May 10 ..... Graduation

**MAY MINI 2013**

April 15 ..... Early Registration for Summer & Fall 2013 Begins  
May 13 ..... Classes Begin  
May 13 ..... Late Registration/Schedule Changes  
May 14 ..... Last Day to Drop without Receiving a "W"  
May 27 ..... Memorial Day (College Closed)  
May 23 ..... Last Day to Submit AWN  
May 23 ..... Last Day to Withdraw  
May 30 ..... Final Exams  
June 3 ..... Grades Due to Admissions by 10:00 a.m.

**SUMMER I 2013**

April 15 ..... Early Registration for Summer I 2013 Begins  
May 27 ..... Memorial Day (College Closed)  
June 3-6 ..... Summer I General Registration  
June 10 ..... Classes Begin  
June 10 ..... Late Registration/Schedule Changes

June 13.....Last Day to Apply for Summer 2013 Graduation  
 June 13.....Last Day to Drop without Receiving a “W”  
 July 3 ..... Last Day to Submit AWN  
 July 3 ..... Last Day to Withdraw  
 July 4 ..... Independence Day Holiday (College Closed)  
 July 11 ..... Final Exams  
 July 15 ..... Grades Due to Admissions by 10:00 a.m.

**SUMMER II 2013**

April 15.....Begin Early Registration for Summer II  
 July 10-11 ..... Summer II General Registration  
 July 15 ..... Classes Begin  
 July 15 ..... Late Registration/Schedule Changes  
 July 16 ..... Last Day to Drop without Receiving a “W”  
 August 7..... Last Day to Submit AWN  
 August 7..... Last Day to Withdraw  
 August 15..... Final Exams  
 August 16..... Grades Due to Admissions by 10:00 a.m.

**2012-2013 COLLEGE HOLIDAYS**

Labor Day ..... September 3  
 Thanksgiving (College closes at 7:00 p.m. on November 20) ..... November 21-25  
 Holiday-Semester Break  
 (College closes at 5:00 p.m. on December 17) ..... December 18, 2012-January 3, 2013  
 Martin Luther King Day ..... January 21  
 Spring Break ..... March 11-15  
 Good Friday (College Closed) ..... March 29  
 Memorial Day ..... May 27  
 Independence Day ..... July 4

## CHAPTER II GENERAL INFORMATION



# General Information

## MISSION AND GOALS

### VISION

The vision statement of the College is:

“*GALVESTON COLLEGE* - a beacon of light guiding lifelong learning.”

### MISSION

The mission statement of the College is:

“*GALVESTON COLLEGE*, a comprehensive community college committed to teaching and learning, creates accessible learning opportunities to fulfill individual and community needs by providing high-quality educational programs and services.”

### VALUES

The shared values listed below are among the beliefs which guide Galveston College in the development of its mission, goals, programs, and services:

- Integrity
- Respect
- Stewardship
- Excellence
- Achievement
- Access
- Diversity

### PURPOSES

In accordance with Texas Education Code, Section 130.003, the College shall provide:

1. Technical programs up to two years in length leading to associate degrees or certificates.
2. Vocational programs leading directly to employment in semiskilled and skilled occupations.
3. Freshman and sophomore courses in arts and sciences.
4. Continuing adult education programs for occupational or cultural upgrading.
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
7. Workforce development programs designed to meet local and statewide needs.
8. Adult literacy and other basic skills programs for adults.
9. Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

### GOALS

The College will:

1. Provide dynamic programs of study and conduct appropriate cultural activities to meet the needs of a diverse student body that is reflective of the community and service area constituents.
2. Provide comprehensive student support services that enhance student success.
3. Provide effective recruitment and retention processes.
4. Provide a qualified and diverse faculty and staff, through fair hiring processes and continuous professional development.
5. Provide facilities and grounds that create a physical environment conducive to teaching and learning in the 21<sup>st</sup> Century.
6. Provide and continuously improve technology, collect and store data, provide required information, support learning needs, and facilitate effective communications.
7. Provide effective and accountable management of resources.
8. Seek additional resources to support the mission of the College.
9. Conduct and document comprehensive institutional research, planning, and information services that support continuous improvement of every facet of college operations.
10. Meet all federal, state, local, and accreditation agency accountability standards for operations and quality.

## **PROGRAMS**

1. Adult vocational education programs lead to the development of marketable skills and provide specialized training as defined by business and industry for immediate employment; these programs assist non-degree seeking students with career advancement, the updating of job skills, and re-entry into the workforce.
2. Adult Basic Education (ABE) programs provide basic literacy instruction and may lead to the completion of the General Education Development (GED) diploma; developmental programs strengthen the basic skills of those persons lacking adequate preparation for college-level courses.
3. Personal enrichment programs provide noncredit cultural, social, recreational, and vocational activities that intended to improve the quality of life of the student and to encourage lifelong learning.
4. Student activities provide opportunities for students to participate in campus life through clubs, student government, cultural and social events, and educational programs outside the classroom; athletic competition is available through campus intramurals and a program of intercollegiate athletics. Programs offered by the College include:
5. Transfer programs that establish a foundation of college-level academic skills and lead to the Associate of Arts degree (A.A.) or the Associate of Science Degree (A.S.); these programs parallel the first two years required for the baccalaureate degrees at various other colleges and universities.
6. Technical-vocational programs lead to Certificates of Proficiency, Certificates of Completion, Certificates of Technology, Advanced Technical Certificates, and the Associate of Applied Science Degree (A.A.S.) and are primarily intended to prepare students for immediate employment through a combination of marketable employment skills and college-level academic skills; in some cases, these degree programs and classes transfer to other colleges and universities.

## **SERVICES**

The College will provide the following services:

1. Instructional support services are provided through the library, which includes the media and copy center, the Student Success Center (learning assistance), technology within the classroom, distance learning technology, assistance with instructional computing, and secretarial assistance.
2. Student-centered support services include recruitment, enrollment, assessment, retention, financial assistance, academic advisement and career exploration, academic alert, academic and personal counseling, job placement, and student activities.
3. Community support services include the hosting of cultural, professional, and civic events; assistance to business, industry, agencies, and organizations in defining their training needs; assistance to small business through the Small Business Development Center; and participation in the formulation of strategies for economic development.
4. Administrative support services are provided through business services, accounting services, human resource services, computer services, institutional effectiveness and research, foundation and development, institutional advancement, physical plant and grounds maintenance, evening services and auxiliary enterprises, and secretarial assistance.

## HISTORY OF GALVESTON COLLEGE

Galveston College has served the learning interests of Galveston residents, businesses, and industries for more than forty years. Many groups and individuals, both past and present, have played an important part in the development of Galveston College.

Although the Galveston College District was established on November 2, 1935, by a vote of the citizens of Galveston, the institution was not organized until 1966. The original Board of Regents was appointed on September 21, 1966, by the Public School District Trustees, and on December 3, 1966, an election was held to establish a maintenance tax for the operation of the College. An annual ad valorem tax was authorized at a rate not to exceed \$0.27 per each \$100 valuation of the taxable property within the College district.

Galveston College opened for student enrollment in September, 1967, and from 1967 through the spring of 1970, occupied Moody Hall, a refurbished orphanage, as its only campus facility. The initial academic offerings were fairly broad in scope, while the occupational program was minimal, but with strong offerings in vocational nursing, office occupations, engineering/drafting, and law enforcement.

During this period, the College implemented cooperative agreements with the University of Texas Medical Branch hospitals resulting in programs in associate degree nursing and associated health occupations. In addition, the College received a gift from the Moody Foundation of one million dollars and achieved its initial accreditation by the Southern Association of Colleges and Schools.

During its twentieth anniversary celebration in 1987, the College enjoyed an expansion in programs, facilities, and student enrollment. The College's new degree programs of horticulture, fast food management, criminal justice, and microcomputer applications were accompanied by huge increases in community education enrollments and course offerings.

In March of 1990, after two and a half years of planning and construction, the College held gala opening ceremonies for the new Regent's Hall and rededication of the David Glenn Hunt Memorial Library. Shortly thereafter, in December of 1990, the faculty, student services, and administration occupied a completely remodeled Moody Hall, the site of the old orphanage and the College's once meager beginnings.

By early 1995, Galveston College's Board of Regents had approved campus expansion plans at the main campus that involved the \$3.1 million development of a new fine arts building and gymnasium. The increasing demand for parking due to record enrollments required the purchase of several residences for the provision of satellite parking adjacent to the main campus. In August, 1996, Galveston College opened its newest facilities, a fine arts complex and the relocation of the Hermes Fitness Center to the main campus.

During the fall semester of 1996, the College formed the Galveston College Foundation, whose initial campaign of "Universal Access" earned Galveston College the top award for innovation in Texas Higher Education. College and community leadership had conceived a unique plan to enhance the human resources of the economically and socially challenged island community. Universal Access proposed to raise \$9.3 million to provide free tuition and fees for every local high school graduate to attend Galveston College beginning in the fall semester of 2001.

In early 1998, the College celebrated its 30th anniversary with a reception for the college community and a variety of special events. The President's Report to the Community showed the remarkable evolution of a community college that had become proactive and transformed into one of the most important core elements of our community.

As Galveston College made its way through the first year of the millennium in 2001, the first local high school graduating classes had their tuition and fees paid for by the Galveston College Foundation's Universal Access endowment, and a new vision statement was developed – "Galveston College: A beacon of light guiding lifelong learning."

During the 2003-2004 academic year, the College's annual operating budget topped \$13 million, and architects and builders completed renovations creating the new Health Sciences Center and the Learning Resource Center.

In fall of 2005, Galveston College became a Hispanic-serving institution and received a 2.4 million dollar Title V grant. This grant was coupled with a \$450,000 Achieving the Dream grant and a \$100,000 Dreamkeepers grant to promote student success.

Galveston College entered its 40th anniversary year in fall 2006, holding several events to celebrate four decades of service to Galveston Island residents and the surrounding region. The process of selecting the College's eighth President was also near completion by May 2007, and a strong emphasis on student recruitment and workforce development programs guided the faculty and staff as they concluded the 40th Anniversary with a record graduating class of 350.

On September 12, 2008, Hurricane Ike struck Galveston Island, causing considerable damage to the island and over a million dollars of damage to the Galveston College Campus. With the College resuming classes on October 8, 2008 and with adaptations to the schedule (extended days and weekends), the returning students were able to complete the fall semester just prior to the winter break.

Beginning in the fall of 2008 and continuing forward, the College worked to restore the campus. In like manner, the community continued to recover and rebuild. Following the hurricane, the College renewed its dedication to serve the community and to serve students by identifying a need for new technical programs and by committing to develop the facilities to support these programs.

As Galveston College students registered for 2009 fall semester classes, the College announced the expansion of the Cheney Student Center by developing the Abe and Annie Seibel Wing. The Seibel Foundation made a generous donation to enable the new construction expansion at no cost to the local taxpayer.

In the spring of 2010, the College announced the purchase of a 4.3-acre site on Galveston Island to be used for the development of facilities to support new technical programs, such as welding technology, heating and air conditioning technology, and industrial maintenance technology. In addition to the promise of new facilities and new programs, new online courses were included in the Magnetic Resonance Imaging and Computed Tomography Technology Programs.

As Galveston College enters its 46<sup>th</sup> year of service to the community (in the fall 2012), enrollment is expected to continue to increase. In addition, facility expansion, Foundation Universal Access and scholarships have positioned Galveston College to continue to serve students and its community.

## **GALVESTON COLLEGE FOUNDATION**

The Galveston College Foundation exists to support and enhance the ability of Galveston College to accomplish its mission of improving people's lives through lifelong learning.

The Galveston College Foundation was formed in 1996 as a separate 501(c)(3) non-profit organization that would support the projects and programs of Galveston College through fundraising and friend raising. A twenty-one member volunteer board of directors sets its policies and oversees activities of the Foundation Director and staff. The President and the Director serve as ex-officio members of the Galveston College Foundation Board of Directors.

Galveston College is Galveston's college. It exists to serve the community. However, the traditional sources of funding available to the College (state funding, property taxes, tuition and fees) are not enough to provide for all that needs to be done. The Galveston College Foundation provides opportunities for any individual, company or other organization to make a difference in our community by supporting Galveston College. There are many ways to assist the College in fulfilling its Vision.

## FACILITIES AND SERVICES

### MAIN CAMPUS, 4015 AVENUE Q

Galveston College's Main Campus, inclusive of satellite parking, occupies a full city block in the heart of one of the city's major residential areas just six blocks north of the Gulf of Mexico and Seawall Boulevard. A completely modern campus environment, with exquisite architectural design, provides classrooms and commons in a blend of new and renovated buildings. New facilities housing fine arts and the Sarah H. Hermes Fitness Center were dedicated and opened in August 1996. Campus facilities are described below.

### MOODY HALL

Moody Hall is the oldest of the five major buildings at the Main Campus. It was once the St. Mary's Orphanage in Galveston, and it was the College's first building acquisition. It is modernly appointed and completely renovated with the following features:

#### ADMISSIONS

The College's Admissions Office processes admissions applications, admissions processes, and registration. In addition, the Office houses student records and transcripts. The Admissions Office is on the first floor, east wing.

#### BOOKSTORE

Galveston College's Bookstore is open to the public and provides required textbooks, supplies, and a variety items to students. It is located on the first floor, west wing.

#### CONTINUING EDUCATION – *The Continuing Education and Professional Development Center*

Whether preparing for a new career, upgrading or enhancing current workforce skills, or pursuing an interest in leisure and/or recreation, The Continuing Education and Professional Development Center at Galveston College provides educational opportunities for individuals and /or company groups by providing workforce training and life-long learning opportunities designed for today's world.

**Customized Training Programs** – Galveston College is dedicated to the economic development of the region through improved workforce skills. We offer programs designed specifically to meet the needs of local employers, organizations, and agencies. Some examples of training developed to meet the identified needs of area businesses are:

Business Ethics	Critical Thinking
Quality Lean & Six Sigma	Leadership, Management & Supervision
Microsoft Office Application	Sales & Marketing
Project Management	Business Writing
Spanish for Business	Five Star Customer Service Training

**Professional Development Programs** – The Continuing Education and Professional Development Center at Galveston College is designed to provide a wide range of training and educational opportunities for individuals getting started in the workplace, furthering their careers, advancing their skill set, and/or seeking licensure or certification for the work place. Some examples of training being taught include:

Bookkeeping	Computer Keyboarding
Certified Medication Aide	Computer Software
Certified Nurse Assistant	Diesel Technology
CPR for Health Care Providers	Presentation Skills
Workplace Spanish	English as a Second Language
Word Processing	Microsoft Office Suite

**Online Training Programs** – Need to stay connected? Need to learn new skills? And, you cannot find the time to attend a traditional face-to-face class? Galveston College offers online open enrollment programs designed to provide today's training which includes a set of lessons, and instructors who respond to your questions and

who provide encouragement and motivation. Grades are a combination of the instructor / facilitator's evaluation of the student's online work and graded tests. Examples of on-line courses offered through The Continuing Education and Professional Development Center include:

Creative Writing	Courses in Health Careers
Computer & Business Applications	Continuing Education for Health Professionals
Computer Certifications Test Prep	Foreign Languages
Computer Programming	Non-Profit Management
Web Development	Nutrition and Wellness
Digital Imaging	Photography
E-Business	Project Management Training
Entrepreneurship	Six Sigma, Lean, and ISO Training
Finance and Accounting	Test Preparation
Grant Writing	Graphic Design
Desktop Publishing	Green and Sustainability

**Leisure and Recreation Programs** – Galveston College offers programs in leisure and recreation that are fun, educational, and up-to-date with current trends. Focus areas include personal enrichment, culinary, crafts, social media, and much more. These classes are offered so that individuals may develop their interests or improve their quality of life. The following list is but a sample of the classes that are offered.

Ballroom Dance	Country Western Dance
Ceramics	Drawing
Painting	Dog Obedience
Creative Writing	Coupons 101
Cloud Curator	Cake Decorating
Cake Decorating	Conversational Spanish
Digital Photography	Floral Design
Exercise and Weight Training	Gardening
Motorcycle Safety	Music
Watercolor	Women's Self Defense

**Youth Enrichment Programs (Kid's College)** - offers young people the opportunity to experience college life with a varied lineup of courses and camps. These opportunities provide a fun and challenging learning environment for young students that complement their current studies. Every child needs opportunities to: increase sense of self-worth, learn to respect people and things, perfect new skills, stay focused on and motivated by goals, form a connection with community, build an identity, develop positive relationships with mentors and role models, learn responsibility, and acquire autonomy and accountability in decision-making. Youth programs combine fundamental elements for healthy youth development through varied, substantial intellectual resources; a positive peer environment; and caring adults who can make a difference in young people's lives. A sample list of youth enrichment programs are:

Collision Cars	Engineering 101
Krazy Science	Video Game Making
Martial Arts for Kids	

Please check the Continuing Education Youth Enrichment Program schedule online at [www.gc.edu](http://www.gc.edu) for a complete list of current offerings.

### **Entrance Requirements**

Generally, there are no entrance requirements or examinations for the Continuing Education courses; however, some courses have background check and immunization requirements. Admission/Registration is on a first-come, first-serve basis.

## **Registration**

Continuing Education classes are offered throughout the year and registration may be completed in person, by phone, or online. Galveston College accepts Visa/MasterCard, cash, or check. To register, just complete the enrollment form and pay the fee.

## **Certification**

College transfer credit is not awarded for continuing education classes. Continuing Education Units (C.E.U.'s) are awarded for completion of most courses. The C.E.U. is a nationally recognized means of recording and accounting for the various continuing education activities one accumulates. One unit is awarded for completion of 10 hours of organized continuing education classes. In some specialized training programs, certificates may be earned.

## **Continuing Education Schedule of Classes**

A schedule of Continuing Education classes is published in the fall, spring, and summer. Each schedule contains a list of classes to be offered and with a detailed description of the classes. Schedules are available on-line at [www.gc.edu](http://www.gc.edu) .

### *COUNSELING CENTER*

Galveston College provides counseling services to students including general career and academic counseling, job placement, testing, personal counseling and services for the disabled and other special populations. The Counseling Center is located on the first floor, east wing.

### *FINANCIAL AID*

The financial aid program at Galveston College provides financial assistance to those students who, without such aid, would not be able to attend college. Financial assistance is offered in the form of grants, scholarships, loans, and work-study for eligible students. The Financial Aid Office also offers non-financial need based scholarships. For information and/or an application, contact the Financial Aid Office which is located on the first floor, west wing.

### *ADMINISTRATION*

The College administrative offices are located on the second floor, housing the offices of the President, Vice President of Instruction, Vice President for Administration, Director of Institutional Advancement and the Galveston College Foundation, the Director of Human Resources and Risk Management, and the Director of Institutional Effectiveness and Research. The Office of the Vice President of Student Services is located on the first floor.

### *BUSINESS OFFICE*

The College's Business Office handles daily transactions of a financial nature. The Business Office is located on the second floor, west wing.

### *LECTURE ROOM*

The Moody Hall lecture room on the second floor (M-220) has approximately 96 seminar seats and is equipped with public address and audio-visual systems. This room doubles as a teaching auditorium and the Board of Regents meeting location.

## REGENTS HALL

Regents Hall is located in the center of the College campus. A multitude of classrooms, conference rooms, faculty offices, and science and computer laboratories make this flagship facility one of the College's major assets. Some of the Regents Hall facility highlights of interest to students and visitors are:

### *LIBRARY AND LEARNING RESOURCE CENTER*

The renovated Learning Resource Center (LRC) opened in November 2004, with new services dedicated to student success. The David Glenn Hunt Memorial Library houses computer labs, group study rooms, a conference room, a Faculty Media Prep Lab, study carrels, Testing Center, Distance Learning and a Cyber Café.

**David Glenn Hunt Memorial Library:** The Library is located in the LRC on the first floor of Regents Hall at the Main Campus. Being named for the College's first president, David Glenn Hunt, the Library was rededicated during the opening of Regents Hall in March 1990, to serve all educational program areas of the College including university transfers, vocational/occupational education, adult/continuing education, and distance learning.

Online public access catalog stations are provided to the Library's book collection, and online databases to its magazines and newspapers. Students can access the book and journal databases from both on and off campus. More than 50 journal databases are available on the Web, located on the Library homepage at [www.gc.edu/gc/Library.asp](http://www.gc.edu/gc/Library.asp). Books are arranged according to the Library of Congress Classification system. Periodicals and newspapers, with back issues, are on open shelves; and microforms are available for users. The Library has a book collection in excess of 40,000 volumes and more than 100 periodical titles, plus an additional 36,000 electronic books. The media collection includes DVDs, VHS videos, CDs and microforms. Special subject collections include Texana, Galveston History and health occupations materials.

The book collection is divided into Reference and Circulating areas. In addition to an open, well-organized and accessible collection, the Library also provides other services including reference services, group and individual orientations, and preparation of subject lists and bibliographies. Additionally, the Library participates in both an interlibrary loan system with other academic libraries as well as the TexShare program, which allow students to check out books from other college libraries and universities.

A student ID is required when borrowing books, reserve, and audiovisual materials. Most materials are loaned for two weeks, but renewals may be requested. Damaged, mutilated, late, or lost materials will be subject to fines and/or replacement costs. Official records and grades will be held until materials or obligations are cleared at the end of each term. Out of consideration for others, quiet and orderly behavior is expected in the Library. Student passwords are required to use all computers in the Library area. Food, drinks, and cell phones are only allowed in the Library's Cyber Café.

A photocopying machine is available for a nominal fee. All materials copied are subject to copyright laws. LRC also provides a computer laboratory for student use. An array of computer programs is available on the college network. Additionally, the Library provides Galveston College with a broad range of services which support students, faculty, and staff.

**Testing Center:** The Testing Center, located in the LRC, provides proctoring services for Galveston College and the local community. The Testing Center currently administers placement exams (Compass®, CLEP®, LSAT®, and TEAS®, supports distance learning programs (Virtual College of Texas, and Correspondence testing), and community based programs (GED, TCLEOSE ®). The Testing Center is equipped to serve students on a drop-in basis, although some exams require pre-registration. Students requiring special accommodations must provide proper documentation and receive approval from the counselor for Special Services. All exams require photo identification to test. The Testing Center's website provides more detailed information at [www.gc.edu/gc/Testing.asp](http://www.gc.edu/gc/Testing.asp).

**Distance Learning:** Distance Learning at Galveston College provides educational opportunities to those learners who may be unable to attend traditional on-campus classes due to work, family needs, or personal matters. Distance Learning is also an excellent option for students who are unable to attend a course on a specific day and time. Although distance learning offerings are generally not limited by specific times and places, there may be occasional instances in which a student must come to campus (e.g., course orientations, and labs). Though distance learning courses are more flexible and convenient than on-campus courses, one

should not conclude that they are easier; distance learning courses require persistence and self-discipline.

In addition to distance learning courses based at Galveston College, students are also eligible to take online courses through the Virtual College of Texas (VCT). The VCT is a consortium of accredited, public community and technical colleges in the state. VCT enables sharing of distance learning resources to maximize student access. By enrolling in Galveston College, students may also take courses provided by other colleges throughout Texas, while receiving support services from the local institution.

Students wishing to enroll in distance learning courses must meet the same admissions requirements as on-campus students. All distance learning students are eligible for the same support services (e.g., library, tutoring, counseling, financial aid) as on-campus students. Galveston College-based distance learning courses will be listed in the regular schedule of classes. Information about classes available through the Virtual College of Texas (VCT) is available at <http://www.vct.org>. Additional information about distance learning courses offered by Galveston College is available online at <http://www.gc.edu/gc/DE.asp>.

#### *ATRIUM*

The College's Regents Hall adjoins the Mary Moody Northern Vocational Center by a three-story atrium, complete with skylights, sky walk, gardens, and a fountain. The atrium is a common gathering place for students and visitors and features a magnificent mural created by Martha Denman, ceramics specialist and former associate professor of fine arts at GC. Both the Culinary Arts lab and the Student Success Center are accessed by the atrium but are actually on the first floor of the Northern Center.

#### *BUILDING BRIDGES TO SUCCESS*

The Building Bridges to Success program office is located on the second floor of Regents Hall.

#### *UPWARD BOUND*

The Upward Bound program office is located on the second floor of Regents Hall.

#### *GRANTS DEVELOPMENT OFFICE*

The purpose of the Galveston College Office of Grants Development is to continuously seek and present new grant opportunities for the College: opportunities from external resources; at the federal, state, and local levels of government; as well as private funding sources such as foundations and private industry. Additionally, cooperative linkages with other educational institutions may increase the potential to access these resources. Galveston College is committed to the pursuit of funding sources that are consistent with the mission and philosophy of the College and its long-range goals to provide quality education. Utilization of external funding can also improve student outcomes through the development of strong linkage agreements that will enhance the student's ability to obtain gainful employment within the community, and/or successfully move on to four-year colleges or universities. The Grants Development Office is located on the second floor of Regents Hall.

#### *NURSING DEPARTMENT*

The Nursing Department is located on the second floor of Regents Hall. This area houses the Director of Nursing, Nursing Faculty, and the Nursing Administrative Assistant's office. There are also two dedicated nursing labs complete with hospital beds and state-of-the-art educational equipment.

#### *HALL CENTER*

The Drs. Charles Eric and Octavia Hall Center for Educational Technologies is a 30-station computer laboratory established to provide a dedicated space for Nursing and Allied Health Science students. The Hall Center offers a number of technological resources with the primary goal of ensuring excellence in every aspect of the student's educational experience.

## **MARY MOODY NORTHEN CENTER**

The Northern Center is a three-story major facility on the south side of the Campus. The Northern Center features large classrooms, faculty offices and a variety of special uses.

### *CULINARY ARTS LAB*

Located on the first floor of the Northern Center and accessed by the College Atrium is a full service kitchen/instructional laboratory for the College's Culinary Arts program. The laboratory is well equipped with storage freezers, utensils, and culinary work stations, and provides a small classroom on-site for student instruction and small group gatherings.

### *STUDENT SUCCESS CENTER*

The Student Success Center is located in Room N-119 next to Culinary Arts. In addition to tutoring, the Center provides sixteen computer work stations for student use. The Center provides free drop-in or appointment tutoring for any Galveston College student in core curriculum courses offered at the College or via Distance Learning. Students enrolled in a Distance Learning course who need tutoring should contact the Center by telephone at (409) 944-1399 or (409) 944-1244 or by email at [cmatthew@gc.edu](mailto:cmatthew@gc.edu). Students must bring their student identification card (ID). Reference materials and textbooks are available for check-out within the Center only. The tutoring website ([http://www.gc.edu/gc/Tutoring\\_Services1.asp](http://www.gc.edu/gc/Tutoring_Services1.asp)) contains many links to valuable resources on the world-wide web for each discipline and study skill. The facility offers white boards for group studying and/or tutoring, sixteen computers designated for tutoring or virtual learning, and a positive learning environment.

### *SUPERVISED PLAYROOM/STUDY HALL*

The College provides supervised child care services for children of single or special needs students, parents who are technical vocational majors with documented financial need. Eligible children must be between the ages of 18 months and seven years. The playroom/study hall is located on the third floor, west wing of the Mary Moody Northern Center.

### *TELECONFERENCE ROOM*

The College's teleconference room (N-218) is located on the second floor of the Northern building and is available for lecture and community use during international, national, and regional satellite teleconferences at the College.

### *ALLIED HEALTH SCIENCES*

The Allied Health Science Department is located on the second floor of the Mary Moody Northern Center. Included in this area are the following program offices/laboratories: Emergency Medical Services, Nuclear Medicine Technology, Radiography (also Computed Tomography and Magnetic Resonance Imaging), and Radiation Therapy Technology. This area also includes the office of the Department's Administrative Assistant.

## **EUDINE MEADOWS CHENEY STUDENT CENTER**

The Eudine Meadows Cheney Student Center is located east of Moody Hall on the Main Campus. It houses a snack bar, a student lounge with television, and restrooms.

## **ABE AND ANNIE SEIBEL WING**

The Abe and Annie Seibel Wing opened in Fall 2010, as an addition to the existing Cheney Student Center. The building is the first major expansion on the Main Campus since 1996, and adds 7,300 square feet of space that includes a conference room and large multi-purpose rooms that can be used for assemblies, student group meetings and overflow classes.

## **SARAH H. HERMES FITNESS CENTER/FINE ARTS BUILDING**

The Fine Arts Building has two floors of general classrooms and laboratories. The second floor has a performing arts room and stage, plus rooms specifically designed for music teaching and practice. The third floor has ceramics, photography, and art labs, plus an art gallery for the display of student art and other exhibits. The Sarah H. Hermes Fitness Center, connected to the Fine Arts Building, features a gymnasium, weight-training equipment in a mirrored exercise room, showers, and locker rooms on the first floor. An aerobics room and spectator seating for viewing events in the gymnasium are located on the second floor.

## **CHARLIE THOMAS FAMILY VOCATIONAL-TECHNICAL CENTER 7626 BROADWAY**

The Charlie Thomas Family Vocational-Technical Training Center (VTTC) opened in Fall 2010 and is located approximately three miles from the main campus of Galveston College. The new facility is situated on a 4.3 acre site with approximately 27,000 square feet of new shop and office space, with 13,000 additional square feet reserved for future expansion. Programs currently offered at the VTTC are:

- Heating, Ventilation, and Air Conditioning (HVAC) Technology
- Industrial Maintenance Technology
- Medical Office Technology
- Welding Technology

### **GENERAL INFORMATION**

**Room Symbols:** These symbols are used in the class schedules that are printed for distribution each semester. An explanation is as follows: M-222 means Moody Hall, Room 222; N-240 means Mary Moody Northern Center, Room 240; R-300 means Regents Hall, Room 300; FA- 207 means Fine Arts Building, Room 207; H-100 means Hermes Fitness Center, Room 100; SC means Eudine Meadows Cheney Student Center; SW means Abe and Annie Seibel Wing and VTTC means Charlie Thomas Family Vocational-Technical Training Center.

**First Aid Facilities:** In the event of serious illness or severe injury, the family and/or family doctor, and/or hospital of the injured party will be notified by Security. Commercial first aid kits are kept in Admissions, Business Office, Hermes Fitness Center and Security Office. In addition, emergency defibrillators (AEDs) are conveniently located throughout the campus and the Vocational Technical Training Center.

**Facilities for Disabled:** Galveston College is compliant with Federal and State laws relating to accessibility requirements which ensure that persons with disabilities encounter no architectural barriers. All campus facilities are equipped with wheelchair ramps, handrails, automatic doors, and reserved parking spaces, so that they are accessible to all.

**Phones:** No messages will be accepted at the College switchboard for students, unless it is an emergency.

**Lost and Found:** Personal items, articles, or books left on College property should be turned in to the Security Office (N-105). All persons wishing information on lost or found items should contact ext. 364.

**Security Services:** Uniformed security personnel provide coverage for campus-wide facilities. Students, faculty, and staff can contact the Security Office by dialing the campus operator. In addition, security phones are available for immediate contact with the security dispatch in the case of an emergency. The security force provides an escort service to the 39th Street parking lot at various times during the evening. Please contact the Security Office for an escort. The security force is duly authorized to enforce policies, including parking and traffic control and other institutional or student conduct policies. The security force may request identification of any person on campus at any time. To contact security, please dial the operator. All emergencies or reports of inappropriate or criminal behavior should be made to the Security Office immediately.

**Galveston College Marquee:** The College's marquee is located on the south corner of the 39th Street parking lot. The marquee displays current activities and calendar events and may be scheduled through the Office of Institutional Advancement and GC Foundation.

**Housing:** The College currently operates small housing units for student athletes. Students who do not reside in the area should plan on making their own arrangements for housing.

**Drinking, Eating, and Smoking:** There is no eating or drinking permitted in classrooms, laboratories, the Learning Resource Center, or the Student Success Center. The use or possession of intoxicating beverages or drugs is prohibited in buildings and all other public campus areas. Smoking is not permitted in buildings or on campus grounds.

**Posting of Notices:** No public notice of any kind will be posted in College buildings or on College property without approval of the Office of Vice President of Student Services. Notices will be posted on bulletin boards or other appropriate fixtures. Notices will not be posted on walls, doors or windows.

**Bulletin Boards:** Bulletin boards are located throughout the campus. Please contact the Office of Vice President of Student Services for information on posting.

**Campus E-Mail Account:** Galveston College provides students with the following **free** campus email account: @whitecaps.gc.edu. Students enrolled at Galveston College are provided a whitecaps email account that is to be used as their official College email. Faculty and staff will communicate with Galveston College Students via their whitecaps email only. Faculty will not use a student's non-whitecap email for official college communication, including class information. These accounts are created the first week of every semester/session. Students can access their e-mail account and default password by logging into their Whitecaps Portal. Students will be prompted to change the password the first time they log into their email accounts.

To set-up your account, follow the steps listed below:

1. Log on to your Whitecaps Portal. When logged into the portal, click the Whitecaps email tab to see your whitecaps email address and initial password.
2. Click the login to Whitecaps student email link on the portal main page. This will take you to the login page. This web page will open in a new window or new browser tab. Please note that you will be taken to an external web site hosted by Microsoft.
3. Enter your @Whitecaps.gc.edu email address into the **Windows Live™ ID** box. Enter your initial password into the **Password** box. Your initial password will be your birth date in MMDDYY format. Click the **Sign in** button when you have entered your information. You will be asked to change your password.
4. You will be asked to provide some information about your identity. This information will be used in case you forget your password and need to reset it. Be sure to fill out all the boxes.
5. If you have a personal email account that you use frequently, type it into the box labeled **Alternate e-mail address** and re-type it in the box labeled **Re-type alternate e-mail address**. If you need to reset the password for your @Whitecaps.gc.edu email address in the future, instructions will be sent to the alternate account that you specified.
6. Once you have completely filled in all the boxes, please review the Windows Live™ service agreement. When you have done this, please click the **I accept** button.
7. You will be asked to re-enter the new password you entered in Step #3.
8. Click on the **Inbox** link on the left-hand side of the page to view your email messages.

The I.T. Help Desk can be reached at (409) 944-1352 if assistance is needed with this process.

**Emergency Announcements:** In any emergency situations such as a hurricane or flooding, students and employees are to follow these directions:

If dismissal or cancellation of activities occurs during the time classes are in session, the announcement will be made on the campus as appropriate.

All emergency announcements of cancellations or reopening of the College may be accessed by calling the College's Emergency Evacuation Status phone number at 1-866-483-4242 to receive a message update.

The decision to dismiss classes and to reopen Galveston College will rest with the President. The following radio and TV stations may broadcast information regarding local conditions and advisability of returning to the area after a hurricane or other emergency.

Houston: KTRH (740 AM) KPRC (950 AM)  
 KPRC (TV Channel 2 – NBC) KHOU (TV Channel 11 – CBS)  
 KRIV (TV Channel 26 - FOX) KTRK (TV Channel 13 – ABC) City Access Channel 16

Galveston: KGBC (1540 AM) KRTX (104.9 FM)

Brazosport/Freeport: KBRZ (1460 AM)

**Connect-ED:** Galveston College has implemented an emergency communication system — Connect-ED. Connect-ED provides the technology to notify students, faculty and staff in the event of school closings or emergencies within a matter of minutes via e-mail, phone messages, and/or text messages. For the system to serve and protect the campus, all contact information (phone numbers and addresses) must be current. To update and add phone numbers to your personal file, log-in to your Campus Online account, select the “My Info Tab,” run the “Update Personal Info” program, and update your address and phone number(s). Students will also receive announcements through Whitecaps email accounts. Students needing assistance should contact the Help Desk at 409-944-1352 or Admissions at 409-944-1230. Faculty and staff needing assistance should contact Human Resources at 409-944-1209.

**Equal Educational and Employment Opportunity Policy:** Galveston College is committed to providing equal educational and employment opportunities regardless of sex, marital or parental status, race, color, religion, age, national origin, or disability. The District provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission, recruitment, extracurricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. For more information see pages 61 - 64 in the catalog or refer to the Student Handbook.

**Administrative Interpretation and Change:** The administration of Galveston College reserves the right to act as final interpreter of all catalog content. Furthermore, the College reserves the right to change without notice tuition, fees, and other charges, and related requirements and regulations as necessitated by College or legislative action.

Galveston College does not guarantee that courses listed in this catalog will be offered in any given term or year, or at any specific location. Registration for a particular course, section of a course, or, in some cases, a program may be limited by the College. Galveston College reserves the right to cancel any course or section of a course, change the instructor of a course, or delete or change a program in keeping with prudent instructional and financial management.

## GALVESTON COLLEGE SECURITY

Campus Security is a public service-oriented security department charged with the responsibility of providing protection for College students, faculty, staff, and property.

All incidents, thefts, or other criminal offenses on Galveston College property are to be reported to Campus Security. An individual’s report may prevent a crime.

Students, faculty, and staff can assist security by reporting:

- Crime, no matter how insignificant it may seem.
- Suspicious activity.
- Suspicious persons at any place on campus.

Services provided include:

- Safety escorts to vehicles.
- Battery jumpstarts.
- Assistance in locating vehicles.

Campus Security is located in the Mary Moody Northern Building, Room N-102. Individuals are encouraged to contact Campus Security 24 hours a day, 7 days a week, as necessary. Students, faculty, and staff can contact Security by dialing “0” during normal working hours for non-emergency calls.

To report a crime or emergency, members of the campus community should call (409) 944-4242, Ext. 0, from off-campus phones, or Ext 0 from on-campus phones. This number is monitored by the dispatcher during normal business hours and will automatically “roll over” to the Campus Security cell phone after normal business hours.

**Emergency Telephones:** Several in-house emergency telephones are located throughout the campus. These telephones may be used to report criminal activity, medical emergencies, fire, and any other type of emergency. They may also be used for non-emergency calls, such as to request an escort.

## CHAPTER III ADMISSIONS AND REGISTRATION



# ADMISSION POLICIES AND PROCEDURES

## ADMISSIONS POLICIES

### BACTERIAL MENINGITIS

Effective January 1, 2012, pursuant to the Jamie Schanbaum and Nicole Williams Act, all entering students of an institution of higher education are required to submit proof of the Bacterial Meningitis vaccination (Texas Education Code 51.9192).

For purposes of this act an entering student is defined as:

- a) A new student – a first time student in an institution of higher education, or
- b) A student who previously attended an institution of higher education before January 1, 2012, and is enrolling in the same or another institution following a break in enrollment of at least one fall or spring semester.

The bill exempts from the immunization a student who is:

- a) Over the age of 30
- b) Enrolled in only online courses
- c) A dual credit student
- d) Enrolled in continuing education courses/programs with less than 360 contact hours

Other exemptions include:

- a) A signed affidavit from the physician stating that obtaining the vaccination would be injurious to the health or well-being of the student, or
- b) An notarized affidavit indicating that the student declines the vaccination for “reasons of conscience”, that includes religious beliefs.

Evidence of the vaccination must be during the 5 years preceding and at least 10 days prior to the first day of the semester in which the student plans to enroll. Proof of the vaccination or verification of the exemption must be submitted to the Office of Admissions.

## ADMISSIONS PROCEDURES

The procedures for admission into a college credit program of study are as follows:

- a. Complete an Application for Admissions and Residency Questionnaire from the Office of Admissions, the GC website ([www.gc.edu](http://www.gc.edu)), or complete the Texas Common Application for Admission to community colleges on-line at ([www.applytexas.org](http://www.applytexas.org)).
- b. Submit official transcripts from all colleges and universities attended. Students with less than fifteen (15) college credits are required to submit an official high school transcript.
- c. Submit official placement scores as appropriate. (Note: The submission of the application form authorizes the College to access the state THEA® database for a student’s scores.)
- d. Meet with a Counselor/Advisor prior to registration.

## TEXAS SUCCESS INITIATIVE

The Texas Success Initiative (TSI) was passed by the Texas State Legislature in 2003 to improve the success of students attending public colleges and universities in Texas. The Texas Success Initiative replaced the Texas Academic Skills Program (TASP). The Texas Success Initiative requires the assessment of academic skills of each entering undergraduate student to determine the student’s readiness to enroll in freshman-level (college-level) academic coursework. Galveston College has filed a Student Success Initiative plan with the Texas Higher Education Coordinating Board detailing compliance with the Texas Success Initiative. Sections 51.307, 51.3062, and 51.403(e) of the Texas Education Code govern the Texas Success Initiative.

The Texas Higher Education Assessment (THEA)® is a state-wide administered test that assesses the academic skills of students. Galveston College administers the COMPASS® test as an alternative to THEA® to assess entering student’s academic skills. Other tests that are considered THEA® alternative are ASSET® and ACCUPLACER®. Information on the Texas Success Initiative, THEA® test, and COMPASS® test is available in the Counseling Center.

## Examinations and Scores Accepted for Satisfying TSI Requirements at Galveston College\*

THEA®	RDG	230	MTH 230	WRT	220
ASSET®	RDG	41	Elem Alg 38	WRT	6 or 5 (Essay) and 40
ACCUPLACER®	RDG	78	Elem Alg 63	WRT	6 or 5 (Essay) and 80
COMPASS®	RDG	81	ALG 46	WRT	6 or 5 (Essay) and 59

\*An institution may require higher performance standards for students than those established by TSI, per the Texas Higher Educational Coordinating Board.

### TSI Exemptions/Waivers

1. TASP - Students who met requirements or were exempt under the Texas Academic Skill Program (TASP).
2. Level 1 Certificate - Students who enroll in a level-one certificate program. (NOTE: Students may be assessed to determine placement in courses).
3. Transfer - Students who transfer from an accredited private or out-of-state institution of higher education with demonstrated college readiness in reading, writing, or mathematics.
4. Degree - Students who have received an associate degree or higher.
5. ACT® – For tests taken in April, 2004 and later, a composite score of 23 with a minimum of 19 in the corresponding sections of the English and/or mathematics (valid for five years from the date of testing).
6. SAT® – For tests taken in April, 2004 and later, a combined score of 1070 with a minimum of 500 in the corresponding sections of the verbal and/or mathematics (valid for five years from the date of testing).
7. TAAS® - A score of TLI X-89 in reading, TLI X-86 in math and 1770 in writing on the exit-level TAAS® test (valid for three years from the date of testing).
8. TAKS® - A score of at least 2200 English/Language Arts (ELA) with a writing subscore of at least 3, and/or 2200 in math on the exit-level TAKS® test (valid for three years from the date of testing).
9. Military - Students with qualifying military service (NOTE: Students may be assessed to determine placement in courses).
10. Non-Degree Seeking - Students not seeking a degree or certificate (NOTE: Students may be assessed to determine placement in courses).

### Students Who Do Not Meet TSI Requirements

1. Must enroll continuously in developmental instruction (excluding summer sessions) directly related to the section(s) of the test where the score does not meet the college readiness standard, and must give priority in course selection to the corresponding developmental course(s).
2. Complete satisfactorily all coursework in the developmental sequence at the point of placement before enrolling in college-level courses.
3. Cannot enroll in courses where college-readiness has not been met.
4. Cannot graduate from an associate degree program or from a level-two certificate program.

### **Placement Test/Levels**

Each credit course in the Galveston College catalog has been assigned prerequisites or placement levels. Students who enroll in these courses must demonstrate the assigned competency level through prerequisites or one of the required acceptable placement tests. If that competency level is not achieved on a placement test or prerequisites, the student must pass the appropriate developmental course or courses. Course placement levels are as follows:

#### Level - Math

M0 Math College Ready  
M1 Math 0304  
M2 Math 0303  
M3 Math 0300

#### Level - Writing

W0 English College Ready  
W1 English 0302  
W2 English 0301

#### Level - Reading

R0 Reading College Ready  
R1 Reading 0302  
R2 Reading 0301

## ADMISSIONS CATEGORIES

General admission to the College, but not necessarily to specific courses or programs, may be achieved by one of the following methods:

1. **High School Graduate** - Graduates of accredited high schools will be admitted upon completion of an Application for Admissions and presentation of an official high school transcript. Galveston College defines an accredited high school as a Texas public high school authorized through the Texas Education Agency, the Texas Private School Accreditation Commission, the Southern Association of Colleges and Schools, or if located in a state other than Texas, that state's comparable agencies and/or regional accrediting association.
2. **Home Schooled** – Home-schooled students must submit THEA test scores or THEA alternative test scores and an official high school transcript. The transcript should include the following: course/class title, grading scale, length of course and date completed, student GPA, grade in the course, curriculum, course descriptions.  
*Note: Students' transcripts and tests scores are evaluated by the Office of Admissions. Home Schooled students interested in the Early Admissions program must have completed course work equivalent to the sophomore (10th grade) level of high school.*
3. **General Education Development (GED) Test** - An individual who has passed the General Education Development Test (GED) will be admitted upon completion of an Application of Admission and presentation of acceptable GED scores, as certified by the State of Texas.
4. **College Transfer** - Transfer students must be eligible for readmission to the institution in which the student was last enrolled (normally defined as being in 'good standing' – Ex: GPA of 2.0 or better on a 4.0 scale) and must meet the academic requirements of Galveston College. Students not in good standing may be admitted by individual approval. For additional information, students should consult the Director of Admissions/Registrar.
5. **Non-Degree Seeking** – Students who enroll in classes for professional review, cultural, or personal growth and achievement will be classified as non-degree seeking students. Students who have declared a degree at another university or college, and are enrolled in classes at Galveston College for transfer purposes only, are also classified as non-degree seeking. Non-degree seeking students are required to submit the following documents.
  - a. Application for Admissions.
  - b. Appropriate transcript(s) for placement or TSI status.  
*Note: Students who wish to change to a "degree-seeking status" will be required to furnish all previous college transcripts and meet entrance requirements.*
6. **Readmission** – A Galveston College student who has not attended the previous long semester (fall or spring) must apply for re-admission through the Office of Admissions. If the student has attended another college since his/her previous enrollment at Galveston College, a current transcript of all college credits is required.
7. **International Students** – Galveston College is authorized under federal law to enroll non-immigrant students. International students seeking admissions should submit the following:
  - a. Application for Admission. The application should be submitted, along with a non-refundable application fee, at least sixty (60) days prior to the beginning of registration for any given semester.
  - b. An official transcript of the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and the grade earned.
  - c. An official transcript from each college or university attended (translated into English).
  - d. Test of English as a Foreign Language (TOEFL). The minimum acceptable score of 500 on the written examination, a minimum score of 173 on the computerized examination, a minimum of 61 on the internet examination, or a minimum score of 109 from an English Language Center (ELC) is required.

Applicants are exempt from the TOEFL requirement if they:

- Speak English as their native language. This exemption refers to students from Australia, the Bahamas, Belize, Bermuda, the British Isles, Cameroon, the English-speaking Canadian provinces, Cayman Islands, the Fiji Islands, Gambia, Ghana, Guyana, Jamaica, Kenya, Liberia, Malta, Nauru, New Zealand, Nigeria, Sierra Leone, Solomon Islands, South Africa, Sri Lanka, Tanzania, Tobago, Trinidad, United Kingdom, the Virgin Islands, the West Indies, Zambia, and Zimbabwe.
- e. Statement of financial support.
- f. Certificates of Immunization.
- g. Proof of US insurance (medical) or purchase appropriate insurance.

Note: An international transfer student with an I-20 from another college or university who would like to take summer classes at Galveston College must provide a Foreign Student Advisor's report verifying the student's status with the United States Citizenship and Immigration Service (USCIS), a copy of the current passport, and 1-94 card.

8. **Individual Approval** for Early Admission, Dual Credit, Tech-Prep, Ability to Benefit students. Specific requirements for each of these programs are listed below:

- a. **Early Admission Program** – Galveston area high school juniors and seniors are able to earn transferable college credit before graduating from high school. Students participating in the Early Admissions Program enroll in classes outside of high school.
- b. **Dual Credit** – High school students enroll in classes at the high school in courses that have been approved for both high school and college credit. Dual Credit students may enroll in no more than 2 dual credit courses per semester.

Note: Early Admission and Dual Credit Programs require parent/guardian permission, recommendation and approval of the high school principal or designee, completed Application for Admission, submission of high school transcripts, and College approval. Students must have qualifying scores on the following tests to be considered for Early Admissions and Dual Credit:

- i. SAT – 1070+ combined (Critical Reading), with 500 or higher math and/or verbal.
- ii. ACT – 23+ composite, with 19 or higher math and/or English.
- iii. TAKS (exit level) – 2200+ in math and/or 2200+, with a writing sub score of at least 3 in English/Language Arts (ELA).
- iv. COMPASS (THEA Alternative test) - Reading Skills 81+; Algebra 46; Writing Skills (objective) 59+; and Written Essay 6+ or 5 with objective Writing Skills of 59.

After high school graduation, students must submit a final transcript stating the date of graduation. While attending Galveston College, the student will be expected to adhere to all policies of the College.

- c. **Tech-Prep** – Galveston College, in partnership with the Galveston Independent School District, has developed Technical Preparatory (Tech Prep) programs which provide high school students a unique opportunity to prepare for their careers while still in high school. Tech Prep students complete a sequence of courses necessary for success in their chosen occupations in high school and complete the coursework for an Associate of Applied Science degree at Galveston College. For further information regarding enrollment in a Tech Prep program, students should contact the GISD Career and Technology Education Office or the Ball High School Career Center.
- d. **High School Graduation from a Non-Accredited High School** - Graduates from a non-accredited high school (schools not accredited as defined in item # 1 above) may be admitted upon completion of an Application for Admission and presentation of an official transcript with the condition of academic probation imposed on the student for a period of one semester.
- e. **Ability to Benefit** – Persons who have not obtained a high school diploma or GED, but who are 18 years of age or older, and whose high school class has graduated, may be admitted after demonstrating evidence of an ability to benefit from college instruction. Students admitted under Ability-To-Benefit are required to take the COMPASS® test and achieve the following minimum scores: Pre-algebra/Numerical (25+), Reading (62+), Writing Objective (32+). Students may also demonstrate an ability to benefit by successfully completing six (6) credit hours on their own towards a degree or certificate.

Note: students who have received a certificate of completion from high school must demonstrate the ability-to-benefit from instruction by achieving the above minimum scores on the COMPASS® test

Applicants not eligible for admission under one of the methods listed above should contact the Director of Admissions/Registrar for special consideration.

## **ADMISSIONS TO SPECIFIC COURSES OR PROGRAMS OF STUDY**

Admission to Galveston College does not guarantee admissions or placement in specific courses or programs of study. Prerequisites are required for some courses, and some programs of study require specific approval or have additional requirements for admissions in addition to those outlined for general admission to the institution. For requirements to specific occupational/technical programs, please refer to the sections of this catalog designated “Programs of Study”.

Students should be aware that licensing and/or accrediting bodies periodically change their requirements; therefore, Galveston College cannot guarantee future entrance requirements into these programs. Galveston College may have to change both admissions and curricula in these occupational/technical programs. Students enrolled in preparatory courses for entry into one of these programs may have to change plans to meet new requirements.

## **ACADEMIC FRESH START**

Academic Fresh Start entitles residents of Texas to seek admission to public institutions of higher education as undergraduate students without consideration of courses undertaken ten (10) or more years prior to enrollment. An applicant for admission who is a Texas resident may enter Galveston College pursuant to the “academic fresh start” status, Texas Education Code, §51.931. Applicants can request a Petition For Academic Fresh Start from the Office of Admissions.

- a) Fresh Start must be declared upon entrance to the College. Students who do not declare upon entrance will not be considered after enrolled.
- b) An applicant who elects to apply under this statute may not receive any course credits or grades earned for courses taken 10 or more years prior to enrollment.

Note: Academic Fresh Start does not apply to Financial Aid or VA benefits guidelines and/or regulations.

## **VETERANS INFORMATION**

Veterans are admitted on the same basis as other students. Galveston College is approved for veterans training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws.

Veterans, dependents, or survivors of a veteran may be eligible for Veterans’ Educational Benefits to assist with educational needs. For eligibility of benefits and general information visit the Department of Veteran Affairs at [www.va.gov](http://www.va.gov).

### Applying

- Students should apply on-line with the Department of Veteran Affairs at the Veteran On-line application website (VONAPP).
- Expect 4 to 6 weeks after the add-drop or census date of a semester before educational benefits begin. All students are encouraged to apply for Financial Aid. If eligible, a student can concurrently receive Financial Aid and VA benefits.
- All official transcripts of previously attended colleges/universities must be submitted to the Office of Admissions.
- Students must meet with a Counselor/Advisor, complete a degree plan, and submit a copy of the degree plan to the VA Representative in the Office of Financial Aid. The degree plan will be the worksheet of record. Students will not be certified for courses outside the degree plan of record.
- Students must submit their schedule and receipt of registration to the Office of Financial Aid and complete an Enrollment Certification form after registering for classes. An Enrollment Certification form must be completed at the beginning of each semester while receiving benefits. Certification of enrollment will not be submitted to the VA for students who fail to complete an Enrollment Certification form.

### General Information

*Repeats* -The VA will not pay for repeated coursework previously passed at Galveston College or a previous institution. (Galveston College will only accept transfer work with a grade of “C” or better.)

*Withdrawal* – Formally withdrawing from courses may result in overpayment and, therefore, repayment of VA benefits. Questions regarding withdrawing from courses, enrollment status, and academic status should be directed to the VA representative in the Office of Financial Aid.

*Tuition, Fees, and Books* – Students are responsible for paying tuition, fees, and books on time (check the credit class schedule for these dates). VA benefits will not begin until after the VA receives the certification of enrollment from the Office of Financial Aid. All students should apply for Financial Aid.

*Academic Satisfactory Progress* – A minimum cumulative GPA of 2.0 is required to maintain VA eligibility.

*Military Credit* – A maximum of 9 semester credit hours may be earned for military course work upon receipt of an official ACE military transcript

## **RESIDENCY STATUS**

Galveston College is required by state law to determine the residency status of all students for tuition purposes. All new students must provide substantiating documentation to affirm their residence and sign and complete the Residency Questionnaire with the Application for Admissions. Students returning after more than one year will be required to affirm that they have not changed their residence status since their enrollment. Additional documentation may be requested at any time following registration.

Residency is determined at the time the Application of Admissions is processed, either by a student’s current address or by the address of a parent or legal guardian, if the student is being claimed as a dependent for federal income tax purposes, as well as the appropriate identification. A post office box cannot be used to establish residency. It is the responsibility of the student to register under the correct residency classification. A complete set of rules and regulations for determining residency is available at the Texas Higher Education Coordinating Board: Get All the Facts/Find the Right College/Admissions Info/Residency Information).

The legal residence of each applicant for admission and registration at Galveston College will be determined by the Director of Admissions/Registrar. For purposes of tuition, students will be classified as Texas Resident - In-District, Texas Resident - Out-of-District, or Out-of-State/Non-Resident. A student's residency classification will be based generally on the following:

1. A student is considered a **Texas Resident - In-District** resident if he/she has resided in the College taxing district for other than educational purposes for at least 12 months prior to the student's first registration at Galveston College.
2. A student is considered a **Texas Resident - Out-Of-District** resident if he/she is not a resident of the College’s taxing district and has resided in the State of Texas for other than educational purposes for at least 12 months prior to the student's first registration at Galveston College.
3. A student is considered an **Out-Of-State / Non-Resident** student if he/she has NOT resided in the State of Texas for other than educational purposes for at least 12 months prior to the student's first registration at Galveston College.

The Board of Regents of Galveston College has authorized the waiver of the difference in the rate of tuition for non-resident and resident students for a person, or his or her dependents, who owns property which is subject to ad valorem taxation by the Galveston College District. The person, or his or her dependents, applying for such a waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the Galveston College District, or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the Galveston College District. Any change to In-District/Out-of-District classification must be submitted prior to the census date of any semester/term.

### **Establishing Texas Residency**

A student who graduated from a Texas high school or received a GED in Texas and maintained a residence continuously in this state for the thirty-six (36) months immediately preceding the date of graduation, or receipt of a

GED and the twelve (12) months preceding the census date of the academic semester in which the person enrolls, is classified as a Texas resident for tuition purposes.

A student who resides and establishes a domicile in Texas for 12 months prior to the census date of the academic semester is classified as a Texas resident for tuition purposes. The Director of Admissions/Registrar reserves the right to request documents to prove Texas residency. Documents may include but are not limited to: Texas high school transcript, employment records, Texas driver's license (cannot be temporary), Texas voter registration, lease agreement from a rental complex, property tax statement, utility, or bank account statements. Any student who is claimed as a dependent of a parent's most recent federal tax return will be classified based on the parent's qualification for residency.

The responsibility of registering under the proper residence classification is that of the student. If there is any question regarding the student's correct residency classification, it is the responsibility of the student to discuss this matter with the Director of Admissions/Registrar.

## **Out-of-State Residency**

Students who have not resided in Texas for 12 months immediately preceding registration are classified as out-of-state residents.

1. A non-resident student classification is presumed to be correct as long as the residence in the state is primarily used for the purpose of attending school.
2. A non-resident who marries a Texas resident must establish his/her own residency.

Note: Students who have attended school or resided out-of-state may be required to provide additional proof of residency. Permanent resident and international students must provide permit /visa documentation.

## **Change of Residency**

Students who qualify for a change of out-of-state to in-state residency status for tuition purposes may obtain a Reclassification of Residency Form in the Office of Admissions. The reclassification must be filed by the census date in order to receive any adjustment of tuition paid for that semester. Tuition adjustments are never made retroactively.

## **Additional Requirements for Non-U.S. Citizen Students**

A non-U.S. citizen who is living in the U.S. under permanent resident status, appropriate visa, or who has filed a declaration of intent to become a citizen has the privilege of qualifying for resident status, for tuition purposes, as a U.S. citizen. Anyone permitted by Congress to adopt the United States as their domicile while living in this country is afforded the same privilege as citizens and permanent residents to establish Texas Residency for Tuition purposes. A list of Visas eligible for establishing domicile is available in the Office of Admissions.

Students who have applied, but do not have their permanent resident card, must present proof of having filed form I-30, I-140 or I-485 to establish residency.

## **B Visa Holders**

A prospective student holding a current B visa is not eligible to attend Galveston College. The B visa status must be changed to F-1 student status before enrollment can be permitted. Students on a B visa who are interested in pursuing studies in the U.S. educational system must declare intention to study to the inspection officer at the U.S. port of entry. Once a college has been identified, the B visa holder can apply for a change to F-1 status and attend college only after the change has been approved by the U.S. Bureau of Citizenship and Immigration Services.

## **Undocumented Students**

Undocumented students are eligible for admissions to Galveston College according to the following guidelines:

1. Students must have graduated from a Texas high school or received a GED certificate in Texas.
2. Students must have resided in Texas for three years leading up to graduation from high school or receiving a GED certificate.

3. Students must have resided or will have resided in Texas for the 12 months immediately preceding registration.
4. Students must submit a completed and notarized Affidavit for Intent to Change Permanent Residency Status form with the Office of Admissions.

### **Penalties**

Any student who provides false information or withholds information for proper determination of residency is subject to any or all of the following penalties:

1. Payment of the difference in tuition and fees.
2. Withdrawal from all classes with no refund.
3. Dismissal from the institution.

## REGISTRATION PROCEDURES

Galveston College has implemented a new student information system – **Whitecaps Portal**. This system provides students with immediate and ongoing information about programs and services available at the College as well as online access to their individual courses and program of study status. Students will also have the ability to register for classes in person or online through the **Whitecaps Portal**.

The registration process is held prior to the beginning of classes each semester/session. Students are encouraged to register early for best course session selection. Details for registration dates, procedures, and course offerings are published each semester in the credit class schedule.

Note: Prior to participating in Early or General Registration using **Whitecaps Portal**, new students must complete the following steps:

- Login to Whitecaps Portal, select Self Service, select Student Communication, Select My Document to determine what items are needed to complete your admissions record. Submit all required documents to the Office of Admissions.
- Verify that your records are complete before meeting with a Counselor, Faculty Advisor, or Program Coordinator.
- Using the Student Schedule Form, prepare a draft class schedule to review with a Counselor, Faculty Advisor, or Program Coordinator.
- Contact a Counselor, Faculty Advisor, or Program Coordinator to review your draft schedule on the completed Student Schedule Form.
- Use the Student Schedule Form to register in person at the Office of Admissions or as a guide to register online.

### HOW TO REGISTER USING YOUR WHITECAPS PORTAL

**Please note that new students will be given access to the Whitecaps Portal for registration only after meeting with an advisor.**

Continuing students can register using your **Whitecaps Portal** during scheduled registration periods. (Continuing and former students should also check with the Office of Admissions to remove any registration holds before meeting with a Counselor, Faculty Advisor, or Program Coordinator.)

The following instructions are provided to assist with registering online:

1. Go to [www.gc.edu](http://www.gc.edu).
2. Click on **Whitecaps Portal**.
3. For continuing students, enter “GC0” (GCzero) followed by your 6-digit student ID number and password (the password is the same as your current campus computer password) and click login. For new students, enter “GC” followed by your 7-digit student ID number and password (the password is defaulted to your date of birth mmddyy) and click login.
4. Under **Quick Links**, select **Register for Classes**.
5. Select **Search and Register for Classes**.
6. Select a term, enter as many search criteria as you wish and click **Submit**.
7. To add a class, click the **Select Section(s)** box next to the sections you want to add and click **Submit**.
8. Select the appropriate action for all sections or for each section individually and click **Submit**.
9. Review your class schedule and click **OK**.
10. You are able to pay for your classes online by clicking the **FACTS\* Payment** tab.

### REGISTRATION AND RECORDS

The registration process is held prior to the beginning of classes each semester/session. Students are encouraged to register early for best course session selection. Details for registration dates, procedures, and course offerings are published each semester in the credit class schedule.

## STUDENT RECORDS

### UPDATING STUDENT INFORMATION

- a. **Address:** Students can update their mailing address via WHITECAPS PORTAL at [www.gc.edu](http://www.gc.edu) . Students may also update this information by completing a Change of Address Form in the Office of Admissions.
- b. **Name:** The student's name is recorded from the Admission Application. A legal document confirming a change of name is required when a change of name is requested. The Change of Name Request Form can be obtained in the Office of Admissions.
- c. **Major:** Students who wish to change their major must request a Change of Major Form from a Counselor/Advisor. The form will be forwarded to the Office of Admissions for updating and recording the change of major request.
- d. **Social Security Number:** The student's social security number is recorded from the admission application. A social security card is required when a change of social security number is requested. The Change of Social Security Number Request Form can be obtained in the Office of Admissions.

### TRANSCRIPTS

All requests for official transcripts must be made in writing by the student, either by completing the transcript request form in the Office of Admissions or on-line at [www.gc.edu](http://www.gc.edu). The following information must be included on any official transcript requests: student name (student name at time of attendance, if different), social security number, date of birth, and signature and date.

All transcript requests must provide a complete address to which the transcript is to be sent.

Official transcript requests will be processed within three to four working days of receipt.

Incomplete requests will not be processed.

All official transcript requests must be made in writing, requests will not be taken via telephone.

Students with an outstanding debt or who have a "hold" on their record will not be issued an official transcript until the debt or the "hold" is cleared. Students who are in default on student loans obtained through Galveston College are subject to this policy.

### STUDENT RIGHTS: FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their education records. They are:

- The right to inspect and review the student's records. The student may request to review his/her records by submitting a written request with student signature to the Registrar or other school official having custody of such records.
- The right to seek amendment of the student's records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy right. Requests for amendment of records must be in writing and must describe the specific portions of specific record(s) the student wishes to have amended, text or instructions as to the change desired, and the reasons why the change is justified.
- The right to restrict the disclosure of Directory Information.
- The right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by the college/university to comply with the requirements of FERPA. For more information about FERPA, visit the following website:  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## STUDENT RECORDS

Galveston College has established policies and procedures to comply with the “Family Educational Rights and Privacy Act of 1974” and the “Texas Open Records Law” (State Senate Bill 1071 and House Bill 6).

A brief summary of this policy is as follows:

- Student records are released only for use by faculty and professional staff for authorized College-related purposes. The release of student records for off-campus use occurs only with the student’s knowledge and consent, or where required by law, or upon subpoena.
- Review of Record — Any student who desires to review his record may do so upon written request to the appropriate office immediately responsible for the record.
- Challenge to Accuracy of Records — Any student who desires to challenge accuracy of his record should contact the Director of Admissions/Registrar.
- Formal Review — If the Informal Review does not clarify the question of accuracy of the student’s record, the student may request a Formal Review. The President will appoint an institutional official, committee, or other party who does not have a direct interest in the outcome of the hearing to hear challenges concerning the student’s record. A written decision will be sent to all interested parties at the conclusion of the hearing.

## DIRECTORY INFORMATION

The following categories are considered Directory Information and may be released to the general public without the written consent of the student. A student may request that all or any part of the Directory Information be withheld from the public by submitting a **written request** to the Office of Admissions in **the first 12 class days** of a fall or spring semester or **the first four class days** of a summer semester. A request to withhold information is valid only during the period in which the student is enrolled at Galveston College. The following is included as Directory Information:

- Name,
- Current and permanent address,
- Telephone listing,
- Date and place of birth,
- E-mail address,
- Major or minor field of study,
- Participation in officially recognized activities,
- Dates of attendance,
- Degrees and awards received,
- Most recent and previous institutions attended,
- Courses currently enrolled in,
- Number of hours enrolled in current semester,
- Classification,
- Residency status,
- Photographs,
- Sports participation, and
- Weight/Height of athletic team member.

## JEANNE CLERY ACT

The Texas Department of Public Safety provides a website where the public may access information about registered sex offenders. The website can be accessed at:  
[https://records.txdps.state.tx.us/dps\\_web/Portal/index.aspx](https://records.txdps.state.tx.us/dps_web/Portal/index.aspx) .

The Jeanne Clery Act requires that institutions of higher education have the following information available to the campus community and the general public:

- information about existing counseling, mental health assistance, and student services for victims of sexual assault, both on campus and in the community;
- information on sexual assault programs aimed at the prevention of sexual assault;
- education programs that raise awareness about rape, acquaintance rape, and other sex offenses;
- procedures to be followed once an assault has occurred;

- procedures for on-campus disciplinary action in cases of alleged sexual assault;
- student options to notify proper law enforcement authorities and the right to have assistance by campus authorities while doing so;
- student options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim; and,
- statistics and logs that document sexual assaults and other crimes on campus.

The required statistics and logs are kept in the Galveston College Security Office (N-102). All other information is located in the Counseling Office (M-150).

## **SEX OFFENDER REGISTRATION**

According to the Texas State Statute (Art. 62.153), within seven days of attending an institute of higher education, all registered sex offenders are required to notify campus security of their registration status. Registered sex offenders must provide Galveston College Security with all of the information required under Article 62.051.

Galveston College Security is located in N-102. The phone number to Security is 409-944-1364.

Under Article 62.153, sex offenders are also required to notify Galveston College Security within seven days of termination of their status as a student.

**CHAPTER IV  
TUITION AND FEES**



# Tuition and Fees

## RESIDENT STATUS

Galveston College is required by state law to determine the residency status of all students for tuition purposes. All new students must provide substantiating documentation to affirm their residence and sign an Oath of Residency. Students returning after more than one year will be required to affirm that they have not changed their residence status since their enrollment. Additional documentation may be requested at any time following registration.

Residency is determined at the time of registration, either by a student's current address or by the address of a parent or legal guardian, if the student is being claimed as a dependent for federal income tax purposes, as well as the appropriate identification. A post office box cannot be used to establish residency. It is the responsibility of the student to register under the correct residency classification. A complete set of rules and regulations for determining residency is available at the Texas Higher Education Coordinating Board at [www.collegeforalltexas.com](http://www.collegeforalltexas.com).

### Basic Residency Requirements

The legal residence of each applicant for admission and registration at Galveston College will be determined by the Director of Admissions/Registrar. For purposes of tuition, students will be classified as Texas Resident - In-District, Texas Resident - Out-of-District, or Out-of-State/Non-Resident. A student's residency classification will be based generally on the following:

1. A student is considered a **Texas Resident - In-District** resident if he/she has resided in the College taxing district for other than educational purposes for at least 12 months prior to the student's first registration at Galveston College.
2. A student is considered a **Texas Resident - Out-Of-District** resident if he/she is not a resident of the College's taxing district and has resided in the State of Texas for other than educational purposes for at least 12 months prior to the student's first registration at Galveston College.
3. A student is considered an **Out-Of-State / Non-Resident** student if he/she has NOT resided in the State of Texas for other than educational purposes for at least 12 months prior to the student's first registration at Galveston College.

The Board of Regents of Galveston College has authorized the waiver of the difference in the rate of tuition for nonresident and resident students for a person, or his or her dependents, who owns property which is subject to ad valorem taxation by the Galveston College District. The person, or his or her dependents, applying for such a waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the Galveston College District, or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the Galveston College District.

### Establishing Texas Residency

A student who graduated from a Texas high school or received a GED in Texas and maintained a residence continuously in this state for the thirty-six (36) months immediately preceding the date of graduation, or receipt of a GED and the twelve (12) months preceding the census date of the academic semester in which the person enrolls, is classified as a Texas resident for tuition purposes.

A student who resides and establishes a domicile in Texas for 12 months prior to the census date of the academic semester is classified as a Texas resident for tuition purposes. The Director of Admissions/Registrar reserves the right to request documents to prove Texas residency. Documents may include but are not limited to: Texas high school transcript, employment records, Texas driver's license (cannot be temporary), Texas voter registration, lease agreement from a rental complex, property tax statement, utility, or bank account statements. Any student who is claimed as a dependent of a parent's most recent federal tax return will be classified based on the parent's qualification for residency.

The responsibility of registering under the proper residence classification is that of the student. If there is any question regarding the student's correct residency classification, it is the responsibility of the student to discuss this matter with the Director of Admissions/Registrar.

## **Out-of-State Residency**

Students who have not resided in Texas for 12 months immediately preceding registration are classified as out-of-state residents.

1. A non-resident student classification is presumed to be correct as long as the residence in the state is primarily used for the purpose of attending school.
2. A non-resident who marries a Texas resident must establish his/her own residency.

Note: Students who have attended school or resided out-of-state may be required to provide additional proof of residency. Permanent resident and international students must provide permit /visa documentation.

## **Change of Residency**

Students who qualify for a change of out-of-state to in-state residency status for tuition purposes may obtain a Reclassification of Residency Form in the Office of Admissions. The reclassification must be filed by the Official Census Day in order to receive any adjustment of tuition paid for that semester. Tuition adjustments are never made retroactively.

## **Additional Requirements for Non-U.S. Citizen Students**

A non-U.S. citizen who is living in the U.S. under permanent resident status, appropriate visa, or who has filed a declaration of intent to become a citizen has the privilege of qualifying for resident status, for tuition purposes, as a U.S. citizen. Anyone permitted by Congress to adopt the United States as their domicile while living in this country is afforded the same privilege as citizens and permanent residents to establish Texas Residency for Tuition purposes. A list of Visas eligible for establishing domicile is available in the Office of Admissions.

Students who have applied, but do not have their permanent resident card, must present proof of having filed form I-130, I-140 or I-485 to establish residency.

## **B Visa Holders**

A prospective student holding a current B visa is not eligible to attend Galveston College. The B visa status must be changed to F-1 student status before enrollment can be permitted. Students on a B visa who are interested in pursuing studies in the U.S. educational system must declare intention to study to the inspection officer at the U.S. port of entry. Once a college has been identified, the B visa holder can apply for a change to F-1 status and attend college only after the change has been approved by the U.S. Bureau of Citizenship and Immigration Services.

## **Undocumented Students**

Undocumented students are eligible for admissions to Galveston College according to the following guidelines:

1. Students must have graduated from a Texas high school or received a GED certificate in Texas.
2. Students must have resided in Texas for three years leading up to graduation from high school or receiving a GED certificate.
3. Students must have resided or will have resided in Texas for the 12 months immediately preceding registration.
4. Students have or will file an application for permanent resident status at the earliest opportunity.

## **Penalties**

Any student who provides false information or withholds information for proper determination of residency is subject to any or all of the following penalties:

1. Withdrawal from all classes with no refund.
2. Dismissal from the institution.
3. Payment of the difference in tuition and fees.

## Payment of Tuition and Fees

Tuition and fees are due and payable in full at the time of registration, unless prior arrangements have been made through one of the available installment plans (Education Code 54.007 (a), (B), and (d).

### TUITION AND FEES TABLE

SCHEDULE OF TUITION			FEES				TOTALS			
Semester Hours	Resident of Texas	Non-Resident of Texas	Out-of-District Fee	Building Use Fee	Student Services Fee	Registration Fee	General Services Fee	TX Resident In-District Total	TX Resident Out-of-District Total	Non-Resident Total
1	\$148	\$400	\$48	\$80	\$10	\$30	\$50	\$318	\$366	\$618
2	\$148	\$400	\$48	\$80	\$10	\$30	\$50	\$318	\$366	\$618
3	\$148	\$400	\$48	\$80	\$10	\$30	\$50	\$318	\$366	\$618
4	\$148	\$400	\$48	\$80	\$10	\$30	\$50	\$318	\$366	\$618
5	\$185	\$500	\$60	\$100	\$10	\$30	\$50	\$375	\$435	\$750
6	\$222	\$600	\$72	\$120	\$10	\$30	\$50	\$432	\$504	\$882
7	\$259	\$700	\$84	\$140	\$10	\$30	\$50	\$489	\$573	\$1,014
8	\$296	\$800	\$96	\$160	\$10	\$30	\$50	\$546	\$642	\$1,146
9	\$333	\$900	\$108	\$180	\$15	\$30	\$50	\$608	\$716	\$1,283
10	\$370	\$1,000	\$120	\$200	\$15	\$30	\$50	\$665	\$785	\$1,415
11	\$407	\$1,100	\$132	\$220	\$15	\$30	\$50	\$722	\$854	\$1,547
12	\$444	\$1,200	\$144	\$240	\$15	\$30	\$50	\$779	\$923	\$1,679
13	\$481	\$1,300	\$156	\$260	\$15	\$30	\$50	\$836	\$992	\$1,811
14	\$518	\$1,400	\$168	\$280	\$15	\$30	\$50	\$893	\$1,061	\$1,943
15	\$555	\$1,500	\$180	\$300	\$15	\$30	\$50	\$950	\$1,130	\$2,075
16	\$592	\$1,600	\$192	\$320	\$15	\$30	\$50	\$1,007	\$1,199	\$2,207
17	\$629	\$1,700	\$204	\$340	\$15	\$30	\$50	\$1,064	\$1,268	\$2,339
18	\$666	\$1,800	\$216	\$360	\$15	\$30	\$50	\$1,121	\$1,337	\$2,471
19	\$703	\$1,900	\$228	\$380	\$15	\$30	\$50	\$1,178	\$1,406	\$2,603
20	\$740	\$2,000	\$240	\$400	\$15	\$30	\$50	\$1,235	\$1,475	\$2,735

This includes Non-Resident of Texas, out-of-state, and international students

- Minimum tuition for Resident of Texas - \$148
- Minimum tuition for Non-Resident of Texas - \$400
- Tuition per credit hour for Resident of Texas - \$37
- Tuition per credit hour for Non-Resident of Texas - \$100

### 2012-2013 SEMESTER CREDIT HOUR TUITION AND FEES

#### REGISTRATION FOR RESIDENT OF TEXAS:

Tuition	\$37 per hour (\$148 minimum)
Building Use Fee	\$20 per hour (\$80 minimum)
Activity Fee	\$10 minimum, \$15 over 8 hours
General Fees*	\$80
Out-of-District Fees	\$12 (\$48 minimum)

#### REGISTRATION FOR NON-RESIDENT OF TEXAS:

Tuition	\$100 per hour (\$400 minimum)
Building Use Fee	\$20 per hour (\$80 minimum)
Activity Fee	\$10 minimum, \$15 over 8 hours
General Fees*	\$80
Out-of-District Fees	\$12 (\$48 minimum)

\*General fees include registration and general services fees. The fee is charged to all students, on or off campus. The fee also covers the cost of providing transcript copies and transcript delivery by fax.

**NOTE:** Tuition, fees, and the refund policy listed in this catalog are accurate at the time of publication. Galveston College reserves the right to change its tuition and fees and refund policy wholly or in part during the year covered in this catalog.

### **NON-REFUNDABLE FEES:**

Registration Fee	\$30
Schedule Change	\$10
Late Registration Fee	\$25
Returned Check Fee	\$35
Stop Payment Fee	\$10
Stop Payment Fee to Reissue a Refund	
Check Mailed to the Incorrect Address	\$10
Installment Plan Administration Fee	\$25
Installment Plan Late Fee	\$25
Transcript Delivery Fee by Overnight	\$20
Duplicate Diploma	\$10
COMPASS® Test	\$29
Test Administration Fee for Non-GC test	\$25
CLEP® Test Fee	\$87

All tuition and fees are due and payable at registration. A student is not registered for any course until the full amount is paid or an installment contract is executed.

### **Distance Education Course Fees**

Galveston College charges a \$25 fee for all internet/Hybrid courses.

### **Flexible-Entry Course Fees**

The cost of courses taken in the flex-entry term is the same as for regular semester-hour courses.

### **Third Repeat/Developmental Level Course Surcharge**

A Third Repeat course or development Studies coursework enrollment that exceeds 27 credit hours will be assessed at an additional \$60 per credit hour surcharge.

### **Laboratory/Supply Fees**

Laboratory supply fees, which help defray the cost of materials used in lab classes, vary. The maximum charge is \$24. Certain courses and/or programs have other course fees and/or program-specific fees.

### **Student Services Fee**

Funds accumulated by the College through student services fees are used to support or partially underwrite student extracurricular functions, such as equipment and supplies for student activities, school-sponsored activities, membership in state and regional associations, travel for delegates to state and regional meetings, partial funding for approved clubs and organizations, student government activities, and cultural activities (films, speakers, etc.).

## **CONCURRENT INSTITUTIONAL ENROLLMENT**

A student who is enrolled in a public university or a Texas public community college may be eligible to receive a reduction in tuition charges upon concurrently enrolling in another Texas public institution of higher education. This adjustment will be in accordance with Section 54.062 of the Education Code. In order to qualify, the student must bring a copy of the receipt for payment of tuition from the institution in which enrollment was first made. Tuition adjustments must be processed prior to the official reporting date of that semester.

Students who are claiming a concurrent institutional enrollment exemption must present proof of such exemption at each registration to the cashier's office.

## **PROFESSIONAL AND PERSONAL LIABILITY INSURANCE FOR ALLIED HEALTH AND NURSING STUDENTS**

Galveston College provides a Blanket Student Liability program for all students in Allied Health and Nursing programs. The insurance is required for students to participate in clinical experiences in all affiliated hospitals and agencies. The amount of liability coverage is \$1,000,000 per individual claim and \$5,000,000 per aggregate claim. Radiological Health Sciences and Emergency Medical Services programs' liability insurance fees vary. Students should refer to the current class schedule to verify fees. Students must maintain this insurance coverage to participate in clinical experiences.

### **SENIOR CITIZEN DISCOUNT**

All United States citizens who are residents of Galveston Community College District who have attained the age of 65 years (65 and older) are eligible to receive a 100% tuition discount for credit courses, and a 50% discount for associated fees for credit courses (exceptions include individual music instruction, Course fees, liability insurance, health fees, and testing fees).

### **SENIOR CITIZEN - CONTINUING EDUCATION COURSES**

All United States citizens who are residents of Galveston Community College District who have attained the age of 65 years (65 and older) are eligible to receive a 50% tuition discount for non-credit continuing education courses. Tuition/fee adjustment requests for continuing education courses must be made at the time of registration.

### **INSTALLMENT PAYMENT OPTIONS**

Tuition and Fees may be paid via e-cashier with FACTS Management. Contact the Business Office for brochures and further details or visit the Galveston College website at <http://www.gc.edu/gc/eCashier.asp?SnID=1660434978>.

### **UNDERGRADUATE LIMIT**

Texas public universities and college may not submit for funding students enrolled, who have exceeded the allowable maximum number of credit hours attempted for their program (45 credit hours) beyond the minimum number of hours required for completion of the student's baccalaureate degree program. Therefore, students should be aware that an institution of higher education may charge a higher tuition rate to students, who have exceeded the allowable maximum number of credit hours attempted. Students should check with the Registrar of their senior institutions for more details.

### **TUITION REBATE**

The Texas Legislature approved tuition rebates up to \$1000 beginning in 2001 for students who graduate from Texas public universities with a first baccalaureate degree. The tuition rebate program is authorized by Texas Education Code 54.0065.

Eligible students must be a resident of Texas at all times while pursuing their first baccalaureate degree and have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they are graduated.

Students may contact the public university awarding the degree for forms and instructions requesting tuition reimbursement at the time they apply for the baccalaureate degree.

## REFUNDS

Refunds are processed as quickly as possible. They are generally mailed four to six weeks following the last refund date. See calendar for actual dates. If payment was by check, allow four weeks for the check to clear the bank. If payment was by credit card, credit is issued to the card. All refund checks are mailed. Any refunds mailed to the name and address that is on record are considered delivered. A \$10 fee will be charged to reissue a refund check.

Tuition and fees paid directly to the institution by sponsor or scholarship will be refunded to the source rather than directly to the student, unless otherwise specified.

One hundred percent refund of all tuition and fees will be made only when a class does not make or a college error is involved.

Course withdrawal does not release the student from the obligation to pay any balance owed to the College. Students with unpaid balances, declined credit cards, or returned checks will not be permitted to register until all claims have been cleared. **Should a student register and later be found on any list showing indebtedness to the College, the student will be administratively withdrawn.** Exceptions must be approved by the Vice President of Student Services.

## REFUND POLICY

### College Credit Courses

Students who officially withdraw from the institution will have their tuition and fees (except the registration fee) refunded according to the following schedule:

#### **Fall and Spring Semesters (16-week courses)**

Prior to the first college class day: 100%

During the first fifteen college class days: 70%

During the next five college class days: 25%

After the twentieth college class day: NONE

#### **Summer Semesters (six-week courses)**

Prior to the first college class day: 100 %

During the first five college class days: 70%

During the sixth and seventh college class days: 25%

After the seventh college class day: NONE

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at the institution will have applicable tuition and fees refunded according to the withdrawal schedule. All other refunds will be processed and mailed after the official state reporting period.

### Continuing Education Courses

Full (100%) refund will be made to students dropping a course prior to the first class meeting. Any additional refund requests and questions will be addressed by the Continuing Education Office.

### Returned Checks

Galveston College will assess a thirty-five dollar (\$35) handling fee for each returned check. Each individual will be notified by certified mail and given a final settlement date. After this date, the matter will be referred to the Office of the District Attorney for prosecution. The student will be responsible for the payment of all collection fees. In addition, no grades or transcripts will be released and future enrollments will be disallowed until the matter is settled.

## STUDENT FINANCIAL AID REFUNDS

Financial aid funds are verified and applied to a student's accounts to pay tuition/fees and book charges on the census date of each semester. After the charges have been paid, any refund will be verified by the Financial Aid Office before any check is cut to the student. The Business Office is responsible for the billing and receiving module and the disbursement of financial aid refund checks. Refund checks must be mailed to the students 14 days after funds have been disbursed to the students' accounts. Financial Aid refund check runs are performed twice a week during the long semesters and once a week during the summer terms.

### MAILING FINANCIAL AID RESIDUAL CHECKS

The Business Office is responsible for mailing the students' residual checks to the address on file with the Admissions Office. No checks may be picked up unless the check was returned in the mail due to a bad address.

## RETURN OF TITLE IV FUNDS

### Withdrawal and Return of Title IV Aid

Unexpected events may cause students to withdraw prior to the end of the semester. Federal regulations require that a Return of Title IV Aid calculation be performed on any student receiving federal aid during the semester. Federal aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Stafford Loans, and Federal Direct PLUS Loan.

The Financial Aid Office will perform a Return of Title IV funds for each student that withdraws or is administratively withdrawn for non-attendance for the semester, and notify the student of any repayment of funds as a result of the calculation.

If the student withdraws, a Title IV refund calculation will be processed based on the last day of attendance and all federal aid will be calculated according to the federal regulation. If the student withdraws from school prior to completing 60% of the term, he or she may be required to repay all or part of financial aid received for that term.

If the student initiates the withdrawal process after completing over 60% of the enrollment term, he or she will have earned 100% of the federal financial aid for that term and no repayment is required.

### Repayment of Unearned Aid

The portion of the term that the student does not attend represents the portion of aid that is determined to be **unearned**. Earned federal financial aid is prorated according to the percentage of the semester completed. The amount of the unearned federal aid is the total amount of federal aid less the portion of earned federal aid. **Unearned federal aid, other than federal work study, must be returned to the federal government.** The responsibility to repay unearned aid is shared by Galveston College and the student. GC's share is the lesser of the total amount of unearned aid or the institutional charges multiplied by the percentage of aid that was earned. The student's share is the difference between the total unearned amount and the institution's share.

Earned financial aid is prorated according to the percentage of the semester completed. The return of funds is allocated among the Title IV programs, in an order specified by federal statute. GC is required to return all unearned federal aid attributed to school charges. This means that a portion of the student's tuition and fees is no longer covered by financial aid and the student or financial aid recipient is liable for paying the balance of school charges. All unearned federal aid attributed to school charges is subject to immediate repayment by the financial aid recipient unless the financial aid recipient is eligible for a tuition and fee refund.

## CHAPTER V SCHOLARSHIPS AND FINANCIAL AID



## FINANCIAL AID GENERAL INFORMATION

The financial aid program at Galveston College attempts to provide financial assistance to those students who, without such aid, would not be able to pursue a higher education. The primary responsibility for financing an education rests with the student and his family; however, Galveston College is aware that assistance beyond the family's resources sometimes becomes necessary. In cases where financial need for eligible students is documented, Galveston College will assist, to the extent possible, using all available local, state, and federal funds.

Financial assistance is offered in many forms such as grants, scholarships, loans, and employment, or a combination of these aids.

In general, to be considered for financial aid you must:

1. Be a United States citizen or a permanent resident;
2. Have been accepted for admission;
3. Be enrolled as a regular student in an eligible program and pursuing a degree/certificate;
4. Have a high school diploma from an accredited high school, or GED;
5. Demonstrate financial need as described by program guidelines;
6. Register with Selective Service, if required;
7. Be making progress toward the completion of your course of study according to the "Academic Requirements for Receiving Financial Aid";
8. Not be in default on a federal student loan; and
9. Not owe a refund on any grant received under Title IV programs at any institution and meet program regulations.

Note: Students may be eligible for aid if enrolled in developmental studies courses, but for no more than a total of 30 semester hours of such courses.

Each student requesting consideration for financial assistance must, at a minimum, submit the following forms:

1. Galveston College Financial Aid Application;
2. Free Application for Federal Student Aid (FAFSA);
3. Official academic transcripts from all previously attended colleges (request they be sent to the Financial Aid Office). NOTE: The Galveston College Admissions Office will **not** provide these. Students must have transcripts sent to both offices;
4. Any other forms that may be requested by either the Federal government or the Financial Aid Office; and
5. Application for Admission to Galveston College.

All application forms are available from the Galveston College Financial Aid Office.

Information obtained from the financial aid application forms is used to determine the student's need and the types of awards for which he/she qualifies. Awards made through the office fall into two categories: 1) gift aid, which includes grants and/or scholarships, and 2) self-help funds from Work-Study and student loans. The amount offered as a financial aid award plus the student's resources and those of his parents (if applicable) cannot exceed the cost of attendance for a student as determined by the Financial Aid Office.

## **PRIORITY DATES**

Applicants may apply throughout the year but should apply before March 29<sup>th</sup> for the summer priority, June 11<sup>th</sup> for the following fall semester and by November 1st for the spring semester. Students whose files are completed by these priority dates will be given priority in processing. Files completed after this date will be processed as time and funds permit. Generally, applicants who do not complete the application process by the priority date should be prepared to pay all educational costs incurred until their applications are processed and eligibility is determined. Applicants are encouraged to contact the Financial Aid Office to discuss other options. A file is complete when all necessary paperwork has been received, the information verified, and the file reviewed. Minimum processing time on a file is four weeks.

## **TYPES OF FINANCIAL AID AND SCHOLARSHIPS**

### **GRANTS, LOANS AND SCHOLARSHIPS**

- ***Federal Pell Grant***  
The Federal Pell Grant is awarded only to undergraduate students who have not earned a bachelor's or professional degree. Pell Grant eligibility is determined by a standard formula used to evaluate the information reported on the Free Application for Federal Student Aid. Pell Grant awards range from \$400 to \$5,550 per disbursement schedule, based on the Federal Pell Payment Schedule and enrollment status (full-time or part-time). This is an entitlement program with funding available to eligible applicants, including those who apply after priority deadlines.
- ***Federal Direct Loans***  
Student loans will help you finance your college education, but they will have a long-term impact on your financial future. You should investigate all available resources before you consider applying for a student loan. The amount of money you borrow may affect your ability to borrow money to purchase a car or house after college. Familiarize yourself with the terms of your loans, their repayment procedures, and how borrowing today will affect your future.
- ***Direct Subsidized Stafford Loan***  
Repayment of this loan is deferred while the student is attending school. Interest rates are variable but will not exceed 8.25 percent. There is a loan origination fee totaling 3 percent, which will be subtracted from each loan disbursement. The amount the student may borrow depends on his/her level of college completion, other financial aid the student receives, and the expected family contribution, as determined through the Free Application for Federal Student Aid (FAFSA).
- ***Direct Unsubsidized Stafford Loan***  
Unsubsidized Stafford loans are low-interest loans for undergraduate and graduate students. Students are responsible for the interest for the life of the loan, including when they are in school. Financial need is not a requirement to obtain an unsubsidized Stafford Loan.
- ***Federal Parent Loan for Undergraduate Students (PLUS)***  
Parents of a dependent student can borrow under this program to help pay the student's cost of attendance. Repayment begins 60 days after the second disbursement. The interest rate is variable, but will not exceed 9 percent.
- ***Federal Supplemental Educational Opportunity Grant (FSEOG)***  
The FSEOG program provides assistance for eligible undergraduate students who show financial need and are making satisfactory progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition, and other financial aid the student is receiving.

- ***Texas Public Educational Grant (TPEG)***  
 The TPEG program is a state financial aid program to assist students attending state-supported colleges. To be eligible, students must show financial need and be making satisfactory progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition, and other financial aid the student is receiving.
- ***Texas Grant***  
 The Texas Grant is for new high school graduates or continuing students who have previously received the Texas Grant and have maintained academic eligibility. Students must apply for financial aid, have completed the advanced or recommended curriculum at their high school, and have documented financial need. The amount of the grant at Galveston College is approximately \$890 per semester. Eligible students must be enrolled in at least 3/4 time, and maintain satisfactory academic progress.
- ***TEOG (Texas Educational Opportunity Grant)***  
 The TEOG is for students at community colleges who are Texas residents, in the first 30 hours of their degree or certificate program, and who have an Expected Family Contribution (EFC) of \$2,000 or less. Students must apply for financial aid and be enrolled at least half-time.
- ***LEAP and SLEAP***  
 The LEAP and SLEAP is a federal/state program. For consideration of an award, students must enroll for at least six credit hours per semester, make satisfactory progress toward their educational goal, be a Texas resident, and have financial need. The amount of the grant will vary depending on the availability of funds, the student's family financial condition, and other financial aid the student is receiving.
- ***Federal College Work-Study***  
 The College Work/Study Program is a federal program to assist students with jobs. To be eligible, students must demonstrate financial need, and be making satisfactory progress toward their educational goal. Students will generally work 12-15 hours per week.
- ***Hazelwood Act***  
 Under the Hazelwood Act, certain veterans who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state-supported institutions and have tuition and certain fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, or have been discharged under honorable conditions, current resident of Texas, and ineligible for federal financial aid. Applications are available in the Financial Aid Office. To apply, students must submit a Hazelwood Act application, a copy of their Form DD 214 and a Student Aid Report stating ineligibility to the Financial Aid Office. Application processing must be completed prior to the semester the veteran wishes to use this benefit. Please allow four weeks.

## **INSTITUTIONAL SCHOLARSHIPS**

Students interested in the following scholarships should complete scholarship applications prior to the priority date deadline.

Ben S. and Marjorie Brown Trust  
Carl Kelly  
Clelie Ann Moore Ceramics  
Coca Cola  
Culinary  
Culinary Arts/Olga Olsen Scholarship  
Del Papa Distributing Anniversary  
Drs. Eric and Octavia Hall  
Easter-Wilson  
Edmonds/Nelson/Craft/Parker  
Emergency Medical Services  
Epsilon Upsilon Chapter of Beta Sigma Phi  
Friends of Trudy Jordan Scholarship  
Galveston College Scholars  
Greater Texas Foundation  
Hermes-Jordan Athletic  
Houston Metropolitan Area Diagnosticians  
Humphries/Morgan/Agnesita Memorial  
Industrial Material Welding Scholarship  
Janice Stanton  
Jean Thompson Psychology  
Joan Cannady  
John Parker Davie Trust  
Lambdin  
Larry Patton Scholarship  
Laura Mae Elrod  
L. D. Edwards Memorial  
Leti Diaz De Leon Memorial  
Lovelace, McDaniel, Nielson, Patton Music  
Marionette Beyah Memorial  
Michael Hodge Memorial  
Mr. and Mrs. Jesse Murillo Scholarship  
Regents  
Rob Brasier Memorial Fund  
Rudy Tomjanovich Scholarship  
Tommy Smith  
University Credit Union  
William Maury Darst

## **UNIVERSAL ACCESS**

In 1996, Galveston College revived its concept of The Galveston College Foundation and formed a separate community-based nonprofit that "exists to support and enhance the ability of Galveston College to accomplish its mission of improving people's lives through lifelong learning." A flagship feature of that effort was the creation of a program called Universal Access (UA) that was designed to reduce local high school dropout rates by providing college tuition and fee payments for Ball and O'Connell high school graduates, homes-schooled graduates, and GED graduates, regardless of income level.

The Universal Access program, implemented in the fall of 2001, has gone through many positive transitions, received state and national media recognition and awards, and has remained a valuable gift to the residents of Galveston Island, Port Bolivar, and Crystal Beach since its inception.

The program provides up to \$2,400 to local high school, home-schooled, and GED graduates. All participants must file the FAFSA. If a student receives the Pell Grant, the Universal Access commitment is considered met. If they are denied the Pell Grant, their tuition and fees are paid from the interest earned on the \$3.1 million Universal Access endowment. Universal Access endowment recipients have up to five years to use their \$2,400. They also receive a one-time \$200 book voucher on entry to the Universal Access program.

The Universal Access program also allows for non-credit work force programs to be funded, so students may pursue short-term training programs like Diesel Engine Repair, Medical Billing and Coding, EKG Technician, and Microsoft Office Specialist.

## STATE TUITION EXEMPTION PROGRAMS

- *Mature Citizen Students:*  
All United States citizens who are residents of Galveston Community College District who have attained the age of 65 years are entitled to enroll for credit classes free of charge, and at 1/2 the regular cost of fees, except those listed hereafter and/or as noted in the published schedule of classes: individual music instruction, liability insurance, health fees, golf fees and testing fees (when applicable).
- *Outside Aid Sources*  
Veterans Administration Educational Benefits:  
The purpose of this program is to assist veterans, widows, or children of certain deceased or disabled veterans. For specific information, contact the nearest Veterans Administration Field Office or the Veterans Affairs Assistant in the Admissions Office.
- *Students With Physical Handicaps (Vocational Rehabilitation):*  
The State Board for Vocational Education through the Vocational Rehabilitation Division offers tuition assistance to students who have certain physical disabilities, provided the vocational objective selected by the disabled person has been approved by a representative of the Division. Applications for vocational rehabilitation assistance should be made to the nearest Vocational Rehabilitation Office.

## CONCURRENT INSTITUTIONAL ENROLLMENT TUITION ADJUSTMENT

When a student registers at more than one public institution of higher education at the same time (i.e., enrolled at Texas A & M at Galveston and Galveston College or UTMB and Galveston College), he/she may be eligible for a reduction in tuition. This adjustment will be in accordance with Section 54.0602 of the Education Code which establishes, in essence, that once a student has enrolled at one public institution and paid the required minimum tuition, he/she will be charged tuition at the credit rate only when enrolling at a second public institution and will not have to pay the minimum tuition charge a second time. **in order to qualify, the student must bring a copy of the receipt for payment of tuition from the institution in which enrollment was first made.**

Students who are claiming a concurrent institutional enrollment exemption must present proof of such exemption at each registration to the cashier's office.

## GALVESTON COLLEGE FINANCIAL AID ACADEMIC STANDARDS OF PROGRESS

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish a standard of satisfactory academic progress for students who receive financial aid. This standard must apply to the student's entire academic history, whether Title IV financial aid was received or not. In order to remain eligible to receive aid at Galveston College students must meet the standard specified for acceptable academic performance and for satisfactory progress toward completion of their program of study. This standard should not be confused with Probation or Good Standing as defined by academic regulations, nor is satisfactory progress affected by "Academic Fresh Start." For the purpose of determining eligibility for student loans, the "Time Frame" and "Incremental Progress" components will take into account hours the student has attempted at other schools.

## COMPONENTS

The Galveston College definition of satisfactory academic progress for receiving financial aid includes the following components:

### I. Academic Standard Component

Galveston College uses the 4.0 grade point average system and numerical code:

4.0=A      3.0=B      2.0=C      1.0=D

Students are expected to maintain an overall cumulative grade point average (GPA) of 2.0 for hours attempted at Galveston College.

### II. Maximum Time Frame Component

Students may receive consideration for financial aid for up to 90 hours attempted.

### III. Rate of Completion

Student's overall completion rate (percentage) of credit hours attempted is expected to be at least 75%.

## REVIEW PROCEDURE

### I. Academic Standards and Incremental Progress

The Financial Aid Office staff will determine each semester whether the student has successfully completed at least the minimum expected percentage of hours with the required grade point average and shown progress toward the educational objective for all completed semesters.

The following will be considered as semester hours successfully completed:

"A" through "D" grades, "CRA," "CRB," "CRC," and "CR" credit

The following shall be considered as semester hours not completed:

"F" Grade	"I" Incomplete
"IP" In Progress	"W" Withdrawal
"WX" Progress	"AUDIT" No Credit
"AWN" Administrative Withdrawal-No Credit	"NC" No Credit
"NR" Not Reported	"NCD"

### II. Repeat Courses

Students may receive financial aid for repeating failed courses, provided that they are meeting SAP standards. Students who receive a passing grade for a course and decide to repeat the course to receive a higher grade may only receive financial assistance for the first repeat of the passed course. Students are not eligible to receive financial aid for two or more repeats of a passed course.

For repeated courses, only the latest grade earned is included in cumulative grade point averages, but both courses will remain as a part of the aggregate hours attempted.

Financial aid will not be provided for courses taken by audit, credit hours earned by placement tests, or continuing education courses.

### III. Time Frame

At the end of each semester, the Financial Aid Office staff will determine the aggregate number of hours the student has attempted. The student must not exceed 150% of the required program hours to graduate from any one degree program. Once a student has attempted 90 hours, he/she is ineligible to receive consideration for financial aid after that semester.

He/She may appeal to have aid reinstated by providing supporting documentation.

Example- Students requiring 60 credits to graduate from a program may not earn more than 90 hours and still receive financial aid. Students are allowed only two opportunities to change their major.

#### **IV. Developmental Classes**

Federal regulation limits financial aid for developmental classes to 30 attempted hours. Students who enroll in developmental hours in excess of 30 hours will not be considered in calculating eligibility for federal aid which includes Pell Grant, Supplemental Educational Opportunity Grants (SEOG), and Stafford Loans. No exceptions may be made.

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

#### **FINANCIAL AID “WARNING”**

Students who are in violation of one or more of the aforementioned SAP criteria for their first offense will be placed on a **WARNING** SAP status for their next term of enrollment. While on “Warning,” students are eligible to receive financial assistance and must bring themselves into SAP compliance by the end of the “Warning” term. If the student is not meeting SAP at the end of the term, the student will be placed on SAP “Suspension” in which the student is no longer eligible to receive financial assistance.

#### **FINANCIAL AID “SUSPENSION”**

The student who fails to meet the standards of academic progress during the semester of attendance while on “Warning” will be placed on suspension and denied further funding. Automatic suspension will be placed on students who totally withdraw during a semester or receive 0.00 GPA or receive NC’s in all developmental classes. Students may appeal their suspension status to the Student Affairs Committee to regain financial aid eligibility. A student whose financial aid has been suspended may also bring themselves back into compliance with the satisfactory academic progress requirements at their own expense, with the exception of time frame. To do so, a student must take at least six (6) credit hours toward their degree or certificate and pass with a "C" or better ("CR" for developmental courses). If a student chooses to take more than the recommended six (6) hours, **all** hours enrolled will be taken into consideration to determine eligibility. **Courses taken outside of a student’s degree or certificate will not qualify to regain their financial aid eligibility.**

#### **APPEAL PROCESS**

A student whose financial aid has been suspended may submit the Satisfactory Academic Progress (SAP) Appeal Form to the Student Affairs Committee. The appeal must be in writing and supporting documentation regarding special circumstances must be provided. The Committee will respond in writing within ten (10) working days of receiving the appeal. Appeals are considered for extenuating circumstances such as injury, illness, death in the immediate family, or undue hardship. Students who have their appeals approved by the Committee will be placed on financial aid probation. To address the appeal decision made by the Committee, the student must respond to the Committee’s decision within ten (10) working days of the receipt of the Committee’s decision. The rebuttal appeal must be submitted to the Vice President of Student Services. The Vice President will forward his/her appeal decision to the student within 10 working days of the receipt of the rebuttal appeal. If the outcome of the appeal to the Vice President of Student Services is not to the student’s satisfaction, the student may, within ten (10) working days of receiving notice of the decision, submit a written appeal to the College President. The written appeal at minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution. The President may, at his/her sole discretion, choose to allow oral arguments on the petition. The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the Vice President’s decision will be affirmed. The appeal process ends with the decision of the President.

#### **FINANCIAL AID “PROBATION”**

Students whose appeal was approved by the Student Affairs Committee, the Vice President of Student Services, or the President will be placed on “Probation” for their next term of attendance. Students may be required to adhere to an academic plan set forth by the Committee in an effort to bring them into SAP compliance. Students who fail to meet the terms of their “Probation” by bringing themselves into SAP compliance will be placed on Financial Aid “Suspension.”

## INTERNATIONAL STUDENTS

Students holding permanent visas (I-151 or certain endorsed I-94 cards) are eligible to receive financial aid. Non-citizens holding only student visas are not eligible for federal and state financial aid through this office. They may apply for a scholarship.

## ESTIMATED COST OF ATTENDENCE

The estimated cost of attending Galveston College based upon 30 credit hours for the 2012-2013 academic year is:

	Not living with Parents	Living with Parents
Tuition/fees	\$ 1,900	\$ 1,900
Books/Supplies	\$ 878	\$ 878
Room/Board	\$ 5,754	\$ 2,700
Transportation	\$ 1,714	\$ 1,714
Miscellaneous	\$ 2,034	\$ 1,560
<b>Subtotal</b>	<b>\$ 12,280</b>	<b>\$ 8,752</b>

For out-of-state students, add \$2,250 out-of-state tuition. Dependent care expenses, also added to the cost of education, begin at \$1,800 for the first dependent and increase with each additional dependent. Out-of-district students add an additional \$360 for out-of-district fees.

## CHAPTER VI STUDENT LIFE AND STUDENT SERVICES



# STUDENT LIFE

## STUDENT ACTIVITIES

**Purposes and General Information:** Student Activities emphasizes the holistic development of students through co-curricular experiential involvement, as well as provides professional advising support and resources for recognized student clubs and organizations at Galveston College.

**Membership Requirements:** Information about participation in any student organization may be obtained through the Student Activities Office located in Moody Hall Room 150. Copies of procedures for establishing a new student organization, student organization rules and regulations, and student organization advisory guidelines are also available in the Student Activities Office. The development of student organizations is determined by student interest. Categories of organizations include:

- Co-curricular organizations which are pertinent to the educational goals and purposes of the College.
- Social organizations which provide an opportunity for friendships and promote a sense of community among students.
- Service organizations which promote student involvement in the community.
- Pre-professional and academic organizations which contribute to the development of students in their career fields.

### Student Clubs and Organizations

- African American Club
- Exposures Unlimited
- Island Potters Guild
- Math Club
- Phi Theta Kappa Honor Society
- Student Government Association
- Student Nurses Association

Only currently enrolled students in good standing who have paid the assessed tuition and student activity fee for credit hours are eligible for membership in recognized campus organizations. No officer of any campus organization may be on academic or disciplinary probation.

## ATHLETICS

The intercollegiate athletic program at Galveston College was reestablished in 1991 as a result of a grant provided by the Moody Foundation of Galveston, Texas. Sports selected for sponsorship by the Foundation and the College include women's fast pitch softball and men's baseball, which are contested during the spring. Whitecaps athletic teams compete locally in the nationally prominent and highly competitive National Junior College Athletic Association – Region XIV. The governing body for two-year college athletics in the United States is the National Junior College Athletic Association (NJCAA). Galveston College is active in the NJCAA and abides by its regulations and policies in the operation of its intercollegiate athletic programs. For additional information regarding the intercollegiate athletic program, please contact the Director of Athletics at Galveston College at 409-944-1314.

### Gulf Coast Intercollegiate Conference (GCIC)

Galveston College is a member of the Gulf Coast Intercollegiate Conference (GCIC), which provides its students the opportunity to compete on an extramural level. Sports Day competition includes such activities as tennis, co-ed volleyball, table tennis, softball, and racquetball. Tournaments are rotated throughout the membership of the GCIC. For more information, contact the Student Activities Office at 409-944-1228.

## STUDENT SERVICES

Galveston College is committed to providing Student Services that support the vision, mission, and goals of the institution. Student Services are provided by the Admissions Office, Financial Aid, Counseling, Student Activities, Special Services, Learning Resource Center, Student Success Center, Testing Center, and the Office of the Vice President of Student Services.

Student Services are integrated with the programs of the College to address the individual needs for educational, personal, social, cultural, and career development.

### ADVISEMENT AND COUNSELING

The offices of Counseling, Career Services, and Special Services are located in the Galveston College Counseling Center on the first floor of Moody Hall.

Seminars, groups, and workshops are presented or hosted by Student Services throughout the academic year on a variety of topics related to student success. Confidential personal counseling is provided on a short-term basis to assist students with academic as well as personal issues. Career counseling is available for students who would like to explore career options and choices. Students who are struggling with special needs can also get help by contacting the Special Services Counselor. Student Services maintains a list of community agencies and resources that are available to students who may need assistance with services not provided by the College.

**Counseling/Advisement Services:** A student's advisor is determined by the area of study that the student is pursuing.

Advisors assist current and prospective students with plans and decisions which affect the student's educational goals. Academic advisement assists in the selection of majors, examination of appropriate choices of courses, degree planning, and transferability of courses, and assists students with interpretation of test scores, placement, and follow-up services.

**Career Services:** Career assistance is available for all students at Galveston College. The following career assistance is provided by the Counseling Center:

1. Career counseling to explore possible vocational directions, occupational information, and self-appraisals of interests, personality, and abilities.
2. Workshops and seminars conducted or hosted by counselors focusing on choosing a career, job search techniques, and resume writing.

The main purpose of the Career Services area is to assist in developing job opportunities for Galveston College students and alumni. Employment opportunities are posted on the Job Placement Boards located in Student Services and the Student Center. Referral information is provided to qualified candidates who have applied to receive job placement assistance from the College. Career Services are available to:

1. All students currently enrolled at Galveston College;
2. All students who have attended Galveston College in the twelve (12) month period preceding their application inquiry date, provided that during that twelve (12) month period the student did not graduate from another institution; and
3. All Galveston College Alumni.

**Special Services:** The major goals of Special Services are to increase the admission, retention, and graduation rates of students who self-identify as having a disability, impairment, or health condition, or other special circumstance that impedes the student's ability to be successful in a college setting. A variety of programs, services, and related activities are designed to provide educational support such as academic advising, class scheduling, campus support groups, book loan program, child care assistance, and referrals to local community agencies.

**Students with special needs are requested to notify the Special Services Counselor regarding assistance and/or special accommodations. Students with disabilities, impairments, or other health conditions are required to provide documentation from medical physician(s) and/or referral agency; i.e., Texas Rehabilitation Commission, Texas Commission for the Blind, etc.**

**Special Services for Students with Disabilities:**

1. Brochure – describes the services for students with disabilities, lists campus resources, and identifies local community referral agencies.
2. Pre-enrollment advising, class scheduling, and priority registration. (Students must notify their Counselors/Advisors regarding Special Services about special needs or accommodations.)
3. Special Orientation – familiarizes students with the Galveston College campus and provides information of the support services available to meet student needs.
4. Student Equipment – cassette recorders, Visual Tek machine, Kurtzwell Reading machine, and JAWS Computer Scanner are available to students with disabilities who provide appropriate documentation.
5. Sign Interpreters – assistance in locating speech interpreters to translate information to the hearing impaired (in cooperation with the Texas Rehabilitation Commission).
6. Tutors – tutoring services are provided at no cost by the College’s Student Success Center.
7. Personal Counseling – assistance with referrals to appropriate local agencies and organizations and serves as liaison to the Texas Rehabilitation Commission, Texas Commission for the Blind, the local high schools, etc.

**Services for Single Parents and Single Pregnant Women:** With funds from the Carl Perkins Grant for Single Parents and Single Pregnant Women, Galveston College in collaboration with local community agencies and organizations, other education institutions, and the private sector has developed and implemented a variety of activities to help single parents and single pregnant women. Some of the programs include child care assistance, personal counseling, job placement assistance, and support groups.

To be eligible for the book loan and/or child care programs, the student must be:

1. A single parent and/or single pregnant female;
2. Economically disadvantaged; and
3. A declared vocational or technical major.

Students are encouraged to apply early for child care and must reapply each semester/term, as resources are limited. Students should contact the Special Services Counselor in the Counseling Center to request services.

**FACULTY ADVISEMENT SYSTEM**

In order that the faculty may be of service to Galveston College students in planning and attaining their academic and vocational goals, faculty advisors from each division are available to advise students. Students should meet with their advisors on an ongoing basis to plan their program of study.

**BUILDING BRIDGES TO SUCCESS**

Building Bridges to Success (BBS) is part of the nationwide TRIO Student Support Services program funded by the Department of Education. The BBS program at Galveston College is designed to provide support for approximately 200 first-generation, low-income students. The goals of BBS are to increase student retention and completion, graduation, and transfer rates. Services include academic advising and degree planning, course selection and registration, academic tutoring, personal and career guidance, financial aid and scholarship information, economic literacy education, and transfer assistance. Interested students must complete an application and orientation to determine if they qualify for the program.

## **UPWARD BOUND**

The Galveston College Upward Bound program is a federally funded TRIO program through the Department of Education. It is a college preparation program funded to serve 9<sup>th</sup> through 12th graders at Ball High School. Upward Bound students must be U.S. citizens, or in the process of filing for permanent residency, and fall within economic and first-generation college guidelines (neither parent has obtained a four-year degree from college) prepared by the Department of Education.

The program's goals are to generate skills and the motivation to enter college and earn a bachelor's degree from college. Services provided to students include mentoring, weekly tutoring, academic, career and personal advising, college and career exploration, social, educational, and cultural enrichment, leadership activities, college admissions assistance, SAT, ACT, college placement exam preparation, financial aid, and scholarship assistance. Students in the Upward Bound program are four times more likely to earn an undergraduate degree than those students from similar backgrounds who did not participate in TRIO.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

The role of Galveston College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to promote an appropriate teaching and learning environment where each student has the freedom to learn and where the constitutional rights of others are protected.

The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations will be handled through the Office of the Vice President of Student Services. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College.

### **A. Freedom of Expression**

The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the rights of students of the college community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational process and functions of the College, or violation of law, would constitute such a violation.

### **B. Freedom of Access**

Within the limits of its resources, Galveston College shall be open to all applicants who are qualified according to current admission requirements. Galveston College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

### **C. Freedom of Association**

Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and establish organizations of their choosing so long as such are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

#### **D. Academic Rights of Students**

The College has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus-designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for completing their academic program, being familiar with all requirements of the College Catalog, and for maintaining their grade point average for degree requirements.

#### **E. Student Records**

Student records are maintained in confidence and in compliance with the Texas State Library and Archives Commission retention schedule. Student records are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the student. College staff shall have access to student records when there is a demonstrated educational interest in the student.

#### **F. Student Participation in Institutional Decision-Making**

The primary route of Galveston College students in decision-making is through participation in the Student Government Association (SGA). Students also may be invited to serve on one of the various institutional committees. Student opinion of food services, student housing, student activities, etc., are gathered from a number of surveys. All student input, whether it be through organized clubs, committees, or questionnaires, is given serious consideration as suggestions for change in and improvement of the College.

## **STUDENT CODE OF CONDUCT**

### **STUDENT CONDUCT**

Each individual student is considered to be a responsible adult and is expected to act accordingly. Emphasis will be placed on standards of student conduct rather than on limits or restrictions on students.

A student's enrollment is subject to acceptance of standards of conduct which are developed and published in the Student Handbook, the College Catalog, and/or the Policy Manual, and which may be explained and clarified in other statements prepared and published by the College. Noncompliance with these standards will be sufficient cause for suspension from the College. Authority for suspension of a student is vested with the President or designee (which in most cases shall be the Vice President of Student Services).

All applicable federal laws, state laws, and city ordinances are in effect and enforceable on the premises of Galveston College or at College-sponsored events/activities. If an offense which occurs off campus is such that in the judgment of the President or Vice President of Student Services the circumstances of the offense are likely to interfere with the educational process or the orderly operation of the College, or endanger the health, safety, or welfare of the college community, disciplinary actions may be taken. Any violation of the ordinances and laws referred to above shall, upon conviction, be punishable by the same penalties provided for in said ordinances or applicable laws.

Galveston College is an educational institution committed to the philosophy that a community college should open its doors to all citizens of its area who can benefit from its educational programs. The Board of Regents and the College administration will not condone or tolerate acts calculated to disrupt the continuing educational functions of the College, or to deny to any person or persons their opportunity to participate in the educational programs of the College.

### **RESPONSIBILITY**

Each student shall be charged with notice and knowledge of the contents and provisions of the College's rules and regulations concerning student conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Illegal gambling in any form.
2. Dishonesty.

3. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
4. Possessing, using, selling, or being under the influence of alcoholic beverages. A student in violation may be required to participate in an alcohol awareness class (at the student's expense) for the first offense, in addition to other disciplinary measures. [See Policy FLBE]
5. Academic or scholastic dishonesty, cheating, and/or plagiarism shall constitute a violation of these rules and regulations. Academic dishonesty or scholastic dishonesty shall include, but not be limited to, cheating, plagiarism, collusion, willfully submitting false information with the intent to deceive, forgery, alteration of a document, or misuse of a college document.

"Cheating" shall include, but not be limited to:

- a. Copying from another student's test paper.
- b. Using test materials not authorized by the person administering the test.
- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of tests, research papers, essays, research documents, or other documents.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- g. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

*(When cheating, collusion, or plagiarism has occurred, the instructor may give the student or students involved a zero or "F" on a particular assignment or an "F" in the course. The instructor shall make a written report of the incident and of the planned action to his or her respective Division Director who in turn shall report the incident to the Vice President of Instruction and the Vice President of Student Services. Depending upon the seriousness of the academic misconduct, the instructor, the Division Director, and/or the Vice President of Instruction may refer the case to the Vice President of Student Services who shall take the matter up as a disciplinary matter. Depending upon the seriousness of the academic misconduct, the College may impose disciplinary sanctions, up to and including suspension and/or expulsion.)*

6. Fraudulent financial transactions with the College that include, but are not limited to, the following:
  - a. Refusal or failure to pay a debt owed to the College.
  - b. Giving the College a check, draft, or order with the intent to defraud the College.
  - c. A student's failure to pay the College the amount due on a check, draft, or order is prima facie evidence that the student intended to defraud the College.
  - d. Disciplinary action may be initiated against any student who has allegedly violated the provisions of this section.
7. Violations of the Penal Statutes of Texas or of the United States occurring on College property or in connection with College-sponsored activities may also constitute violations of the College's rules and regulations when such violations affect the educational process and goals of the College.
8. Possession or use of firearms on College-controlled property except for educational purposes that have the prior approval of the Vice President for Administration. [See Policy FLBF]
9. Interference with teaching, research, administration, or the College's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior." [See Policy FLBH]

10. Hazing in all forms, as defined and prohibited in the Texas Penal Code, Articles 1152, 1153, 1154, and 1155. Hazing with or without the consent of a student, a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
11. Endangering the health or safety of members of the College community or visitors to the campus. Physical abuse or harassment of another person, or conduct that threatens or endangers the health and safety of others.
12. Theft.
13. Damaging or destroying College property.
14. Improper use of college identification cards. All college I.D. cards are the property of the College and must be shown on request of a representative of the College. Students shall be prohibited from loaning their I.D. cards to another person for any reason. Likewise, it shall be prohibited to use any other card except the one issued by the College for College purposes.
15. Failure to heed an official summons to the office of an administrative officer within the designated time or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
16. Knowingly giving false information in response to requests from the College or a College Official (providing false information to a College official).
17. Forging, altering, or misusing College documents, records, or I.D. cards.
18. Unauthorized entry to or use of College facilities.
19. Possession of or making use of College keys for unauthorized purposes.
20. Misuse of fire or safety equipment.
21. Failure to be responsible for financial obligations to the College, including failure to repay loans and deferred payment agreements. (Issuing dishonored check to the College).
22. Violating College policies or regulations concerning parking, registration of student organizations, use of College facilities, or the time, place, and manner of public expression.
23. Failing to comply with directions of College officials acting in the performance of their duties.
24. Behaving in a manner that adversely affects his or her suitability as a member of the academic community or endangers his or her own safety or the safety of others.
25. Committing any act which is classified as an indictable offense under either state or federal law.
26. Disrupting or obstructing, or attempting to disrupt or obstruct, any lawful activity of the College, or violating H.B. 141, as enacted by the 61st Texas Legislature.
27. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
28. Threatening by force or violence the overthrow of any legally constituted governmental body or system, or any local, state, or federal law, or any rule, regulation, or policy of the Board of Regents and administrative officials of the College.
29. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
30. Engaging in discrimination or harassment.
31. Misusing the College's computing and informational resources.
32. Malfeasance in an elective or appointive student office of any College endeavor.
33. Arson or attempted arson.

Any student violating this policy shall be subject to discipline, including suspension, in accordance with College Policy (See Policy FM, Discipline and Penalties as stated by the Board).

### **DISCIPLINE**

Disciplinary action, including expulsion or suspension, may result from violating the Student Code of Conduct, notwithstanding any action taken by civil authorities as a result of the violation. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College. The College will hold each student responsible for compliance with these policies, rules, and regulations. The College considers the Student Code of Conduct and expectations as being consistent with its purpose as an educational institution. It is not a comprehensive code of conduct, but a prescription of procedures necessary for meeting practical, routine requirements of an academic community.

## **STUDENT DISCIPLINE/CONDUCT**

According to its Student Code of Conduct, Galveston College views college-level students as adults who subscribe to a basic standard of conduct which requires that they not violate any municipal, state, or federal laws. A student's enrollment in the College is a privilege and carries with it obligations to participate in and contribute to the educational mission of the College and to avoid any behavior that is contrary to the mission. Therefore, no student may disrupt or otherwise interfere with any educational activity being performed by a member of the college community. In addition, no student may interfere with his/her fellow students' right to pursue their respective academic goals.

Expected student conduct and responsibilities are described in the Galveston College Student Code of Conduct, and students are expected to use these as guidelines for their behavior. An instructor may establish additional reasonable behavioral guidelines for his/her class. Any student failing to abide by appropriate standards of conduct during scheduled college activities may be asked to leave that day's class or activity by the instructor or another college official. If the problem persists, the instructor should consult with the appropriate Dean or Division Director concerning disciplinary action. If a student refuses a request to leave the classroom voluntarily, security can be summoned to remove the student so that the scheduled activity may resume without further disruption. The faculty member should promptly report the incident verbally and in writing to his or her instructional supervisor. If a faculty member who is having a disciplinary problem with a student feels that the student is a threat to the faculty member's safety and/or the safety of the other students, the faculty member should immediately alert Campus Security. Further disciplinary action may be pursued according to campus guidelines regarding student conduct and student disciplinary procedures.

## **STUDENT-FACULTY CLASSROOM RELATIONSHIP**

The student-teacher relationship is a very sensitive one and normally should be treated as one adult to another in face-to-face dealing; however, any disruptive influences exhibited by a student in a classroom may be cause for the student being barred from further attendance in the class. This is strictly a determination by the teacher and good judgment should be exercised in this action. When, in the teacher's judgment, it becomes necessary to bar a student from further class attendance, the facts of the situation should be reported to the Vice President of Student Services for possible investigation or disciplinary action. Normally, the College expects such difficulties to be handled by the instructor without resort to such measures.

## **CELL PHONE USE**

Cell phone use is strictly prohibited during any and all class/lab sessions.

## **SUMMONS TO ADMINISTRATIVE OFFICES**

At times it becomes necessary that a student be requested to report to an administrative office for a conference. The summons may be transmitted by letter, by telephone, or by other means of communication. A student who receives an Administrative Summons is expected to respond immediately. Failure to heed such summons may result in disciplinary action.

## **COMPUTER USAGE POLICIES**

### **Purpose and Scope**

This policy applies to all computers on Galveston College's property, whether administered centrally, in a classroom, within a department, stand-alone, or networked.

This policy also establishes rules and prohibitions that define acceptable use of Galveston College computer laboratories. When using these resources, individuals agree to abide by the applicable policies of the College, as well as federal, state, and local laws. The College reserves the right at any time to limit, restrict, or deny access to its computer resources, as well as to take disciplinary and/or legal action against anyone in violation of these policies and/or laws. College computer laboratory resources may not be transported without appropriate authorization.

Computer laboratory resources include hardware, software, communications networks, electronic storage media, manuals, and other documentation. Data includes all files, regardless of size or storage media, including e-mail messages, system logs, and software (commercial or locally developed).

Computer software purchased or leased by the College is the property of the College or the company from whom it is leased. Any unauthorized access, use, alteration, duplication, destruction, or disclosure of any of these assets may constitute a computer-related crime, punishable under Texas statutes and federal laws.

### **Authorized Use**

Galveston College provides computer resources for the purpose of accomplishing tasks related to the mission of the College. It should be noted that the use of some of the computer laboratories and software located on the College campus may be dedicated to specific aspects or purposes that limit their use or access.

Galveston College-authorized users shall be allowed to use the College's computer resources for school-related and incidental purposes, subject to this policy and other applicable College policies, and state and federal law, as long as personal use does not result in any additional costs to the College or interfere with education-related use by other users.

Users who graduate or leave the College for any reason will have their computer access rights terminated.

### **Privacy**

Users' right to privacy is addressed in Legal Policy

### **Intellectual Property**

Intellectual property laws extend to the electronic environment. Users should assume that works communicated through the computer network are subject to copyright laws, unless specifically stated otherwise.

### **Misuse of Computing Resources**

The following actions are strictly prohibited:

1. Criminal and illegal acts. College computer resources are not to be used in support of or for illegal activities. Any such use will be reported and dealt with by the appropriate college authorities and/or law enforcement agencies. Criminal and illegal use may involve, but is not limited to, unauthorized access, intentional corruption or misuse of computer resources, theft, obscenity, pornography, and third party sexual harassment.
2. Use of College computer resources in support of or for pornography or sexually explicit materials, gambling, and dating/match-making services.
3. Failure to comply with laws, policies, procedures, license agreements, and contracts that pertain to and limit the use of the College's computer resources.
4. Abuse of computer resources including, but not limited to, any act which endangers or damages specific computer software, hardware, program, network, or the system as a whole, whether located on campus or elsewhere on the global Internet; creating or purposely allowing a computer malfunction or interruption of operation; injection of a computer virus onto the computer system; sending a message with the intent to disrupt college operations or the operations of outside entities; printouts that tie up computer resources for an unreasonable time period; and failure to adhere to time limitations which apply at particular computer facilities on campus.
5. Use of College computer resources for personal financial gain or a personal commercial purpose.
6. Prolonged use of computing resources for non-college related activities.
7. Failure to protect a password or account from unauthorized use.
8. Permitting someone to use another's computer account, or using someone else's computer account.
9. Unauthorized use, access, or reading of any electronic file, program, network, or the system.
10. Unauthorized use, access, duplication, disclosure, alteration, damage, or destruction of data contained on any electronic file, program, network, or college hardware or software.
11. Unauthorized duplication of commercial software. All commercial software is covered by a copyright of some form. Duplication of software covered by such copyrights is a violation of the copyright law and this policy.

12. Attempting to circumvent, assisting someone else to circumvent, or requesting that someone else circumvent any security measure or administrative access control that pertains to College computer resources.
13. Use of College computer resources in a manner that violates other College policies such as racial, ethnic, religious, sexual, or other forms of harassment.
14. Use of the College's computer system for the transmission of commercial or personal advertisements, solicitations, or promotions.

#### **Responsibilities of Users**

1. A user shall use the College computer resources responsibly, always showing consideration and respecting the rights of others by not displaying materials that are offensive to others.
2. A user is responsible for any usage of his or her computer account. Users should maintain the secrecy of their password(s).
3. A user must comply with all reasonable requests and instructions from the computer system operator/administrator.
4. When communicating with others via the College computer system, a user's communications should reflect high ethical standards, mutual respect, and civility.
5. Users are responsible for adhering to relevant network acceptable use policies.

#### **Potential Liability for Failure to Adhere to this Policy**

Failure to adhere to this policy may lead to the cancellation of a user's computer access, suspension, dismissal, or other disciplinary action by the College, as well as referral to legal and law enforcement agencies, if appropriate.

## **CAMPUS MOTOR VEHICLE RULES AND REGULATIONS**

#### **Students**

All students utilizing campus parking facilities must properly display a valid Galveston College parking permit, and park in an appropriate parking space. Galveston College does not guarantee a parking place, nor does the absence of a parking space justify violation of the Campus Motor Vehicle Rules and Regulations.

#### **Permits**

Students may obtain GC Parking Permits (with proof of current enrollment) free of charge from the library on the first floor of Moody Hall. All students who park an automobile on campus must display a valid parking permit on the outside lower left corner of the rear window. Permits for convertibles, pickups with temporary campers, and vehicles with a rear window sun shield may be displayed on the left rear bumper.

Failure to display a parking permit as described above constitutes a parking violation. (For additional information on parking violations, see parking violations below.) Students shall be responsible for all permits registered in their name, regardless of the owner of the vehicle. If a parking permit is lost, the loss should be reported, in person, immediately to the library.

#### **Where to Park**

Students with handicap / disability license plates or special handicap tags may park in any designated handicap space. All students may park in all parking lots and spaces not designated for visitors, for the disabled, for College vehicles, for faculty and staff, or as reserved. These spaces are reserved 24 hours a day seven (7) days a week.

**Warning! Vehicles illegally parked on the Galveston College campus may be immobilized or towed away at the owner's expense.**

#### **General Provisions**

1. Galveston College has developed Campus Motor Vehicle Rules and Regulations for the purpose of proper identification of vehicles of persons who have legitimate business with the College; to ensure safety/notification of students, faculty, and staff in an emergency; to provide orderly parking, traffic, and use of parking facilities; to provide for the issuance of vehicle identification permits; to ensure pedestrian safety; and, to provide for enforcement in the event of violation. The operation of a motor vehicle on Galveston College property is governed by College rules and regulations.

2. The fact that a violation notice is not issued when a violation occurs does not imply that the regulation or rule is not in effect. Each vehicle operator is responsible for knowing and following the parking rules and regulations.
3. Campus Security has been charged with the authority to enforce these regulations, including the right to immobilize or tow vehicles for specific violations and/or for repeat violators. The owner or operator of an immobilized or towed vehicle is responsible for the cost of towing and storage fees in addition to any other assessed fines.
4. The College assumes no responsibility for any vehicle or its contents while the vehicle is parked or operated on College property. All vehicle operators should lock or otherwise secure their vehicles when parked on the Galveston College campus.
5. Registration of Motor Vehicles: All students, faculty, and staff at Galveston College are required to identify their motor vehicles on campus through the use of a Galveston College Parking Permit. Parking Permits may be obtained free of charge from the library by completing the appropriate form.
6. Procurement of a Parking Permit by students or employees does not guarantee a specified parking space. Each driver is responsible for finding a legal parking space. Inability to locate a parking space is not an excuse for violating parking regulations.
7. A Parking Permit may not be obtained for or displayed by an individual ineligible to receive the permit. The College may suspend for a period of up to one (1) year, the parking privileges of individuals who violate this regulation.
8. Reserved Parking Permit: Galveston College Employees assigned to designated reserved (restricted) parking spaces will be required to display a valid parking permit and the reserved parking hang-tag.
9. Parking for Disabled Persons: Galveston College follows state law regarding parking for disabled persons. Students, faculty, and staff who have qualified and obtained a license plate or placard reflecting disability from the County Tax Assessor's Office will be issued a parking permit. Those individuals may park in any parking space for disabled persons as long as their license plate reflects disabled status or their placard reflecting disability is hanging in their vehicle and is clearly visible.
10. Display of Parking Permits: Parking permits must be current and properly displayed on the motor vehicle. On automobiles and trucks, the parking permit must be prominently displayed in a manner that allows a clear view of the permit: Decals will be placed on the lower left corner of the rear window or left side of the rear bumper for convertibles. Hang-tags will be hung from the inside rear-view mirror.

### **Bicycle, Motorcycle, Motor Scooter and Moped Parking Regulations**

1. In accordance with Texas law, operators of bicycles, motorcycles, motor scooters and mopeds shall be granted all the rights and shall be subject to all the laws and duties applicable to the driver of a motor vehicle while on the Galveston College campus.
2. Parking of bicycles must be restricted to designated areas or bicycle racks. Bicycle racks are located next to the Northern Building, east side.
3. Parking of motorcycles, motor scooters or mopeds must be restricted to areas or spaces marked or designated for these types of vehicles. Designated motorcycle parking spaces are located between the Fine Arts Building and the Northern Building and on the east side of the Hermes Fitness Center.
4. Any of these vehicles found parked illegally and creating a potential safety hazard may be impounded or cited.

### **Violations**

- Parking Permit Violations
  - ◆ No valid permit.
  - ◆ Failure to display valid Galveston College parking permit.
  - ◆ Permit improperly displayed.
  - ◆ Displaying a permit that has been altered or forged.
- Parking Violations
  - ◆ Parking in a "No Parking" zone.
    - Parking where prohibited by signs, painted curbs, or lines.
    - Parking where no marked space exists.
    - Parking on grass, grounds, or turf.
    - Parking in area which has not been designated for parking.
    - Parking in a fire zone.

- Parking in a loading zone.
  - Parking in a reserved space or area.
  - Parking in faculty/staff or reserved space.
  - Parking illegally in a “Visitor Only” reserved space(s).
  - Parking illegally in any controlled space or area.
- ◆ Parking in a space for disabled individuals without properly displaying a license plate or placard (hang-tag) for disabled individuals.
- ◆ Blocking drives, sidewalks, exits, or loading zones.
  - Parking in a manner that obstructs or impairs proper usage of sidewalks, driveways, streets, curbs, ramps, loading zones, marked crosswalks, or disabled access.
  - Parking in a manner to prevent, impair, or obstruct other vehicles from entering or exiting parking lots, parking spaces, or access streets that enter and exit the campus.
  - Parking in a manner that obstructs truck access to dumpsters.
- ◆ Illegal parallel parking on two-way streets and roadways.
  - Parking in a manner that obstructs two-way flow of traffic on any campus street or within a parking lot.
  - Failure to park with right-hand wheels within eighteen (18) inches of the street curb.
- ◆ Failing to park within marked space. Failure of one vehicle to park within the marked boundaries is not implied consent for others to park with any part of the vehicle over the line.
- ◆ Parking in a “double parked” fashion.
- ◆ Playing loud and disruptive music.
- ◆ Stopping or parking a vehicle on the roadway side of any vehicle parked at the edge or curb of a street or parking lot.
- Moving Violations
  - ◆ Speeding (The campus speed limit is 10 miles per hour).
  - ◆ Burning-off.
  - ◆ Reckless driving.
  - ◆ Running a stop sign.
  - ◆ Failure to yield right-of-way.
  - ◆ Driving the wrong way on a one-way street or parking lot through way.
  - ◆ Executing an illegal U-turn.
  - ◆ Failure to yield to a pedestrian in a cross-walk.
  - ◆ Operating a motor vehicle on curbs, sidewalks, grass, etc.
  - ◆ Other moving violations as defined by law.

## **Enforcement**

1. All laws of the State of Texas, ordinances of the City of Galveston and rules and regulations of Galveston College are in effect on the campus 24 hours a day.
2. Special temporary parking arrangements may be made through the Director of Facilities and Security.
3. Reserved spaces, whether by designated “Reserved” signs or reserved by Campus Security for special events, will be enforced.
4. Traffic and Parking Notices: Galveston College Security may issue Galveston College Violation Notices.
5. Immobilization of Vehicles: Vehicles may be immobilized by means of an automobile “boot” at the expense of driver/owner. Immobilized vehicles may be subject to additional fines and/or penalties.
6. Towing of Motor Vehicles: All Galveston College parking lots are posted with signs stating “Towing Enforced – Permit Parking Only – Unauthorized Vehicles Will Be Towed at Owner’s or Operator’s Expense – Towing Enforced 24 Hours a Day.” Unauthorized, illegally parked, and abandoned motor vehicles are subject to removal from Galveston College parking lots by towing. Towing will be in accordance with Texas Transportation Code – Chapter 684.
  - Violations and Violation Notices resulting in immobilization or towing:
    - ◆ Receiving three (3) Violation Notices for any violation may result in vehicle being immediately towed at owner’s expense.
    - ◆ Unpaid parking fines.
    - ◆ Blocking emergency access and driveways/doorways.
    - ◆ Parking in fire zones.
    - ◆ Blocking fire hydrants.

- ◆ Vehicles determined to be abandoned.
- ◆ For any violation causing disruption or a safety concern, the vehicle may be immediately towed at owner's expense.

**Fines and Penalties**

Permit Violations.....	\$ 10
Parking in a No Parking Zone.....	\$ 10
Parking in a reserved, visitor, or faculty/staff space.....	\$ 10
Moving Violation.....	\$ 25
Parking in designated disabled space without appropriate permit.....	\$ 50
Immobilization fee.....	\$ 50

Penalties: Parking privileges may be suspended for a period of up to one (1) year for habitual violators. The vehicles of habitual violators may also be towed without notice at the expense of the vehicle owner.

All fines for parking violations, permit violations, or moving violations are due within ten (10) working days from the date of the violation. A late payment fee of \$10 will be added to a traffic/parking violation fine if payment is not made within ten (10) working days from the date of the violation. All grades, records, and transcripts may be withheld for unpaid fines and/or other financial obligations that are due to the College.

**Appeals of Violations, Fines, Immobilization, or Impounds**

Students, faculty, and staff who receive a violation notice or whose vehicle has been impounded may request a review of that action by submitting a written request to the Director of Facilities and Security within ten (10) working days of the date of the Violation Notice. The review request will be acted upon within fifteen (15) working days of the date of submission. If the Director of Facilities and Security finds that the vehicle was improperly impounded, the Violation Notice and towing/impounding expenses incurred by the student whose vehicle was impounded will be reimbursed by the College. Appeals to the decision of the Director of Facilities and Security will be handled for students through the Vice President of Student Services. All appeals must be submitted in writing within ten (10) days of the review decision by the Director of Facilities and Security. All appeals will be heard by the appropriate Vice President within fifteen (15) days of the date an appeal is submitted.

**Definitions**

1. **Abandoned Vehicle** – a motor vehicle, bicycle, or other conveyance parked on Galveston College property for more than three (3) days without being moved.
2. **Campus** – all property owned or controlled by Galveston College.
3. **Citation** – notification issued by a Galveston police officer who may be written to any vehicle found in violation of state law or city ordinances on Galveston College property.
4. **Parking for Disabled Individuals** – spaces or areas reserved for any disabled individual who has an appropriate hang tag or license plate.
5. **Habitual Violator** – any person who has received three (3) or more violations notices within a twelve-month period.
6. **Impound** – towing and storage of a vehicle at a towing facility.
7. **Marked Space** – parking space defined by two parallel lines.
8. **Motor Vehicle** – all automobiles, buses, trucks, motorcycles, motor scooters, motorbikes, mopeds, etc.
9. **Moving Violations** – moving traffic law violations as enacted by the State of Texas.
10. **No Parking Zones** – all areas not specifically designated for parking, including painted curbs, fire lanes, loading zones, service delivery, and dumpster pads.
11. **Parking Permit** – a temporary card, hang tag or self-adhering decal issued by Galveston College, authorizing the motor vehicle properly displaying the permit to be lawfully parked within designated areas. The issuance and display of the permit serves as proper registration.
12. **Reserved Parking** – parking spaces identified by signs and/or pavement markings (enforced 34 hours per day seven(7) days a week).
13. **Restricted Parking** – parking spaces reserved for use by holders of designated permits.
14. **Visitors** – persons other than students, faculty members, staff members, or employees of Galveston College.

15. **Violation Notice** – a notification issued by Galveston College Security for violations of parking and traffic regulations.
16. **VIP** – Vehicle Identification Permit; same as Parking Permit.

### **STUDENT DISCIPLINARY PROCESS**

When the Vice President of Student Services (herein referred to as the “Vice President”) or the President’s designee (in case the Vice President is unavailable) receives information that a student has allegedly violated a College policy or administrative rule, the Vice President shall investigate the alleged violation. After completing a preliminary investigation, the Vice President may:

1. Dismiss the allegation.
2. Summon the student for a conference and notify the student of his/her rights, including the right to be advised by a person of his or her choice. If the student wishes to be assisted by an advisor, the conference shall be postponed until the advisor can be present; otherwise, the conference shall proceed. After conferring with the student, the Vice President shall:
  - a. Dismiss the allegation.
  - b. Proceed with the disposition of the violation. The Vice President may issue a warning or reprimand, impose specific restrictions, assess a fine, and/or require restitution, assign community service, place the student on disciplinary probation (with or without other restrictions), suspend the student, or expel the student. The decision of the Vice President will be considered final unless the student appeals the decision of the Vice President within three (3) working days. The appeal must be submitted as outlined in the Galveston College Policy (found in the Galveston College Catalog, Galveston College Student Handbook, or [www.gc.edu](http://www.gc.edu) .)
  - c. Prepare a complaint and forward the complaint to the Student Affairs Committee.

#### ***Student Rights***

Before formal charges are presented, students are informed of the following rights:

1. To be accompanied by an advisor of his/her choice. (Note: The student disciplinary process is an educational process, not a court of law; however, if the student elects to be advised by legal counsel, legal counsel may be present to advise the individual.)
2. To be informed of the nature of the allegation, charges, or reports brought against him/her.
3. No person should be required to testify against himself/herself.
4. To present testimony, witnesses, and/or evidence with respect to the complaint.
5. To be notified of decisions reached regarding his/her case.
6. To appeal the decision in accordance with College policy.

#### ***Summary Suspension***

The President, the Vice President of Student Services, or the President’s designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

#### ***Suspended Students***

No former student who has been suspended for disciplinary reasons from Galveston College shall be permitted on the campus or other facilities of the College District during the period of suspension without the prior written approval of the President or designated representative. Mental health clearance may be required before a student is readmitted to a particular class or allowed to come onto College District property. The Vice President must receive a letter from a licensed mental health professional stating that in his/her professional judgment the student will no longer continue the behavior which gave rise to the disciplinary action against him/her or that the student’s continued presence on campus is not a threat to himself/herself or others. The mental health professional must be licensed by the State of Texas and the Vice President must verify that the mental health professional is credentialed to render a professional opinion. The student shall bear the cost and expense of obtaining mental health clearance.

## **DISCIPLINARY HEARING PROCEDURE**

### ***Hearing Committee***

In cases where the student is appealing a disciplinary decision or in cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard by a hearing committee, which will normally be the Student Affairs Committee. The hearing committee shall be impartial and shall be designated by the College President or selected according to procedures approved by the College President. The hearing committee shall preside over a fair hearing for the student and the district's administration. Although student discipline is an educational process, the parties involved (the student and the district) may be advised by legal counsel.

### ***Notice***

The Vice President of Student Services (herein referred to as the "Vice President") shall notify the accused student by letter or e-mail of the date, time, and place for the hearing. Unless the student and the hearing committee otherwise agree, the hearing shall take place within ten (10) working days of the date of the letter. If the student has been suspended, the hearing shall take place as soon as possible. The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Contain a statement of the charges or a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges. The student shall also be advised that he/she may request copies of any additional evidence in the district's possession relevant to charges or complaint.
3. Contain the names of witnesses who may testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Advise the student of his or her rights:
  - a. To be accompanied by an advisor of his/her choice or advised by counsel at the hearing. (Note: The Student Discipline process is an educational process, not a court of law; however, if the student elects to be advised by legal counsel, legal counsel may be present to advise the individual.)
  - b. To be informed of the nature of the allegation, charges, or reports brought against him/her.
  - c. To not be required to testify against himself/herself.
  - d. To ask questions of each witness who testifies against the student.
  - e. To present testimony, witnesses, and/or evidence with respect to the complaint.
  - f. To be notified of decisions reached regarding his/her case.
  - g. To appeal the decision in accordance with College policy.
5. State the proposed punishment or range of punishments that may be imposed.

### ***Failure to Appear for Hearing***

The hearing committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing. The hearing committee may proceed with the hearing and render a decision in the student's absence.

### ***Hearing Procedure***

The hearing shall proceed as follows:

1. The hearing Chairperson shall read the complaint.
2. The designated official shall present the district's case.
3. The student shall present his or her defense.
4. The designated official shall present rebuttal evidence.
5. The designated official shall summarize and argue the district's case.
6. The student shall summarize and argue his or her case.
7. The designated official shall have an opportunity for rebuttal argument.
8. The hearing committee, by majority vote, shall decide the issue of guilt or innocence and an appropriate penalty on the basis of the evidence presented at the hearing. The hearing committee may take the matter under advisement for up to three (3) business days before rendering a decision.
9. The decision shall be communicated to the student in writing within ten (10) working days of the hearing.
10. A recording of the hearing shall be made. The student may request a copy of the recording. A stenographic digest of the recording shall only be made if needed for an appeal, and, upon request, a student defendant shall be given a copy of the digest. A student defendant, along with his/her advisor, may listen to the tape recording and compare it to the digest. A student defendant may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

### ***Evidence***

Evidence shall be handled according to the following: Legal rules of evidence do not apply; the hearing committee chair may admit evidence and/or testimony that are commonly accepted by reasonable persons in the conduct of their affairs. The hearing chair person may exclude irrelevant, immaterial, and unduly repetitious evidence.

### ***Decision***

The hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges. If it finds the student guilty, it shall set forth findings of facts in support of its decision. The penalty shall also be stated in the decision. The Vice President of Student Services shall administer the penalty, if any.

### ***Hearing Records***

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record.

### ***Types of Penalties***

The hearing committee may impose one or more of the following penalties:

1. Reprimand – A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Specific Restrictions – The committee assigns specific academic, social, or behavioral restrictions without placing the student on Disciplinary Probation.
3. Assessment of Fines or Restitution – The committee may assess a specific monetary fine or require restitution without placing the student on Disciplinary Probation.
4. Community Service – The committee may assign the student specific work hours or community service without placing the student on Disciplinary Probation.
5. Disciplinary Probation – The placing of a student on notice that any future infraction of the College's Code of Student Conduct, any future violation of the College's rules, regulations, or procedures, or violation of the conditions of probation may result in suspension or expulsion from the College. Disciplinary probation may include social and behavioral restrictions, a fine, restitution for harm caused by misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to immediate suspension or expulsion.
6. Suspension – Forced withdrawal from the College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one-semester minimum time lapse); however, suspension may exceed the one-semester minimum.
7. Expulsion – Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.

### ***Appeal***

If the outcome of the hearing before the Student Affairs Committee is not to the student's satisfaction, the student may, within ten (10) working days of receiving notice of the hearing officer's or committee's decision, submit to the College President an appeal of the Committee's decision. The appeal at a minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution.

The President may, at his/her sole discretion, choose to allow oral arguments on the petition.

The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the hearing officer's or committee's decision will thereby be affirmed. If the outcome of the appeal to the President is not to the student's satisfaction, the student may submit to the President a written request to place the matter on the agenda of the Galveston College Board of Regents.

The College President or designee shall inform the student of the date, time, and place of the meeting. (The posting of the Board's agenda shall be considered adequate notice to the student.) The Board of Regents may, at its sole discretion, choose to allow oral arguments on the petition. If the Board elects to hear oral arguments, the Board Chair shall establish a reasonable time limit for oral arguments. The Board may affirm, modify, remand, or reverse the previous decisions. If the Board takes no action within sixty (60) days, the decision of the President will thereby be affirmed.

The Board's consideration shall be based on the complaint records developed at the administrative reviews, and no new evidence shall be received by the Board. If the Board elects to allow oral arguments, each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

## **STUDENT COMPLAINT AND GRIEVANCE PROCESS**

Students, employees, and visitors at Galveston College, by nature of their citizenship and residence, have certain individual rights and freedoms established by the constitutions and laws of the United States, the State of Texas, and the respective communities in which they live. The possession of these personal rights and freedoms is neither increased nor diminished by reason of a person's association with Galveston College. Galveston College is an educational institution governed by the legally constituted Board of Regents of Galveston College. The freedom of students to receive an education at Galveston College, and the freedom of the College to provide such an education to students, will be protected by the Board of Regents and the administrative personnel it may select for the College.

### ***Responsibilities***

The Board of Regents of Galveston College expects employees, students, visitors, and guests of the College to accept the following responsibilities:

1. Compliance with and support of duly constituted civil authority.
2. Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
3. Cooperation to ensure that the will of the majority is implemented after due consideration, but not to include the suppression to the minority.
4. To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
5. Knowledge of and active support of college regulations.

### ***Exclusions***

Student complaints regarding grades, discipline, financial aid, discrimination, and harassment are covered by separate procedures.

### ***Purpose***

The grievance procedure at Galveston College shall serve two purposes: to determine whether an injury alleged by the grievant was the result of an error in the institution's policies and procedures or in their administration; and if an error is established, to determine an equitable redress for the grievant.

Grievable issues shall include all student-related policies, extracurricular activities, athletics, and/or other matters as appropriate. The purpose of the grievance procedure of Galveston College is to ensure that all persons involved receive fair and equitable treatment and that there is a clear trail of documentation for each case.

### ***Representation***

The student may be represented at any level of the complaint. Under extenuating circumstances, a student may designate, in writing, a person to represent the student.

### ***Level One***

All grievances voiced by students of Galveston College should first be aired in an informal meeting between the student and the College representative directly involved (i.e., instructor, coach, or administrator). At this face-to-face meeting, a bona fide attempt must be made to resolve the issue(s) in question.

It shall be the responsibility of the student grievant to:

1. Explain fully the nature of the grievance;
2. When and under what conditions the alleged grievance occurred; and
3. What redress is expected.

The College representative (instructor, coach, administrator, etc.) involved in the dispute shall have the responsibility to:

1. Hear the grievance;
2. Make an honest attempt to resolve the issue; or

3. If resolution is not possible at that level, to refer the problem to the appropriate supervisor.

It shall also be the responsibility of the College representative to document the meeting in writing to include the date, location, person(s) involved, issues discussed, and results achieved.

#### *Level Two*

If the outcome of the conference at level one is not to the student's satisfaction, the student has ten (10) working days to request a conference with the appropriate supervisor(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the resolution sought, the student's signature, and the date of the conference with the appropriate supervisor or dean.

#### *Level Three*

If the outcome of the conference with the appropriate supervisor is not to the student's satisfaction, the student has ten (10) working days to submit an appeal to the Student Affairs Committee. The appeal must be a written statement of the complaint and any evidence in its support, the resolution sought, the date of the appeal, and the signature of the student. The Chair of the Committee shall set the appeal hearing in as timely a fashion as possible.

#### *Level Four*

If the matter is still not resolved by the Student Affairs Committee, the student may appeal to the appropriate Vice President within ten (10) working days. The Vice President will forward the appeal decision to the student within ten (10) working days of the receipt of the appeal document.

#### *Level Five*

If the outcome of the appeal to the Vice President is not to the student's satisfaction, the student may, within ten (10) working days of receiving notice of the decision, submit a written appeal to the College President. The written appeal at minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution. The President may, at his/her sole discretion, choose to allow oral arguments on the petition. The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the Vice President's decision will be affirmed.

#### *Level Six*

If the outcome of the appeal to the President is not to the student's satisfaction, the student may submit to the College President, within ten (10) working days of the President's decision, a written request to place the matter on the agenda of the Board. The College President or designee shall inform the student of the date, time, and place of the meeting. (The posting of the Board's agenda shall be considered adequate notice to the student.)

The Board Chair shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.

The Board's consideration shall be based on the complaint records developed at the administrative reviews, and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

#### *Closed Meeting*

If the complaint involves complaints or charges about an employee, it will be heard by the Board in a closed meeting, unless the employee complained about requests it to be public.

## **DISCRIMINATION AND/OR HARASSMENT**

### **Discrimination and/or Harassment by Students**

Students shall not engage in discrimination and/or harassment toward another student or a College employee. A substantiated charge of discrimination and/or harassment against a student shall result in disciplinary action. Discrimination and/or harassment may be motivated by race, color, religion, national origin, or disability. Harassment may include unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

### **Sexual Harassment by Employees**

District employees are prohibited from sexually harassing students. [See Policy FLDA (LEGAL) and Policy DHA (LEGAL).]

### **Procedures for Reports, Investigations, Resolution, and Appeals**

1. Any student who believes that he/she has been subjected to harassment and/or a discriminatory action shall report the incident to any administrator within 90 calendar days of the incident. The administrator receiving the complaint shall report the incident in writing to the Vice President of Student Services. If the complaint is against an employee of the College, the administrator receiving the complaint shall also notify the Title IX Coordinator in writing, who in turn shall take the appropriate actions in accordance with College Policy as it relates to an employee of the institution. (Under no circumstances shall this procedure require a student bringing a complaint to present the matter to a person who is the subject of the complaint.)
2. Upon the receipt of an allegation, the Vice President of Student Services shall ascertain the facts and shall seek redress as appropriate through an informal process and/or mediation. If during the course of the investigation, the Vice President determines that disciplinary action against a student or students may be warranted, the Vice President shall take appropriate action through the College's disciplinary process.
3. If the Vice President makes a decision to resolve the issue and the complainant is not satisfied with the results, the complainant may formally appeal the decision of the Vice President to the Student Affairs Committee (See Student Complaints and Grievance Process). Or, if the Vice President determines that the evidence warrants further review, a hearing may be called, and the student bringing the allegations as well as any individuals named in the complaint will be notified of the time, date, and place of the hearing.
4. At the hearing, the student will have the opportunity to articulate his/her allegations and present substantiating evidence. In turn, those named in the complaint will have the same opportunity to rebut the allegations.
5. Once all evidence has been heard, the Committee will meet in closed session to consider the evidence and to reach a decision.
6. The Committee shall make a decision as soon as possible and shall communicate its decision to all parties. The Vice President shall be responsible for communicating the decision of the Committee to all parties and for enforcing student discipline as it relates to these matters.
7. Should the student not be satisfied with the Committee's decision, further appeals are possible in accordance with College policy.

### **Protection from Retaliation**

The District shall not retaliate against a student who in good faith reports perceived discrimination, harassment, sexual harassment, or sexual abuse.

### **Complaint Process**

For the purposes of the following complaint process, "days" mean working days.

#### *Level One-Investigation and Informal Resolution*

Upon the receipt of an allegation, the Vice President of Student Services shall ascertain the facts and shall seek redress as appropriate through an informal process and/or mediation. If during the course of the investigation, the Vice President determines that disciplinary action against a student or students may be warranted, the Vice President shall take appropriate action through the College's disciplinary process. If the complaint is against an employee of the College, the Vice President shall notify the Title IX Coordinator who in turn shall take the appropriate actions in accordance with College Policy as it relates to an employee of the institution. (Under no circumstances shall this procedure require a student bringing a complaint to present the matter to a person who is the subject of the complaint.)

A student who has a complaint alleging discrimination, harassment, sexual harassment, or sexual abuse by an employee may request a conference with the appropriate administrator, designee, or the Title IX Coordinator. The student may be accompanied by an advisor at the initial conference and throughout the complaint process. The conference shall be scheduled and held as soon as possible, but in any event within seven (7) working days of receipt of the complaint. At the conference, the person bringing the complaint shall be informed of the right to file a formal complaint with the College's Title IX Coordinator.

The appropriate administrator or designee or the Title IX Coordinator shall coordinate an appropriate investigation. Nothing in the complaint process shall have the effect of requiring a student alleging discrimination, harassment, sexual harassment, or sexual abuse to report the matter to a person who is the subject of the complaint.

#### *Level Two*

If the complaint of discrimination and/or harassment is a complaint against a student and if the complaint cannot be resolved at Level One, the Vice President of Student Services may begin disciplinary proceedings against a student or students, as appropriate. From this point forward, the Student Disciplinary Process becomes the operative process for students charged with discrimination and/or harassment.

If the complaint is a complaint against an employee and if the complaint cannot be resolved informally, the Title IX Coordinator, after investigating the complaint and trying to resolve the complaint, shall forward the results of the investigation, findings, and recommendations to the appropriate Vice President or designee. The Vice President or designee shall consider the investigation, findings, and recommendations of the Title IX Coordinator and take appropriate action in accordance with College Policy.

If the complaint is not resolved to the satisfaction of the complainant, the complainant may appeal the decision through the institution's Student Affairs Committee and the institution's Complaint and Grievance Process (FLD) (Local).

### **STUDENT AFFAIRS COMMITTEE**

The Student Affairs Committee is appointed annually and consists of faculty, staff, and a student representative. This committee may review procedures in the areas of admission, residency, retention, academic probation and suspension, and financial aid. Student appeals of academic suspension will be processed by the Director of Admissions/Registrar. A student's next step in this appeal of academic suspension would be to the Vice President of Student Services (the committee may also conduct a hearing if a student has filed a formal grievance).

## CHAPTER VII ACADEMIC STANDARDS



# Academic Standards

## SEMESTER CREDIT HOUR

The semester credit hour is defined as one clock hour of class per week for a sixteen-week semester, or its equivalent. The number of clock hours of laboratory work will vary with the requirements of the course. It is the student's responsibility to take courses in sequence and at the proper level.

## CLASSIFICATION OF STUDENTS

A student who has completed less than 30 semester hours is classified as a freshman. A student who has completed 30 or more semester credit hours and has not received a degree is classified as a sophomore. A student may also be classified as a full-time student or a part-time student according to the criteria listed below:

### Full time student:

1. During the Regular Semester:
  - a. Any student registered for twelve (12) or more semester credit hours is defined as a full-time student.
2. During the Summer Terms:
  - a. Any student registered for six (6) or more semester credit hours each term is defined as a full-time student.
  - b. See Veterans Information for classification of veterans.
  - c. See Financial Aid Information for requirements for students receiving financial aid.

### Part-time student:

3. During the Regular Semester:
  - a. Any student registered for less than twelve (12) semester credit hours is defined as a part-time student.
  - b. See Veterans Information for classification of veterans.
  - c. See Financial Aid Information for requirements for students receiving financial aid.
4. During the Summer Terms:
  - a. Any student registered for less than six (6) semester hours is defined as a part-time student.
  - b. See Veterans Information for classification of veterans.
  - c. See Financial Aid Information for requirements for students receiving financial aid.

## COURSE LOAD

Students who are employed or who plan to seek employment are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week and to the student activities in which they participate. A student who overloads in these areas is likely to have scholastic difficulties. For most courses a minimum of two hours of preparation outside class is necessary for each hour of class time. In order to determine a practical course load, students should meet with a counselor or the appropriate program advisor. In general, students should not exceed 18 semester hours per semester (fall and spring). The suggested course load for students enrolled during a summer semester should not exceed 9 semester hours per term. The College reserves the right to limit the course load carried by any student.

## **CLASS ATTENDANCE**

Students are expected to attend all lectures and laboratory periods, and an accurate record of each student's class attendance is kept by each instructor for the duration of the course.

Any student who misses 10% of the total clock hours of instruction, not excused by the instructor, may be withdrawn from class by the instructor with a grade of "AWN" (Administratively Withdrawn for Non-Attendance). Students are expected to report to class on time. At the discretion of the instructor, tardiness may be treated the same as an absence and the AWN policy may be applied.

If an AWN is processed before a student completes the drop procedures, the AWN will become the grade of record. The student, instructor, and financial aid office will receive copies of the AWN form.

Programs with special attendance requirements mandated by local, state, or national accrediting or professional agencies will observe the agency attendance requirements which affect student certification, registry, or licensure, as well as those of the College. All special attendance requirements must be approved in writing by the Vice President of Instruction.

## **STUDENT ABSENCE ON RELIGIOUS HOLY DAY**

Under Texas Education Code 51.911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day.

A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

The notice shall be in writing and shall be delivered by the student personally to the instructor of each class, with receipt of the notice acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

## **EXAMINATIONS**

The preparation and administration of examinations is the responsibility of the instructor who teaches the course. The number and type of examinations will be determined by the nature of the specific course.

In an effort to evaluate student learning, a final exam or final experience is required in each course as provided for in the course syllabus. Guidelines covering the final examinations are listed below:

1. A final examination or final experience is required as stated in the grading section of the course syllabus. (A final exam is defined to include a test, a final project, a portfolio, or other final experience.)
2. A final examination schedule will be published each semester. All tests should be given at the time scheduled.
3. Students will not normally be allowed to take a final examination at any time other than the assigned period. Exceptions to this policy may be granted in cases of extreme need when approved by both the faculty member and the appropriate Dean/Division Director.

## **SCHOLASTIC INTEGRITY**

Each student is charged with the responsibility of maintaining scholastic integrity. When written assignments require excerpts from material published by others, the student must give full credit to the author to avoid the possibility of

plagiarism. For more information, refer to “Students Rights and Responsibilities section (F) Student Code of Conduct”.

Any student violation of scholastic integrity for plagiarism or cheating falls properly within the realm of student/faculty relations and is subject to faculty recommendation to the College administration for loss of credit for a particular assignment, examination, or unit of work; failure in a course; or dismissal from the College.

## **TRANSFER OF CREDIT**

Credit for courses in which a passing grade (C or better) has been earned may be transferred to Galveston College from a post-secondary institution that is accredited by one of the following regional accrediting bodies:

Middle States Association of Colleges and Schools/Commission on Higher Education  
New England and Association of Schools and Colleges  
North Central Association of Colleges and Schools  
Northwest Association of Colleges and Schools/Commission on Colleges  
Southern Association of Colleges and Schools/Commission on Colleges  
Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges

It is the responsibility of each transfer applicant to arrange for an official transcript to be sent to Galveston College from each institution previously attended. A course from a regionally accredited institution will be accepted in lieu of a specific course at Galveston College only if evidence indicates the course is equivalent. Remedial courses are not transferable.

Students whose overall grade point average is less than 2.0 on a 4.0 scale may only be admitted by the Director of Admissions/Registrar and the appropriate Dean or Division Director. Transfer students who are admitted by the Dean or Division Director and whose GPA is less than a 2.0 will be placed on academic probation. Failure to achieve a minimum grade point average of 2.0 at Galveston College while on academic probation will result in academic suspension.

Course work completed at colleges and universities outside the United States will be considered for transfer on an individual basis. International transcripts must be evaluated by an accrediting agency prior to enrollment. A list of accrediting agencies can be obtained from the Office of Admissions. All foreign credentials submitted to Galveston College must include the original transcript plus a certified English translation. There is no guarantee, even after a transcript has been evaluated, that the credits will be accepted.

Galveston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Because of this recognition, Galveston College credits are regarded as equivalent to courses of the same description at other colleges and universities. Transfer problems typically occur only when students change their planned educational objectives. Examples of transfer difficulties include those encountered by students who change majors or who change from a two-year career education program to an academic transfer program.

Counselors, advisors, and faculty advisors have access to a wide range of information on credit transfer. Students should work with an academic advisor or counselor to design an educational plan consistent with their educational goals. Changes in plans should be discussed with the academic advisor or counselor to avoid potential transfer problems. In order to assist students transferring to other institutions within the State of Texas, Galveston College has joined with other junior/community colleges and universities in the State of Texas and has adopted a common course numbering system. The purpose of the numbering system is to improve articulation and assist students who are transferring between institutions.

In accordance with rules and guidelines established by the Texas Higher Education Coordinating Board, if a Texas public institution does not accept a lower-division course credit earned by a student at another Texas public institution, the institution is required to provide a written notice to the student and the sending institution that the transfer of the course credit was denied. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and regulations. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the commissioner of the denial.

The Commissioner of Higher Education or the commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and the institutions.

## **RESOLUTION OF TRANSFER DISPUTES**

The following procedures will be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower division courses according to the Texas Higher Education Coordinating Board and Texas Education code 61.826:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution will give written notice to the student and to the sending institution that the transfer of the course credit is denied. A receiving institution will also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
2. A student who receives the notice of denial for transfer credit may dispute the denial of credit by contacting a designated official at either the sending institution or the receiving institution.
3. The two institutions and the student will attempt to resolve transfer of the course credit in accordance with Board rules and regulations.
4. If the transfer dispute is not resolved to the satisfaction of the student or sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer will notify the Texas Higher Education Coordinating Board of its denial and the reason for its denial.
5. The Commissioner of Higher Education or the Commissioner's designee will make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
6. The Board will collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
7. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If the quality is found to be unacceptable, the Board may discontinue funding for the course.

More information on the guidelines of the resolution of transfer disputes is available in the office of the Director of Admissions/Registrar or Vice President of Student Services.

## **CREDIT BY EXAMINATION**

A person who believes he/she is qualified by experience or previous training is provided the opportunity to earn college credit in specific courses through a variety of examination programs. Credit established through examination becomes part of the student's record. Students who successfully complete an examination receive a grade of a "CR\*" on their transcript and the semester credit hours will apply toward graduation requirements, but are not calculated in the grade point average.

Students may earn a maximum of twenty-four (24) semester credit hours towards a degree through examination. Credit by examination may be attempted only one time in any given course. Students may not establish credit by examination for any course which has been previously attempted at this College or elsewhere. Students should visit with a counselor and/or advisor for more information.

Effort has been made to interrelate the College's credit by examination program with transferring four-year institutions; however, final acceptance of these credits for specific degree purposes is determined by the accepting institution.

The following credit by examination programs are recognized by Galveston College:

### **1. Course Challenge by Examination**

Students, who elect to challenge a course by examination for credit in occupational-technical or specific academic courses which are on the College's approved list, are to complete the following steps:

- a. Obtain a Course Challenge by Examination Form from a counselor/advisor.
- b. Pay the required fee for the examination at the Business Office.
- c. Submit the Course Challenge by Examination Form to the appropriate Dean or Division Director.
- d. Allow the Dean's/Division Director's Office to contact the student to schedule the examination.

Course Challenge Examinations will be prepared by the appropriate Dean's or Division Director's Office. Scoring and grade determination procedures will be identified by the Dean/Division Director. The Dean or Division Director will forward successful examination results to the Office of Admission, and results will be recorded with the grade of a "CR" on the transcript. Semester credit hours are included in hours earned and apply toward graduation requirements but are not calculated in the grade point average.

**2. CLEP - The College Entrance Examination Board, College Level Examination Program** Some subject examinations will be recognized for credit. Credit will be granted by the designation of the grade “CR” on the student’s transcript. Semester credit hours are included in hours earned and apply toward graduation requirements but are not calculated in the grade point average.

CLEP Examination	Minimum Score	Equivalent Course	Semester Hrs.
American Government	50	GOVT 2305	3
American Literature	50	ENGL 2327,2328	6
Biology	50	BIOL 1406, 1407	8
Calculus	50	MATH 2413	4
Chemistry	50	CHEM 1411,1412	8
College Algebra	50	MATH 1314	3
English Composition (with essay)	50	ENGL 1301,1302	6
Financial Accounting	50	ACCT 2301	3
Freshman College Composition	50	ENGL 1301	3
Human Growth and Development	50	PSYC 2314	3
Humanities	50	HUMA 1301	3
Introduction to Macroeconomics	50	ECON 2301	3
Introduction to Microeconomics	50	ECON 2302	3
Introductory to Psychology	50	PSYC 2301	3
Introductory to Sociology	50	SOCI 1301	3
Spanish Language, Level 2	66	SPAN 1411,1412, 2311,2312	14
Spanish Language, Level 1	50	SPAN 1411, 1412	8
U.S. History I: Early Colonization	50	HIST 1301	3
U.S. History II: 1865 to the Present	50	HIST 1302	3

**3. AP - The College Entrance Examination Board Advanced Placement Program Examination** Advanced Placement examinations are taken at the high school level. Credit will be granted by the designation of the grade “CR” on the student’s transcript. Semester credit hours are included in hours earned and apply toward graduation requirements but are not calculated in the grade point average.

AP Examination	Minimum Score	Equivalent Course	Semester Hrs.
Art History	4	ARTS 1303	3
	5	ARTS 1303 & ARTS 1304	6
Biology	4	BIOL 1406 & 1407	8
Calculus AB	4	MATH 2413	4
Calculus BC	4	MATH 2413 & MATH 2414	4
Chemistry	5	CHEM 1411 & CHEM 1412	4
Computer Science A	4	COSC 1301	3
English Language & Composition	3	ENGL 1301	3
	4	ENGL 1301 & ENGL 1302	6
English Literature & Composition	3	ENGL 1301	3
	4	ENGL 1301 & ENGL 1302	6
Environmental Science	4	ENVR 1401 & ENVR1402	8
European History	4	HIST 2311	3
Foreign Language - French	3	FREN 1411	4
	4	FREN 1411 & 1412	8
	5	FREN 1411, 1412 & 2311	11
Foreign Language - German	3	GERM 1411	4
	4	GERM 1411 & 1412	8
	5	GERM 1411, 1412 & 2311	11
Foreign Language - Spanish	3	SPAN 1411	4
	4	SPAN 1411 & 1412	8
	5	SPAN 1411, 1412 & 2311	11
Macroeconomics	4	ECON 2301	3
Microeconomics	4	ECON 2302	3
Music Theory	5	MUSI 1301	3
Physics B	5	PHYS 1401 & PHYS 1402	8
Physics C – Electricity & Magnetism	5	PHYS 2426	4
Physics C- Mechanics	5	PHYS 2425	4
Psychology	4	PSYC 2301	3
Statistics	3	PSYC 2317 OR MATH 1342	3
Studio Art 2D Design	5	ARTS 1311	3
Studio Art 3D Design	5	ARTS 1312	3
Studio Art Drawing	5	ARTS 1316	3
U.S. History	4	HIST 1301 & HIST 1302	6
U.S. Government & Politics	3	GOVT 2305	3
World History	4	HIST 2322	3

#### **4. International Baccalaureate (IB)**

The Board of Regents of Galveston College authorizes the President of Galveston College to implement the provisions of Senate Bill 111 for new student applicants who have earned the International Baccalaureate (IB) diploma effective for the 2006-2007 academic year and following.

Galveston College will post the procedures for credit awarded to International Baccalaureate diploma recipients and successfully completed International Baccalaureate courses with a score between 4-7 via the Admissions and Records webpage and in the Galveston College catalog for academic year 2006-2007 and subsequent catalogs.

Galveston College will continue to evaluate and assess International Baccalaureate program courses. IB courses approved for credit will be updated accordingly on the Admission and Records webpage and in the Galveston College catalog.

#### **International Baccalaureate (IB) Policy for Galveston College Acceptance Procedures**

Galveston College, in compliance with SB 111, will award a minimum of 24 semester credit hours of course-specific college credit in subject-appropriate areas on all International Baccalaureate (IB) examination scores of 4 or above as long as the incoming freshman has earned an IB diploma. While some course credit will be awarded regardless of a student's IB diploma status, some course credit at Galveston College may be subject to the successful completion of the IB diploma. IB credit will be awarded and graded as Credit Only (CR) at Galveston College. The semester credit hours will apply toward graduation requirements but are not calculated in the grade point average.

Entering freshman students should submit their International Baccalaureate transcript to the Office of Admissions regarding their eligibility for course credit. Students should work with a Counselor or Advisor to determine the application of the IB credits in their individual degree. The evaluation of IB courses in order to identify the appropriate course credit is continuing and will be posted as it becomes available.

IB Examination	Minimum Score	GC Course(s)	Credit Hours
Biology (HL)	4	BIOL 1406	4
	5	BIOL 1406/1407	8
Chemistry (HL)	4	CHEM 1411	4
	5	CHEM 1411/1412	8
Economics	4	ECON 2301	3
English: Language A	4	ENGL 1301	3
	5	ENGL 1301/1302	6
French: Language A or B (SL)	4w/diploma	FREN 1411	4
	5w/diploma	FREN 1411/1412	8
Language A or B (HL)	4	FREN 1411/1412	8
	5	FREN 1411/1412/2311/2312	14
Fundamentals of Music	5	MUSI 1301/1302	6
Further Mathematics (SL)	4 w/diploma	MATH 1314	3
	5	MATH 2312	3
German: Language A or B (SL)	4w/diploma	GERM 1411	4
	5w/diploma	GERM 1411/1412	8
Language A or B (HL)	4	GERM 1411/1412	8
	5	GERM1411/1412/2311/2312	14
Mathematics (HL)	4	MATH 2312	3
	5	MATH 2312/2413	7
Mathematical Methods (SL)	4 w/diploma	MATH 1314	3
	5	MATH 2312	3
Mathematical Studies (SL)	4 w/diploma	MATH 1314	3
	5	MATH 2312	3
Philosophy	4	PHIL 1301	3
Physics (HL)	4	PHYS 1401/1402	8
Psychology	4	PSYC 2301	3
Spanish Language A or B (SL)	4w/diploma	SPAN 1412	4
	5w/diploma	SPAN 1411/1412	8
Language A or B (HL)	4	SPAN 1411/1412	8
	5	SPAN 1411/1412/2311/2312	14
Visual Arts	5	ARTS 1311	3

HL = Higher Level Exams

SL = Standard Level Exams

## GRADING SYSTEM

<b>Grade</b>	<b>= Interpretation</b>	<b>Grade Point Value</b>
A	= Excellent or Outstanding	4
B	= Good or Above Average	3
C	= Average or Expected	2
D	= Poor but Passing	1
F	= Failure	0
I	= Incomplete Work*	Not computed
NR	= In Progress-No Grade Reported Yet	Not computed
W	= Official Withdrawal**	Not computed
AUDIT	= No credit	Not computed
AWN	= Administratively withdrawn for non-attendance/no credit***	Not computed
RT	= Retaken course	Computed
RP	= Repeated Course	Not computed
CR	= Credit****	Not computed
CRA	= Credit****	Not computed
CRB	= Credit****	Not computed
CRC	= Credit****	Not computed
NC	= No Credit****	Not computed
NCD	= No Credit****	Not computed
NCF	= No Credit****	Not computed
CR*	= AP, CLEP, CE*****	Not computed
(AP)	= Indicates grade was earned by Advanced Placement	Computed

\* Incomplete work must be completed on or before the end of the next long-term semester. Work not completed by the end of the next long semester (excluding summers) will automatically be changed to a grade of "F" or "NC". Students with grade of "I" will not be eligible for "Honors" until "I" has been completed.

\*\* The last day to drop a course with a grade of "W" is noted in the College Calendar.

\*\*\* Administrative Withdrawal for non-attendance.

\*\*\*\* Developmental courses are not computed in semester or cumulative GPA, effective spring 1988.

\*\*\*\*\* Included in credits earned.

**Repeated Courses:** When a student repeats a course (takes the same course more than once) at Galveston College, the hours and grade earned on the last graded course will be used in computing the cumulative grade point average, even when the last grade earned is lower. This is a Galveston College policy that is not necessarily honored at other colleges. Transcripts will indicate all courses and grades even when a course is not calculated into the GPA after being repeated.

**Adding and Dropping of Courses:** Students who add courses will be subject to any additional tuition and fees as outlined in the current Galveston College Catalog. Refund information can be obtained from the Business Office. Courses may be added on the dates outlined in each semester schedule. Courses may be dropped without notation on the student's record before the official census date of each semester. After the official census date, courses will be dropped with a grade of "W" (Withdrawn). The last day to drop a course with a "W" is listed in each semester's/session's published schedule. Forms for dropping or adding courses may be obtained from the Counseling Center.

**Administrative Withdrawal:** A student who registers and does not attend class in accordance with College's attendance policy will be administratively withdrawn upon written recommendation from the instructor. A grade of AWN will be assigned to the student. The grade of AWN is not computed in a student's grade point average or semester hours earned. If an AWN is processed before a student completes the drop procedures, the AWN will become the grade of record. The student, instructor, and financial aid officer will receive copies of the AWN form.

**Withdrawal from College:** Any student withdrawing from the College must obtain the proper forms from Student Services and secure clearance as indicated on the forms. Students must turn in identification cards to the Business Office at the time of withdrawal. All indebtedness to the College must be satisfied in the Business Office prior to withdrawal. When all financial affairs are satisfactorily arranged, student grades and transcripts will become available. Students who do not complete all forms will receive a grade(s) of "F." The date of withdrawal will be the date the form is completed and the above conditions are satisfied. The last day to completely withdraw from school is noted in each semester calendar.

**Withdrawal for Military Service:** If a student withdraws because he or she is called to military service, the College, at the student's option, shall:

- Grant a student, who is eligible under the College's guidelines, an incomplete grade in all courses which must be completed in the next long semester or a grade of "F" will be recorded;
- Withdraw from all classes with a designated "Military Withdraw" on the student's transcript; or
- Assign an appropriate final grade and credit, as determined by the instructor, to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

**Withdrawal Limit Provisions (TEC §51.907):** Students who enroll as entering freshmen or first-time-in-college students in undergraduate courses offered through any public Texas institution of higher education for the first time beginning in the Fall 2007 semester or any subsequent semester are subject to the course withdrawal limit of six courses, including any course a transfer student has withdrawn from at another public Texas institution. A course withdrawal, which will be recorded on the transcript, is defined as an affected credit course not completed by an undergraduate student who is enrolled in the course at the official date of record, and who will receive a non-punitive grade of W or AWN. Transfer students who are affected by this legislation shall be required to submit all transfer institution transcripts for processing of the transfer course withdrawals which apply to the limit.

The following types of courses are excluded from the course withdrawal limit:

- Courses taken by students while enrolled in high school – whether for dual credit, early college credit, or for college credit alone;
- Courses dropped at private or out-of-state institutions;
- Remedial or developmental courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree; or
- Courses which meet the definition of complete "good cause" withdrawal.

Students who demonstrate and provide appropriate documentation for good cause may be excluded from the course withdrawal limit. The following may demonstrate course withdrawal for a ‘good cause’:

- Severe illness or other debilitating condition: Statement from doctor;
- Care of a sick, injured or needy person: Statement from doctor regarding illness of the person being cared for. Statement from the sick, injured, or needy person regarding the student’s role as the care-giver or in case of a child, statement from the student;
- Death of family member or another person who is otherwise considered to have a sufficiently close relationship: Death certificate or obituary from newspaper;
- Active duty service with the Texas National Guard or other armed forces by the student, a family member, or a person who has a sufficiently close relationship: Orders from service;
- Change in work schedule that is beyond the control of the student: Letter from employer; or
- Other good cause as determined by the institution.

### **GRADE POINT AVERAGE (GPA)**

Four grade points are awarded for each semester hour in which the student receives an “A,” three grade points for each hour of “B,” two grade points for each hour of “C,” one grade point for each hour of “D,” and 0 grade points for an “F.” The grade point average (GPA) is calculated by dividing the total number of grade points by the number of graded semester hours earned. Entries of “Audit,” “I,” “IP,” “AWN,” “CR,” “CR\*,” “CRA/B/C,” “NC,” “NC/D/F,” “NR,” “W,” are not assigned grade point values.

A student’s grade point average is computed by adding the total grade point values for all courses and dividing by the number of graded credit hours attempted during the same period. For example, a student who takes the following courses and earns the following grades has a grade point average of 2.529:

<b>Courses</b>	<b>Grade</b>	<b>Grade Point Value</b>	<b>Semester Hours Attempted</b>	<b>Grade Points Earned</b>
BIOL 2401	A	4	4	16
ENGL 1301	B	3	3	9
HIST 1301	B	3	3	9
SPCH 1315	C	2	3	6
PSYC 2301	D	1	3	3
PHED 1115	F	0	<u>1</u>	<u>0</u>
Totals			17	43
Total Grade Average:				$43 \div 17 = 2.529$

### **Cumulative Grade Point Average**

The cumulative grade point average is based upon all of the student’s work taken at Galveston College; however, when courses are repeated, only the most recent grade will be used to calculate grade points and semester hours. Transfer students must meet the minimum cumulative grade point average of 2.0. No grade lower than a “C” is acceptable for transfer credit.

## ACADEMIC STANDARDS OF PROGRESS (Probation and Suspension)

1. **Measure of Quality.** The records of all students enrolled each semester will be reviewed and evaluated at the end of each semester. Full-time students and part-time students will be considered to be achieving satisfactory progress and be in "Good Standing" if they earn a cumulative 2.0 grade point average or higher (on a 4.0 scale).
2. **Academic Probation.** Students who do not achieve satisfactory progress (cumulative minimum G.P.A. of 2.0) will be placed on Academic Probation for the next long semester (*Note: both summer sessions are considered equivalent to one long semester*). Students on Academic Probation are also on "attendance probation" and are expected to attend every class unless hindered by circumstances beyond their control. No unexcused absences or "cuts" are allowed. Such "cuts" may result in immediate suspension from classes. In addition, students on academic probation are required to meet with an advisor or counselor to complete an enrollment contract. In addition, students on academic probation may be limited to a maximum of 16 semester credit hours. (*Note: Students on Academic Probation are not allowed to enroll in on-line courses.*)
3. **Academic Suspension.** Students who are on Academic Probation and fail to achieve minimum cumulative G.P.A. of 2.0 or higher during the next term will be placed on Academic Suspension (suspended from enrollment for the next long semester). A student may appeal this action through the Student Affairs Committee if there are extenuating circumstances which might alter the suspension status. After serving a one-semester suspension, these students will be eligible to re-enter on Academic Probation.
4. **Continued Academic Probation.** Continued probation instead of suspension will be in effect for students who fail to achieve the cumulative 2.0 G.P.A., but who attain a 2.0 G.P.A. or higher in the current semester. When these students attain the cumulative minimum of 2.0 or higher G.P.A., they will be in "Good Standing."
5. **Re-entry.** Students who have been on suspension may re-enter on Academic Probation. If they fail to meet the minimum requirements as indicated, they will be placed on Academic Suspension for one calendar year. After one year the student may be admitted on Academic Probation. Should the student still not meet the minimum requirements, he/she will be placed on Academic Suspension again for a calendar year and may be re-admitted only upon approval of the Director of Admissions/Registrar and the Dean or Division Director.

## GRADE APPEAL

Any student at Galveston College has the right to appeal academic decisions or actions which he or she considers manifestly unjust or improper. The primary responsibility for assigning grades in a course belongs to the individual course instructor, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the instructor responsible for the course must remain determinative.

### *Level One Informal Steps*

A student who believes that an improper or incorrect grade was assigned should first take informal steps to resolve the situation. The request for a grade correction must occur within thirty (30) calendar days of the end of the semester/term in which the grade was issued. The student should first discuss the matter with the instructor of record. If the matter is not resolved at this point, the student should discuss the matter with the appropriate program coordinator, program director, and/or division director, who will attempt to resolve the grade dispute. If the informal measures fail to satisfy the complainant, the student may appeal.

### *Level Two*

If an informal attempt to resolve the grade issue is unsuccessful, the following procedures will be observed at level two:

1. The student will submit to the appropriate Dean or Division Director, in writing, a request for review using a Grade Appeal Form, which is available in the office of the Dean or Division Director.
2. The Dean or Division Director, on receiving the request, will inform the instructor and the program coordinator or director of the appeal, provide the instructor with a copy of the appeal, and request a written response from the instructor.
3. The Dean or Division Director shall review all material and information and seek an appropriate solution.

### *Level Three*

If an appropriate solution is not forthcoming at the Dean or Division Director's level, the Dean or Division Director shall forward the appeal to the Student Affairs Committee. The Committee's responsibility shall be to:

1. Review the complainant's request and evidence;
2. Consider the instructor's response;
3. Consider the Dean's or Division Director's decision; and,
4. Call any witnesses, if deemed appropriate by the committee, to corroborate documentary evidence. (A witness requested to testify by either the complainant or the instructor, or both, may decline.)

The Student Affairs Committee shall render a decision which shall be communicated to the Dean or Division Director who in turn shall communicate the decision in writing to the student and to the instructor within ten (10) working days following the report of the committee.

### *Level Four*

If the matter is still not resolved to the student's satisfaction, he or she may present a written request for review by the Vice President of Instruction. The Vice President of Instruction will review the appeal with the appropriate Dean or Division Director and render a decision.

### *Level Five*

If the outcome of the appeal to the Vice President of Instruction is not to the student's satisfaction, the student may, within ten (10) working days of receiving notice of the decision, submit a written appeal to the College President. The written appeal at minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution. The President may, at his/her sole discretion, choose to allow oral arguments on the petition. The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the Vice President's decision will thereby be affirmed. The grade appeal process ends with the decision of the President.

## **GRADE REPORTS**

Final grades are available at the end of each semester via WHITECAPS PORTAL at whitcaps.gc.edu. A transcript is the official record of all college coursework. Transcripts are withheld from students who have not met financial or other obligations to the College. Students can request up to five official transcripts per week at no cost from the Office of Admissions. Unofficial transcripts are available at no cost via Whitecaps Portal at whitcaps.gc.edu.

## **ACADEMIC RECOGNITION**

Galveston College has several means of recognizing students for their outstanding and distinguished academic achievement.

### **President's List**

Students who have a 3.9 semester grade point average or better and who are taking at least twelve (12) semester hours (excluding developmental coursework and incomplete grades) are listed on the President's Honor List at the end of each long semester.

### **Vice President's List**

Students who have a grade point average of 3.6, but less than 3.9, and who are taking at least (12) semester hours (excluding developmental coursework and incomplete grades) are listed on the Vice-President's Honor List at the end of each long semester.

### **Dean's List**

Students who have a grade point average of 3.2, but less than 3.6, and who are taking at least twelve (12) semester hours (excluding developmental coursework and incomplete grades) are listed on the Dean's Honor List at the end of each long semester.

## CHAPTER VIII GRADUATION REQUIREMENTS



# **Graduation Requirements**

## **GRADUATION INFORMATION**

The Office of Admissions/Registrar certifies eligibility to participate in commencement exercises for those students planning to receive an associate degree and/or certificate.

Galveston College holds commencement exercises in May. Eligible candidates who completed their academic program during the previous summer, fall, and spring semesters are invited to participate in the commencement ceremony.

## **TYPES OF DEGREES AND CERTIFICATES**

The College awards the Associate of Arts, the Associate of Science, and the Associate of Applied Sciences degrees to students who have completed a prescribed course of study. In addition, the College awards Certificates of Completion and Certificates of Technology. The degree and certificate awarded are determined by the particular program of study as described in the College Catalog. In order to graduate with an Associate degree from the College, the student, in addition to other requirements listed in the College Catalog, must have earned at least 18 of the last 27 hours at Galveston College.

## **APPLICATION FOR DEGREE/CERTIFICATE**

Students who plan to receive an Associate of Arts degree, Associate of Science degree, Associate of Applied Science degree and/or a Certificate must submit an Application for Graduation to the Office of Admissions by the published deadline in the schedule of classes. Graduation application deadline dates are available in the semester class schedule and the academic calendar of this catalog. Applying for graduation in advance to the Office of Admissions permits timely updating of degree audits, allowing students to plan or change their final semester courses to ensure completion of all requirements.

Incompletes, grade changes, and transfer work needed to complete graduation requirements that are not resolved within 30 days after graduation will result in reapplying for graduation for the subsequent semester.

There is one formal commencement exercise held at the end of each spring semester. All graduating students are encouraged to participate in the exercise. Summer and fall graduates are also encouraged to participate.

## **GRADUATION UNDER A PARTICULAR CATALOG/DEGREE PLAN**

The student is responsible for all requirements of the catalog under which that student is graduating. To graduate, students must complete the course requirements of the Galveston College Catalog in effect at the time a degree or certificate program is selected. To change majors, a Change of Major form must be completed and filed in the Office of Admissions. Major changes will be governed by the degree requirements in effect at the time the change of major becomes effective.

### **These exceptions apply:**

1. A catalog more than 10 years old shall not be used.
2. Students who stop out (are not enrolled) for twelve months or more will be governed by the catalog in effect at the time of the student's re-entrance to the College. For these purposes, enrollment will be defined as registration for and successful completion of at least one course during an academic term.

## **SECOND ASSOCIATE DEGREE**

Students desiring to earn a second associate degree must complete a minimum of an additional 18 semester hours in residence and all degree requirements.

## **CORE CURRICULUM**

Included in the degree requirements for the Associate of Arts and the Associate of Science degrees at Galveston College is a basic core of general education courses or called the core curriculum. The purpose of the Galveston College core curriculum is to provide the skills, knowledge, and perspectives that help define the educated person. Further, students are expected to gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and, advance intellectual and practical skills that are essential for all learning. The core emphasizes the basic intellectual competencies or core objectives – communication (reading, writing, and speaking), critical thinking, empirical and quantitative skills (included numerical comprehension and analysis), teamwork, and social and personal responsibility (including historical consciousness, multicultural awareness, and concern about ethics, aesthetics and values. Competency in each of the core objectives or core components is established by successful completion of the core courses and the learning outcomes that are embodied in each course which are required for the Associate of Arts and the Associate of Science degree.

In accordance with the laws of the State of Texas and the guidelines and procedures established by the Texas Higher Education Coordinating Board (THECB), all Texas public colleges and universities are required to establish a core curriculum. The law and the established guidelines indicate that if a student completes the core curriculum at one public college or university within the State of Texas, that block of courses may be transferred to any other public college or university within the State of Texas and must be substituted for the receiving institution's core curriculum. Further, in accordance with the law and the guidelines, a student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution, unless the THECB has approved a larger core curriculum for that institution.

The Galveston College Core Curriculum consists of seven areas – Communications, Humanities, Visual and Performing Arts, Mathematics, Natural Sciences, Social and Behavioral Sciences, and Physical Education. The Galveston College Core Curriculum requirements are listed below. These requirements must be met by every student pursuing an Associate of Arts or Associate of Science degree at Galveston College.

CORE COMPONENT	COURSE SELECTION	CR HRS
COMMUNICATION	ENGL 1301 and ENGL 1302	6
	SPCH 1311, SPCH 1315, SPCH 1318, or SPCH 1321	3
HUMANITIES	<i>Select one course from the following list of courses</i> ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312	3
VISUAL AND PERFORMING ARTS	<i>Select one course from the following list of courses</i> ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, MUSI 1310	3
MATHEMATICS	<i>Select one course from the following list of courses</i> MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 1350, MATH 1351, MATH 2318, MATH 2320, MATH 2312, MATH 2413, MATH 2414, MATH 2415	3-4
NATURAL SCIENCE	<i>Select two courses from the following list of courses</i> BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426	8
SOCIAL AND BEHAVIORAL SCIENCES	History - <i>Select two courses from the following courses</i> HIST 1301, HIST 1302, or HIST 2301	6
	Political Science GOVT 2305 and GOVT 2306	6
	Social or Behavior Science - <i>Select one course from the following list of courses</i> ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339	3
PHYSICAL EDUCATION	One PHED 11XX or PHED21XX Activity Course	1
	TOTAL	42/43

NOTE: Universities may deny transfer of courses with a grade of "D." Students should work with a counselor/advisor to select courses within each area that will enhance their area of study at the university to which they plan to transfer.

## GRADUATION REQUIREMENTS

### Associate of Arts

The Associate of Arts degree from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.\*
2. The student must complete all core curriculum/general education requirements for graduation. And in programs which include a THECB approved Field of Study curriculum, students must complete the required Field of Study curriculum.
3. The student must complete the general academic course requirements for the AA degree as outlined in the College Catalog.
4. The student must earn at least 18 semester credit hours required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing and mathematics, unless exempt.
7. The student must successfully complete a minimum of one physical education activity course, unless a substitution for this requirement is petitioned for and approved by the Vice President of Instruction.
8. The student must have satisfactorily settled all College financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate in Arts Degree.

### **Associate of Science**

The Associate of Science degree from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.\*
2. The student must complete all core curriculum/general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.
3. The student must earn at least 18 semester credit hours required for the degree at Galveston College.
4. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
5. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing and mathematics, unless exempt.
6. The student must successfully complete a minimum of one physical education activity courses, unless a substitution for this requirement is petitioned and approved by the Vice President of Instruction.
7. The student must have satisfactorily settled all College financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate in Science Degree.

### **Associate of Applied Science**

The Associate of Applied Science degree from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.\*
2. As part of the minimum 60 semester hour degree requirement, the student must complete a minimum of 15 semester hours of general education courses. The core of general education courses must include at least one course from each of the following areas: Humanities/Fine Arts, Social and Behavioral Sciences, and Natural Sciences and Mathematics. In addition, evidence of computer literacy must be satisfied by completion of specific curriculum requirements within the program or by completion of BCIS 1305, COSC 1301, or a higher level computer science.
3. The student must complete the prescribed competencies and curriculum for a two-year occupational or work force education program as outlined in the degree plan (Galveston College Catalog).
4. The student must earn at least 18 semester credit hours of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College. +
6. The student must have satisfied the requirements of the Texas Success Initiative and demonstrate college readiness in reading, writing and mathematics, unless exempt.
7. The student must have satisfactorily settled all College financial obligations.

\*Developmental courses may not be counted or used as hours towards the Associate of Applied Science Degree.

+Students seeking an AAS in Nursing (Associate Degree Nursing) must achieve a "C" (75) or better in all nursing courses.

### **Certificate of Technology**

The Certificate of Technology from Galveston College will be granted to the student who makes formal application for graduation and completes the following requirements:

1. The student must complete a minimum of 45 semester hours. \*
2. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.
3. The student must earn at least 25 percent of the total credit hours required for the certificate and at least 50 percent of the technical/workforce education courses required for the certificate at Galveston College.
4. The student must have a 2.0 grade point average on all work from Galveston College.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
6. The student must have satisfactorily settled all College financial obligations.

\*Developmental courses may not be counted or used as hours toward the Certificate of Technology.

### **Certificate of Completion**

The Certificate of Completion from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational programs outlined in the Galveston College Catalog.\*

2. The student must earn at least 25 percent of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Galveston College.
3. The student must have a 2.0 grade point average on all work from Galveston College.<sup>+</sup>
4. If the Certificate of Completion is a Level II Certificate, the student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
5. The student must have satisfactorily settled all College financial obligations.

\*Developmental courses may not be counted or used as hours towards the Certificate of Completion.

<sup>+</sup>Students completing a Certificate of Completion in Vocational Nursing must earn a “C” (75) or better in each nursing course and each related course (including any prerequisite courses).

### **Advanced Technical Certificate**

The Advanced Technical Certificate from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.\*
2. The student must earn at least 25 percent of the total credit hours required for the certificate and at least 50 percent of the technical/workforce education courses required for the certificate at Galveston College.
3. The student must have a 2.0 grade point average on all work from Galveston College.
4. The student must have satisfactorily settled all College financial obligations.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.

\*Developmental courses may not be counted or used as hours towards the Certificate.

### **Second Associate Degree**

Students desiring to earn a second associate degree must complete a minimum of an additional 18 semester hours in residence.

## **GRADUATE GUARANTEE FOR TRANSFER CREDIT**

Galveston College guarantees to its Associate of Arts and Associate of Science graduates, beginning December 1993 and thereafter, that course credits will transfer to other public-supported Texas colleges and universities provided that the conditions outlined in the Graduate Guarantee Agreement are met. Applications for Graduate Guarantee for transfer credit are available in the Counseling Center. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses at Galveston College which are acceptable to the college or university.

Special conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in course Selection Guides dated December 1993 or later;
2. Limitation of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability;
3. The guarantee applies to courses included in a written transfer (degree) plan which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made, which must be filed with Galveston College;
4. Only college-level courses with Community College Course Guide Manual approved numbers and a common course number are included in this guarantee;
5. If all conditions are met and course or courses are not accepted by a receiving institution transfer, the student must notify Galveston College within 10 days of notice of transfer credit denial so the “Transfer Dispute Resolution” process can be initiated;
6. If it is determined that the course or courses are not transferable, Galveston College will allow the student to take up to six (6) semester credit hours of comparable courses which are acceptable to the receiving institution;
7. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career; and,
8. The student’s sole remedy against the College and its employees for academic deficiencies shall be limited to six (6) credit hours of tuition-free education under conditions described above.

## **GRADUATE GUARANTEE FOR JOB COMPETENCY**

If a recipient of an Associate of Applied Science (A.A.S.) degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to six (6) tuition-free credit hours of additional skill training by Galveston College under the conditions of the guarantee policy.

Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree, Certificate of Technology, or a Certificate of Completion beginning December 1993 or thereafter in a workforce education/technical program identified in the College Catalog;
2. The graduate must have completed the requirements for the Associate of Applied Science degree or Certificate at Galveston College, with a minimum 75 percent of credits earned at Galveston College, and must have completed the degree/certificate within a four-year time span;
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction;
4. Employment must commence within 12 months of graduation;
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Galveston College as the employee's program competencies and must specify the area(s) of deficiency within 90 days of the graduate's initial employment;
6. The employer, a faculty member, the appropriate Dean, and Vice President of Instruction will develop a written educational plan for retraining;
7. Retraining will be limited to six credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan;
8. All retraining must be completed within one calendar year from the time the educational plan is agreed upon;
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses;
10. The guarantee does not imply that the student will pass any licensing or qualifying examination for a particular career;
11. The student's sole remedy against the College and its employees for skill deficiencies shall be limited to six (6) credit hours of tuition free education under conditions described above.
12. The program can be initiated through written contact with the Office of the College President.

## **GRADUATION WITH HONORS**

Students who are graduating with an Associate degree (A.A., A.S., or A.A.S), who have at least 24 semester hours in residence, who have completed at least two semesters at Galveston College, and who have a grade point average of at least 3.5 (on a 4.0 scale) on all work attempted will graduate cum laude (with honors).

Students who are graduating with an Associate degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Galveston College, and who have a grade point average of at least 3.75 (on a 4.0 scale) on all work attempted will graduate magna cum laude (with high honors).

Students who are graduating with an Associate degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Galveston College, and who have a grade point average of at least 3.9 (on a 4.0 scale) on all work attempted will graduate summa cum laude (with highest honors).

## CHAPTER IX DEGREE PLANS AND PROGRAMS OF STUDY



# Degree and Certificate Programs

## DEGREE PROGRAMS

### **Associate of Arts (A.A.) and Associate of Science (A.S.)**

Associate degrees at Galveston College require a minimum of 60 credit hours for completion. Each degree program will satisfy the requirements for the first two years of a four-year degree, which may be completed by the student upon transfer to a university. Associate degrees at Galveston College parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. Degree requirements at senior colleges and universities vary; therefore, students should select courses with the assistance of a Galveston College counselor or faculty advisor.

### **Associate of Arts and Associate of Science Degree Program Outcomes**

Upon completion of an Associate of Arts and/or the Associate of Science program at Galveston College students will be able to:

- Demonstrate an ability to gather, use, and evaluate evidence to solve problems;
- Demonstrate knowledge of computational methods of calculating and reporting quantitative data;
- Demonstrate a working knowledge of computer basics, including software applications and interest use, as well as equipment specific to particular discipline;
- Communicate effectively through multiple means of expression (verbal, written, visual);
- Build life skills to improve personal and interpersonal well-being; and
- Apply knowledge of personal, societal, and cultural development to living in a diverse world.

### **Associate of Applied Science (A.A.S.)**

The Associate of Applied Science Degree (A.A.S.) is awarded to students who successfully complete an approved curriculum for a two-year technical or vocational program. Each program must include a minimum of 15 credit hours of general education courses with at least one course taken from each of the following areas: Humanities/Fine Arts, Behavioral/Social Sciences, and Natural Science/Mathematics. In addition, evidence of computer literacy must be demonstrated.

### **Galveston College offers Associate of Applied Science degrees in the following areas:**

Clinical Research Coordinator  
Emergency Medical Services  
Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC)  
Industrial Maintenance Technology  
Nursing  
    Associate Degree Nursing  
    EMT-P to ADN Transitional  
    LVN to ADN Transitional  
Medical Office Administration  
Radiologic Health Sciences  
    Nuclear Medicine Technology  
    Radiation Therapy Technology  
    Radiography  
Welding

NOTE: Students desiring to earn a second associate degree must complete a minimum of an additional 18 semester hours in residence. A number of courses contained in the AAS degree programs are specifically created as workforce education courses and may not transfer to baccalaureate programs - see counselors, advisors, or program directors for more information.

## CERTIFICATE PROGRAMS

A certificate program of study requires less than 60 credit hours for completion. These programs are normally designed to provide short-term training necessary to develop entry-level job skills without requiring completion of an associate degree. Credit may be awarded toward a respective degree at Galveston College on the vast majority of work taken in the certificate program.

### Galveston College offers the following certificates:

Clinical Research Coordinator	Law Enforcement Academy
Computerized Tomography Technology	Magnetic Resonance Imaging*
Culinary Arts	Medical Coding
EMT Advanced	Medical Office Assistant
EMT Paramedic	Radiation Therapy Technology
Heating, Ventilation, Air Conditioning and Refrigeration (HVAC)**	Vocational Nursing
Industrial Maintenance Technology**	Welding**

\*These certificates (also known as Advanced Technical Certificates) provide advanced studies in specific associate of applied science programs. Completion of these skills certificates enhances employability and offers specialized training. In most cases, students must complete an associate degree program before enrolling.

\*\*These areas offer an Entry Level Certificate, an Advanced Level Certificate, and an Advanced Level Technology Certificate.

## ARTICULATION AGREEMENTS

Articulation agreements have been made with The University of Texas Medical Branch, Wiley College, University of Houston, Texas A & M at Galveston, Midwestern University, Sam Houston State University, and the University of Phoenix. Students should contact for specific course requirements before making a degree plan.

## SUGGESTED COURSES OF STUDY - TRANSFER PROGRAMS

Students who plan to transfer to a four-year college or university will want to decide upon a major, field of study, or area of emphasis that fits their career plans. Examples of an area of emphasis or major in a transfer program are: Art, Biology, Business, Drama, Mathematics, Education, etc. Students planning a professional career in areas such as law, medicine, or veterinary medicine, usually consider themselves as 'pre-law,' 'pre-med,' or 'pre-vet.' However, these are not designated as majors by most colleges and universities. Students preparing for law school should consider a major in Business, Government/Political Science, or a closely related area; and, students considering a career in medicine or other professional health programs should consider a major in Biology, Chemistry, or a closely related field of study.

Several suggested courses of study are given in the pages that follow. In general, all students working towards a Bachelor's Degree should follow one of the Associate of Arts or Associate of Science degree plans. Students who are undecided about a major, field of study, or an area of emphasis and who are planning to transfer to a senior institution are strongly advised to complete the Galveston College Core Curriculum (see page 93). In addition, undecided majors should follow the Liberal Arts or the General Studies course of study until such time a major or an area of emphasis is declared. Students planning to transfer to a senior college or university are advised to consult a copy of that institution's catalog, use it for additional guidance in course selection, and work with a Galveston College counselor or advisor to plan their course of study.

Variations in the suggested courses of study given in the following pages and additional courses of study (not listed) can be determined with assistance from an appropriate Galveston College counselor or advisor. Students are advised to choose electives in consultation with their advisor on the basis of their possible major, field of study, or area of emphasis.

# Academic/Transfer Degree Plans

## Associate of Arts (A.A.) and Associate of Science (A.S.)

### GENERAL STUDIES

#### Associate of Arts

(Degree Audit Program Code: AA-GENERALSTUDIES)

The transfer curriculum below is designed for students who plan to pursue a degree at a senior college or university after completing their studies at Galveston College, but who have not decided upon an area of emphasis or a major field of study. \* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

		<b>FIRST YEAR</b>					
<b>First Semester</b>			<b>Second Semester</b>				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
		Visual and Performing Arts Elective <sup>3</sup>	3	MATH	1314	College Algebra <sup>2</sup>	3
		Elective <sup>#</sup>	3			Elective <sup>#</sup>	3
		Social/Behavior Science Elective <sup>7</sup>	3	SPCH	13XX	Speech Elective <sup>6</sup>	3
PHED	11XX	Physical Education Activity	1				
			<u>16</u>				<u>15</u>
		<b>16</b>				<b>15</b>	
		<b>SECOND YEAR</b>					
<b>First Semester</b>			<b>Second Semester</b>				
		Humanities Elective <sup>4</sup>	3			Elective <sup>#</sup>	6-9
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
		Elective <sup>#</sup>	3			Natural Science <sup>5</sup>	4
		Natural Science <sup>5</sup>	4				
		Humanities Elective <sup>4</sup>	3				
			<u>16</u>				<u>13-16</u>
		<b>16</b>				<b>13-16</b>	

**Total Semester Credit Hours: 60-63**

#### Notes:

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

# Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup> MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup> Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

## Associate of Science

(Degree Audit Program Code: AS–GENERALSTUDIES)

The transfer curriculum below is designed for students who plan to pursue a degree at a senior college or university after completing their studies at Galveston College, but who have not decided upon an area of emphasis or a major field of study.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science degree.

<b>FIRST YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
ENGL	1301	Composition I	3
HIST	1301	US History I <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3
		Elective <sup>#</sup>	3
		Social/Behavior Science Elective <sup>7</sup>	3
PHED	11XX	Physical Education Activity	1
			<b>16</b>
		<b>15/16</b>	
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
		Natural Science <sup>5</sup>	4
		Humanities Elective <sup>4</sup>	3
		Electives <sup>#</sup>	6
			<b>16</b>
		<b>13-16</b>	

**Total Semester Credit Hours: 60-64**

Notes:

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

# Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>1</sup> HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup> MATH 1314 or a higher college-level mathematics course.

<sup>3</sup> Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup> Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup> Select one course from BIOL1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup> Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup> Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

## LIBERAL ARTS Associate of Arts

(Degree Audit Program Code: AA-LIBERALARTS)

The transfer curriculum below is designed for students who plan to pursue a degree at a senior college or university after completing their studies at Galveston College, but who have not decided upon an area of emphasis or a major field of study.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

### FIRST YEAR

First Semester		Second Semester	
ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
HIST 1301 US History I <sup>1</sup>	3	HIST 1302 US History II <sup>1</sup>	3
MATH 1314 College Algebra <sup>2</sup>	3	SPCH 13XX Speech Elective <sup>6</sup>	3
COSC 1301 or Elective <sup>#</sup>	3	Visual and Performing Arts Elective <sup>3</sup>	3
Foreign Language <sup>9</sup> or Elective <sup>#</sup>	3-4	Foreign Language <sup>9</sup> or Elective <sup>#</sup>	3-4
PHED 11XX Physical Education Activity	1	PHED 11XX Physical Education Activity	1
	<b>16-17</b>		<b>16-17</b>

### SECOND YEAR

First Semester		Second Semester	
ENGL 23XX Sophomore English <sup>8</sup>	3	ENGL 23XX Sophomore English <sup>8</sup>	3
GOVT 2305 Federal Government Elective <sup>#</sup>	3	GOVT 2306 Texas Government	3
Natural Science Elective <sup>5</sup>	4	Social/Behavior Science Elective <sup>7</sup>	3
Foreign Language <sup>9</sup> or Humanities Elective <sup>4</sup>	3	Natural Science Elective <sup>5</sup>	4
	<b>16</b>	Foreign Language <sup>9</sup> or Humanities Elective <sup>4</sup>	<b>3</b>
			<b>16</b>

**Total Semester Credit Hours: 64-66**

Notes:

- \*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.
- <sup>#</sup>Select any academic elective, as most technical or workforce and development education will not satisfy elective hours requirements.
- <sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.
- <sup>2</sup>MATH 1314 or a higher college-level mathematics course.
- <sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.
- <sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, or SPAN 2312, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.
- <sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.
- <sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.
- <sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PYSC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.
- <sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343.
- <sup>9</sup>Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

**ART**  
**(Ceramics and/or Sculpture Option)**  
**Associate of Arts**

(Degree Audit Program Code: AA-ART-CER-SCULP)

The transfer curriculum below is designed for students who plan to pursue a degree in Art with an emphasis in Ceramics and/or Sculpture at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

**FIRST YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3	SPCH	13XX	Speech Elective <sup>6</sup>	3
ARTS	1303	Art History I	3	ARTS	1304	Art History II	3
ARTS	1311	Design I	3	ARTS	1312	Design II	3
ARTS	1316	Drawing I	3	ARTS	1317	Drawing II	3
			<b>18</b>				<b>18</b>

**SECOND YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
Natural Science Elective <sup>5</sup>			4	Natural Science Elective <sup>5</sup>			4
ARTS	2346	Ceramics I	3	ENGL	23XX	Sophomore English <sup>8</sup>	3
ARTS	2326	Sculpture I	3	Social/Behavior Science Elective <sup>7</sup>			3
PHED	11XX	Physical Education Activity	1	ARTS 2347 or ARTS 2327			3
			<b>14</b>				<b>16</b>

**Total Semester Credit Hours: 66**

Notes:

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

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343.

**ART**  
**(Design Communications, Commercial Art, Photography)**  
**Associate of Arts**

(Degree Audit Program Code: AA-ARTDESIGNCOMM)

The transfer curriculum below is designed for students who plan to pursue a degree in Art with an emphasis in Design Communications, Photography, and/or Commercial Art at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

**FIRST YEAR**

**First Semester**

ENGL	1301	Composition I	3
HIST	1301	US History I <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3
ARTS	1303	Art History I	3
ARTS	1311	Design I	3
ARTS	1316	Drawing I	3
			<b>18</b>

**Second Semester**

ENGL	1302	Composition II	3
HIST	1302	US History II <sup>1</sup>	3
SPCH	13XX	Speech Elective <sup>6</sup>	3
ARTS	1304	Art History II	3
ARTS	1312	Design II	3
ARTS	1317	Drawing II	3
			<b>18</b>

**SECOND YEAR**

**First Semester**

GOVT	2305	Federal Government	3
		Natural Science Elective <sup>5</sup>	4
ARTS	2356	Photography I	3
ARTS	2313	Design Communications I	3
PHED	11XX	Physical Education Activity	1
			<b>14</b>

**Second Semester**

GOVT	2306	Texas Government	3
		Natural Science Elective <sup>5</sup>	4
ENGL	23XX	Sophomore English <sup>8</sup>	3
ARTS	2357 or ARTS 2314		3
		Social/Behavior Science Elective <sup>7</sup>	3
			<b>16</b>

**Total Semester Credit Hours: 66**

Notes:

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

<sup>1</sup> HIST 2301 may be substituted for either HIST 1301 or HIST1302.

<sup>2</sup> MATH 1314 or a higher college-level mathematics course.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343.

**ART  
(Drawing and/or Painting Option)  
Associate of Arts**

(Degree Audit Program Code: AA-DRAW-PAINTING)

The transfer curriculum below is designed for students who plan to pursue a degree in Art with an emphasis in Drawing and/or Painting at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

<b>FIRST YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
ENGL	1301	Composition I	3
HIST	1301	US History I <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3
ARTS	1303	Art History I	3
ARTS	1311	Design I	3
ARTS	1316	Drawing I	3
			<b>18</b>

<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
Natural Science Elective <sup>5</sup>			4
ARTS	2323	Life Drawing I	3
ARTS	2316	Painting I	3
PHED	11XX	Physical Education Activity	1
			<b>14</b>

**Total Semester Credit Hours: 66**

Notes:

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

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, or 2343.

## BIOCHEMISTRY Associate of Science

(Degree Audit Program Code: AS-BIOCHEMISTRY)

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

### FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	2413	Calculus I <sup>2</sup>	4	MATH	2414	Calculus II	4
BIOL	1406	Biology for Sci Majors I	4	BIOL	1407	Biology for Science Majors II	4
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
			<b>18</b>				<b>18</b>

### SECOND YEAR

First Semester			Second Semester				
		Elective <sup>#</sup>	3			Humanities Elective <sup>4</sup>	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
CHEM	2423	Organic Chemistry I	4	CHEM	2425	Organic Chemistry II	4
		Visual & Performing Arts Elective <sup>3</sup>	3	PHED	11XX	Physical Education Activity	1
SPCH	13XX	Speech Elective <sup>6</sup>	3			Social / Behavior Science Elective <sup>7</sup>	3
			<b>16</b>				<b>14</b>

**Total Semester Credit Hours: 66**

Notes:

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

<sup>#</sup>Select any academic elective, as most technical or workforce and development education will not satisfy elective hours requirements.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

## BIOLOGY Associate of Science

(Degree Audit Program Code: AS-BIOLOGY)

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

<b>FIRST YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
ENGL	1301	Composition I	3
HIST	1301	US History I <sup>1</sup>	3
MATH	2413	Calculus I <sup>2</sup>	4
BIOL	1406	Biology for Sci Majors I	4
CHEM	1411	General Chemistry I	4
			<b>18</b>

<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
CHEM	2423	Organic Chemistry I	4
Humanities Elective <sup>4</sup>			3
Visual & Performing Arts Elective <sup>3</sup>			3
PHED	11XX	Physical Education Activity	1
			<b>14</b>

**Total Semester Credit Hours: 64**

Notes:

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

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.



**BUSINESS ADMINISTRATION**  
**(Field of Study-ACCOUNTING, ECONOMICS, FINANCE, MANAGEMENT, MARKETING)**  
**Associate of Science**

(Degree Audit Program Code: AS-BUSADMIN)

The transfer curriculum below is designed for students who plan to pursue a degree in Business Administration (Accounting, Economics, Finance, Marketing, or Management) at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science degree.

**FIRST YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	1324	Math for Bus & Soc Sci I	3	MATH	1325	Math for Bus & Soc Sci II <sup>+</sup>	3
BCIS	1305	Business Computer Applications <sup>+</sup>	3	SPCH	1321	Bus & Prof Comm <sup>+</sup>	3
Natural Science Elective <sup>5</sup>			4	Natural Science Elective <sup>5</sup>			4
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			<b>17</b>				<b>17</b>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
ECON	2301	Macroeconomics <sup>+</sup>	3	ECON	2302	Microeconomics <sup>+</sup>	3
ACCT	2301	Financial Accounting <sup>+</sup>	3	ACCT	2302	Managerial Accounting <sup>+</sup>	3
ENGL	23XX	Sophomore English <sup>8</sup>	3	BUSI 1301 or BUSI 2301			3
Visual & Performing Arts Elective <sup>3</sup>			3	Humanities Elective <sup>4</sup>			3
			<b>15</b>				<b>15</b>

**Total Semester Credit Hours: 64**

Notes:

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

<sup>+</sup>Denotes Courses required for the Business Administration Field of Study Curriculum.

<sup>1</sup> HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 22311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343.

**BUSINESS ADMINISTRATION**  
**(Field of Study-INTERNATIONAL BUSINESS)**  
**Associate of Science**

(Degree Audit Program Code: AS-INTERNATIONAL-BUS)

The transfer curriculum below is designed for students who plan to pursue a Bachelor of Business Administration or Bachelor of Science in Business with an emphasis in International Business at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science in International Business. This degree satisfies the state approved Field of Study Curriculum for International Business.

<b>FIRST YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
ENGL	1301	Composition I	3
HIST	1301	US History I <sup>1</sup>	3
MATH	1324	Math for Busi & Soc Sci I	3
		Natural Science Elective <sup>5</sup>	4
BCIS	1305	Business Computer Applications <sup>+</sup>	3
PHED	11XX	Physical Education Activity	1
		<u>17</u>	<u>17</u>
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
ECON	2301	Macroeconomics <sup>+</sup>	3
ACCT	2301	Financial Accounting <sup>+</sup>	3
		Visual and Performing Arts Elective <sup>3</sup>	3
		Foreign Language Elective <sup>10</sup>	3
		<u>15</u>	<u>15</u>

**TOTAL SEMESTER CREDIT HOURS: 64**

Notes:

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

<sup>+</sup>Denotes Courses required for the Business Administration Field of Study Curriculum in International Business as adopted by the State of Texas for Business Administration majors who attend a public higher education institution in the State of Texas.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>10</sup>Prerequisite is one year of freshman foreign language or approval of instructor.

**BUSINESS ADMINISTRATION**  
**(Field of Study-MANAGEMENT INFORMATION SYSTEM)**  
**Associate of Science**

(Degree Audit Program Code: AS-MGMTINFOSYSTEMS)

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

**FIRST YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	1324	Math for Bus & Soc Science I	3	MATH	1325	Math for Bus & Soc Sci II <sup>+</sup>	3
		Natural Science Elective <sup>5</sup>	4			Natural Science Elective <sup>5</sup>	4
BCIS	1305	Business Computer Applications <sup>+</sup>	3	SPCH	1321	Business & Prof Comm <sup>+</sup>	3
PHED	11XX	Physical Education Activity	<u>1</u>	PHED	11XX	Physical Education Activity	<u>1</u>
			<b>17</b>				<b>17</b>

**SECOND YEAR**

<b>First Semester<sup>3</sup></b>				<b>Second Semester</b>			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
		Visual and Performing Arts Elective <sup>3</sup>	3			Humanities Elective <sup>4</sup>	3
ECON	2301	Prin of Macroeconomics <sup>+</sup>	3	ECON	2302	Prin of Microeconomics <sup>+</sup>	3
ACCT	2301	Financial Accounting <sup>+</sup>	3	ACCT	2302	Managerial Accounting <sup>+</sup>	3
COSC	1436	Programming Fundamentals I	4	COSC	1437	Programming Fundamentals II	4
			<u>16</u>				<u>16</u>

**Total Semester Credit Hours: 66**

Notes:

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

<sup>+</sup>Denotes courses required for the Business Administration Field of Study Curriculum in Management Information Systems as adopted by the State of Texas for Business Administration majors who attend a public higher education institution in the State of Texas.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

## CHEMISTRY Associate of Science

(Degree Audit Program Code: AS-CHEMISTRY)

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

<b>FIRST YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
ENGL	1301	Composition I	3
HIST	1301	US History I <sup>1</sup>	3
MATH	2413	Calculus I <sup>2</sup>	4
SPCH	13XX	Speech Elective <sup>6</sup>	3
CHEM	1411	General Chemistry I	4
			<b>17</b>

<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
MATH	2415	Calculus III	4
GOVT	2305	Federal Government	3
CHEM	2423	Organic Chemistry I	4
PHYS	2425	University Physics I	4
PHED	11XX	Physical Educ Activity	1
			<b>16</b>
		Humanities Elective <sup>4</sup>	3
		GOVT 2306 Texas Government	3
		CHEM 2425 Organic Chemistry II	4
		PHYS 2426 University Physics II	4
		Social / Behavior Science Elective <sup>7</sup>	3
			<b>17</b>

**Total Semester Credit Hours: 67**

Notes:

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

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

**COMPUTER SCIENCE**  
**(Field of Study)**  
**Associate of Science**

(Degree Audit Program Code: AS-COMPSCI)

The transfer curriculum below is designed for students who plan to pursue a degree in Computer Science at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science degree in Computer Science. This degree satisfies the state approved Field of Study Curriculum for Computer Science.

**FIRST YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	2413	Calculus I <sup>^</sup>	4	MATH	2414	Calculus II	4
COSC	1436	Programming Fundamentals I <sup>+</sup>	4	COSC	1437	Programming Fundamentals II <sup>+</sup>	4
SPCH	13XX	Speech Elective <sup>6</sup>	3			Visual & Performing Arts Elective <sup>3</sup>	3
			<b>17</b>				<b>17</b>

**SECOND YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
COSC	2436	Programming Fundamentals III <sup>+</sup>	4	COSC	2425	Computer Org & Machine Lang <sup>+</sup>	4
PHYS	2425	University Physics I <sup>+</sup>	4	PHYS	2426	University Physics II <sup>+</sup>	4
MATH	2415	Calculus III	4			Humanities Elective <sup>4</sup>	3
PHED	11XX	Physical Education Activity	1			Social/Behavior Science Elective <sup>7</sup>	3
			<b>16</b>				<b>17</b>

**TOTAL SEMESTER CREDIT HOURS: 67**

Notes:

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

<sup>+</sup>Denotes courses required for the Computer Science Field of Study Curriculum as adopted by the State of Texas for Computer Science majors who attend a public higher education institution in the State of Texas.

<sup>^</sup>This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

**CRIMINAL JUSTICE**  
**(Field of Study)**  
**Associate of Science**

(Degree Audit Program Code: AS-CRIMINAL-JUSTICE)

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

**FIRST YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3			Visual and Performing Arts Elective <sup>3</sup>	3
		Natural Science Elective <sup>5</sup>	4			Natural Science Elective <sup>5</sup>	4
CRIJ	1301	Intro to Criminal Justice <sup>+</sup>	<u>3</u>	CRIJ		Elective β	<u>3</u>
			<b>16</b>				<b>16</b>

**SECOND YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	2311	Tech and Bus Writing	3			Humanities Elective <sup>4</sup>	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	13XX	Speech Elective <sup>6</sup>	3	CRIJ	1307	Crime in America <sup>+</sup>	3
		Criminal Justice Elective <sup>10</sup>	3	CRIJ	2313	Correctional Sys & Practices <sup>+</sup>	3
CRIJ	1310	Fund of Criminal Law <sup>+</sup>	3	CRIJ	2328	Police Systems and Practices <sup>+</sup>	3
PHED	11XX	Physical Education Activity	<u>1</u>	PHED	11XX	Physical Education Activity	<u>1</u>
			<b>16</b>				<b>16</b>

**Total Semester Credit Hours: 64**

Notes:

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

<sup>+</sup>Denotes courses required for the Criminal Justice Field of Study Curriculum as adopted by the State of Texas for Criminal Justice majors who attend a public higher education institution in the State of Texas.

<sup>#</sup>Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1301, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

<sup>10</sup>CRIJ 1306, CRIJ 1313, CRIJ 2301, CRIJ 2314, CRIJ 2323

**EDUCATION/TEACHING**  
**(Field of Study - EC-8 Generalist, Special Education)**  
**Associate of Arts**

(Degree Audit Program Code: AA-ED-GEN)

The transfer curriculum below is designed for students who plan to pursue a teaching career and teacher certification at the Early Childhood – 8 level at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

<b>FIRST YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
ENGL	1301	Composition I	3
HIST	1301	US History I <sup>1</sup>	3
SPCH	13XX	Speech Elective <sup>6</sup>	3
		Life Science Elective <sup>11</sup>	4
		Visual and Performing Arts Elective <sup>3</sup>	3
PHED	11XX	Physical Education Activity	1
			<b>17</b>
ENGL	1302	Composition II	3
HIST	1302	US History II <sup>1</sup>	3
COSC	1301	-or- Elective <sup>#</sup>	3
		Earth Science Elective <sup>12</sup>	4
		Elective <sup>#</sup>	3
PHED	11XX	Physical Education Activity	1
			<b>17</b>

<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
ENGL	23XX	Sophomore English <sup>8</sup>	3
GOVT	2305	Federal Government	3
		Physical Science Elective <sup>13</sup>	4
MATH	1350	Fundamentals of Math I <sup>+</sup>	3
EDUC	1301	Introduction to Teaching <sup>+</sup>	3
			<b>16</b>
		Humanities Elective <sup>4</sup>	3
GOVT	2306	Texas Government	3
		Social/Behavior Science Elective <sup>7</sup>	3
MATH	1351	Fundamentals of Math II <sup>+</sup>	3
EDUC	2301	Intro to Special Populations <sup>+</sup>	3
			<b>15</b>

**Total Semester Credit Hours: 65**

Notes:

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

<sup>+</sup>Denotes Courses required for the Education EC-8 Generalist Field of Study Curriculum as adopted by the State of Texas for Education majors who attend a public higher education institution in the State of Texas.

<sup>#</sup>Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirement.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM2361, DRAM2362, DRAM2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343.

<sup>11</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, ENVR 1401, or ENVR 1402.

<sup>12</sup>Select one course from an approved earth science elective.

<sup>13</sup>Select one course from PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426, ASTR 1403, ASTR 1404, CHEM 1411, CHEM 1412, CHEM 2423 or CHEM 2425.

**EDUCATION/TEACHING  
(MATHEMATICS EDUCATION – High School Level)  
Associate of Arts**

(Degree Audit Program Code: AA-ED-MATH-HS)

The transfer curriculum below is designed for students who plan to pursue a Texas Teaching Certificate with grades 8 – 12 Mathematics specialization at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree with emphasis in 8 – 12 Mathematics precertification.

**FIRST YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	1316	Plane Trigonometry <sup>^</sup>	3	MATH	2413	Calculus I	4
SPCH	13XX	Speech Elective <sup>6</sup>	3	COSC	1301	Humanities Elective <sup>4</sup>	3
PHED	11XX	Physical Ed Activity	1			Visual & Performing Arts Elective <sup>3</sup>	3
Social / Behavior Science Elective <sup>7</sup>			3				
			<hr style="width: 50%; margin: 0 auto;"/> 16				<hr style="width: 50%; margin: 0 auto;"/> 16

**SECOND YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
PHYS	2425	University Physics I	4	PHYS	2426	University Physics II	4
MATH	2414	Calculus II	4	MATH	2415	Calculus III	4
EDUC	1301	Intro to Teaching Profess	3	EDUC	2301	Intro to Special Populations	3
MATH	2318	Linear Algebra	3	MATH	2320	Differential Equations	3
			<hr style="width: 50%; margin: 0 auto;"/> 17				<hr style="width: 50%; margin: 0 auto;"/> 17

**TOTAL SEMESTER CREDIT HOURS: 66**

Notes:

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

<sup>^</sup>This degree plan assumes that students have been placed into Plane Trigonometry. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

**EDUCATION/TEACHING**  
**(MATHEMATICS EDUCATION- Middle School Level)**  
**Associate of Arts**

(Degree Audit Program Code: AA-ED-MATH-MS)

The transfer curriculum below is designed for students who plan to pursue a Texas Teaching Certificate with grades 4 – 8 Mathematics specialization at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree with emphasis in 4 – 8 Mathematics precertification.

**FIRST YEAR**

**First Semester**

ENGL	1301	Composition I	3
HIST	1301	US History I <sup>1</sup>	3
MATH	1316	Plane Trigonometry <sup>^</sup>	3
		Life Science Elective <sup>11</sup>	4
GEOG	1303	World Regional Geography	3
			<b>16</b>

**Second Semester**

ENGL	1302	Composition II	3
HIST	1302	US History II <sup>1</sup>	3
MATH	2413	Calculus I	4
		Visual and Performing Arts Elective <sup>3</sup>	3
SPCH	13XX	Speech Elective <sup>6</sup>	3
PHED	11XX	Physical Education Activity	1
			<b>17</b>

**SECOND YEAR**

**First Semester**

GOVT	2305	Federal Government	3
MATH	1350	Fundamentals of Mathematics I	3
MATH	2414	Calculus II	4
EDUC	1301	Introduction to Teaching Profession	3
		Earth Science Elective <sup>12</sup>	4
			<b>17</b>

**Second Semester**

GOVT	2306	Texas Government	3
MATH	1351	Fundamentals of Math II	3
		Humanities Elective <sup>4</sup>	3
EDUC	2301	Intro to Special Populations	3
		Physical Science Elective <sup>13</sup>	4
			<b>16</b>

**TOTAL SEMESTER CREDIT HOURS: 66**

Notes:

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

<sup>^</sup>This degree plan assumes that students have been placed into Plane Trigonometry. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>11</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL2406, BIOL 2421, ENVR 1401, or ENVR 1402.

<sup>12</sup>Select one course from 1403, GEOL1404, or an approved earth science elective.

<sup>13</sup>Select one course from PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426, ASTR 1403, ASTR 1404, or CHEM 1411, CHEM 1412, CHEM 2423 or CHEM 2425.

**EDUCATION**  
**(Secondary Education)**  
**Associate of Arts**

(Degree Audit Program Code: AA-ED-SECONDARY)

The transfer curriculum below is designed for students who plan to pursue a teaching career and teacher certification at the secondary level at senior college or university after completing their studies at Galveston College. \* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

**FIRST YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
SPCH	13XX	Speech Elective <sup>6</sup>	3			Social/Behavior Science Elective <sup>7</sup>	3
		Natural Science Elective <sup>5</sup>	4			Natural Science Elective <sup>5</sup>	4
		Visual and Performing Arts Elective <sup>3</sup>	3			COSC 1301 or Elective <sup>#</sup>	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			<b>17</b>				<b>17</b>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
ENGL	23XX	Sophomore English <sup>8</sup>	3			Humanities Elective <sup>4</sup>	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
MATH	1314	College Algebra <sup>2</sup> or Math 1350	3	MATH	13XX	Math Elective or MATH 1351	3
		Elective <sup>#</sup>	3			Elective <sup>#</sup>	3
EDUC	1301	Introduction to Teaching	3	EDUC	2301	Intro to Special Populations	3
			<b>15</b>				<b>15</b>

**Total Semester Credit Hours: 64**

Notes:

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

<sup>#</sup>Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup> ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC2306, PYSC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, or ENGL 2343.

**ENGINEERING**  
**(Field of Study – Mechanical Engineering)**  
**Associate of Science**

(Degree Audit Program Code: AS-ENGR-MECH – ENGINEERING)

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

<b>First Semester</b>				<b>FIRST YEAR</b>				<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	2413	Calculus I <sup>^</sup>	4	MATH	2414	Calculus II	4	MATH	2414	Calculus II	4
CHEM	1411	General Chemistry I <sup>10</sup>	4	PHYS	2425	University Physics I	4	PHYS	2425	University Physics I	4
ENGR	1201	Introduction to Engineering <sup>11</sup>	2	ENGR	1304	Engineering Graphics	3	ENGR	1304	Engineering Graphics	3
				<hr/>				<hr/>			
				16				17			

<b>First Semester</b>				<b>SECOND YEAR</b>				<b>Second Semester</b>			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3	GOVT	2306	Texas Government	3
MATH	2415	Calculus III	4	MATH	2320	Differential Equations	3	MATH	2320	Differential Equations	3
PHYS	2426	University Physics II	4	ENGR	2305	Electrical Circuits I	3	ENGR	2305	Electrical Circuits I	3
ENGR	2301	Engineering Mechanics: Statics	3	ENGR	2105	Electrical Circuits I Lab	1	ENGR	2105	Electrical Circuits I Lab	1
COSC	1436	Programming Fundamentals <sup>12</sup>	4	ENGR	2302	Engineering Mechanics: Dynamics	3	ENGR	2302	Engineering Mechanics: Dynamics	3
				<hr/>				<hr/>			
				18				16			

**Total Semester Credit Hours: 67**

Notes:

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

# Some mechanical engineering programs require General Chemistry II in addition to General Chemistry I. The student is advised to check with the school which he or she intends to transfer for specific requirements.

^This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup> Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312

<sup>10</sup> Some mechanical engineering programs require General Chemistry II in addition to General Chemistry I. The student is advised to check with the school which he or she intends to transfer for specific requirements.

<sup>11</sup> Some mechanical engineering programs will accept the course ENGR 1201 for credit as applicable to the engineering major, while other will accept the course for transfer credit only. The student is advised to check with the school in which he or she intends to transfer for specific applicability of this course to the engineering major.

<sup>12</sup> Mechanical engineering programs will accept the course COSC 1436 in place of ENGR 2304.

**ENGLISH**  
**(Creative Writing Option)**  
**Associate of Arts**

(Degree Audit Program Code: AA-ENGL-CW)

The transfer curriculum below is designed for students who plan to pursue a degree in English with an emphasis in creative writing at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

<b>FIRST YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
ENGL	1301	Composition I	3
HIST	1301	US History I <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3
		Natural Science <sup>5</sup>	4
COSC	1300	-or- Elective <sup>#</sup>	3
PHED	11XX	Physical Education Activity	1
			<b>17</b>
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
ENGL	23XX	Literature Elective <sup>8</sup>	3
ENGL	2307	Creative Writing I	3
GOVT	2305	Federal Government	3
		Elective <sup>#</sup>	3
		Foreign Language <sup>9</sup> or Humanities Elective <sup>4</sup>	3/4
			<b>15/16</b>
ENGL	23XX	Sophomore English	3
ENGL	2308	Creative Writing II	3
GOVT	2306	Texas Government	3
		Social / Behavior Science Elective <sup>7</sup>	3
		Foreign Language <sup>9</sup> or Humanities Elective <sup>4</sup>	3/4
			<b>15/16</b>

**Total Semester Credit Hours: 64-66**

Notes:

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

<sup>#</sup>Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, or ENGL 2343.

<sup>9</sup>Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

**ENGLISH**  
**(Literature Option)**  
**Associate of Arts**

(Degree Audit Program Code: AA-ENGL-LIT)

The transfer curriculum below is designed for students who plan to pursue a degree in English with an emphasis in Literature at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

**FIRST YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3	SPCH	13XX	Speech Elective <sup>6</sup>	3
COSC	1300	or Elective <sup>#</sup>	3			Visual and Performing Arts Elective <sup>3</sup>	3
		Natural Science Elective <sup>5</sup>	4			Natural Science Elective <sup>5</sup>	4
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			<b>17</b>				<b>17</b>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
ENGL	2322	British Literature I	3	ENGL	2323	British Literature II	3
ENGL	23XX	Sophomore English <sup>8</sup>	3	ENGL	23XX	Sophomore English <sup>8</sup>	3
		Elective <sup>#</sup>	3			Social / Behavior Science Elective <sup>7</sup>	3
		Foreign Language <sup>9</sup> or Humanities Elective <sup>4</sup>	3/4			Foreign Language <sup>9</sup> or Humanities Elective <sup>4</sup>	3/4
			<b>15/16</b>				<b>15/16</b>

**Total Semester Credit Hours: 64-66**

Notes:

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

<sup>#</sup>Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PYSC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, or ENGL 2343.

<sup>9</sup>Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish, French or German) or the selection of an elective.

**HEALTH AND PHYSICAL EDUCATION**  
**(Health and Physical Education, Kinesiology,**  
**Recreation and Leisure Services, or Exercise and Sports Sciences)**  
**Associate of Arts**

(Degree Audit Program Code: AA-PHYSICAL-ED)

The transfer curriculum below is designed for students who plan to pursue a degree in Health and Physical Education (Health and Physical Education, Kinesiology, Recreation and Leisure Services, or Exercise and Sports Sciences) at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

**FIRST YEAR**

**First Semester**

ENGL	1301	Composition I	3
HIST	1301	US History I <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3
Natural Science Elective <sup>5</sup>			4
PHED	1301	Intro Physical Fit & Sport	3
PHED	1115	Weight Training	1
			17

**Second Semester**

ENGL	1302	Composition II	3
HIST	1302	US History II <sup>1</sup>	3
Visual and Performing Arts Elective <sup>3</sup>			3
Natural Science Elective <sup>5</sup>			4
PHED	1144	Strength and Conditioning	1
			14

**SECOND YEAR**

**First Semester**

GOVT	2305	Federal Government	3
ENGL	23XX	Sophomore English <sup>8</sup>	3
SPCH	13XX	Speech Elective <sup>6</sup>	3
PHED	13XX	Elective <sup>10</sup>	3
PHED	13XX	Elective <sup>10</sup> or Elective <sup>#</sup>	3
PHED	1116	Weight Training II	1
			16

**Second Semester**

GOVT	2306	Texas Government	3
PSYC	2301	General Psychology	3
Humanities Elective <sup>4</sup>			3
PHED	13XX	Elective <sup>10</sup>	3
PHED	13XX	Elective <sup>10</sup> or Elective <sup>#</sup>	3
PHED	11XX	Physical Education Activity	1
			16

**Total Semester Credit Hours: 63**

Notes:

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

# Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, or ENGL 2343.

<sup>10</sup>Select any three (3) hour PHED elective.

**HEALTH SCIENCES**  
**ALLIED HEALTH - Clinical Laboratory Science Option**  
**Associate of Science**

(Degree Audit Program Code: AS- ALHS-CLINICAL)

The transfer curriculum listed below is designed for students who plan to enter a health career as Clinical Laboratory Science (Medical Technologists (MT) or Laboratory Scientists (CLS)).\* The prerequisite or pre-professional phase of these programs normally consists of 60 to 90 semester hours of pre-professional coursework before a student is admitted to the professional level in a school of allied health. The curriculum listed below is designed for students who plan to transfer to a senior college or university and who plan to complete their studies within a school of Allied Health or Health Sciences. \*Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science degree.

**FIRST YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
BIOL	1406	Biology for Sci Majors I	4	BIOL	1407	Biology for Science Majors II	4
MATH	1314	College Algebra <sup>2</sup>	3			Visual and Performing Arts Elective <sup>3</sup>	3
			<b>17</b>				<b>17</b>

**SECOND YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	23XX	Literature Elective <sup>8</sup>	3			Humanities Elective <sup>4</sup>	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	13XX	Speech Elective <sup>6</sup>	3	BIOL	2421	Microbiology	4
BIOL	2401	Anatomy & Physiology I	4	BIOL	2402	Anatomy & Physiology II	4
		Social/Behavior Science Elective <sup>7</sup>	3	PHED	11XX	Physical Education Activity	1
			<b>16</b>				<b>15</b>

**Total Semester Credit Hours: 65**

Notes:

\*Degree requirements may vary among different senior institutions and/or health science centers. Students should consult an advisor for specific course selection.

<sup>1</sup>HIST2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343.

**HEALTH SCIENCES**  
**ALLIED HEALTH – Occupational Therapy Option**  
**Associate of Science**

(Degree Audit Program Code: AS-ALHS-OCCUPATIONAL)

The transfer curriculum listed below is designed for students who plan to enter a health career in Occupational Therapy.\* The prerequisite or pre-professional phase of these programs normally consists of 60 to 90 semester hours of pre-professional coursework before a student is admitted to the professional level in a school of allied health. The curriculum listed below is designed for students who plan to transfer to a senior college or university and who plan to complete their studies within a school of Allied Health or Health Sciences. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science degree.

**FIRST YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
PSYC	2301	General Psychology	3	PSYC	2314	Lifespan Growth & Develop	3
BIOL	1406	Biology for Sci Majors I	4	BIOL	1407	Biology for Science Majors II	4
MATH	1314	College Algebra <sup>2</sup>	3			Visual and Performing Arts Elective <sup>3</sup>	3
			<b>16</b>				<b>16</b>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
SPCH	13XX	Speech Elective <sup>6</sup>	3			Humanities Elective <sup>4</sup>	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
COSC	1301	Or Elective <sup>#</sup>	3	MATH	1342	Statistics or PSYC 2317	3
BIOL	2401	Anatomy & Physiology I	4	BIOL	2402	Anatomy & Physiology II	4
SOCI	1301	Intro to Sociology	3	PHED	11XX	Physical Education Activity	1
			<b>16</b>				<b>14</b>

**Total Semester Credit Hours: 62**

Notes:

\*Degree requirements may vary among different senior institutions and/or health science centers. Students should consult an advisor for specific course selection.

<sup>#</sup>Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirement.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310.

<sup>4</sup>Select one course from the following ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM2311, or GERM2312.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

**HEALTH SCIENCES**  
**(Field of Study- Transfer Nursing)**  
**Associate of Science**

(Degree Audit Program Code: AS-ALHS-NURSING-TRAN)

The curriculum listed below is designed for students who plan to transfer and continue their education towards a bachelor's degree in Nursing.\* Upon completion of the curriculum, students will be eligible to graduate from Galveston College with an Associate of Science degree. Students should identify early the institution to which they intend to transfer for specific requirements.

**FIRST YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
BIOL	2401	Anatomy and Physiology I	4	BIOL	2402	Anatomy and Physiology II <sup>+</sup>	4
PSYC	2301	General Psychology <sup>+</sup>	3	PSYC	2314	Lifespan Growth and Dev <sup>+</sup>	3
COSC	1301	or Elective <sup>#</sup>	3	MATH	1314	College Algebra <sup>2</sup>	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			<b>17</b>				<b>17</b>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	13XX	Speech Elective <sup>6</sup>	3	MATH	1342	Elementary Statistical Methods <sup>+</sup>	3
BIOL	2421	Microbiology <sup>+</sup>	4	BIOL	1322	Nutrition & Diet Therapy I <sup>+</sup>	3
SOCI	1301	Intro to Sociology	3	CHEM	1411	Chemistry I <sup>+</sup>	4
Visual and Performing Arts Elective <sup>3</sup>			3	Humanities Elective <sup>4</sup>			3
			<b>16</b>				<b>16</b>

**Total Semester Credit Hours: 66**

Notes:

- \*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.
- <sup>+</sup>Denotes courses required for the Nursing Field of Study Curriculum as adopted by the state of Texas for Nursing majors who attend a public higher education institution in the state of Texas.
- <sup>#</sup>Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.
- <sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.
- <sup>2</sup>MATH 1314 or a higher college-level mathematics course.
- <sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM2361, DRAM2362, DRAM2366, MUSI 1306, or MUSI 1310.
- <sup>4</sup>Select one course from the following ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 312, GERM 2311, or GERM 2312.
- <sup>6</sup>Select one course form SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

**HEALTH SCIENCES – RESPIRATORY CARE**  
**Associate of Science**  
**(2 + 2 Associate of Science with an emphasis in Respiratory Care**  
**In cooperation with University of Texas Medical Branch)**

(Degree Audit Program Code: AS-ALHS-RESPIRATORY)

The curriculum listed below is designed for students who plan to transfer and continue their education towards a Baccalaureate degree in Respiratory Care at the University of Texas Medical Branch (UTMB) at Galveston.\* Upon completion of this curriculum, students will be eligible to graduate from Galveston College with an Associate of Science degree. Students should identify early that they intend to enter the UTMB Respiratory Care program. Courses listed below satisfy UTMB program prerequisites.

**FIRST YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
MATH	1314	College Algebra <sup>2</sup>	3	BIOL	2401	Anatomy & Physiology I	4
			<b>16</b>				<b>17</b>

**SECOND YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
RSPT	1101	Intro to Respiratory Care	1	Humanities Elective <sup>4</sup>			3
HPRS	1206	Essentials of Medical Term	2	PHYS	1401	College Physics I	4
BIOL	2402	Anatomy & Physiology II	4	Visual and Performing Arts Elective <sup>3</sup>			3
PSYC	2301	General Psychology	3				
SPCH	13XX	Speech Elective <sup>6</sup>	3	BIOL	2421	Microbiology	4
PHED	11XX	Physical Education Activity	1	Social / Behavior Science Elective <sup>7</sup>			3
			<b>14</b>				<b>17</b>

**Total Semester Credit Hours: 64**

Notes:

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

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>Math 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM2361, DRAM2362, DRAM2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 312.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PYSC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

## HISTORY Associate of Arts

(Degree Audit Program Code: AA-HISTORY)

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

### FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I	3	HIST	1302	US History II	3
MATH	1314	College Algebra <sup>2</sup>	3	PHED	11XX	Physical Education Activity	1
		Natural Science Elective <sup>5</sup>	4			Natural Science Elective <sup>5</sup>	4
SPCH	13XX	Speech Elective	3	HIST	2301	Texas History	3
PHED	11XX	Physical Ed Activity	1	COSC	1301	-or- Humanities Elective <sup>4</sup>	3
			<b>17</b>				<b>17</b>

### SECOND YEAR

First Semester				Second Semester			
ENGL	23XX	Sophomore English <sup>8</sup>	3			Humanities Elective <sup>4</sup>	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
HIST	2311	Western Civilization I	3	HIST	2312	Western Civilization II	3
		Visual and Performing Arts Elective <sup>3</sup>	3			Social / Behavior Science Elective <sup>7</sup>	3
		Foreign Language <sup>9</sup> or Elective <sup>#</sup>	3-4			Foreign Language <sup>9</sup> or Elective <sup>#</sup>	3-4
			<b>15-16</b>				<b>15-16</b>

**Total Semester Credit Hours: 64-66**

#### Notes:

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

#Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM2311, or GERM2312.

<sup>5</sup>Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343.

<sup>9</sup>Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

## LANGUAGES / FOREIGN LANGUAGE Associate of Arts

(Degree Audit Program Code: AA-FOREIGN-LANGUAGE)

The transfer curriculum below is designed for students who plan to pursue a degree in a foreign language or in languages at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

### FIRST YEAR

First Semester		Second Semester	
ENGL 1301 Composition I	3	ENGL 1301 Composition II	3
HIST 1301 US History I <sup>1</sup>	3	HIST 1302 US History II <sup>1</sup>	3
MATH 1314 College Algebra <sup>2</sup>	3	Visual and Performing Arts Elective <sup>3</sup>	3
COSC 1301 or Elective <sup>#</sup>	3	Elective <sup>#</sup>	3
1 <sup>st</sup> Year Foreign Language <sup>9</sup>	4	1 <sup>st</sup> Year Foreign Language <sup>9</sup>	4
PHED 11XX Physical Education Activity	1	PHED 11XX Physical Education Activity	1
	<b>17</b>		<b>17</b>

### SECOND YEAR

First Semester		Second Semester	
ENGL 23XX Sophomore English <sup>8</sup>	3	Elective <sup>#</sup>	3
GOVT 2305 Federal Government	3	GOVT 2306 Texas Government	3
SPCH 13XX Speech Elective <sup>6</sup>	3	Social/Behavior Science Elective <sup>7</sup>	3
Natural Science Elective <sup>5</sup>	4	Natural Science Elective <sup>5</sup>	4
2 <sup>nd</sup> Year Foreign Language <sup>9</sup>	3	2 <sup>nd</sup> Year Foreign Language <sup>9</sup>	3
	<b>16</b>		<b>16</b>

**Total Semester Credit Hours: 66**

Notes:

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

<sup>#</sup>Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>5</sup>Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, or ENGL 2343.

<sup>9</sup>Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

## MATHEMATICS / STATISTICS Associate of Science

(Degree Audit Program Code: AS-MATHEMATICS)

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

### FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	1316	Plane Trigonometry <sup>^</sup>	3	MATH	2413	Calculus I	4
SPCH	13XX	Speech Elective <sup>6</sup>	3	Social / Behavior Science Elective <sup>7</sup>			3
Visual and Performing Arts Elective <sup>3</sup>			3	Humanities Elective <sup>4</sup>			3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			<b>16</b>				<b>17</b>

### SECOND YEAR

First Semester				Second Semester			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
PHYS	2425	University Physics I	4	PHYS	2426	University Physics II	4
MATH	2414	Calculus II	4	MATH	2415	Calculus III	4
MATH	2318	Linear Algebra	3	MATH	2320	Differential Equations	3
			<b>14</b>				<b>14</b>

**TOTAL SEMESTER CREDIT HOURS: 61**

Notes:

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

<sup>^</sup>This degree plan assumes that students have been placed into plane trigonometry. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM2361, DRAM2362, DRAM2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>6</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

## PHILOSOPHY Associate of Arts

(Degree Audit Program Code: AA-PHILOSOPHY)

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

<b>FIRST YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
ENGL	1301	Composition I	3
HIST	1301	US History I <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3
Natural Science Elective <sup>5</sup>			4
PHIL	1301	Introduction to Philosophy	3
		<u>16</u>	<u>16</u>
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
ENGL	23XX	Sophomore English <sup>8</sup>	3
GOVT	2305	Federal Government	3
SPCH	13XX	Speech Elective <sup>6</sup>	3
Foreign Language <sup>9</sup> or Elective <sup>#</sup>		3-4	3-4
PHIL	2306	Introduction to Ethics	3
PHED	11XX	Physical Education Activity	1
		<u>16-17</u>	<u>16-17</u>

**Total Semester Credit Hours: 64-66**

Notes:

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

<sup>#</sup>Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1306, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>5</sup>Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course form SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, or ENGL 2343.

<sup>9</sup>Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

## PHYSICS Associate of Science

(Degree Audit Program Code: AS-PHYSICS)

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

<b>First Semester</b>			<b>FIRST YEAR</b>	<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	2413	Calculus I <sup>^</sup>	4	MATH	2414	Calculus II	4
SPCH	13XX	Speech Elective <sup>6</sup>	3			Social/Behavior Science Elective <sup>7</sup>	3
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry	4
			<b>17</b>				<b>17</b>

<b>First Semester</b>			<b>SECOND YEAR</b>	<b>Second Semester</b>			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
MATH	2415	Calculus III	4	MATH	2320	Differential Equations	3
MATH	2318	Linear Algebra	3			Humanities Elective <sup>4</sup>	3
PHYS	2425	University Physics I	4	PHYS	2426	University Physics II	4
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			<b>15</b>			Visual and Performing Arts Elective <sup>3</sup>	<b>3</b>
							<b>17</b>

**Total Semester Credit Hours: 66**

Notes:

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

<sup>^</sup>This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, OR SOCI 2339.

## POLITICAL SCIENCE Associate of Arts

(Degree Audit Program Code: AA-POLITICALSCIENCE)

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

### FIRST YEAR

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I	3	HIST	1302	US History II	3
MATH	1314	College Algebra <sup>2</sup>	3	Visual and Performing Arts Elective <sup>3</sup>			3
Natural Science Elective <sup>5</sup>			4	Natural Science Elective <sup>5</sup>			4
SPCH	13XX	Speech Elective <sup>6</sup>	3	SOCI	1301	Intro to Sociology	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			<b>17</b>				<b>17</b>

### SECOND YEAR

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	23XX	Sophomore English <sup>8</sup>	3	Humanities Elective <sup>4</sup>			3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
ECON	2301	Prin of Macroeconomics	3	ECON	2302	Prin of Microeconomics	3
MATH	1342	Elem Statistical Methods	3	HIST	2301	Texas History	3
Foreign Language <sup>9</sup> or Elective <sup>#</sup>			3-4	Foreign Language <sup>9</sup> or Elective <sup>#</sup>			3-4
			<b>15-16</b>				<b>15-16</b>

**Total Semester Credits Hours: 64-66**

Notes:

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

<sup>#</sup>Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, or ENGL 2343.

<sup>9</sup>Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

## PSYCHOLOGY Associate of Arts

(Degree Audit Program Code: AA-PSYCHOLOGY)

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

### FIRST YEAR

<b>First Semester</b>				<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3			Elective <sup>#</sup>	3
		Visual Arts/Performing Arts Elective <sup>3</sup>	3	PSYC	2314	Lifespan Growth & Dev	3
PSYC	2301	General Psychology	3	SPCH	13XX	Speech Elective <sup>6</sup>	3
			<b>15</b>				<b>15</b>

### SECOND YEAR

<b>First Semester</b>				<b>Second Semester</b>			
		Humanities Elective <sup>4</sup>	3			Natural Science Elective <sup>5</sup>	4
GOVT	2305	Federal Government	3			Humanities Elective <sup>4</sup>	3
		PSYC/SOCI Elective <sup>10</sup>	3	GOVT	2306	Texas Government	3
PSYC	2306	Human Sexuality	3	PSYC	2317	Statistic Methods in PSYC	3
		Natural Science Elective <sup>5</sup>	4	PHED	11XX		1
			<b>16</b>				<b>14</b>

**Total Semester Credit Hours: 60**

Notes:

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

<sup>#</sup>Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, or ENGL 2343.

<sup>9</sup>Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish, French or German) or the selection of an elective.

<sup>10</sup>Select one course from PSYC 2319 and SOCI 2326.

## PSYCHOLOGY Associate of Science

(Degree Audit Program Code: AS-PSYCHOLOGY)

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

### FIRST YEAR

<b>First Semester</b>				<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3	MATH	or	Natural Science Elective <sup>5</sup>	3-4
		Visual and Performing Arts <sup>3</sup>	3			Elective <sup>#</sup>	3
PSYC	2301	General Psychology	3	PSYC	2314	Lifespan Growth & Develop	3
			<b>15</b>				<b>15-16</b>

### SECOND YEAR

<b>First Semester</b>				<b>Second Semester</b>			
SPCH	13XX	Speech Elective <sup>6</sup>	3			Natural Science Elective <sup>5</sup>	4
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
PSYC	23XX	Psychology Elective <sup>10</sup>	3	PSYC	2317	Statistics Methods in PSYC	3
ENGL	23XX	Humanities Elective <sup>4</sup>	3	PHED	11XX	Physical Ed Activity	1
		Natural Science Elective <sup>5</sup>	4	PSYC/SOCI		Elective <sup>10</sup>	3
			<b>16</b>				<b>14</b>

**Total Semester Credit Hours: 60-61**

Notes:

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

<sup>#</sup>Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>^</sup>This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>10</sup>Select one course from PSYC 2319 and SOCI 2326.

## SOCIOLOGY / SOCIAL WORK Associate of Arts

(Degree Audit Program Code: AA-SOCIOLOGY)

The transfer curriculum below is designed for students who plan to pursue a degree in Sociology / Social Work at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

### FIRST YEAR

<b>First Semester</b>				<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
SOCI	1301	Intro to Sociology	3	SOCI	1306	Social Problems	3
MATH	1314	College Algebra <sup>2</sup>	3			Elective <sup>#</sup>	3
		Visual/Performing Arts Elective <sup>3</sup>	3	SPCH	13XX	Speech Elective <sup>6</sup>	3
			<b>15</b>				<b>15</b>

### SECOND YEAR

<b>First Semester</b>				<b>Second Semester</b>			
		Humanities Elective <sup>4</sup>	3			Natural Science Elective <sup>5</sup>	4
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SOCI	2301	Marriage & the Family	3	SOCI	2319	Minority Studies I	3
		Natural Science Electives <sup>5</sup>	4			Humanities Elective <sup>4</sup>	3
		PSYC/SOCI Elective <sup>10</sup>	3	PHED	11XX		1
			<b>16</b>				<b>14</b>

**Total Semester Credit Hours: 60**

Notes:

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

<sup>#</sup>Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>Math 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>9</sup>Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish, French or German) or the selection of an elective.

<sup>10</sup>Select one course from PSYC 2319 and SOCI 2326.

**SPEECH / SPEECH COMMUNICATIONS**  
**(Field of Study)**  
**Associate of Arts**

(Degree Audit Program Code: AA-SPEECH-COMM)

The transfer curriculum below is designed for students who plan to pursue a degree in Speech or Speech Communications at a senior college or university after completing their studies at Galveston College.\* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts degree.

**FIRST YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
MATH	1314	College Algebra <sup>2</sup>	3			Natural Science Elective <sup>5</sup>	4
		Natural Science Elective <sup>5</sup>	4	SPCH	1318	Interpersonal Speech <sup>+</sup>	3
SPCH	1315	Public Speaking <sup>+</sup>	3			Visual and Performing Arts Elective <sup>3</sup>	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			<u>17</u>				<u>17</u>

**SECOND YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
ENGL	23XX	Sophomore English <sup>8</sup>	3			Humanities Elective <sup>4</sup>	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	2333	Small Group Discussion+ Elective <sup>#</sup>	3	SPCH	2341	Oral Interpretation <sup>†</sup>	3
		Foreign Language <sup>9</sup> or Elective <sup>#</sup>	3			Social / Behavior Science Elective <sup>7</sup>	3
			<u>3-4</u>			Foreign Language <sup>9</sup> or Elective <sup>#</sup>	<u>3-4</u>
			<b>15-16</b>				<b>15-16</b>

**Total Semester Credit Hours: 64-66**

Notes:

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

<sup>#</sup>Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

<sup>†</sup>Denotes courses required for the Speech/Speech Communications field of study Curriculum as adopted by the State of Texas for Speech/Speech Communications majors who attend a public higher education institution in the State of Texas.

<sup>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>5</sup>Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL2343.

<sup>9</sup>Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

# **TECHNICAL AND PROFESSIONAL EDUCATION PROGRAMS**

## **ENROLLMENT IN TECHNICAL AND PROFESSIONAL PROGRAMS**

Galveston College provides coursework to prepare students for entry into particular occupational areas after a one-year or a two-year period of specialized training. This can lead to a specific certificate or an Associate of Applied Science (A.A.S.) degree or both. In some cases, such work can also prepare students to continue their professional education at a four-year institution. Suggested programs of study for these alternatives are included in this catalog; however, each student should see a faculty advisor or program coordinator at the earliest opportunity, in order to develop an effective educational plan.

## **ADVISORY COMMITTEES**

Advisory committees assist Galveston College with the identification and measurement of program needs, particularly in the applied sciences, community service, and general adult educational areas. College personnel and persons representing related institutions, area schools, and business and industry work together to identify relevant content for the program or course, recommend necessary equipment, and evaluate program outcomes.

## **WORKFORCE EDUCATION COURSE MANUAL (WECM)**

To meet state needs for high-quality and consistent workforce education, the Coordinating Board approved a grant project in 1995, utilizing funds made available from the federal Carl D. Perkins Act, to develop the Workforce Education Course Manual (WECM). The WECM is the state inventory of workforce education courses for public two-year colleges. It contains a generic catalog of course descriptions and specifies for each course: minimum and maximum contact hours, semester credit hours (SCH) and/or continuing education units (CEU), and minimum learning outcomes.

The purposes of the WECM are to:

- Contribute to the quality and consistency of workforce courses;
- Provide Texas colleges increased assistance and flexibility in responding to employer needs;
- Enhance the portability of credits and credentials for students;
- Provide increased access for students to workforce education degrees and career advancement;
- Facilitate articulation with other providers of education at both the secondary and post-secondary levels; and
- Incorporate industry-established skill standards into Texas workforce education.

# PROGRAM INFORMATION AND DEGREE PLANS FOR TECHNICAL AND PROFESSIONAL EDUCATION PROGRAMS

## CLINICAL RESEARCH COORDINATOR Associate of Applied Science Degree

(Degree Audit Program Code: CLST-AAS)

The Clinical Research Coordinator program prepares students for careers managing research studies conducted in the development of new drugs and medical devices. Graduates will have the knowledge, skills and abilities to coordinate clinical trial activities and will understand applicable laws and standards inherent in Good Clinical Practice (GCP). The training emphasizes an understanding of the interactions and relationships between key members of the clinical research industry. The program is designed to prepare for entry-level employment in a variety of venues such as: research sites in medical centers, hospitals, pharmaceutical and biotech companies or contract research organizations (CROs).

**Transfer Policy:** Up to thirteen (13) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Director/Coordinator.

### Admission Requirements:

All prospective candidates who wish to be considered for the Clinical Research Coordinator AAS Degree should contact the Nursing Department. Applicants must:

1. Complete the requirements for admission to the College. Admission to Galveston College does not guarantee admission to the Clinical Research Coordinator Certificate Program.
2. Have satisfied Texas Success Initiative (TSI).
3. Have an overall GPA of 3.0.
4. Have satisfactory completion of an Introductory Algebra course (MATH 0303), or passing placement test score. Mathematic courses are accepted according to Galveston College requirements.
5. Be in good standing at Galveston College.
6. Provide evidence of first Hepatitis B vaccination.
7. Complete the Clinical Research Coordinator AAS Degree Application. Submit the application between May 1 and June 30 to the Nursing Director for the Fall semester program start.

### Procedure After Admission:

Successful applicants will:

1. Be informed by mail of acceptance to the program.
2. Complete the following requirements prior to the beginning of the second year of the program:
  - a) Submit a completed personal health history form furnished by the UTMB Office of Student Health. Health history and required immunizations will be at student expense. Immunizations must be completed prior to beginning clinical.
  - b) Be certified in Basic Life Support Health Care Provider (CPR) and maintain certification throughout the course of study.
  - c) Be required to produce a clear drug screening test as directed by the school.
  - d) Be required to purchase Liability insurance. Students are covered by the insurance policy, not the coverage or license of the faculty.
  - e) Provide a clear background check current within one year of application.

### Academic Progression Requirements:

#### Grading System and Repetition of Courses

The grading system for the Clinical Research Coordinator AAS Degree Program is:

A = 91 – 100  
 B = 81 – 90

C = 75 – 80  
 F = Below 75

The student is required to:

1. Achieve a grade of “C” (75) or better in all courses required in the curriculum to progress from one semester to the next. Grades will not be rounded.
2. Students must complete all concurrent courses within a semester to progress to the next semester.
3. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/unsafe clinical performance.

**FIRST YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
<u>BIOL</u>	<u>1406</u>	Biology for Science Majors I	4	VNSG	1420	A&P for Allied Health <sup>10</sup>	4
<u>ENGL</u>	<u>1301</u>	Composition I	3	HITT	1305	Medical Terminology I	3
<u>PSYC</u>	<u>2301</u>	General Psychology	3	ACCT	2301	Financial Accounting	3
<u>MATH</u>	<u>1314</u>	College Algebra <sup>2</sup>	3	<u>SPCH</u>	<u>1321</u>	<u>Business &amp; Professional Communication</u>	3
<u>Humanities<sup>4</sup> or Visual/Performing Arts Elective<sup>3</sup></u>			<u>3</u>	HITT	1211	Computers in Healthcare	<u>2</u>
			<b>16</b>				<b>15</b>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
RNSG	1219	Integrated Nursing Skills I	2	CLST	1372	Introduction to Clinical Trials II	3
VNSG	1231	Pharmacology	2	CLST	1474	Ethics in Clinical Research	4
CLST	1473	Good Clinical Practice	4	CLST	1375	FDA & Regulatory Matters	3
CLST	1371	Introduction to Clinical Trials I	3	HITT	1355	Health Care Statistics	3
MLAB	2460	Clinical /Medical Laboratory Technician	<u>4</u>	MLAB	2461	Clinical /Medical Laboratory Technician II*	<u>4</u>
			<b>15</b>				<b>17</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 63**

Notes:

<sup>2</sup>MATH 1314 or a higher college-level mathematics course.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312.

<sup>10</sup>BIOL 2401 and BIOL 2402 Anatomy and Physiology may be substituted for VNSG 1420.

\*Identifies CAPSTONE course.

**Underline** – Identifies courses to meet academic, general education requirements for AAS Degree; 19 credit hours.

## **CLINICAL RESEARCH COORDINATOR Advanced Technical Certificate**

(Degree Audit Program Code: CLST-C1)

The Clinical Research Coordinator program prepares students for careers managing research studies conducted in the development of new drugs and medical devices. Graduates will have the knowledge, skills and abilities to coordinate clinical trial activities and will understand applicable laws and standards inherent in Good Clinical Practice (GCP). The training emphasizes an understanding of the interactions and relationships between key members of the clinical research industry. The program is designed to prepare for entry-level employment in a variety of venues such as: research sites in medical centers, hospitals, pharmaceutical and biotech companies or contract research organizations (CROs).

The Advanced Technical Certificate is designed for the student who wishes to transition into the Clinical Research field as a career-change. To be admitted to the Advanced Technical Certificate, the student must hold an Associate or Baccalaureate degree in one of the following areas:

- LVN
- ADN
- BSN
- Biology
- Pharmacist
- Physical Therapist
- Licensed Physical Therapist
- Radiological Technician

### **Admission Requirements:**

All prospective candidates who wish to be considered for the Clinical Research Coordinator Certificate Program should contact the Nursing Department. Applicants must:

1. Complete the requirements for admission to the College. Admission to Galveston College does not guarantee admission to the Clinical Research Coordinator Certificate Program.
2. Have an overall GPA of 3.0.
3. Provide a clear background check current within one year of application.
4. Be in good standing at Galveston College.
5. Provide evidence of first Hepatitis B vaccination.
6. Complete the Clinical Research Coordinator Certificate Application. Submit the application between May 1<sup>st</sup> and June 30<sup>th</sup> to the Nursing Director for the Fall semester program start.

### **Prerequisite Courses:**

Candidates for admission to the Clinical Research Coordinator Certificate Program must complete the following prerequisite courses prior to the beginning of the program:

#### **Prerequisites**

VNSG	1420	Anatomy & Physiology for Allied Health	4
HPRS	1305	Medical Terminology I	3
HITT	1211	Computers in Healthcare	<u>2</u>
			<b>9</b>

### **Procedure After Admission:**

Successful applicants will:

1. Be informed by mail of acceptance to the program.
2. Submit a completed personal health history form furnished by the UTMB Office of Student Health. Health history and required immunizations will be at the student's expense. Immunizations must be completed prior to beginning clinical.
3. Be certified in Basic Life Support Health Care Provider (CPR) at program entry and maintain certification throughout the course of study.
4. Be required to produce a clear drug screening test as directed by the school.

- Be required to purchase liability insurance. Students are covered by the insurance policy, not the coverage or license of the faculty.

### Academic Progression Requirements:

### Grading System and Repetition of Courses

The grading system for the Clinical Research Coordinator Certificate Program is:

A = 91 – 100

C = 75 – 80

B = 81 – 90

F = Below 75

The student is required to:

- Achieve a grade of “C” (75) or better in all courses required in the curriculum to progress from one semester to the next. Grades will not be rounded.
- Students must complete all concurrent courses within a semester to progress to the next semester.
- Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/unsafe clinical performance.

### Prerequisites

VNSG	1420	Anatomy & Physiology for Allied Health <sup>10</sup>	4
HPRS	1305	Medical Terminology I	3
HITT	1211	Computers in Healthcare	<u>2</u>
			<b>9</b>

### FIRST YEAR<sup>^</sup>

#### First Semester

RNSG	1219	Clinical Skills	2
VNSG	1231	Pharmacology	2
CLST	1473	Good Clinical Practice	4
CLST	1371	Introduction to Clinical Trials I	3
MLAB	2460	Clinical /Medical Laboratory Technician*	4
			<u>15</u>

#### Second Semester

CLST	1372	Introduction to Clinical Trials II	3
CLST	1474	Ethics in Clinical Research	4
CLST	1375	FDA & Regulatory Matters	3
HITT	1355	Health Care Statistics	3
MLAB	2461	Clinical /Medical Laboratory Technician*	4
			<u>17</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 41**

### Notes:

<sup>^</sup>Math 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion according to Galveston College requirements.

<sup>10</sup>BIOL 2401 and BIOL 2402, Anatomy and Physiology may be substituted for VNSG 1420.

\*Identifies Capstone course.

**CRIMINAL JUSTICE  
LAW ENFORCEMENT CERTIFICATE  
Level One Certificate Program**

(Degree Audit Program Code: CJ-LE-C1)

**Law Enforcement Academy**

The Galveston College Law Enforcement Academy is designed for those, working full-time jobs, who are seeking their Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) basic peace officers license.

The Law Enforcement Academy is a 618 hour course of study leading to certification and authorization to test for a License Texas Peace Officer. The curriculum begins in August and follows the college's fall and spring semester with graduation being held in May. Classes are held from 5:30 pm to 10:00 pm Monday – Friday.

The course of study includes, but is not limited to:

1. Texas Penal Code and Code of Criminal Procedure
2. Texas Traffic Laws
3. Firearms Training
4. Physical Training/Defensive tactics
5. Police Vehicle Operation
6. Vice and Narcotics Investigation
7. Criminal investigation
8. Traffic Accident Investigation

**ADMISSIONS CRITERIA**

All prospective students who wish to be admitted to the Law Enforcement program should contact Dr. Durrell Dickens, Program Coordinator at (409) 944-1336 or email at [ddickens@gc.edu](mailto:ddickens@gc.edu) or Ms. Gladys Jones at (409) 944-1263 or email at [gjones@gc.edu](mailto:gjones@gc.edu).

All prospective students should pick up a Law Enforcement Academy application. All applications must be complete and returned to the Galveston College Law Enforcement Academy by June 30<sup>th</sup>. Applications that are submitted after the deadline will be reviewed at the discretion of the Program Coordinator. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.

To qualify for admittance, each prospective student must meet the following criteria:

1. High school graduate, GED, or 12 hours from an accredited college
2. 21 years of age at the time of licensure
3. No felony convictions
4. No convictions of a Class B misdemeanor or above within the last ten (10) years
5. No family violence convictions
6. Pass a drug test, psychological screening, physical, and background check
7. Pass Galveston College entrance reading and writing exam

Upon successful completion of the program, you will receive 22 college credits and be qualified to sit for the state licensing exam. After passing the exam you will be certified by the State of Texas to obtain employment anywhere in the state as a Texas Peace Officer.

**Transfer Policy:**

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education, and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the program admission criteria;
2. Currently hold a cumulative GPA of 2.5 on transfer course work;
3. Submit course syllabi for review, if requested by program coordinator; and,
4. Agree to a complete a disclosure of information form.

**9-MONTH PROGRAM**

**First Semester**

CJLE	1506	Basic Peace Officer I	5
CJLE	1512	Basic Peace Officer II	5
PHED	1117	Fitness Training: Law Enforcement I	1
PHED	1118	Fitness Training: Law Enforcement I	1
			<hr/>
			12

**Second Semester**

CJLE	1518	Basic Peace Officer III	5
CJLE	1524	Basic Peace Officer IV*	5
PHED	2100	Fitness Training: Law Enforcement III	1
PHED	2101	Fitness Training: Law Enforcement I	1
			<hr/>
			12

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 24**

\*Identifies Capstone course

**CULINARY ARTS**  
+  
**Level-One Certificate Program**

(Degree Audit Program Code: CHEF-BASIC-C1)

The Culinary Arts Basic Certificate is a one semester certificate program designed for the individual seeking training to become employed as an entry-level cook. The student will receive instruction in basic hot food cooking techniques, knife skills, baking and pastry, as well as soup and sauce making. Students also earn the ServSafe Food Protection Manager Certificate. The Culinary Arts certificate, coupled with work experience and additional classroom instruction, can lead to certification by the American Culinary Federation.

**Transfer Policy:** Up to six (6) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Director/Coordinator.

**ONE SEMESTER PROGRAM**

**First Semester**

CHEF	1205	Sanitation & Safety	2
CHEF	1301	Basic Food Preparation	3
CHEF	2302	Saucier	3
PSTR	1301	Fundamentals of Baking	3
CHEF	2301	Intermediate Food Prep*	3
SPNL	1291	Restaurant Spanish	2
			<b>16</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 16**

\*Identifies Capstone course.

## Level-One Certificate Program

(Degree Audit Program Code: CHEF-C1)

Culinary Arts is a one-year certificate program designed for the individual seeking training to become employed as an entry-level cook. The student will receive instruction in basic hot food cooking techniques, knife skills, garde manger, baking and pastry, soup and sauce making, as well as regional and international cuisines. Students also earn the ServSafe Food Protection Manager Certificate. The Culinary Arts certificate, coupled with work experience and additional classroom instruction, can lead to certification by the American Culinary Federation.

**Transfer Policy:** Up to nine (9) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Director/Coordinator.

### ONE YEAR PROGRAM

**First Semester**

CHEF	1205	Sanitation & Safety	2
CHEF	1301	Basic Food Preparation	3
CHEF	2302	Saucier	3
PSTR	1301	Fundamentals of Baking	3
CHEF	2301	Intermediate Food Prep	3
SPNL	1291	Restaurant Spanish	2
			<b>16</b>

**Second Semester**

PSTR	2331	Advanced Pastry Shop	3
CHEF	1345	International Cuisine	3
CHEF	1310	Garde Manger	3
CHEF	1341	American Regional Cuisine	3
IFWA	1318	Nutrition Food Service Profession	3
			<b>15</b>

**Summer I**

**First Semester**

CHEF	1380	Coop Ed-Culinary Arts/ Chef Training*	3
			<b>3</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 34**

\*Identifies Capstone course.

# EMERGENCY MEDICAL SERVICES

## Associate of Applied Science Degree

(Degree Audit Program Code: EMS-AAS)

This program is designed to prepare students for a career in emergency medical services. Students completing the second semester may apply for the Advanced EMT certification. Students completing the final semesters may apply for Paramedic Certification. Students who successfully complete the technical and general education courses will earn an Associate of Applied Science Degree in Emergency Medical Services, which broadens and heightens the student's career opportunity and portability. The EMS program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

### Mission Statement

In keeping with the mission of Galveston College, it is the goal of the program faculty and staff to produce graduates who complete Paramedic certification, who pass NREMT certification exam on the first attempt, who are able to enter the job market as entry level paramedics, who demonstrate empathy and compassion for their patients, and graduates who are committed to life-long learning.

### Program Outcomes:

1. Provide care for the emergency patient in the pre-hospital setting.
2. Work as a team with other EMS care providers in the pre-hospital setting.
3. Use critical thinking and decision-making skills to determine the healthcare needs of the pre-hospital patient.
4. Plan treatment to include prevention and initial care procedures to promote and maintain the healthcare needs in an emergency situation.
5. Place the patient's welfare, comfort, and privacy first when planning and implementing initial care.

### Admissions Criteria:

All prospective students who wish to be admitted to the Emergency Medical Services degree program should contact the Program Director at (409) 944-1494 or email at [rprue@gc.edu](mailto:rprue@gc.edu).

### Applicants Must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
2. Initiate the Program Checklist located on the program of study website.
3. Continue the Program Checklist process and complete Program Degree Plan in the Counseling Office.
  - Degree Plan must show evidence of:
    - a. Achieve a grade of "C" or better in Math 0303 Introductory Algebra or a passing placement test score within five years of acceptance into the Program.
    - b. Achieve a grade of "C" or better in BIOL 2401 Anatomy and Physiology I, within five years of acceptance into the program. Students are highly recommended to complete HPRS 1206 Essentials of Medical Terminology prior to starting the program.
    - c. An overall GPA of 2.0. A grade of "C" or better is required in the general education courses. Math and science courses must be completed within five years of acceptance into the program.
4. Submit program application to the Program Director.
  - Program applications are accepted until the start of the semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
  - Complete the following prior to enrollment:
    - a. A physical examination.
    - b. TB skin test within six months of starting the program.
    - c. Immunization series; including the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. (This process takes seven months to complete).
    - d. Students must be certified in American Heart Association Healthcare CPR and maintain certification throughout their course of study.
    - e. Complete a background check through the College at student's cost upon acceptance to the program.
    - f. Complete a clear drug screening test at student's cost as directed by the program.
    - g. Potential students may need to complete an interview or meet with the Program Director upon request.

- h. Attend mandatory orientation.

**Transfer Policy:**

Course work from another program will be evaluated on an individual basis by the Program Director. A grade of “C” or better is required on all transferred prerequisite, general education, and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the program admission criteria.
2. Submit course syllabi for review, if requested by Program Director.
3. Agree to complete a disclosure of information form.

<b>FIRST YEAR<sup>^</sup></b>			
<b>First Semester<sup>10</sup></b>		<b>Second Semester<sup>11</sup></b>	
EMSP	1501	EMT-Basic <sup>(TP)</sup>	5
EMSP	1260	Clinical (Basic) <sup>(TP)</sup>	2
EMSP	1291	Special Topics in Emergency Medical Technology <sup>(TP)</sup>	2
<u>BIOL</u>	<u>2401</u>	Anatomy and Physiology I	4
HPRS	1206	Essentials of Medical Term	<u>2</u>
			<b>15</b>
EMSP	1338	Introduction to Advanced Practice <sup>(TP)</sup>	3
EMSP	1355	Trauma Management <sup>(TP)</sup>	3
EMSP	1356	Patient Assessment and Airway Management <sup>(TP)</sup>	3
EMSP	1362	Clinical (Advanced EMT) <sup>(TP)</sup>	<u>3</u>
			<b>12</b>

<b>Third Semester</b>			
EMSP	2348	Emergency Pharmacology	3
<u>ENGL</u>	<u>1301</u>	Composition I	3
EMSP	2338	EMS Operations	3
EMSP	2260	Clinical I (Paramedic)	<u>2</u>
			<b>11</b>

<b>SECOND YEAR</b>			
<b>Fourth Semester</b>		<b>Fifth Semester</b>	
EMSP	2434	Medical Emergencies	4
EMSP	2544	Cardiology	5
EMSP	2261	Clinical II (Paramedic)	2
<u>PSYC</u>	<u>2301</u>	General Psychology	<u>3</u>
			<b>14</b>
EMSP	2143	Assessment Based Management *	1
EMSP	2430	Special Populations	4
EMSP	2264	Practicum (Paramedic)	2
<u>SPCH</u>	<u>1318</u>	Interpersonal Communications	3
		<u>Humanities Elective<sup>4</sup></u>	<u>3</u>
			<b>13</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 65**

Notes:

<sup>^</sup>MATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion; however, the student must demonstrate that they are TSI complete in order to graduate with an AAS.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, or SPAN 2312.

<sup>10</sup>Upon completion of First Semester EMS Basic courses student is eligible to take the national registry EMT Basic certificate test.

<sup>11</sup>Upon completion of Second Semester EMS Advanced EMT courses (formerly Intermediate courses), student is eligible to take the National Registry Advanced EMT (formerly Intermediate) certificate test.

\*Identifies Capstone course.

<sup>(TP)</sup> Identifies Tech Prep courses.

**Underline** - Identifies courses to meet academic, general education requirements for AAS Degree; 16 credit hours.

**EMERGENCY MEDICAL SERVICES  
ADVANCED EMT CERTIFICATE  
Level-One Certificate Program**

(Degree Audit Program Code: EMS-INTER-C1)

All prospective students who wish to be admitted to the Emergency Medical Services Advanced EMT program, formerly the Intermediate program, should contact the Program Director at (409) 944-1494 or email at [rprue@gc.edu](mailto:rprue@gc.edu) .

**Applicants Must:**

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the program.
2. Initiate the program checklist located on the program of study website.
3. Continue the program checklist process and complete program degree plan in the Counseling Office.
  - Degree Plan must show evidence of:
    - a. Achieve a grade of “C” or better in Math 0300 Basic Mathematics or a passing placement test score within five years of acceptance into the program.
    - b. An overall GPA of 2.0. A grade of “C” or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the program.
    - c. Successful completion of EMS Basic program.
    - d. File a copy of current EMT-B certification in EMS office.
4. Submit program application to the Program Director.
  - Program applications are accepted until the start of the semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
  - Complete the following prior to enrollment:
    - a. A physical examination.
    - b. TB skin test within six months of starting the program.
    - c. Immunization series; including the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. (This process takes seven months to complete).
    - d. Students must be certified in American Heart Association Healthcare CPR at program entry and maintain certification throughout their course of study.
    - e. Complete a background check through the College at student’s cost upon acceptance to the program.
    - f. Complete a clear drug screening test at student’s cost as directed by the program.
    - g. Potential students may need to complete an interview or meet with the Program Director upon request.
    - h. Attend mandatory orientation.

**Transfer Policy:**

Course work from another program will be evaluated on an individual basis by the Program Director. A grade of “C” or better is required on all transferred prerequisite, general education, and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College, as well as the program admission criteria.
2. Submit course syllabi for review, if requested by Program Director.
3. Agree to complete a disclosure of information form.

		<b>FIRST YEAR</b>					
		<b>Advanced EMT</b>		<b>Second Semester</b>			
<b>EMT</b>							
<b>First Semester<sup>^</sup></b>							
EMSP	1501	EMT	5	EMSP	1338	Introduction to Advanced Practice	3
EMSP	1260	Clinical – EMT	2	EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1291	Special Topics in EMT	2	EMSP	1355	Trauma Management	3
			<u>9</u>	EMSP	1362	Clinical (Advanced EMT) *	<u>3</u>
							<u>12</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 21**

Upon completion of EMSP courses listed above, a student is eligible to take the National Registry Advanced EMT certificate test. (Formerly the EMT Intermediate certificate test.)

Notes:

\*Identifies CAPSTONE course.

<sup>^</sup>MATH 0300 is a prerequisite for the Advanced EMT Certificate program.

## **EMERGENCY MEDICAL SERVICES PARAMEDIC CERTIFICATE Level-Two Certificate Program**

(Degree Audit Program Code: EMS-PARAMEDIC-C2)

All prospective students who wish to be admitted to the Emergency Medical Services Paramedic program should contact the Program Director at (409) 944-1494 or email at rprue@gc.edu.

**Applicants Must:**

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the program.
2. Initiate the program checklist located on the program of study website.
3. Continue the program checklist process and complete program degree plan in the Counseling Office.
  - Degree Plan must show evidence of:
    - a. Achieve a grade of “C” or better in Math 0303 Introductory Algebra or a passing placement test score within five years of acceptance into the program.
    - b. An overall GPA of 2.0. A grade of “C” or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the program.
    - c. Successful completion of EMS Basic program.
    - d. File a copy of current EMT-B certification in EMS office.
4. Submit program application to the Program Director.
  - Program applications are accepted until the start of the semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
  - Complete the following prior to enrollment:
    - a. A physical examination.
    - b. TB skin test within six months of starting the program.
    - c. Immunization series; including the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. (This process takes seven months to complete).
    - d. Students must be certified in American Heart Association Healthcare CPR at program entry and maintain certification throughout their course of study.
    - e. Complete a background check through the College at student’s cost upon acceptance to the program.
    - f. Complete a clear drug screening test at student’s cost as directed by the program.

- g. Potential students may need to complete an interview or meet with the Program Director upon request.
- h. Attend mandatory orientation.

**Transfer Policy:**

Course work from another program will be evaluated on an individual basis by the Program Director. A grade of “C” or better is required on all transferred prerequisite, general education, and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the program admission criteria.
2. Submit course syllabi for review, if requested by Program Director.
3. Agree to complete a disclosure of information form.

			<b>FIRST YEAR</b>				
<b>EMT</b>			<b>Advanced EMT</b>				
<b>First Semester</b>			<b>Second Semester</b>				
EMSP	1501	EMT	5	EMSP	1338	Introduction to Advanced Practice	3
EMSP	1260	Clinical – EMT	2	EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1291	Special Topics in EMT	2	EMSP	1355	Trauma Management	3
			<hr/>	EMSP	1362	Clinical (Advanced EMT)	3
			<b>9</b>				<hr/> <b>12</b>

<b>Paramedic</b>			
<b>Third Semester<sup>^</sup></b>			
EMSP	2348	Emergency Pharmacology	3
EMSP	2338	EMS Operations	3
EMSP	2260	Clinical I (Paramedic)	2
			<hr/> <b>8</b>

			<b>SECOND YEAR</b>				
<b>Fourth Semester</b>			<b>Fifth Semester</b>				
EMSP	2434	Medical Emergencies	4	EMSP	2143	Assessment Based Mgmt *	1
EMSP	2544	Cardiology	5	EMSP	2430	Special Populations	4
EMSP	2261	Clinical II (Paramedic)	2	EMSP	2264	Practicum (Paramedic)	2
			<hr/> <b>11</b>				<hr/> <b>7</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 47**

Upon completion of EMS Paramedic courses, students are eligible to take the National Registry EMT Paramedic certificate test.

Notes:

<sup>^</sup>MATH 0303 is a prerequisite for EMS Paramedic Certificate Program.

\*Identifies CAPSTONE course.

## HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

### Associate of Applied Science Degree

(Degree Audit Program Code: HVAC-AAS)

The HVAC Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. In addition, this program is designed to provide the students with the necessary skills required to become a state-licensed independent business owner/contractor or for employment in the industry as a technician in residential, commercial, and/or industrial air conditioning, refrigeration, and heating.

#### First Year

<b>First Semester</b>				<b>Second Semester</b>			
HART	1401	Basic Electricity for HVAC	4	HART	1441	Residential Air Conditioning	4
HART	1403	Air Conditioning Control Principles	4	HART	1445	Gas and Electric Heating	4
HART	1407	Refrigeration Principles	4	HART	2401	Air Conditioning & Refrigeration Codes	4
HART	1410	HVAC Shop Practices and Tools	4	HART	2431	Advanced Electricity for HVAC	4
<b>16</b>				<b>16</b>			

#### Second Year

<b>Third Semester</b>				<b>Fourth Semester</b>			
HART	2434	Advanced Air Conditioning Controls	4	<u>ENGL</u>	<u>1301</u>	English Composition I	3
HART	2441	Commercial Air Conditioning	4	<u>SPCH</u>	<u>13XX</u>	Speech Elective <sup>6</sup>	3
HART	2442	Commercial Refrigeration*	4	<u>MATH</u>	<u>1314</u>	College Algebra OR	
HART	2402	Commercial Air Conditioning System Design OR		<u>MATH</u>	<u>1324</u>	Math for Bus and Social Sciences I OR	
HART	1411	Solar Fundamentals	4	<u>Natural Science Elective<sup>5</sup></u>			3/4
				<u>Humanities<sup>4</sup> / Visual and Performing Arts Elective<sup>3</sup></u>			3
				<u>Social/Behavior Science Elective<sup>4</sup></u>			3
<b>16</b>				<b>15/16</b>			

#### **TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 63-64**

Notes:

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, or SPAN 2312.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

**Underline** - Identifies courses to meet academic, general education requirements for AAS Degree; 15/16 credit hours.

\*Identifies Capstone Course.



**HEATING, VENTILATION, AND AIR CONDITIONING  
(HVAC)  
Level One Certificate Program  
Entry Level**

(Degree Audit Program Code: HVAC-BASIC-C1)

The HVAC Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. In addition, this program is designed to provide the students with the necessary skills required to become a state-licensed independent business owner/contractor or for employment in the industry as a technician in residential, commercial, and/or industrial air conditioning, refrigeration, and heating.

**First Semester**

HART	1401	Basic Electricity for HVAC	4
HART	1403	Air Conditioning Control Principles	4
HART	1407	Refrigeration Principles*	4
HART	1410	HVAC Shop Practices and Tools	4
			<b>16</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 16**

\*Identifies Capstone Course.

**HEATING, VENTILATION, AND AIR CONDITIONING  
(HVAC)  
Level One Certificate Program  
Advanced Level**

(Degree Audit Program Code: HVAC-INTER-C1)

The HVAC Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. In addition, this program is designed to provide the students with the necessary skills required to become a state-licensed independent business owner/contractor or for employment in the industry as a technician in residential, commercial, and/or industrial air conditioning, refrigeration, and heating.

<b>Basic</b>				<b>Advanced</b>			
<b>First Semester</b>				<b>Second Semester</b>			
HART	1401	Basic Electricity for HVAC	4	HART	1441	Residential Air Conditioning	4
HART	1403	Air Conditioning Control Principles	4	HART	1445	Gas and Electric Heating	4
HART	1407	Refrigeration Principles	4	HART	2401	Air Conditioning & Refrigeration Codes	4
HART	1410	HVAC Shop Practices and Tools	4	HART	2431	Advanced Electricity for HVAC*	4
			<b>16</b>				<b>16</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 32**

\*Identifies Capstone Course.

**HEATING, VENTILATION, AND AIR CONDITIONING  
(HVAC)  
Level Two Certificate Program  
Advanced Level Technology**

(Degree Audit Program Code: HVAC-ADV-C2)

The HVAC Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. In addition, this program is designed to provide the students with the necessary skills required to become a state-licensed independent business owner/contractor or for employment in the industry as a technician in residential, commercial, and/or industrial air conditioning, refrigeration, and heating.

<b>First Semester</b>				<b>Second Semester</b>			
HART	1401	Basic Electricity for HVAC	4	HART	1441	Residential Air Conditioning	4
HART	1403	Air Conditioning Control Principles	4	HART	1445	Gas and Electric Heating	4
HART	1407	Refrigeration Principles	4	HART	2401	Air Conditioning & Refrigeration Codes	4
HART	1410	HVAC Shop Practices and Tools	4	HART	2431	Advanced Electricity for HVAC	4
			<hr style="width: 50px; margin: 0 auto;"/> 16				<hr style="width: 50px; margin: 0 auto;"/> 16
<b>Third Semester</b>							
HART	2434	Advanced Air Conditioning Controls*	4				
HART	2441	Commercial Air Conditioning	4				
HART	2442	Commercial Refrigeration	4				
HART	2402	Commercial Air Conditioning System Design					
OR							
HART	1411	Solar Fundamentals	4				
			<hr style="width: 50px; margin: 0 auto;"/> 16				

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 48**

\*Identifies Capstone Course.

## INDUSTRIAL MAINTENANCE TECHNOLOGY

### Associate of Applied Science Degree

(Degree Audit Program Code: INDUSTRY-AAS)

The Industrial Maintenance Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. In addition, this program is designed to provide the students with the necessary skills required to be proficient in industrial systems, industrial building/maintenance technology, and facility and equipment maintenance. Students will have an opportunity to learn various industrial maintenance processes that will provide the basic preparation for entry-level jobs in the fields of Electrical/Electronics, Hydraulics/Pneumatics, Instrumentation, HVAC, and Welding.

<b>First Semester</b>		<b>First Year</b>					
		<b>Second Semester</b>					
HART	1403	Air Conditioning Control Principles OR		WLDG	1423	Welding Safety, Tools and Equipment	4
HART	1407	Refrigeration Principles	4	HYDR	1450	Hydraulics, Fabrication and Repair	4
HYDR	1445	Hydraulics and Pneumatics	4	INTC	1457	AC/DC Motor Control	4
CETT	1402	Electricity Principles	4	CETT	1415	Digital Applications OR	
CETT	1407	Fundamentals of Electronics OR		PFPB	1421	Plumbing Maintenance and Repair	4
PFPB	1413	Introduction to the Plumbing Trade	4				<b>16</b>
			<b>16</b>				
<b>Third Semester</b>		<b>Second Year</b>					
		<b>Fourth Semester</b>					
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	<u>ENGL</u>	<u>1301</u>	English Composition I	3
HYDR	2430	Fluid Power System Design	4	<u>SPCH</u>	<u>13XX</u>	Speech Elective <sup>6</sup>	3
CETT	1449	Digital Systems*	4	<u>MATH</u>	<u>1314</u>	College Algebra OR	
INMT	1455	Industrial Power Plant Systems OR		<u>MATH</u>	<u>1324</u>	Math for Business and Social Sciences I OR	
CNBT	1402	Mechanical, Plumbing and Electrical Systems	4			<u>Natural Science Elective</u> <sup>5</sup>	3/4
			<b>16</b>	<u>Humanities</u> <sup>4</sup> /Visual and Performing Arts Elective <sup>3</sup>			3
				<u>Social/Behavior Science Elective</u> <sup>7</sup>			3
							<b>15/16</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 63-64**

Notes:

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, or PHIL 2321.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421,

CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

\*Identifies Capstone Course.

**Underline** - Identifies courses to meet academic, general education requirements for AAS Degree; 15/16 credit hours.

**INDUSTRIAL MAINTENANCE TECHNOLOGY**  
**Level One Certificate Program**  
**Entry Level**

(Degree Audit Program Code: INDUSTRY-BASIC-C1)

The Industrial Maintenance Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. In addition, this program is designed to provide the students with the necessary skills required to be proficient in industrial systems, industrial building/maintenance technology, and facility and equipment maintenance. Students will have an opportunity to learn various industrial maintenance processes that will provide the basic preparation for entry-level jobs in the fields of Electrical/Electronics, Hydraulics/Pneumatics, Instrumentation, HVAC, and Welding.

**First Semester**

HART	1403	Air Conditioning Control Prin OR	
HART	1407	Refrigeration Principles	4
HYDR	1445	Hydraulics and Pneumatics*	4
CETT	1402	Electricity Principles	4
CETT	1407	Fundamentals of Electronics	
		OR	
PFPB	1413	Introduction to the Plumbing Trade	4
			<b>16</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 16**

\*Identifies Capstone Course.

**INDUSTRIAL MAINTENANCE TECHNOLOGY**  
**Level One Certificate Program**  
**Advanced Level**

(Degree Audit Program Code: INDUSTRY-INTER-C1)

The Industrial Maintenance Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. In addition, this program is designed to provide the students with the necessary skills required to be proficient in industrial systems, industrial building/maintenance technology, and facility and equipment maintenance. Students will have an opportunity to learn various industrial Maintenance processes that will provide the basic preparation for entry-level jobs in the fields of Electrical/Electronics, Hydraulics/Pneumatics, Instrumentation, HVAC, and Welding.

<b>Basic</b>				<b>Advanced</b>			
<b>First Semester</b>				<b>Second Semester</b>			
HART	1403	Air Conditioning Control Principles OR		WLDG	1423	Welding Safety, Tools and Equipment	4
HART	1407	Refrigeration Principles	4	HYDR	1450	Hydraulics, Fabrication and Repair	4
HYDR	1445	Hydraulics and Pneumatics	4	INTC	1457	AC/DC Motor Control*	4
CETT	1402	Electricity Principles	4	CETT	1415	Digital Applications OR	
CETT	1407	Fundamentals of Electronics OR		PFPB	1421	Plumbing Maintenance and Repair	4
PFPB	1413	Introduction to the Plumbing Trade	4				<b>16</b>
			<b>16</b>				

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 32**

\*Identifies Capstone Course

**INDUSTRIAL MAINTENANCE TECHNOLOGY**  
**Level Two Certificate Program**  
**Advanced Level Technology**

(Degree Audit Program Code: INDUSTRY-ADV-C2)

The Industrial Maintenance Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. In addition, this program is designed to provide the students with the necessary skills required to be proficient in industrial systems, industrial building/maintenance technology, and facility and equipment maintenance. Students will have an opportunity to learn various industrial Maintenance processes that will provide the basic preparation for entry-level jobs in the fields of Electrical/Electronics, Hydraulics/Pneumatics, Instrumentation, HVAC, and Welding.

<b>Basic</b>				<b>Advanced</b>			
<b>First Semester</b>				<b>Second Semester</b>			
HART	1403	Air Conditioning Control Principles OR		WLDG	1423	Welding Safety, Tools and Equipment	4
HART	1407	Refrigeration Principles	4	HYDR	1450	Hydraulics, Fabrication and Repair	4
HYDR	1445	Hydraulics and Pneumatics	4	INTC	1457	AC/DC Motor Control	4
CETT	1402	Electricity Principles	4	CETT	1415	Digital Applications	
CETT	1407	Fundamentals of Electronics OR		PFPB	1421	Plumbing Maintenance and Repair	4
PFPB	1413	Introduction to the Plumbing Trade	4				<b>16</b>
			<b>16</b>				

<b>Third Semester</b>			
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	
HYDR	2430	Fluid Power System Design	4
CETT	1449	Digital Systems*	4
INMT	1455	Industrial Power Plant Systems OR	
CNBT	1402	Mechanical, Plumbing and Electrical Systems	4
			<b>16</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 48**

\*Identifies Capstone Course.

## MEDICAL OFFICE ADMINISTRATION Associate of Applied Science Degree

(Degree Audit Program Code: MED-ADMIN-AAS)

The Medical Office Administration degree offers students the courses, skills, and knowledge to work in health-related fields, from entry level positions (receptionist, medical front office, coding and billing clerk, medical administrative assistant, transcriptionist, and medical secretary) to high level positions (office manager, medical office coordinator, supervisor, and executive administrative assistant). Job opportunities for skilled, knowledgeable medical office workers continue to increase as the need for medical clerical support increases at hospitals, clinics, long-term care facilities, insurance and billing companies, medical transcription and coding services, urgent care clinics, and federal and state agencies. Skills needed to meet the demands of today's medical office include computer applications, diversity, teamwork, customer service, written communication and presentation skills, interpersonal skills, Internet, patient confidentiality, coding, insurance, and transcription.

**Transfer Policy:** Up to thirteen (13) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Director/Coordinator.

<b>FIRST YEAR</b>							
<b>First Semester</b>				<b>Second Semester</b>			
HITT	1305	Medical Terminology I	3	POFM	1327	Medical Insurance	3
MDCA	1309	A & P for Medical Assistants	3	HITT	1341	Coding & Classification Systems	3
HITT	1211	Computers in Health Care	2	POFM	1317	Medical Administrative Support	3
HITT	1301	Health Data Content & Structure	3	HITT	1353	Legal and Ethical Aspects of Health Information	3
POFM	1309	Medical Office Procedures	3	HITT	2335	Coding and Reimbursement	3
			<u>14</u>				<u>15</u>
<b>Third Semester</b>							
HITT	2346	Advance Medical Coding	3				
MRMT	1307	Medical Transcription I	3				
			<u>6</u>				
<b>SECOND YEAR</b>							
<b>First Semester</b>				<b>Second Semester</b>			
HPRS	1310	Intro to Pharmacology	3	<u>SPCH</u>	<u>1321</u>	Business and Professional Communication	3
MRMT	2333	Medical Transcription II	3	<u>Social/Behavior</u>	<u>Science Elective<sup>7</sup></u>		3
HITT	2340	Advance Medical Billing & Reimbursement	3	<u>MATH</u>	<u>1324</u>	Math for Business & Social Science I	3
BMGT	1325	Office Management	3	<u>ENGL</u>	<u>1301</u>	English Composition	3
HITT	1380	Cooperative Ed <sup>*</sup>	3	<u>Humanities<sup>4</sup> or Visual &amp; Performing Arts</u>	<u>Elective<sup>3</sup></u>		3
			<u>15</u>				<u>15</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 65**

Notes:

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312.

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336 or SOCI 2339.

\*Identifies Capstone course.

**Underline** - Identifies courses to meet academic, general education requirements for AAS Degree; 15-16 credit hours.

## MEDICAL CODING CERTIFICATE Level-One Certificate Program

(Degree Audit Program Code: MED-ADMIN-CODING-C1)

The Medical Billing and Coding Certificate offers a working knowledge of the skills required of a Medical Office Billing and Coding Professional. Emphasis is placed on billing and coding of services, procedures, and diagnosis for medical offices.

The program focuses on the linkage of coding systems (ICD, CPT, HCPCS and DSM) to medical insurance billing, using medical software, to provide successful and accurate submission of insurance claims for reimbursement. Students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC) or Certified Professional Coder Apprentice Exam (CPC-A) and other National Certification Exams.

<b>FIRST YEAR</b>							
<b>First Semester</b>				<b>Second Semester</b>			
HITT	1305	Medical Terminology I	3	POFM	1327	Medical Insurance	3
MDCA	1309	A & P for Medical Assistants	3	HITT	1341	Coding & Classification Systems	3
HITT	1211	Computers in Health Care	2	POFM	1317	Medical Administrative Support	3
HITT	1301	Health Data Content & Structure	3	HITT	1353	Legal and Ethical Aspects of Health Information	3
POFM	1309	Medical Office Procedures	3	HITT	2335	Coding and Reimbursement	3
			<u>14</u>				<u>15</u>
<b>Third Semester</b>							
HITT	2346	Advance Medical Coding*	3				
MRMT	1307	Medical Transcription I	3				
			<u>6</u>				

**TOTAL SEMESTER CREDIT HOURS IN PROGRAMS: 35**

\*Identifies Capstone course.

**MEDICAL OFFICE ASSISTANT CERTIFICATE  
Level-Two Certificate Program**

(Degree Audit Program Code: MED-ADMIN-ASST-C2)

This certificate program is designed to prepare students to work in a variety of health care settings including hospitals, medical clinics, insurance companies, and doctors' offices in entry level positions such as a receptionist, medical front office, basic coding and billing clerk, medical office assistant, and medical secretary. These courses can also be applied towards the Medical Office Administration AAS Degrees.

**Transfer Policy:** Up to nine (9) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Director/Coordinator.

<b>FIRST YEAR</b>							
<b>First Semester</b>				<b>Second Semester</b>			
HITT	1305	Medical Terminology I	3	POFM	1327	Medical Insurance	3
MDCA	1309	A & P for Medical Assistants	3	HITT	1341	Coding & Classification Systems	3
HITT	1211	Computers in Health Care	2	POFM	1317	Medical Administrative Support	3
HITT	1301	Health Data Content & Structure	3	HITT	1353	Legal and Ethical Aspects of Health Information	3
POFM	1309	Medical Office Procedures	<u>3</u>	HITT	2335	Coding and Reimbursement	<u>3</u>
			<b>14</b>				<b>15</b>

<b>Third Semester</b>			
HITT	2346	Advance Medical Coding	3
MRMT	1307	Medical Transcription I	<u>3</u>
			<b>6</b>

<b>SECOND YEAR</b>			
<b>First Semester</b>			
HPRS	1310	Intro to Pharmacology	3
MRMT	2333	Medical Transcription II	3
HITT	2340	Advance Medical Billing & Reimbursement	3
BMGT	1325	Office Management	3
HITT	1380	Cooperative Ed*	<u>3</u>
			<b>15</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 50**

\*Identifies Capstone course.

# NURSING

## Associate of Applied Science Degree

(Degree Audit Program Code: ADN-AAS)

The Associate of Applied Science degree in Nursing is a 72-credit-hour curriculum designed to prepare a student to become a Registered Nurse in the State of Texas. Upon program completion, the Associate Degree Nursing graduate is eligible to take the NLCEX-RN licensure examination.

Nursing is a service to individuals, families, and to the community. The individual nurse has science based competencies and skills to assist people, sick or well, to cope with their health needs. Nursing is practiced in conjunction with other disciplines of the healthcare team.

### **Mission Statement:**

In keeping with the mission of Galveston College, the Nursing programs will provide a collaborative educational environment of the highest standards to prepare graduates committed to excellence in nursing practice in evolving healthcare settings serving local and global communities.

### **Program Outcomes:**

The faculty of the Galveston College Associate Degree Nursing program is acutely aware of their mission to move students from novice learner to professional healthcare provider. Nursing program graduates are expected to demonstrate certain skills that reflect a professional demeanor. These outcomes include the ability to function as a/an:

1. Caring, competent, clinical reasoning practitioner;
2. Involved community member;
3. Coordinator of client care;
4. Lifelong learner;
5. Moral and ethical decision maker;
6. Accountable, contributing member of the nursing profession; and,
7. Advocate for high standards of nursing practice.

These seven program outcomes fully encompass the four primary essential competencies identified as Entry Level Competencies by the Texas Board of Nursing for the Associate Degree Nursing Graduate:

- Member of the Profession
- Provider of Patient-Centered Care
- Patient Safety Advocate
- Member of the Health Care Team

### **Admission Requirements:**

All prospective candidates who wish to be admitted to the Associate Degree Nursing program should contact the Nursing Department. Applicants must:

1. Complete the requirements for admission to the College. (Admission to Galveston College does not guarantee admission to the nursing program.) Application to the nursing program requires the filing of a pre-plan/degree plan, which shows evidence of:
  - a. Having satisfied Texas Success Initiative (TSI)
  - b. Satisfactory completion of CHEM 1405, Introductory Chemistry I, within five years of the date of acceptance to the nursing program.
  - c. Satisfactory completion of an Introductory Algebra course (MATH 0303) or a passing placement test score within five years of the date of acceptance to the nursing program.
  - d. Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of the date of acceptance to the nursing program.
  - e. Satisfactory completion of PSYC 2301, General Psychology.
  - f. Satisfactory completion of HPRS 1206, Essentials of Medical Terminology.
2. Achieve a grade of “C” or better in all required courses. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses is required for admission consideration. Math and science courses must have been taken within five years of the date of acceptance to the nursing program. Transcripts may not reflect more than one (1) “D” or “F” in any nursing course (with exception of RNSG 1215, RNSG 1301, and RNSG 1311).
3. Prospective applicants will be required to pass a nurse entrance test administered at Galveston College, as

part of the admission criteria. Information on dates and time of the exam administration is available from the Nursing Department. Students who do not pass the examination will be counseled and remediation will be recommended. Students may retake the examination one time each year. A passing score on the exam is valid for one year. A minimum score of 41.3 (Basic level) must be achieved to be eligible for admission.

4. Be in good standing at Galveston College.
5. Obtain a clear background check or approved Declaratory Order from the Texas Board of Nursing.
6. Provide evidence of first Hepatitis B vaccination.
7. Personally complete the Nursing Program Application. (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Director.
8. Pharmacology (RNSG 1301) and Health Assessment (RNSG 1215) may be completed in advance, but no more than 12 months prior to the beginning of the ADN program.

Acceptance to the Associate Degree Nursing program is through a selection process based on a point system and is highly competitive. Students will earn points based on selected prerequisite and science courses, Grade Point Average, nurse entrance test scores, and general education courses completed. The information packet, available on-line, details the procedure for program application. Potential applicants are expected to be familiar with the application requirements and process. Not everyone who applies will be accepted.

#### **Procedure After Admission:**

Successful applicants will:

1. Be informed by mail of acceptance into the program. All entering students will be notified by mail of the scheduled nursing orientation session and will be required to attend.
2. Submit a complete personal health history form furnished by the UTMB Office of Student Wellness. Health history and required immunizations will be at student expense. Immunizations must be completed prior to beginning clinical.
3. Maintain certification in Basic Life Support (CPR-Health Professional Level) throughout the course of study.
4. Be required to produce a clear drug screening test as directed by the school. Failure to pass the drug test will result in expulsion from the program.

#### **State Board Requirements:**

Permission to take the NCLEX-RN for licensure as a professional nurse is regulated by the Texas Board of Nursing. Students who have been previously convicted of a crime other than minor traffic violations, or if ever hospitalized or treated for mental illness and/or chemical dependency **may not** be approved by the Board for licensure. For further information, students may contact the Texas Board of Nursing in Austin.

#### **Application Requirements:**

Applications for admission to the Associate Degree Nursing program will be accepted by the Nursing Department beginning **September 15<sup>th</sup>** of each year for the next academic year. Only those prospective students whose files are completed and submitted by **January 15<sup>th</sup>** will be considered for admission according to specific criteria. Applicants completing prerequisites by the end of the spring semester may be considered on a space available basis.

Applicants who are not admitted to the program are not automatically considered for the next year's class and must re-apply each year. A student who is accepted for the current class but does not enroll in the program will be required to re-apply for the next admission. A new pre-plan must be completed each time a student re-applies.

All students desiring admission to the Associate Degree Nursing program should have a Pre-ADN plan on file in the Nursing Department. Only students who have completed all admission requirements will be considered for admission to the Associate Degree Nursing program.

**Transfer Policies:** Students who wish to transfer credits should submit official transcripts to Galveston College Admissions. Transfer nursing courses are evaluated on a course-by-course basis. Transfer grades below a "C" are not accepted for credit in the nursing program. Mathematics and science courses must have been taken no more than five years from acceptance to the nursing program; mathematics is accepted according to Galveston College requirements. Only one nursing course repeat is allowed. Students transferring credits must meet with the Nursing Director to have their transcripts evaluated. Admission must be within one (1) year of leaving the prior nursing program. Students desiring admission after one (1) year must complete the entire program from the beginning.

Transfer students from other nursing programs who meet the standard admission requirements are eligible for admission on a space-available basis.

The student desiring transfer credit must:

1. Meet admission requirements for Galveston College and the Associate Degree Nursing Program.
2. Currently hold an overall GPA of 2.5 as well as a GPA of 2.5 on all prerequisite courses.
3. Arrange to have transcripts from former institutions including high school or G.E.D. certificate sent to the Admissions Office at Galveston College.
4. Have a letter concerning eligibility from previous nursing programs sent to the Director of Nursing.
5. Submit course syllabi for review to Nursing Director.
6. Successfully complete all testing requirements.
7. Enter the ADN program before or at the beginning of the second year.
8. Complete 18 of the last 27 semester hours at Galveston College prior to graduation from Galveston College (ADN).
9. Obtain a clear background check or an approved Declaratory Order from the Texas Board of Nursing.
10. Be aware that there will be random and/or unannounced drug screening tests after acceptance into the nursing program. Failure to pass the random drug test will result in expulsion from the program.

Additional admission requirements are dependent upon the course of entry and include a comprehensive math exam, a standardized examination and a laboratory skills demonstration.

**All requirements must be accomplished prior to completion of the preceding semester to which the student is requesting entry.** Students will be notified of admission status prior to the first day of class.

#### **Academic Progression Requirements: Grading System and Repetition of Courses**

The grading system for the Associate Degree Nursing program courses is:

A = 91 – 100      C = 75 – 80  
B = 81 – 90      F = Below 75

The student is required to:

1. Achieve a grade of “C” (75) or better in all nursing courses required in the ADN curriculum to progress in the nursing program. Grades will not be rounded.
2. Achieve a grade of “C” or better in all science and general education courses required in the ADN curriculum to progress in the nursing program. Students must complete all concurrent courses within a semester to progress to the next semester.
3. Complete nursing and science courses in sequence and within a period of five years. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/unsafe clinical performance.
4. Pass specialty exams at the completion of RNSG courses as outlined in course syllabi.

Students with a grade of “W,” “F,” or “AWN” in any nursing course are dismissed from the ADN program and must re-apply to repeat the course on a space available basis after meeting the criteria for re-admission. Students must also satisfy all requirements to remove “scholastic probation” status prior to re-admission.

Students applying for transfer or readmission who do not have any failures in nursing courses will have priority over a student with one nursing failure.

Students with a total of two failures in nursing courses will be dismissed from the ADN program. Students may re-apply following specified criteria after a period of two (2) years.

#### **Re-admission Requirements:**

Re-admission policies relate to students who are admitted to the Associate Degree Nursing program, leave prior to completion and apply to return to the program. Re-admission is based upon an individual review of the student’s record, and space availability. Students may re-enter the Associate Degree Nursing program only one time if the reason for the exit was failure of a course or courses in the program. Re-admission must be within one (1) year of leaving the program. Students desiring re-admission after one (1) year must complete the entire program.

The applicant must:

1. Be in good academic standing.
2. Submit a written request to the Admission and Progression Committee.
3. Currently hold an overall GPA of 2.5 as well as a GPA of 2.5 on all prerequisite courses. The cumulative GPA must be 2.5 on any courses taken at or transferred to Galveston College. Math and science courses must have been taken within five years of the date of acceptance to the nursing program; math courses must follow Galveston College admission requirements.

4. Satisfactorily complete testing re-admission requirements identified for each course.
5. Resubmit current clear background check and drug screening tests as directed by the Associate Degree Nursing program. A Texas Board of Nursing Declaratory Order may be required.

As part of an exit interview, the faculty and/or Program Director will identify in writing the exact courses (other than RNSG courses) that the student must complete with a grade of “C” or better to be considered for re-admission. The student will be required to complete at least the number of RNSG semester hours in which he/she received a grade of “W” or “F”. If the student elects to complete more than the required hours and the courses are approved by the faculty, the student will be required to complete each course with a grade of “C” or better.

Additional re-admission requirements are dependent upon the course of re-entry and include a comprehensive math exam, a standardized examination and a laboratory skills demonstration.

**All requirements must be accomplished prior to completion of the preceding semester to which the student is requesting entry.** Students will be notified of admission status prior to the first day of class. If the number of students applying exceeds the number of vacancies, the selection will be determined by cumulative GPA at Galveston College.

### **Students with two (2) failures**

Students who fail any combination of two nursing courses have two options for transferring/returning to a nursing program at Galveston College.

1. Wait two years from the second failure and apply for admission to the nursing program, taking nursing courses from their original point of entry (1<sup>st</sup> semester or transition).
2. Apply for admission to the program, taking nursing courses from their original point of entry (1<sup>st</sup> semester or transition) waiving the two year waiting period. Students requesting to apply in this manner will be required to:
  - a. Meet all program admission criteria.
  - b. Obtain a letter of recommendation from a nursing faculty member.
  - c. Submit a letter to the Admission and Progression Committee stating what they believe their weaknesses were and how they intend to return as a successful student.
  - d. Interview with the Admission and Progression Committee
  - e. Be aware that students with zero nursing course failures will be considered prior to applicants with two nursing course failures.
  - f. Repeat all nursing courses from their original point of entry, following the curriculum requirements at the time of re-entry.

### **Non-academic withdrawals**

Nursing students who are in good academic standing who have withdrawn from the Galveston College Associate Degree Nursing Program for non-academic reasons may apply for readmission by submitting a request to the Admission and Progression Committee.

### **Liability Insurance**

All students enrolled in Galveston College nursing programs will be required to purchase liability insurance. At the time of registration, students will automatically be assessed insurance charges. Liability insurance fees are non-refundable. Students are covered by the insurance policy, not by the coverage or license of the faculty.

### **Nursing Organizations**

Galveston College nursing students are encouraged to seek membership in college, local, state, and national nursing and student nurse organizations.

### **Curriculum:**

The Associate Degree Nursing program is approved by the Texas Board of Nursing (BON) and accredited by the National League for Nursing Accrediting Commission (NLNAC). Information regarding the program can be obtained from NLNAC at 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, (404) 975-5000, [www.nlnac.org](http://www.nlnac.org), or from the BON website.

## Graduation Requirements

To be eligible for an Associate of Applied Science degree in Nursing and receive permission to take the NCLEX-RN exam for licensure, students must have:

1. Successfully completed the prescribed course of study of 72 credit hours.
2. Met the required passing score on a comprehensive NCLEX-RN readiness exam.
3. Met any individually prescribed behavior or remediation related requirements.

### PREREQUISITE COURSES<sup>^</sup>

<u>BIOL</u>	<u>2401</u>	Anatomy and Physiology I	4
<u>CHEM</u>	<u>1405</u>	Introductory Chemistry I	4
<u>HPRS</u>	<u>1206</u>	Essentials of Medical Terminology <sup>(TP)</sup>	2
<u>PSYC</u>	<u>2301</u>	General Psychology	3
			<u>13</u>

### FIRST YEAR

First Semester				Second Semester			
<u>BIOL</u>	<u>2402</u>	Anatomy & Physiology II	4	<u>BIOL</u>	<u>2421</u>	Microbiology for Science Majors	4
<u>RNSG</u>	<u>1413</u>	Foundations for Nursing Practice	4	<u>RNSG</u>	<u>1441</u>	Common Concepts of Adult Health	4
<u>RNSG</u>	<u>1260</u>	Clinical (Foundations)	2	<u>RNSG</u>	<u>1360</u>	Clinical (Common Concepts)	3
<u>RNSG</u>	<u>1215</u>	Health Assessment	2	<u>RNSG</u>	<u>1301</u>	Pharmacology	3
<u>RNSG</u>	<u>1105</u>	Nursing Skills I	1				<u>14</u>
			<u>13</u>				

### Third Semester

<u>RNSG</u>	<u>2213</u>	Mental Health Nursing	2
<u>RNSG</u>	<u>1261</u>	Clinical (Psyc/Mental Health)	2
<u>ENGL</u>	<u>1301</u>	Composition I	3
<u>HITT</u>	<u>1211</u>	Computers in Health Care <sup>(TP)</sup>	2
			<u>9</u>

### SECOND YEAR

First Semester				Second Semester			
<u>RNSG</u>	<u>2201</u>	Care of Children and Families	2	<u>PSYC</u>	<u>2314</u>	Lifespan Growth and Development	3
<u>RNSG</u>	<u>2260</u>	Clinical (Pediatrics)	2	<u>RNSG</u>	<u>1443</u>	Complex Concepts of Adult Health	4
<u>RNSG</u>	<u>2308</u>	Maternal/Newborn Nursing and Women's Health	3	<u>RNSG</u>	<u>2360</u>	Clinical (Complex Concepts) <sup>*,10</sup>	3
<u>RNSG</u>	<u>2261</u>	Clinical (Maternal/Newborn Child)	2	<u>RNSG</u>	<u>1144</u>	Nursing Skills II	1
<u>Humanities<sup>4</sup> or Visual/Performing Arts Elective<sup>3</sup></u>			<u>3</u>				<u>11</u>
			<u>12</u>				

### TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 72

#### Notes:

<sup>^</sup>MATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion; however, it should be noted that in order to graduate with an AAS degree the student must be TSI complete.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312.

<sup>10</sup>Students must pass the comprehensive exit exam. Students will be offered remediation and may repeat the exam twice.

\*Identifies CAPSTONE course.

(TP) Identifies Tech Prep courses.

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 28 credit hours.

## **LVN TO TRANSITION ADN PROGRAM**

### **Associate of Applied Science Degree**

(Degree Audit Program Code: ADN-LVN2ADN-AAS)

The Associate of Applied Science degree in Nursing is a 72-credit hour curriculum designed to prepare a student to become a Registered Nurse in the State of Texas. Upon program completion, the Associate Degree Nursing graduate is eligible to take the NLCEX-RN licensure examination.

Licensed Vocational Nurses who meet the College and Nursing program admissions criteria are eligible to enter the second year of the nursing program via the LVN Transition program. The admissions criteria include the completion of all prerequisite and general education courses required in the first year of the Associate Degree Nursing curriculum. These courses must be completed prior to the beginning of the Transition program. Applications will be accepted by the Nursing Department beginning **September 15<sup>th</sup>** of each year for the next academic year. Only those prospective students whose files are completed and submitted by **January 15<sup>th</sup>** will be considered for admission according to specific criteria. Applicants completing prerequisites by the end of the spring semester may be considered on a space available basis. For admission, the applicant should contact the Nursing Department.

Applicants must:

1. Complete the requirements for admission to the College. (Admission to Galveston College does not guarantee admission to the nursing program.) Application to the nursing program requires the filing of a pre-plan/degree plan which shows evidence of:
  - a. Satisfying Texas Success Initiative (TSI) requirements.
  - b. Good standing with Galveston College.
  - c. Satisfactory completion of sciences, within five years of the date of acceptance to the LVN Transition program.
  - d. Satisfactory completion of an Introductory Algebra course (MATH 0303), or a passing placement test score, within five years of the date of acceptance to the LVN Transition program. Mathematics courses are accepted according to Galveston College requirements.
  - e. Pharmacology (RNSG 1301) and Health Assessment (RNSG 1215) may be completed in advance, but not more than 12 months to beginning the LVN Transition to ADN program.
  - f. Satisfactory completion of required prerequisite courses.
2. Send official copies of the following to the Admissions Office:
  - a. Transcript from state board approved VN/PN nursing program
  - b. High school transcript/GED scores
  - c. Transcripts for all college work completed.
3. Show proof of current licensure as an LVN/LPN.
4. Have one year of current work experience as an LVN/LPN defined as:
  - a. Working at least one-half time during the last calendar year or,
  - b. Full-time student pursuing general education requirements for the nursing program while working part-time.
5. Provide evidence of first Hepatitis B vaccination.
6. Achieve a grade of "C" or better in all required courses. An overall GPA of 2.5 as well as a GPA of 2.5 on all prerequisite courses is the minimal requirement for admission consideration. Acceptance to the ADN Transition program is through a competitive selection process based on a point system. Students will earn points based on prerequisite and science courses, and general education and pre-nursing courses. The information packet available on-line details the procedure for program application.
7. Submit current, clear background check or approved Declaratory Order from the Texas Board of Nursing.
8. Personally complete the Nursing Program application. (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Director.
9. Be aware there will be random and/or unannounced drug screening tests after acceptance into the nursing program.
10. Be certified in Basic Life Support, Health Care Provider (CPR) at program entry and maintain certification throughout their course of study.

**Curriculum: LVN to Transition ADN – AAS**

**PREREQUISITES<sup>^</sup>**

<b>First Semester</b>				<b>Second Semester</b>			
<u>ENGL</u>	<u>1301</u>	Composition I	3	<u>BIOL</u>	<u>2402</u>	Anatomy and Physiology II	4
<u>PSYC</u>	<u>2301</u>	General Psychology	3	<u>Humanities<sup>4</sup></u>	<u>or Visual/Performing Arts Elective<sup>3</sup></u>		3
<u>BIOL</u>	<u>2401</u>	Anatomy and Physiology I	4	<u>BIOL</u>	<u>2421</u>	Microbiology for Science Majors	4
<u>CHEM</u>	<u>1405</u>	Introductory Chemistry I	4	HPRS	1206	Essentials of Medical Terminology <sup>(TP)</sup>	2
			<b>14</b>	RNSG	1215	Health Assessment	<b>2</b>
							<b>15</b>

**FIRST YEAR**

**Summer I**

RNSG	1262	Clinical (Medical/Surgical) <sup>10</sup>	2
RNSG	2307	Transition to Nursing Practice <sup>10</sup>	3
RNSG	1301	Pharmacology <sup>11</sup>	3
			<b>8</b>

**Summer II**

RNSG	2213	Mental Health Nursing	2
RNSG	1261	Clinical (Psc/Mental Health)	2
			<b>4</b>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
RNSG	2201	Care of Children and Families	2	RNSG	1443	Complex Concepts of Adult Health <sup>12</sup>	4
RNSG	2260	Clinical (Pediatrics)	2	RNSG	2360	Clinical (Complex Concepts)	3
RNSG	2308	Maternal/Newborn Nursing and Women's Health	3	RNSG	1144	Nursing Skills II	1
RNSG	2261	Clinical (Maternal/Newborn Child)	2	<u>PSYC</u>	<u>2314</u>	Lifespan Growth and Development	3
HITT	1211	Computers in Health Care <sup>(TP)</sup>	2				<b>11</b>
			<b>11</b>				

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 63**

Notes:

<sup>^</sup>MATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion; however, it should be noted that in order for the student to graduate from the program the student must be TSI complete.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, or SPAN 2312.

<sup>10</sup>Student receives a total of 14 credits for education and experience upon successful completion of RNSG 1262 and 2307.

<sup>11</sup>Pharmacology may be taken in the Fall and Spring prior to entering the program.

<sup>12</sup>Students must pass the comprehensive exit exam. Students will be offered remediation and may repeat the exam.

**(TP)** Identifies Tech Prep courses.

**Underline** - Identifies courses to meet academic, general education requirements for AAS Degree; 28 credit hours.

## **NURSING – EMT-P to Transition ADN Program Associate of Applied Science Degree**

(Degree Audit Program Code: ADN-EMT2ADN-AAS)

The Associate of Applied Science degree in Nursing is a 72-credit hour curriculum designed to prepare a student to become a Registered Nurse in the State of Texas. Upon program completion, the Associate Degree Nursing graduate is eligible to take the NLCEX-RN licensure examination.

Paramedics who meet the College and Nursing Program admissions criteria are eligible to enter the second year of the nursing program via the EMT-P Transition program. The admission criteria include the completion of all prerequisite and general education courses required in the first year of the Associate Degree Nursing curriculum. These courses must be completed prior to the beginning of the Transition program. Applications will be accepted by the Nursing Department beginning **September 15<sup>th</sup>** of each year for the next academic year. Only those prospective students whose files are completed and submitted by **January 15<sup>th</sup>** will be considered for admission according to specific criteria. Applicants completing prerequisites by the end of the spring semester may be considered on a space available basis.

Applicants must:

1. Complete the requirements for admission to the College. (Admission to Galveston College does not guarantee admission to the nursing program.) Application to the nursing program requires the filing of a pre-plan/degree plan which shows evidence of:
  - a. Satisfying Texas Success Initiative (TSI) requirements.
  - b. Good standing with Galveston College
  - c. Satisfactory completion of science courses within five years of the date of acceptance to the nursing program.
  - d. Satisfactory completion of an Introductory Algebra course (MATH 0303) or a passing placement test score, within five years of the date of acceptance to the EMT-P Transition program. Mathematics courses are accepted according to Galveston College requirements
  - e. Pharmacology (RNSG 1301) and Health Assessment (1215) may be completed in advance, but not more than 12 months prior to beginning the EMT-P Transition to ADN program.
  - f. Satisfactory completion of required prerequisite courses.
2. Send official copies of the following to the Admissions Office:
  - a. Transcript showing successful completion of Basic, Intermediate and EMT-Paramedic courses.
  - b. High school transcript/GED scores
  - c. Transcripts for all college work completed.
3. Show proof of Texas certification or Licensed Paramedic.
4. Provide evidence of first Hepatitis B Vaccination.
5. Achieve a grade of “C” or better in all required courses. An overall GPA of 2.5 as well as a GPA of 2.5 on all prerequisite courses is the minimal requirement for admission consideration. Acceptance to the ADN Transition program is through a competitive selection process based on a point system. Students will earn points based on prerequisite and science courses, and general education and pre-nursing courses. The information packet available on-line details the procedure for program application.
6. Submit current, clear background check or approved Declaratory Order from the Texas Board of Nursing.
7. Students must personally complete the Nursing Program application. (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Director.
8. Be aware that there will be an unannounced drug screening test after acceptance into the nursing program.
9. Be certified in Basic Life Support, Health Care Provider (CPR) at program entry and maintain certification throughout the course of study.

**Curriculum: EMT-P to Transition ADN Program – AAS**

**PREREQUISITES^**

**First Semester**

<u>ENGL</u>	<u>1301</u>	Composition I	3
<u>PSYC</u>	<u>2301</u>	General Psychology	3
<u>BIOL</u>	<u>2401</u>	Anatomy and Physiology I	4
<u>CHEM</u>	<u>1405</u>	Introductory Chemistry I	4
HPRS	1206	Essentials of Med Term. <sup>(TP)</sup>	2
			<u>16</u>

**Second Semester**

<u>BIOL</u>	<u>2402</u>	Anatomy and Physiology II	4
<u>BIOL</u>	<u>2421</u>	Microbiology for Science Majors	4
		<u>Humanities<sup>4</sup> or Visual/Performing Arts Elective<sup>3</sup></u>	3
RNSG	1215	Health Assessment	2
			<u>13</u>

**FIRST YEAR**

**Summer I**

RNSG	1140	Nursing Skills for Articulating Students <sup>10</sup>	1
RNSG	1262	Clinical (Medical/Surgical) <sup>10</sup>	2
RNSG	2307	Transition to Nursing Practice <sup>10</sup>	3
RNSG	1301	Pharmacology <sup>11</sup>	3
			<u>9</u>

**Summer II**

RNSG	2213	Mental Health Nursing	2
RNSG	1261	Clinical (Psyc/Mental Health)	2
			<u>4</u>

**SECOND YEAR**

**First Semester**

RNSG	2201	Care of Children and Families	2
RNSG	2260	Clinical (Pediatrics)	2
RNSG	2308	Maternal/Newborn Nursing and Women's Health	3
RNSG	2261	Clinical (Maternal/Newborn Child)	2
HITT	1211	Computers in Health Care <sup>(TP)</sup>	2
			<u>11</u>

**Second Semester**

RNSG	1443	Complex Concepts of Adult Health <sup>12</sup>	4
RNSG	2360	Clinical (Complex Concepts)	3
RNSG	1144	Nursing Skills II	1
<u>PSYC</u>	<u>2314</u>	Lifespan Growth and Development	3
			<u>11</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 64**

Notes:

<sup>^</sup>MATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion; however, it should be noted that in order for the student to graduate with an AAS degree the student must be TSI complete.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, or SPAN 2312.

<sup>10</sup>Student receives a total of 14 credits for education and experience upon successful completion of RNSG 1262, 2307 and 1140.

<sup>11</sup>Pharmacology may be taken in the Fall and Spring prior to entering the program.

<sup>12</sup>Students must pass the comprehensive exit exam. Students will be offered remediation and may repeat the exam twice.

**(TP)** Identifies Tech Prep courses.

**Underline** - Identifies courses to meet academic, general education requirements for AAS Degree; 28 credit hours.

## **NURSING – VOCATIONAL Level-Two Certificate Program**

(Degree Audit Program Code: VN-C2)

The Vocational Nursing program is a 54-credit hour curriculum leading to a certificate in Vocational Nursing in the State of Texas.

The primary role of the licensed vocational nurse is to provide nursing care in structured health care settings, under the direction of a registered nurse or licensed physician, for clients experiencing common, well-defined problems with predictable outcomes. The graduate is eligible to take the NCLEX-PN licensure examination. The program is designed to be completed within one calendar year. The curriculum is based on sequential learning; therefore, a student must have a grade of “C” or better in all courses to progress to the next sequence of VNSG courses. The Vocational Nursing program is approved by the Texas Board of Nursing.

### **Program Outcomes:**

The faculty of the Galveston College Vocational Nursing program is acutely aware of their mission to move students from novice learner to professional healthcare provider. The Vocational Nursing program graduate is expected to demonstrate certain skills that reflect a professional demeanor. The program prepares the graduate to:

1. Utilize the nursing process to assist in the assessment, planning, implementation, and evaluation of patient care in a structured setting.
2. Provide individualized nursing care to patients with identified common health problems and designed plans of nursing care.
3. Assist patients and/or their families to perform activities that promote basic restorative and/or maintenance health needs.
4. Participate in teaching common health-related topics to patients and/or families.
5. Accept accountability for the nursing care and teaching provided to patients and/or families.
6. Communicate with patients, families, and staff to promote effective sharing of facts and feelings.
7. Practice within the legal and ethical framework of vocational nursing.

In addition to the identified Program Outcomes above the graduate is prepared to meet the Entry Level Competencies of Texas for Vocational Nursing from Galveston College:

- Member of the Profession
- Provider of Patient-Centered Care
- Patient Safety Advocate
- Member of the Health Care Team

### **Admission Requirements:**

All prospective candidates who wish to be admitted to the Vocational Nursing program should contact the Nursing Department. Applicants must:

1. Complete the requirements for admission to the College. Admission to Galveston College does not guarantee admission to the Vocational Nursing Program.
2. Have satisfied Texas Success Initiative (TSI).
3. Have an overall GPA of 2.25 as well as a GPA of 2.25 on all prerequisite courses for admission consideration.
4. Have satisfactory completion of VNSG 1420 within five years of the date of acceptance to the nursing program.
5. Have satisfactory completion of an Introductory Algebra course (MATH 0303), or passing placement test score, within five years of the date of acceptance to the nursing program. Mathematic courses are accepted according to Galveston College requirements.
6. Provide a current, clear background check or an approved Declaratory Order from the Texas Board of Nursing.
7. Be in good standing at Galveston College.
8. Provide evidence of first Hepatitis B vaccination.
9. Pharmacology (VNSG 1231) and Nutrition (VNSG 1216) may be completed in advance, but no more than two semesters prior to beginning the VN program.

10. Prospective applicants will be required to pass a nurse entrance test administered at Galveston College, as part of the admission criteria. Information on dates and times of the exam administration is available from the Nursing Department. Students who do not pass the exam will be counseled and remediation will be recommended. Students may retake the examination one time each year. A passing score on the exam is valid for one year. A minimum score of 41.3 (Basic Level) must be achieved to be eligible for admission.

**Prerequisite Courses:**

Candidates for admission to the Vocational Nursing program must complete the following prerequisite courses to be eligible for consideration:

<b>Courses</b>		<b>Credit Hrs.</b>
HPRS 1206	Essentials of Medical Terminology	2
VNSG 1227	Essentials of Medication Administration	2
VNSG 1420*	A&P for Allied Health	4
**		8

**\* NOTE: BIOL 2401 and BIOL 2402, Anatomy and Physiology may be substituted for VNSG 1420. VNSG 1420 will not be counted for credit toward LVN to ADN transition program.**

\*\* Math 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion according to Galveston College requirements.

Applications will be accepted in the Nursing Department beginning **September 15<sup>th</sup>** of each year for the next academic year. Only those prospective students whose files are completed by **January 15<sup>th</sup>** will be considered for admission in the summer according to specific criteria. Applicants completing prerequisites by the end of the spring semester may be considered on a space available basis.

**Procedure After Admission:**

Successful applicants will:

1. Be informed by mail of acceptance to the program. All entering students will be required to attend a mandatory nursing orientation for new students. All entering students will be notified by mail of the date and time of the mandatory scheduled orientation session.
2. Submit a completed personal health history form furnished by the UTMB Office of Student Wellness. Health history and required immunizations will be at student expense. Immunizations must be completed prior to beginning clinical.
3. Be certified in Basic Life Support Health Care Provider (CPR) at program entry and maintain certification throughout the course of study.
4. Be required to produce a clear drug screening test as directed by the school.

**State Board Requirements:**

Students should be advised that permission to take the NCLEX-PN for licensure as a vocational nurse is regulated by the Texas Board of Nursing. Students who have been previously convicted of a crime other than minor traffic violations, or if ever hospitalized or treated for mental illness and/or chemical dependency, **may not** be approved by the board for licensure. For further information, students may contact the Texas Board of Nursing in Austin at 512-305-7400.

**Criminal Background Checks/Fingerprinting:**

Each student must obtain a clear criminal background check or Declaratory Order prior to admission to the program. Upon completion of the program, the graduate will be required to provide the Texas Board of Nursing official fingerprints in order to provide a more in-depth background check prior to taking the licensure test (NCLEX).

**Transfer Policies:**

Students who desire to enter the Galveston College Vocational Nursing program after taking nursing courses at another college or university should contact the Nursing Director. Admission of transfer students is based upon an individual review of previous course work and space availability.

The student desiring transfer credit must:

1. Meet admission requirements for Galveston College and the Vocational Nursing program.
2. Currently hold an overall GPA of 2.25, as well as a GPA of 2.25 on all prerequisite courses.
3. Arrange to have transcripts from all former institutions including high school or a G.E.D. certificate sent to

the Admissions Office at Galveston College.

4. Have a letter concerning eligibility from previous nursing program sent to the Director of Nursing.
5. Submit course syllabi for review to the Nursing Director.
6. Complete examinations and skills check-offs according to the procedure for transfers.
7. Enter the VN program during the first or second semester.
8. Complete a minimum of Medical-Surgical Nursing I and II prior to graduation from Galveston College.
9. Submit clear background check or an approved Texas Board of Nursing Declaratory Order. Students must complete the Nursing Program application (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Department.
10. Comply with any random and/or unannounced drug screening test after acceptance into the nursing program.

### **Academic Progression Requirements:**

#### **Grading System and Repetition of Courses**

The grading system for the Vocational Nursing program is:

A = 91 – 100

B = 81 – 90

C = 75 – 80

F = Below 75

The student is required to:

1. Achieve a grade of “C” (75) or better in all nursing courses required in the VN curriculum to progress in the nursing program. Grades will not be rounded.
2. Achieve a grade of “C” or better in all science and general education courses required in the VN curriculum to progress in the nursing program. Students must complete all concurrent courses within a semester to progress to the next semester.
3. Complete nursing and science courses in sequence and within a period of five years. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/unsafe clinical performance.
4. Pass specialty exams at the completion of VNSG courses as outlined in course syllabi.

Students with a grade of “W,” “F,” or “AWN” in any nursing course are dismissed from the VN Program and must re-apply to repeat the course on a space-available basis after meeting the criteria for re-admission. Students must also satisfy all requirements to remove “scholastic probation” status prior to re-admission.

Students applying for transfer or readmission who do not have any failures in nursing courses will have priority over a student with one nursing failure.

Students with a total of two failures in nursing courses will be dismissed from the VN program. Students may re-apply following specified criteria after a period of two (2) years.

#### **Re-admissions:**

Re-admission policies relate to students who are admitted to the Vocational Nursing Program, leave prior to completion and apply to return to the program. Students with a grade of “W,” “F,” or “AWN” in any nursing course are dismissed from the VN program and must re-apply to repeat the course on a space available basis after meeting the criteria for re-admission. Students must also satisfy all requirements to remove “scholastic probation” status prior to re-admission. Re-admission is based upon an individual review of the student’s record and space availability. Students may re-enter the Vocational Nursing program only one time if the reason for exit was failure of a course or courses in the program. Re-admission must be within one (1) year of leaving the program. Students desiring re-admission after one (1) year must complete the entire program.

The applicant must:

1. Be in good academic standing.
2. Currently hold an overall GPA of 2.25 as well as a GPA of 2.25 on all prerequisite courses.
3. Submit a written request to the Admission and Progression Committee.
4. Satisfactorily complete re-admission requirements identified at the time of exit.
5. Satisfactorily complete testing re-admission requirements identified for each course.
6. Submit a clear background check or an approved Texas Board of Nursing Declaratory Order.
7. Be aware that there will be random and/or unannounced drug screening tests after acceptance into the nursing program.

As part of the exit interview, the Nursing faculty and/or Director will identify in writing the exact courses (other

than VNSG courses) that the student must complete with a grade of “C” or better to be considered for re-admission.

The student will be required to complete at least the number of VNSG semester hours in which he received a grade of “W” or “F.” If the student elects to complete more than the required hours and the courses are approved by the faculty, the student will be required to complete each course with a grade of “C” or better.

Vacancies for re-admission students will be awarded on a space-available basis. If the number of students applying exceeds the number of vacancies, the selection will be determined by their cumulative GPA at Galveston College.

**Students with two (2) failures:**

Students who fail any combination of two nursing courses have two options for transferring/returning to a nursing program at Galveston College.

1. Wait two years from the second failure and apply for admission to the nursing program, taking nursing courses from their original point of entry (1<sup>st</sup> semester or transition).
2. Apply for admission to the program, taking nursing courses from their original point of entry (1<sup>st</sup> semester or transition), waiving the two-year waiting period. Students requesting to apply in this manner will be required to:
  - a. Meet all program admission criteria.
  - b. Submit a letter to the Admission and Progression Committee stating what they believe their weaknesses were and how they intend to return as a successful student.
  - c. Interview with the Admission and Progression Committee.
  - d. Be aware that students with zero nursing course failures will be considered prior to applicants with two nursing course failures.

Note: Failure of VNSG 1216 and/or VNSG 1191 will not prevent students from progressing in the program, but must be successfully completed prior to graduation from Galveston College.

Non-academic withdrawals:

Nursing students who are in good academic standing who have withdrawn from the Galveston College Vocational Nursing Certificate program for non-academic reasons may apply for readmission by submitting a request to the Nursing Admission and Progression Committee.

**Curriculum: Vocational Nursing**

**Prerequisite Courses^**

HPRS	1206	Essentials of Medical Terminology <sup>(TP)</sup>	2
VNSG	1227	Essentials of Medication Administration	2
VNSG	1420	Anatomy & Physiology for Allied Health <sup>11</sup>	4
			<b>8</b>

**ONE YEAR PROGRAM**

**Summer I**

VNSG	1216	Nutrition <sup>12</sup>	2
VNSG	1222	Vocational Nursing Concepts	2
VNSG	1400	Nursing in Health & Illness I	4
VNSG	1402	Applied Nursing Skills I	4
VNSG	1231	Pharmacology <sup>10</sup>	2
			<b>14</b>

**Summer II**

VNSG	2413	Applied Nursing Skills II	<b>4</b>
			<b>4</b>

**Fall Semester**

VNSG	1236	Mental Health	2
VNSG	1234	Pediatrics	2
VNSG	1161	Clinical (Pediatrics)	1
VNSG	1409	Nursing in Health & Illness II	4
VNSG	2361	Clinical (Medical-Surgical Nursing I)	3
VNSG	2214	Applied Nursing Skills III	2
			<b>14</b>

**Spring Semester**

VNSG	1230	Maternal/Neonatal Nursing	2
VNSG	1162	Clinical (Maternal/Neonatal Nursing )	1
VNSG	1410	Nursing in Health & Illness III	4
VNSG	2461	Clinical (Medical-Surgical Nursing II)	4
HPRS	1205	Ess. of Medical Law/Ethics for Health Professionals <sup>(TP)</sup>	2
VNSG	1191	Special Topic: NCLEX Preparation	1
			<b>14</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 54**

Notes:

^MATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion; however, it should be noted that in order to graduate from the Vocational Nursing Program the student must be TSI complete.

<sup>10</sup>Pharmacology and VNSG 1216 may be taken in the Fall and Spring prior to entering the program.

<sup>11</sup>BIOL 2401 and 2402 may be used in place of VNSG 1420 Anatomy & Physiology for Allied Health.

VNSG 1420 will not apply towards the LVN to ADN transition program.

<sup>12</sup>BIOL 1322 Nutrition and Diet Therapy I may be used in place of VNSG 1216 Nutrition. BIOL 1322 or VNSG 1216 may be taken prior to entering the nursing program.

(TP) Identifies Tech Prep courses.

## **RADIOLOGIC HEALTH SCIENCE PROGRAMS**

Radiologic Health Science courses are part of the interdisciplinary curriculum designed to provide educational experiences which are common to the imaging and therapeutic modalities of radiology.

The Radiologic Health Sciences programs are divided into two categories: Associate Degree programs and Certificate programs. The Radiologic Health Sciences programs that lead to an Associate in Applied Science degree are in Nuclear Medicine Technology, Radiation Therapy Technology, and Radiography. The Radiologic Health Science programs that lead to a certificate of completion are in Computerized Tomography Technology, Magnetic Resonance Imaging Technology, and Radiation Therapy. These are advanced programs that require credentials, such as certification or registry in a Radiologic field, as a prerequisite.

Students interested in Radiologic Health Sciences courses must meet individual program entry requirements. Entry requirements for the associate and certificate programs vary.

### **NUCLEAR MEDICINE TECHNOLOGY Associate of Applied Science Degree**

(Degree Audit Program Code: NUC-MED-AAS)

The Nuclear Medicine Program is nationally accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology, (JRCNMT).

#### **Program Outcomes:**

1. Trained and qualified entry level position as a Nuclear Medicine Technologist.
2. Qualified and eligible to sit for national certification exam (NMTCB and/or ARRT).
3. Discern and manage ethical issues in a rapidly changing environment.
4. Embrace a commitment to lifelong learning and the ability to acquire and use new knowledge.
5. Demonstrate effective communication skills.
6. Demonstrate critical thinking skills.
7. Draw from multiple disciplines in the healthcare environment in order to understand the patient's overall condition.

#### **MISSION STATEMENT:**

In addition to supporting the mission and goals of Galveston College, the mission of the Nuclear Medicine Technology Program is to provide a comprehensive, competency-based nuclear medicine curriculum to prepare a diverse group of graduates with the entry-level skills needed to provide quality nuclear medicine procedures, the best possible patient care, and rewarding careers; encouraged to become leaders in the nuclear medicine community with a need for a lifetime of continued learning.

#### **THE ROLE OF THE NUCLEAR MEDICINE TECHNOLOGIST:**

Nuclear Medicine is the branch of medicine concerned with diagnostic, therapeutic, and investigative uses of radioactive materials. The results of these usages are recorded and interpreted by a licensed practitioner who has specialized in the profession of nuclear medicine. The knowledge and skills of the nuclear medicine technologist complement those of the nuclear medicine physician and other professionals in this field.

The Nuclear Medicine Technologist is an allied health professional certified in nuclear medicine technology who, under the direction of an authorized physician user, is committed to applying the art and skill of diagnostic and therapeutic nuclear medicine procedures through safe and effective use of radionuclides. Responsibilities include but are not limited to direct patient contact, the preparation and administration of radiopharmaceuticals, patient imaging procedures including computer processing, laboratory testing, patient preparation, quality control and radiation safety. The technologist's professional development is achieved through medical and technical education and ultimately contributes to the delivery of quality patient care.

Students enroll in the Nuclear Medicine Technology program in the Fall and must complete twenty-four months of study with laboratory experience to meet eligibility requirements to take the Nuclear Medicine Technology Certification Board (NMTCB) or American Registry of Radiologic Technologist (ARRT) examination. Upon completion of the two-year curriculum, graduates will be awarded the Associate in Applied Science degree in Nuclear Medicine Technology, and upon passing the N.M.T.C.B. and/or A.R.R.T.(N) examination, will be

registered as a Certified Nuclear Medicine Technologist (CNMT) and/or Registered Radiologic Technologist (RT(N)) respectively.

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$40,500 to \$52,500 per year.

### **NUCLEAR MEDICINE TECHNOLOGY ADMISSION CRITERIA**

All prospective candidates who wish to be admitted to the Nuclear Medicine Technology program should contact the Program Coordinator at (409) 944-1491 or email at [bbrown@gc.edu](mailto:bbrown@gc.edu).

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
  - Requirements for the College include:
    - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions Office.
3. Continue the Program Checklist Process and Complete Program Degree Plan in the Counseling Office.
  - Degree Plan must show evidence of:
    - a. Achieving a grade of “C” or better in Math 1314 College Algebra or equivalent.
    - b. Achieving a grade of “C” or better in BIOL 2401 Anatomy and Physiology I, within five years of acceptance into the Program.
    - c. Achieving a grade of “C” or better in PHYS 1401 College Physics I or equivalent.
    - d. Achieving a grade of “C” or better in CHEM 1405 Introductory Chemistry I or equivalent.
    - e. An overall GPA of 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the Program. A grade of “C” or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the Program.
4. Submit Program Application to the Program Coordinator.
  - Program Applications are accepted beginning September 15<sup>th</sup> through April 15<sup>th</sup> of each year to be considered for the next Summer Semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
  - Complete the following prior to enrollment:
    - a. Complete the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. (This process takes seven months to complete.)
    - b. Complete Varicella (Chicken pox) immunization or show proof of illness by the start of the program.
    - c. Complete a background check through the College at student’s cost upon acceptance to the Program.
    - d. Complete a clear drug screening test at student’s cost as directed by the Program.
    - e. Potential students may need to complete an interview or meet with the Program coordinator upon request.
    - f. Attend Mandatory Orientation.

### **Transfer Policy:**

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

**CURRICULUM:**

**PREREQUISITES**

<u>BIOL</u>	<u>2401</u>	Anatomy and Physiology I	4
MATH	1314	College Algebra	3
PHYS	1401	College Physics	4
<u>CHEM</u>	<u>1405</u>	Introductory Chemistry I	4
			<b>15</b>

**FIRST YEAR**

**First Semester**

<u>BIOL</u>	<u>2402</u>	Anatomy and Physiology II	4
NMTT	1301	Intro to Nuclear Medicine	3
NMTT	1303	Rad Biology and Safety	3
RADR	1303	Patient Care	3
			<b>16</b>

**Second Semester**

NMTT	1162	Clinical- Nuclear Medical Tech	1
NMTT	2301	Radiochem and Radiopharm	3
NMTT	1313	Nuclear Medicine Physics	3
NMTT	1309	Nuclear Medicine Instrumentation	3
RADR	2340	Sectional Anatomy for Medical Imaging	3
			<b>13</b>

**Summer I**

<u>ENGL</u>	<u>1301</u>	Composition I	3
NMTT	2309	Nuclear Medicine Methodology II	3
			<b>6</b>

**Summer II**

<u>Humanities/Fine Arts Elective</u> <sup>4</sup>	3
<u>Social/Behavior Science Elective</u> <sup>7</sup>	3
<b>6</b>	

**SECOND YEAR**

**First Semester**

NMTT	2313	Nuclear Medicine Methodology III	3
NMTT	1205	Nuclear Medicine Data Processing	2
NMTT	2366	Practicum-Nuclear Medical Technology/Technologist	3
			<b>8</b>

**Second Semester**

CTMT	233	Computed Tomography Equipment and Methodology	3
NMTT	2313	Nuclear Medicine Seminar*	2
NMTT	2367	Practicum-Nuclear Medical Technology/Technologist	3
			<b>8</b>

**Summer I**

NMTT	2361	Clinical-Nuclear Medical Technology/Technologist	3
			<b>3</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 72**

Notes:

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, or SPAN 2312

<sup>7</sup>Select one course from ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336 or SOCI 2339

\*Identifies Capstone course.

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

# **RADIATION THERAPY TECHNOLOGY**

## **Associate of Applied Science Degree**

(Degree Audit Program Code: RAD-THERAPY-AAS)

The Radiation Therapy Program at Galveston College offers two educational options to complete the program. The first option is the Associate of Applied Science degree. The second option is the Certificate Program designed for registered radiographers. Upon completion of either program, the graduates will be eligible for The American Registry of Radiologic Technologists (ARRT) registry.

The Joint Review Committee on Education in Radiologic Technology, 20 N Wacker Dr., Suite 900, Chicago, IL, 60606-2901, nationally accredits the Galveston College Radiation Therapy Technology program.

### **Program Outcomes:**

1. Prepares graduates for an entry-level position in the field of radiation therapy.
2. Students develop effective communication techniques and learn how to apply critical thinking skills in assessing patients in a clinical environment.
3. Students are taught to manage ethical issues both in an academic and clinical setting.
4. Qualified and eligible to sit for national registry for certification as a registered radiation therapist.
5. Promotes and embraces a commitment to lifelong learning.

### **MISSION STATEMENT**

In keeping with the mission of Galveston College, the Radiation Therapy Program is committed to providing its students a basic general education as well as presenting the opportunity for students to develop specific skills through the program which will prepare the graduate for an entry level position in the field of Radiation Therapy. The faculty and staff of the Radiation Therapy program are committed to assisting the student toward the greatest academic, personal, and professional potential through quality courses and instruction.

### **WHAT IS THE ROLE OF THE RADIATION THERAPIST?**

The Radiation Therapist assists in the treatment of patients with cancer. Radiation is directed at the tumor site under strictly controlled conditions in an attempt to cure or palliate the disease. The radiation therapist positions the patient for treatment, performs or assists in performing the necessary mathematical calculations to determine the proper radiation dose under the supervision of a physician, and delivers the required radiation utilizing highly complex equipment. The radiation therapist also receives training regarding the significant impact that cancer has on patients and their families.

There is a nationwide demand for skilled, registered radiation therapists that is expected to increase over the next decade. With advanced training and education, the radiation therapist also enjoys opportunities to pursue therapist careers in Dosimetry, Medical Physics, teaching, and administration.

### **RADIATION THERAPY ADMISSION CRITERIA**

All prospective candidates who wish to be admitted to the Radiation Therapy Program should contact the Program Coordinator/Director at (409) 944-492 or [hcallaha@gc.edu](mailto:hcallaha@gc.edu).

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the program.**
  - Requirements for the College include:
    - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college-level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the program checklist in the Admissions Office
3. Continue the program checklist process and complete program degree plan in the Counseling Office
  - Degree plan must show evidence of:

- a. Achieving a grade of “C” or better in Math 1314 College Algebra or successful completion of College Algebra CLEP exam within five years of acceptance into the program.
  - b. Achieving a grade of “C” or better in BIOL 2401 Anatomy and Physiology I, within five years of acceptance into the program.
  - c. Achieving a grade of “C” or better in HPRS 1206 Essentials of Medical Terminology.
  - d. An overall GPA of 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the program. A grade of “C” or better is required in the general education courses. Math and science courses must be completed within five years of acceptance into the program.
4. Submit Program Application to the Program Coordinator
- Program applications are accepted beginning September 15<sup>th</sup> through April 15<sup>th</sup> of each year to be considered for the next academic year. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
  - Complete the following prior to enrollment:
    - a. Complete the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. This process takes seven months to complete.
    - b. Complete Varicella immunization (chicken pox) or show proof of illness by the start of the program.
    - c. Complete a background check through the College at student’s cost upon acceptance to the Program.
    - d. Complete a clear drug screening test at student’s cost as directed by the Coordinator.
    - e. Potential students may need to complete an interview or meet with the Program Coordinator upon request.
    - f. Attend mandatory orientation.

**Transfer Policy:**

Course work from another program will be evaluated on an individual basis by the Program Coordinator/Director. A grade of “C” or better is required on all transferred prerequisite, general education, and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

**CURRICULUM**

All professional (NMTT or RADT) course work must be completed with a grade of 75 or better in order to progress in the program.

Classroom instruction is presented at Galveston College, while clinical training is conducted through multiple clinical affiliates.

Upon completion of requirements, the student receives the Associate of Applied Science degree from Galveston College. The graduate is then eligible to apply for the national certification examination.

**Radiation Therapy  
Associate of Applied Science Degree**

**PREREQUISITES**

HPRS	1206	Essentials of Medical Term	2
<u>BIOL</u>	<u>2401</u>	Anatomy & Physiology I	4
<u>MATH</u>	<u>1314</u>	College Algebra	3
			<b>9</b>

**FIRST YEAR**

<b>First Semester (Fall)</b>				<b>Second Semester (Spring)</b>			
RADT	1301	Introduction to Radiation Therapy	3	CTMT	2336	CT Equipment and Methodology	3
NMTT	1303	Radiation Biology and Safety	3	RADT	1344	Instrumentation and Methodologies	3
RADR	1303	Patient Care	3	RADT	2301	Oncology I	3
RADT	2317	Radiologic Physics I	3	RADT	2307	Dosimetry I	3
<u>BIOL</u>	<u>2402</u>	Anatomy & Physiology II	4	RADR	2340	Sectional Anatomy for Med. Imag	3
			<b>16</b>	RADT	1191	Special Topics in Trends	1
							<b>16</b>

**Third Semester (Summer I)**

ENGL	1301	Composition I	3
RADT	1266	Practicum I	2
RADT	2303	Oncology II	3
RADT	2309	Dosimetry II	3
			<b>11</b>

**SECOND YEAR**

<b>First Semester (Fall)</b>				<b>Second Semester (Spring)</b>			
<u>PSYC</u>	<u>2301</u>	General Psychology OR	3	RADT	1291	Special Topics in Rad Therapy*	2
<u>SOCL</u>	<u>1301</u>	Introductory Sociology OR		RADT	2466	Practicum III	4
<u>GOVT</u>	<u>2305</u>	Federal Government					<b>6</b>
<u>SPCH</u>	<u>1318</u>	Interpersonal Comm	3				
<u>Humanities Elective</u> <sup>4</sup>			3				
RADT	1467	Practicum II	4				
			<b>13</b>				

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 71**

Notes:

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, or SPAN 2312

\*Identifies CAPSTONE course.

**Underline** - Identifies courses to meet academic, general education requirements for AAS Degree; 23 credit hours

# **RADIOGRAPHY**

## **Associate of Applied Science Degree**

(Degree Audit Program Code: RADIOGRAPHY-AAS)

Upon completion of the A.A.S. degree, the student will be eligible to sit for the board exam with the American Registry of Radiologic technologists (A.R.R.T.) to become a licensed medical radiographer.

The Joint Review Committee on Education in Radiologic Technology, 20 N Wacker Dr., Suite 900, Chicago, IL, 60606-2901, nationally accredits the Galveston College Radiography program.

### **Program Outcomes:**

1. Graduate students that will be competent, entry-level radiographers prepared for the healthcare field.
2. Students will demonstrate appropriate communication skills.
3. Students will demonstrate appropriate critical thinking and problem solving skills.
4. The student (graduate) will understand the importance of professional values and lifelong learning.
5. The student (graduate) will be capable of fulfilling the needs of the healthcare community in radiologic sciences.

### **MISSION STATEMENT**

In keeping with the mission of Galveston College, it is the goal of the program faculty and staff to produce graduates who complete their AAS degree in Radiography, who pass the American Registry of Radiologic Technologists (ARRT) certification exam on the first attempt, who are able to enter the job market as entry-level radiographers, who demonstrate empathy and compassion for their patients, and graduates who are committed to life-long learning.

### **WHAT IS THE ROLE OF THE RADIOGRAPHER?**

The Radiographer is a health professional educated to utilize ionizing radiation to produce images used in the diagnosis of disease. Radiography by virtue of its capability to render visible otherwise hidden internal structures of the human body is a vital part of modern medical science and the healing arts. Continuing discoveries in the field make radiography one of the most exciting and challenging health care specialties.

Depending on a number of factors, including geographic location, duties of employment, and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$41,000 to \$45,000 per year.

### **RADIOGRAPHY ADMISSION CRITERIA**

All prospective candidates who wish to be admitted to the Radiography Program should contact the Program Coordinator at (409) 944-1497 or [estout@gc.edu](mailto:estout@gc.edu) .

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the program.**
  - Requirements for the College include:
    - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college-level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the program checklist in the Admissions Office
3. Continue the program checklist process and complete program degree plan in the Counseling Office
  - Degree plan must show evidence of:
    - a. Achieving a grade of “C” or better in MATH 0304 Intermediate Algebra or a passing placement test score within five years of acceptance into the Program. MATH 1314 College Algebra is strongly recommended.
    - b. Achieving a grade of “C” or better in BIOL 2401 Anatomy and Physiology I, within five years of acceptance into the program.
    - c. Achieving a grade of “C” or better in HPRS 1206 Essentials of Medical Terminology.
    - d. An overall GPA of 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the program. A grade of “C” or better is required in the general education courses. Math and sciences courses must be completed within five years of acceptance into the program.
4. Submit program application and shot records to the Program Coordinator
  - Program applications are accepted beginning September 15<sup>th</sup> through April 15<sup>th</sup> of each year to be

considered for the next academic year. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.

- Complete the following prior to enrollment:
  - a. Complete the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. (This process takes seven months to complete).
  - b. Complete Varicella immunization (chicken pox) or show proof of illness by the start of the program.
  - c. Complete a background check through the college at student's cost upon acceptance to program.
  - d. Complete a clear drug screening test at student's cost as directed by the Coordinator.
  - e. Potential student may need to complete an interview or meet with the Program Coordinator upon request.
  - f. Attend mandatory orientation.

**Transfer Policy:**

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education, and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the program admission criteria.
2. Currently hold a cumulative GPA of 2.5 on transfer coursework.
3. Submit course syllabi for review, if requested by program coordinator.
4. Agree to complete a disclosure of information form, including permission to question the previous program director.

## RADIOGRAPHY Associate of Applied Science Degree

**Prerequisite Courses<sup>^</sup>**

<u>BIOL</u>	<u>2401</u>	Anatomy & Physiology I	4
<u>HPRS</u>	<u>1206</u>	Essentials of Med Term <sup>(TP)</sup>	2
			<b>6</b>

### FIRST YEAR

<b>First Semester</b>				<b>Second Semester</b>			
RADR	1411	Basic Radiographic Procedures	4	<u>BIOL</u>	<u>2402</u>	Anatomy & Physiology II	4
RADR	1301	Introduction to Radiography	3	RADR	1366	Practicum II	3
NMTT	1303	Radiation Biology and Safety	3	RADR	1313	Principles of Radiographic Imaging I	3
RADR	1303	Patient Care	3	RADR	2401	Inter Radiographic Procedures	4
RADR	1166	Practicum I	1				<b>14</b>
			<b>14</b>				

**Summer I**

<u>ENGL</u>	<u>1301</u>	Composition I	3
RADR	1367	Practicum III	3
			<b>6</b>

**Summer II**

<u>SPCH</u>	<u>1318</u>	Interpersonal Communication	3
		<u>Humanities Elective<sup>4</sup></u>	3
			<b>6</b>

## SECOND YEAR

First Semester			Second Semester			
RADR	2305	Principles of Radiographic Imaging II	3	<u>ENGL</u> <u>1302</u>	Composition II	3
RADR	2217	Radiographic Pathology	2	RADR 2367	Practicum V*	3
RADR	2366	Practicum IV	3	RADR 2333	Advanced Medical Imaging	3
				RADR 2335	Radiographic Technology Seminar	3
<u>PSYC</u>	<u>2301</u>	General Psychology	3			<hr style="width: 100%;"/>
HITT	1211	Computers in Healthcare <sup>(TP)</sup>	2			12
			<hr style="width: 100%;"/>			
			13			

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 71**

Notes:

<sup>7</sup>MATH 0304 Intermediate Algebra is a requirement to be met for admission to the program by placement or course completion according to the Galveston College requirements.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, or SPAN 2312.

<sup>10</sup>Each semester all course work must be completed/passed to continue to the next semester.

\*Identifies CAPSTONE course.

(TP) Identifies Tech Prep courses.

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 23 credit hours.

## CERTIFICATE PROGRAMS (RADIOLOGIC HEALTH SCIENCES)

Applicants are required to be a registered technologist from an accredited program in order to apply to the Radiologic Health Science Certificate Program.

Certificate programs which are offered through the Allied Health Office include:

- Computerized Tomography Technology
- Magnetic Resonance Imaging Technology
- Radiation Therapy Technology Certificate Program

## COMPUTERIZED TOMOGRAPHY Certificate Program

(Degree Audit Program Code: CT-ESC)

Computerized Tomography is a post-associate degree certificate program offered by Galveston College. This course is designed for the cross-trained professional, the new Radiographer, Nuclear Medicine Technologists, and for Radiation Therapy technologists. Upon completion of the 12-credit-hour program, the student will be eligible for the American Registry of Radiologic Technologists (ARRT) registry. This program can also be counted as CE credit and is worth 16 CEs per credit hour according to the ARRT. Once students pass the registry, they then earn 24 CEs.

### **Mission Statement:**

In keeping with the mission and goals of Galveston College, the Tomography program is dedicated to providing a comprehensive, competency based Computed Tomography curriculum to prepare the diverse group of graduates with the entry level skills needed to provide quality procedures, superior patient care, and knowledge needed to successfully pass the national ARRT registry on the first attempt as well as to encourage the need for continued lifelong learning.

### **WHAT IS THE ROLE OF THE CT TECHNOLOGIST?**

Computerized Tomography (CT) is a branch of radiology that employs specialized x-ray equipment to produce sectional images of the human anatomy. The CT Technologist performs various diagnostic procedures under the supervision of a licensed radiologist. In order to produce quality images, the CT Technologist must be able to work effectively with patients and health professionals, operate sophisticated computer equipment, and observe radiation protection measures.

According to the United States Department of Labor ([www.bls.org](http://www.bls.org)) there is an expected increase in the need of

technologists of 17% from 2008-2018. “Those with knowledge of more than one diagnostic imaging procedure such as CT will have the best employment opportunities, and those willing to relocate will have better job prospects as well.” They continue to say that Computed Tomography is continuing to be the frontline of diagnostic tool of imaging. In addition to radiographers becoming CT Technologists, Nuclear Medicine and Radiation Therapy programs are beginning to include Computed Tomography courses into their respected programs because both modalities employ the use of a CT scanner in their respective fields.

Depending on a number of factors, including geographic location, duties of employment, and their own personal qualities, graduates can reasonably expect entry-level salaries ranging from \$43,000 to \$46,000 per year.

### **COMPUTERIZED TOMOGRAPHY TECHNOLOGY ADMISSION CRITERIA**

All prospective candidates who wish to be admitted to the Computerized Tomography Technology program should contact the Program Coordinator at (409) 944-1444 or email at [tmoran@gc.edu](mailto:tmoran@gc.edu).

Applicant must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee acceptance to the program.**
  - Requirements to the College include:
    - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college-level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the program checklist located on the program of study website.
3. Continue the program checklist process and complete program degree plan with the Program Coordinator.
  - Degree plan must show evidence of:
    - a. A GPA of 2.5 or higher from an Accredited Medical Radiography program.
    - b. Being a graduate of an accredited Radiologic Health Science program.
    - c. Being a registered technologist by the start of the program.
4. Submit a program application to the Program Coordinator. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each semester. Successful applicants will be notified by mail or by email of acceptance to the program. The Application deadlines are:
  - ❖ July 30<sup>th</sup> for the Fall Semester
  - ❖ October 30<sup>th</sup> for the Spring Semester
  - ❖ April 30<sup>th</sup> for the Summer Semester
- Complete the following prior to enrollment:
  - a. File a copy of current Texas Department of Health certification and American Registry of Radiologic Technologists (ARRT) certificate in the Allied Health Office.
  - b. Students must be certified in American Heart Health Care Provider level CPR at program entry and maintain certification throughout their course of study.
  - c. Complete Hepatitis B immunization series including titer or show proof of illness by the start of the program.
  - d. Show proof of Varicella immunization (chicken pox) or show proof of illness by the start of the program.
  - e. Complete a background check through the College at student’s cost upon acceptance to program.
  - f. Complete a clear drug screening test at student’s cost as directed by the program.
  - g. Potential student may need to complete a program interview or meet with Program Coordinator upon request.
  - h. Attend mandatory orientation.

### **Transfer Policy:**

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education, and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the program.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

## CURRICULUM

The program is offered in the fall, spring, or summer semesters and can be completed in one semester of full-time study.

Classroom instruction will be conducted at Galveston College. Clinical training will be conducted at hospitals/clinics in and around the Greater Houston area and Galveston, TX. Distant clinical options include Beaumont, Austin, Temple, Waco, and the Dallas area based on availability. Clinical schedules can be flexible and there may be restrictions based on location of the clinic.

Upon completion of requirements, the student receives a certificate of completion from Galveston College.

### COMPUTERIZED TOMOGRAPHY TECHNOLOGY CERTIFICATE PROGRAM ONE SEMESTER PROGRAM\*\*

#### First Semester

CTMT	2336	Computed Tomography Equipment and Methodology <sup>10</sup>	3
RADR	2340	Sectional Anatomy for Medical Imaging <sup>10</sup>	3
CTMT	2360	Clinical I (Computed Tomography) <sup>11</sup>	3
CTMT	2361	Clinical II (Computed Tomography)* <sup>11</sup>	3
			<hr/>
			12

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 12**

#### Notes:

\*Identifies Capstone Course.

<sup>10</sup>CTMT 2336 and RADR 2340 may be taken face-to-face or via online instruction through Galveston College.

<sup>11</sup>CTMT 2360 and 2361 Clinical (CT) must be completed through Galveston College in order to receive a certificate in CT. With completion of CTMT 2360 and 2361, you will be able to sit for the ARRT CT registry.

# MAGNETIC RESONANCE IMAGING TECHNOLOGY

## Certificate Program

(Program Code: MRI-ATC)

The Magnetic Resonance Imaging Technology (MRI) program is a post-associate degree two-semester certificate program offered by Galveston College either on-campus or online. This program is designed for the cross-trained professional: the Radiographer, Nuclear Medicine technologist, the Ultrasound, and Radiation Therapy technologists. Upon completion of the 25-credit-hour program, the student will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) MRI registry exam. This program is also valid as CE credit and once students pass the ARRT MRI registry exam, they earn 24 CEs.

The Magnetic Resonance Imaging program is nationally accredited by the American Registry of Radiologic Technologists (ARRT).

### WHAT IS THE ROLE OF THE MRI TECHNOLOGIST?

The MRI Technologist performs various diagnostic procedures under the supervision of a licensed physician and works closely with patients to provide instruction and quality care while performing diagnostic procedures. These procedures are quite varied and provide images of virtually all parts of the anatomy.

MRI is unique in the field of diagnostic imaging because of the manner in which images are obtained. The patient is positioned within a powerful magnetic field, and radio frequency signals are utilized to create images of the patient's internal structures. This is accomplished without the use of ionizing radiation.

Depending on a number of factors, including geographic locations, duties of employment, and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$44,000 to \$50,000 per year.

### Mission Statement

In keeping with the mission of Galveston College, it is the goal of the program faculty and staff to produce graduates who complete MRI certification, who pass the ARRT certification exam on the first attempt, who are able to enter the job market as entry-level MRI Technologists, who demonstrate empathy and compassion for their patients, and who are committed to life-long learning.

### Program Outcomes:

1. Provide care for the patient in the clinical setting.
2. Work as a team with doctors, other radiology technologists, and care providers in the clinical setting.
3. Use critical thinking skills to participate in the healthcare and diagnostic needs of the patient.
4. Plan and perform the MRI diagnostic imaging using the most adequate protocols to include safety, prevention, and cooperation in the initial care procedures to promote and maintain the healthcare needs of the patient.
5. Place the patient's welfare, safety, comfort, and privacy first when planning and implementing care.

### MRI TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Magnetic Resonance Imaging Technology program should contact the Program Coordinator at (409) 944-1270 or email at [ecerani@gc.edu](mailto:ecerani@gc.edu).

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the program.**
  - Requirements to the College include:
    - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college-level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the program checklist on the program of study website.
3. Continue the program checklist process and complete program degree plan with the Program Coordinator.
  - Degree plan must show evidence of:
    - a. An overall GPA of 2.5.
    - b. Being a graduate of an accredited Radiologic Health Science program.
    - c. Being a registered technologist by the start of the program.
    - d. Achieving a grade of "C" or better in MATH 0304 Intermediate Algebra or successful completion of equivalent math placement exam. Students are recommended to take MATH 1314 College

Algebra and PHYS 1401 College Physics I prior to starting the Program.

4. Submit a program application to the Program Coordinator. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each semester. Successful applicants will be notified by email of acceptance to the program. The Application deadlines are:

- July 30<sup>th</sup> for the Fall Semester (on-campus and online programs)
- October 30<sup>th</sup> for the Spring Semester (online program only)

Complete the following:

- a. Texas Department of Health certification and ARRT, NMTCB, or ARDMS certificate in the Allied Health Office.
- b. \*Students accepted with clinical must be certified in American Heart Health Care Provider level CPR at program entry and maintain certification throughout their course of study.
- c. \*Show proof of Hepatitis B immunization series including titer or show proof of illness (takes seven months to complete). To be eligible to apply to the program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program.
- d. \*Complete Varicella immunization (chicken pox) or proof of illness by the start of the program.
- e. \*Complete a background check through the college at student's cost upon acceptance to Program.
- f. \*Complete a clear drug screening test at student's cost as directed by the program.
- g. Potential students may need to complete an interview process or meet with Program Coordinator upon request.
- h. \*Attend mandatory orientation.

\*Not required for students completing the clinical training independently from Galveston College.

#### Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisites, general education, and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

#### CURRICULUM

Upon completion of requirements, the student receives a certificate of completion from Galveston College (only if the clinical hours have been completed through Galveston College in clinical sites affiliated with Galveston College and if all the admissions criteria have been satisfied).

### MAGNETIC RESONANCE IMAGING TECHNOLOGY CERTIFICATE PROGRAM

#### ONE YEAR PROGRAM

First Semester				Second Semester			
MRIT	2330	Principles of MRI	3	RADR	2340	Sectional Anatomy for Medical Imaging	3
MRIT	2334	MRI Equipment & Methodology	3	MRIT	2355	Magnetic Resonance Imaging Physics	3
MRIT	2560	Clinical I <sup>f</sup>	5	MRIT	2561	Clinical II* <sup>10</sup>	5
MRIT	1191	Special Topics in MRI (Pathology)	1	MRIT	1291	Special Topics in MRI (Registry Review)	2
<hr/>				<hr/>			
12				13			

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 25**

Notes:

<sup>10</sup>The Clinical Application courses (MRIT 2560 and MRIT 2561) will consist of 256 hours each semester. Total clinical hours for the program will be 512 hours.

\*Identifies Capstone Course.

# RADIATION THERAPY TECHNOLOGY CERTIFICATE

(Degree Audit Program Code: RAD-THERAPY-ATC)

The Radiation Therapy Program at Galveston College offers two educational options to complete the program. The first option is the Associate of Applied Science degree. The second option is the Certificate Program designed for registered radiographers. Upon completion of either program, the graduates will be eligible for The American Registry of Radiologic Technologists (ARRT) registry.

Radiation Therapy Certificate Program is a post-registered radiographer program. The Joint Review Committee on Education in Radiologic Technology, 20 N Wacker Dr., Suite 900, Chicago, IL, 60606-2901, nationally accredits the Galveston College Radiation Therapy Technology program.

## WHAT IS THE ROLE OF THE RADIATION THERAPIST?

The Radiation Therapist assists in the treatment of patients with cancer. Radiation is directed at the tumor site under strictly controlled conditions in an attempt to cure or palliate the disease. The radiation therapist positions the patient for treatment, performs or assists in performing the necessary mathematical calculations to determine the proper radiation dose under the supervision of a physician, and delivers the required radiation utilizing highly complex equipment. The radiation therapist also receives training regarding the significant impact that cancer has on patients and their families.

There is a nationwide demand for skilled, registered radiation therapists that is expected to increase over the next decade. With advanced training and education, radiation therapists also enjoy opportunities to pursue therapist careers in Dosimetry, Medical Physics, teaching, and administration.

Depending on a number of factors, including geographic locations, duties of employment, and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$55,000 to \$60,000 per year.

## RADIATION THERAPY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Radiation Therapy Technology program should contact the Program Coordinator at (409) 944-1492 or email at [hcallaha@gc.edu](mailto:hcallaha@gc.edu).

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the program.**
  - Requirements to the College include:
    - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college-level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the program checklist located on the program of study website.
3. Continue the program checklist process and complete program degree plan with the Program Coordinator.
  - Degree plan must show evidence of:
    - a. An overall GPA of 2.5
    - b. Being a graduate of an accredited Radiologic Health Science program.
    - c. Being a registered technologist before the application deadline of October 15<sup>th</sup>.
    - d. Achieving a grade of “C” or better in MATH 1314 College Algebra or successful completion of equivalent math placement exam. Students are highly recommended to take PHYS 1401 College Physics I prior to starting the program.
4. Submit program application to the Program Coordinator.
  - Program applications are accepted beginning April 15<sup>th</sup> through October 15<sup>th</sup> of each year to be considered for the next academic year. All applicants must be registered radiographers from an accredited program by October 15<sup>th</sup>. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must reapply each year. Successful applicants will be notified by mail of acceptance to the program.
  - Complete the following prior to enrollment:
    - a. File a copy of current Texas Department of Health certification and ARRT or NMTCB

- certificate in the Allied Health Office.
- b. Students must be certified in American Heart Health Care Provider level CPR at program entry and maintain certification throughout their course of study.
  - c. Show proof of Hepatitis B immunization series including titer or show proof of illness (takes seven months to complete). To be eligible to apply to the program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program.
  - d. Complete Varicella immunization (chicken pox) or proof of illness by the start of the program.
  - e. Complete a background check through the college at student's cost upon acceptance to program.
  - f. Complete a clear drug screening test at student's cost as directed by the program.
  - g. Potential students may need to complete an interview process or meet with Program Coordinator upon request.
  - h. Attend mandatory orientation.

**Transfer Policy:**

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisites, general education, and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to a complete a disclosure of information form.

**CURRICULUM**

The program begins in the summer semester and is completed in the following summer semester. All classroom instruction is conducted at Galveston College and clinical education is conducted through multiple clinical affiliates.

Upon completion of the program, the student will receive a certification from Galveston College which states the student has successfully completed the certificate program and is eligible to take the national licensure exam administered by the American Registry of Radiologic Technologists.

## RADIATION THERAPY TECHNOLOGY CERTIFICATE PROGRAM

### FIRST YEAR

#### Spring Semester

RADT	1344	Instrumentation and Methodologies	3
RADT	2307	Dosimetry I	3
RADT	2301	Oncology I	3
RADT	1191	Special Topics in Trends	1
RADT	2340	Sect Anatomy for Med Imag	3
			<b>13</b>

#### Summer Semester

RADT	2309	Dosimetry II	3
RADT	2303	Oncology II	3
RADT	2266	Practicum I (Radiation Therapy Certificate)	2
			<b>8</b>

### SECOND YEAR

Fall Semester				Spring Semester		
CTMT	2336	CT Equipment and Methodology	3	RADT	1291 Special Topics in RT	2
RADT	1466	Practicum II	4	RADT	2467 Practicum III (Radiation Therapy Certificate) *	4
			<b>7</b>			<b>6</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 34**

\* Identifies Capstone Course.

**WELDING TECHNOLOGY**  
**Associate of Applied Science Degree**  
(Degree Audit Program Code: WELD-AAS)

The Welding Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. Students learn various welding processes including, but not limited to, oxyacetylene gas welding, gas tungsten arc, gas metal arc, and other processes. Students learn to perform welding skills in all positions and are able to acquire knowledge and experience in welding, layout, and fitting skills in order to prepare students for careers in gas welding, arc welding, specialty welding, and/or other areas of welding. Graduates should be qualified to pass entry-level certification tests as required by business and industry. Employment opportunities are available as a welder in general fabrication shops, on construction sites, in pressure vessel shops, or in the maritime industry and shipyards of the Texas Gulf Coast Region.

<b>First Semester</b>		<b>First Year</b>				<b>Second Semester</b>	
WLDG	1423	Welding Safety, Tools and Equipment	4	WLDG	1427	Welding Codes	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4	WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1412	Introduction to Flux Cored Arc Welding (FCAW)	4	WLDG	2447	Advanced Gas Metal Arc Welding (GMAW)	4
			<hr style="width: 50px; margin: 0 auto;"/> 16				<hr style="width: 50px; margin: 0 auto;"/> 16
<b>Third Semester</b>		<b>Second Year</b>				<b>Fourth Semester</b>	
WLDG	1413	Introduction to Blueprint Reading for Welders	4	<u>ENGL</u>	<u>1301</u>	English Composition I	3
WLDG	1417	Introduction to Layout and Fabrication	4	<u>SPCH</u>	<u>13XX</u>	Speech Elective <sup>6</sup>	3
WLDG	2451	Advanced Gas Tungsten Arc Welding (GTAW)	4	<u>MATH</u>	<u>1314</u>	College Algebra OR	
WLDG	2453	Advanced Pipe Welding*	4	<u>MATH</u>	<u>1324</u>	Math for Business OR	
			<hr style="width: 50px; margin: 0 auto;"/> 16	<u>Natural Science Elective<sup>5</sup></u>			3/4
				<u>Humanities<sup>4</sup>/Visual and Performing Arts Elective<sup>3</sup></u>			3
				<u>Social/Behavior Science Elective<sup>7</sup></u>			3
							<hr style="width: 50px; margin: 0 auto;"/> 15/16

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 63-64**

Notes:

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, or SPAN 2312.

<sup>5</sup>Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

<sup>6</sup>Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321.

<sup>7</sup>Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339.

\*Identifies Capstone Course.

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15/16 credit hours.

**WELDING TECHNOLOGY**  
**Level One Certificate Program**  
**Entry Level**

(Degree Audit Program Code: WELD-BASIC-C1)

The Welding Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. Students learn various welding processes including, but not limited to, oxyacetylene gas welding, gas tungsten arc, gas metal arc, and other processes. Students learn to perform welding skills in all positions and are able to acquire knowledge and experience in welding, layout, and fitting skills in order to prepare students for careers in gas welding, arc welding, specialty welding, and/or other areas of welding. Graduates should be qualified to pass entry-level certification tests as required by business and industry. Employment opportunities are available as a welder in general fabrication shops, on construction sites, in pressure vessel shops, or in the maritime industry and shipyards of the Texas Gulf Coast Region.

**ONE SEMESTER PROGRAM**

**First Semester**

WLDG	1423	Welding Safety, Tools and Equipment	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG	1412	Introduction to Flux Cored Arc Welding (FCAW)*	4

16

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 16**

\*Identifies Capstone Course.

**WELDING TECHNOLOGY**  
**Level One Certificate Program**  
**Advanced Level**

(Degree Audit Program Code: WELD-INTER-C1)

The Welding Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. Students learn various welding processes including, but not limited to, oxyacetylene gas welding, gas tungsten arc, gas metal arc, and other processes. Students learn to perform welding skills in all positions and are able to acquire knowledge and experience in welding, layout, and fitting skills in order to prepare students for careers in gas welding, arc welding, specialty welding, and/or other areas of welding. Graduates should be qualified to pass entry-level certification tests as required by business and industry. Employment opportunities are available as a welder in general fabrication shops, on construction sites, in pressure vessel shops, or in the maritime industry and shipyards of the Texas Gulf Coast Region.

<b>First Semester</b>			<b>Second Semester</b>				
WLDG	1423	Welding Safety, Tools and Equipment	4	WLDG	1427	Welding Codes	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4	WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW) *	4
WLDG	1412	Introduction to Flux Cored Arc Welding (FCAW)	4	WLDG	2447	Advanced Gas Metal Arc Welding (GMAW)	4
			<u>16</u>				<u>16</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 32**

\*Identifies Capstone Course.

**WELDING TECHNOLOGY**  
**Level Two Certificate Program**  
**Advanced Level Technology**

(Degree Audit Program Code: WELD-ADV-C2)

The Welding Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. Students learn various welding processes including, but not limited to, oxyacetylene gas welding, gas tungsten arc, gas metal arc, and other processes. Students learn to perform welding skills in all positions and are able to acquire knowledge and experience in welding, layout, and fitting skills in order to prepare students for careers in gas welding, arc welding, specialty welding, and/or other areas of welding. Graduates should be qualified to pass entry-level certification tests as required by business and industry. Employment opportunities are available as a welder in general fabrication shops, on construction sites, in pressure vessel shops, or in the maritime industry and shipyards of the Texas Gulf Coast Region.

<b>First Semester</b>				<b>Second Semester</b>			
WLDG	1423	Welding Safety, Tools and Equipment	4	WLDG	1427	Welding Codes	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4	WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1412	Introduction to Flux Cored Arc Welding (FCAW)	4	WLDG	2447	Advanced Gas Metal Arc Welding (GMAW)	4
			<u>16</u>				<u>16</u>
<b>Third Semester</b>							
WLDG	1413	Introduction to Blueprint Reading for Welders	4				
WLDG	1417	Introduction to Layout and Fabrication	4				
WLDG	2451	Advanced Gas Tungsten Arc Welding (GTAW)	4				
WLDG	2453	Advanced Pipe Welding*	4				
			<u>16</u>				

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 48**

\*Identifies Capstone Course.

## CHAPTER X COURSE DESCRIPTIONS



# Course Descriptions

## EXPLANATION OF THE COURSE NUMBER SYSTEM

The courses offered by Galveston College carry a four-letter prefix and four-digit number format (for example, the format for a course in English would be ENGL 1301). In this system of course numbering, the first numeral indicates the level of the course (“0” indicates developmental level, “1” indicates freshman level and “2” indicates sophomore level). The second numeral in the course number indicates the semester credit hour(s) assigned to the course (“0” indicates no credit value, “1” indicates one semester credit hour, “2” indicates two semester credit hours, “3” indicates three semester credit hours, “4” indicates four semester credit hours, etc.). The third and fourth numerals give specific course identification and often indicate the sequence in which the course should be taken (for example, English 1301 is understood to precede English 1302).

## COURSE PREREQUISITES

Certain courses in the course description section of this catalog require that a student have designated prerequisites before registering for them. That is, certain courses are “required” before the more advanced course may be taken.

Course prerequisites are indicated at the beginning of each course description. Course prerequisites may be waived only with the approval of the appropriate Division Director, Dean or the Vice President of Instruction. Those students seeking a prerequisite waiver should first consult with a college counselor.

## CORE CURRICULUM REQUIREMENTS

The student must complete the required courses from the core curriculum in order to be awarded the Associate of Arts or the Associate of Science degree.

## TRANSFER COURSES

Transfer courses are those that are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. There is no guarantee that a course which “transfers” will apply to a specific major or degree at a four-year college or university.

Developmental courses do not transfer and are identified with a four-digit course number beginning with 0.

### EXAMPLE:

Transfer course = ENGL 1301

Non-Transfer course = MATH 0303

**ACCT 2301 FINANCIAL ACCOUNTING****(3-1) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0300.

This is an introductory accounting course with emphasis on the fundamentals of financial accounting. This course includes the basic structure of accounting, concepts and principles, the analysis of transactions, financial statement preparation and analysis, and equity accounting for sole proprietorships, partnerships, and corporations.

**ACCT 2302 MANAGERIAL ACCOUNTING****(3-1) Credit: 3**

Prerequisites: ACCT 2301 with a grade of "C" or better.

This is an introductory accounting course with emphasis on the fundamentals of managerial accounting. Included in the course are job order costs, process costs, standards costs, cost control, cost behavior and cost allocation, cost/volume/profit analysis, budgeting, quantitative analysis for decision-making, present values and future values, and taxes and business decisions.

**ARTS 1301 ART APPRECIATION****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

Exploration of purposes and processes in the visual arts, including evaluation of selected works.

**ARTS 1303 ART HISTORY I****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

The first of a two-semester course sequence studying the history of art. This course examines painting, sculpture, architecture, and other art forms from ancient times to the 1400s.

**ARTS 1304 ART HISTORY II****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

The second of a two-semester course sequence studying the history of art. This course examines painting, sculpture, architecture, and other art forms from the 1400s to modern times.

**ARTS 1311 DESIGN I (2-Dimensional)****(3-3) Credit: 3**

Prerequisites: None.

Elements and principles of art using two-dimensional concepts.

**ARTS 1312 DESIGN II (3-Dimensional)****(3-3) Credit 3**

Prerequisites: ARTS 1311.

Elements and principles of art using three-dimensional concepts.

**ARTS 1316 DRAWING I****(3-3) Credit: 3**

Prerequisites: None.

Investigation of drawing media and techniques including descriptive and expressive possibilities.

**ARTS 1317 DRAWING II****(3-3) Credit: 3**

Prerequisites: ARTS 1316.

Investigation of drawing media and techniques including descriptive and expressive possibilities.

**ARTS 2313 DESIGN COMMUNICATIONS I****(3-3) Credit: 3**

Prerequisites: None.

Communication of ideas through processes and techniques of graphic design and illustration.

**ARTS 2314 DESIGN COMMUNICATIONS II****(3-3) Credit: 3**

Prerequisites: ARTS 2313.

Communication of ideas through processes and techniques of

graphic design and illustration.

**ARTS 2316 PAINTING I****(3-3) Credit: 3**

Prerequisites: None.

Exploration of ideas using painting media and techniques.

**ARTS 2317 PAINTING II****(3-3) Credit: 3**

Prerequisites: ARTS 2316.

Exploration of ideas using painting media and techniques.

**ARTS 2323 LIFE DRAWING I: 3RD SEMESTER DRAWING****(3-3) Credit: 3**

Prerequisites: ARTS 1317.

Basic study of the human form.

**ARTS 2324 LIFE DRAWING II: 4TH SEMESTER DRAWING****(3-3) Credit: 3**

Prerequisites: ARTS 2323.

Basic study of the human form.

**ARTS 2326 SCULPTURE I****(3-3) Credit: 3**

Prerequisites: None.

Exploration of ideas using sculpture media and techniques.

**ARTS 2327 SCULPTURE II****(3-3) Credit: 3**

Prerequisites: ARTS 2326.

Exploration of ideas using sculpture media and techniques.

**ARTS 2346 CERAMICS I****(3-3) Credit: 3**

Prerequisites: None.

Exploration of ideas using basic ceramic processes.

**ARTS 2347 CERAMICS II****(3-3) Credit: 3**

Prerequisites: ARTS 2346.

Exploration of ideas using basic ceramic processes.

**ARTS 2356 PHOTOGRAPHY I****(3-3) Credit: 3**

Prerequisites: None.

Introduction to the basics of photography, including an emphasis on digital photography, photographic technique, and application.

**ARTS 2357 PHOTOGRAPHY II****(3-3) Credit: 3**

Prerequisites: ARTS 2356.

Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process.

**ARTS 2366 WATERCOLOR I****(3-3) Credit: 3**

Prerequisite: None.

Exploration of ideas using water-based painting media and techniques.

**ARTS 2367 WATERCOLOR II****(3-3) Credit 3**

Prerequisite: ARTS 2366.

Continued exploration of ideas using water-based painting media and techniques.

**ASTR 1403 STARS AND GALAXIES****(3-3) Credit: 4**

Prerequisite: READ 0302, ENGL 0302, MATH 0300

An introduction to the present cosmological theories about the structure and evolution of the universe. A comparison with previous models since antiquity, a study of the celestial sphere and the constellations, the motions in the sky, gravity, light, radiation, optics, telescopes and spacecraft. A survey of stars, clusters, galaxies, superclusters, their properties, structure and evolution.

#### **ASTR 1404 SOLAR SYSTEM**

**(3-3) Credit 4**

Prerequisite: READ 0302, ENGL 0302, MATH 0300.

An introduction to present theories about the structure and evolution of the solar system, compared to the models and theories since antiquity. A study of the celestial sphere and the constellations, the motions in the sky, gravity, light, radiation and optics, telescopes, spacecraft and their discoveries. A survey of the Sun, planets, moons, rings, asteroids, comets and debris in our solar system, the possibility of the life in the Universe.

#### **BCIS 1305 BUSINESS COMPUTER APPLICATIONS**

**(2-4) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304.

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

#### **BIOL 1322 NUTRITION AND DIET THERAPY I**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0300.

Study of chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.

#### **BIOL 1406 BIOLOGY FOR SCIENCE MAJORS I**

**(3-3) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0300.

The first of a two-semester course surveying interdisciplinary studies and principles to explore the scientific methodology and frameworks for understanding biological systems. The course focuses on basic concepts related to chemistry of inorganic and organic molecules, cell structure and function, metabolism, photosynthesis, and cellular respiration, mitosis and meiosis, Mendelian patterns of inheritance, DNA and chromosomal organization and function, gene activity, biotechnology, evolution, origin and history of life. It includes practical laboratory with emphasis on the application of fundamental principles of biology as well as critical thinking.

#### **BIOL 1407 BIOLOGY FOR SCIENCE MAJORS II**

**(3-3) Credit: 4**

Prerequisites: BIOL 1406.

The second of a two-semester course surveying interdisciplinary studies and principles to explore classification, evolution, and comparative-level organization of living systems. The course focuses on basic concepts related to microbiology and evolution of prokaryotes and eukaryotes, plant structure and function, invertebrates and vertebrates, comparative animal biology and organ systems, and ecology. It includes practical laboratory with emphasis on the application of fundamental principles of biology as well as critical thinking.

#### **BIOL 2401 ANATOMY AND PHYSIOLOGY I**

**(3-3) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0300.

The first of a two-semester course sequence introducing the normal structure and function of the human body, its cells, tissues, organs and organ systems. Major body systems to be studied in this course include the integumentary, skeletal, muscular, and nervous systems. This course serves as a foundation for students of Associate Degree Nursing, Allied Health disciplines and physical education majors.

#### **BIOL 2402 ANATOMY AND PHYSIOLOGY II**

**(3-3) Credit: 4**

Prerequisites: BIOL 2401.

The second of a two-semester course sequence introducing the normal structure and function of the human body, its cells, tissues, organs, and organ systems. Major body systems to be studied in this course include the endocrine, circulatory, respiratory, digestive, excretory, and reproductive systems. This course serves as a foundation for students of Associate Degree Nursing, Allied Health disciplines and physical education majors.

#### **BIOL 2421 MICROBIOLOGY FOR SCIENCE MAJORS**

**(3-3) Credit: 4**

Prerequisites: BIOL 1406 or BIOL 2401.

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

#### **BMGT 1325 OFFICE MANAGEMENT**

**(3-0) Credit: 3**

Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

#### **BUSI 1301 BUSINESS PRINCIPLES**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0300.

This course is designed to acquaint the student with the modern business world and the opportunities it offers. This course includes an overview of the operation of a business. It includes a history of business in the U.S. including the current business environment. The course includes an analysis of the specialized fields within business organizations, including organizational structure, the need for business plans, decision making and operations management, forms of ownership, and current management problems.

#### **BUSI 2301 BUSINESS LAW**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0300.

The student is introduced to the history and role of law in modern business and society. Emphasis is placed on legal institutions and reasoning, framework of basic legal principles, and application of basic principles of contract and property law. It is acceptable as transfer credit at some schools. Check with a counselor before enrollment.

#### **CETT 1402 ELECTRICITY PRINCIPLES**

**(2-4) Credit: 4**

Prerequisites: None.

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

#### **CETT 1407 FUNDAMENTALS OF ELECTRONICS**

**(2-4) Credit: 4**

Prerequisites: None.

Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics.

#### **CETT 1415 DIGITAL APPLICATIONS**

**(2-4) Credit: 4**

Prerequisites: HYDR 1445 or consent of the instructor.

An investigation of combinational and sequential logic elements and circuits with emphasis on design and troubleshooting of combinational and sequential circuits.

#### **CETT 1449 DIGITAL SYSTEMS**

**(2-4) Credit: 4**

Prerequisites: INTC 1457 or consent of the instructor.

A course in electronics covering digital systems. Emphasis on

application and troubleshooting digital systems.

**(2-3) Credit: 3**

### **CHEF 1205 SANITATION AND SAFETY**

**(2-0) Credit: 2**

Prerequisites: None.

A study of personal cleanliness; sanitary practices in food preparation, causes, investigation, control of illness caused by food contamination (Hazard analysis Critical Control Points); and work place safety standards.

### **CHEF 1301 BASIC FOOD PREPARATION**

**(2-3) Credit: 3**

Prerequisites: None.

A study of the fundamental principles of food preparation and cookery to include brigade system, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

### **CHEF 1310 GARDE MANGER**

**(2-3) Credit: 3**

Prerequisites: CHEF 1205, and TSI satisfied or approval of Division Director.

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. (The preparation of charcuterie products including sausages, pates, and terrines; carving of vegetables, fruits and ice; the seven families of hors d'oeuvres; composed salads; green salads; a variety of cold sauces; and menu development are all addressed.)

### **CHEF 1341 AMERICAN REGIONAL CUISINE**

**(2-3) Credit: 3**

Prerequisites: CHEF 1205, and TSI satisfied or approval of Division Director.

A study of the development of regional cuisines in the United States with emphasis on the similarities in production and service of systems. Application of skills to develop, organize and build a portfolio of recipe strategies and production systems.

### **CHEF 1345 INTERNATIONAL CUISINE**

**(2-3) Credit: 3**

Prerequisites: CHEF 1205, and TSI satisfied or approval of Division Director.

A study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food productions systems used in the United States and other regions of the world. Cuisines of Germany, Mexico, France, Italy, and China, and their impact in the development of classical cooking principles and food preparation. Origins of menu items.

### **CHEF 1380 COOPERATIVE EDUCATION: CULINARY ARTS CHEF TRAINING**

**(1-20) Credit: 3**

Prerequisites: TSI satisfied or approval of Division Director.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

### **CHEF 2301 INTERMEDIATE FOOD PREPARATION**

**(2-3) Credit: 3**

Prerequisites: None.

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. (Topics to be covered include: preparation of fruits, sandwiches, salads, breakfast cookery, product identification, and the cooking of various protein, vegetable, starches, and farinaceous dishes. Menu development, food costing, sanitation, and leadership skills are addressed.)

### **CHEF 2302 SAUCIER**

Prerequisites: None.

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

### **CHEM 1405 INTRODUCTORY CHEMISTRY I**

**(3-3) Credit: 4**

Prerequisites: READ 0301, ENGL 0301, MATH 0303.

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students.

### **CHEM 1411 GENERAL CHEMISTRY I**

**(3-3) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and CHEM 1405 or high school chemistry.

Introduction to modern theories of atomic structure and chemical bonding, states of matter, chemical reactions, stoichiometry, behavior of gases, and thermochemistry.

### **CHEM 1412 GENERAL CHEMISTRY II**

**(3-3) Credit: 4**

Prerequisites: CHEM 1411.

Understanding principles, fundamental laws and theories, intermolecular forces, solutions, kinetics, equilibrium, acids and bases, electrochemistry, transitional metals, and nuclear chemistry

### **CHEM 2423 ORGANIC CHEMISTRY I**

**(3-3) Credit: 4**

Prerequisites: CHEM 1412.

Study of the properties and behavior of hydrocarbon compounds (alkanes, alkenes and alkynes) and their derivatives, reaction mechanisms, and stereochemistry. Designed for students in science or pre-professional programs.

### **CHEM 2425 ORGANIC CHEMISTRY II**

**(3-3) Credit: 4**

Prerequisites: CHEM 2423.

Chemistry of the compounds of carbon, structure of organic molecules, general principles of infrared and nuclear magnetic resonance spectroscopy, mass spectrometry, and organic synthesis. Designed for students in science or pre-professional programs

### **CJLE 1506 BASIC PEACE OFFICER I**

**(3-6) Credit: 5**

Prerequisites: READ 0302, ENGL 0302.

Introduction to fitness and wellness, history of policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course taken in conjunction with Basic Peace Officer II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE).\*\*\*

### **CJLE 1512 BASIC PEACE OFFICER II**

**(3-6) Credit: 5**

Prerequisites: CJLE 1506.

Basic preparation for a new peace officer. Covers field note taking, report writing, "use of force" law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

### **CJLE 1518 BASIC PEACE OFFICER III**

**(3-6) Credit: 5**

Prerequisites: CJLE 1506, CJLE 1512.

Basic preparation for a new peace officer. Covers laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.

#### **CJLE 1524 BASIC PEACE OFFICER IV**

**(3-6) Credit: 5**

Prerequisites: CJLE 1506, CJLE 1512, CJLE 1518.

Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. This course taken in conjunction with Basic Peace Officer I, II and III will satisfy the TCLEOSE-approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE)\*\*\*

#### **CLST 1371 INTRODUCTION TO CLINICAL RESEARCH I**

**(2-4) Credit: 3**

This introductory course provides students with an overview of the clinical research industry and how clinical trials are coordinated. Topics include the nature of the work in private and educational clinical research settings, medical records management, working with human subjects, working with clinical investigators, and the legal and regulatory environment.

#### **CLST 1372 INTRODUCTION TO CLINICAL RESEARCH II**

**(2-4) Credit: 3**

Prerequisites: CLST 1371.

This course concentrates legal and regulatory issues and management practices in clinical research settings, including aspects of confidentiality laws, institutional review boards, compliance with FDA requirements and the rules of other regulatory bodies, human resource issues, and best practices in clinical research management.

#### **CLST 1375 FDA AND REGULATORY MATTERS**

**(2-2) Credit: 3**

Introduction to the process of drug and device development and approval, as overseen by the US Food and Drug Administration. Familiarization with regulatory terminology, procedures, and processes will be acquired. The conceptual frameworks for investigational new drug (IND) and devices (IDE) will be outlined.

#### **CLST 1473 GOOD CLINICAL PRACTICE**

**(3-4) Credit: 4**

Prerequisites: CLST 1372.

Good Clinical Practice represents the internationally-recognized quality requirements that must be observed throughout the conduct of a clinical trial. This course will address GCP standards as they apply to human subject research, including the ethical as well as scientific standards held within GCP. Emphasis will be given to audit preparation and audit conduct from the perspective of the investigative site.

#### **CLST 1474 ETHICS IN CLINICAL RESEARCH**

**(3-3) Credit: 4**

Prerequisites: CLST 1371.

This course is an introductory overview of the unique and complex ethical issues surrounding research involving human subjects. This

course will review the evolution of ethical philosophies surrounding clinical trials and the current ethical climate. Provides approaches to ethical decision-making through the development of critical thinking and the ability to recognize the ways in which differing values affect professional roles.

#### **CNBT 1402 MECHANICAL, PLUMBING & ELECTRICAL SYSTEMS IN CONSTRUCTION I**

**(2-4) Credit: 4**

Prerequisites: INTC 1457 or consent of the instructor.

A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to residential and light commercial buildings.

#### **COMM 1307 INTRODUCTION TO MASS COMMUNICATION**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

#### **COMM 2301 INTRODUCTION TO TECHNOLOGY AND HUMAN COMMUNICATION**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

A survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making, and public and private communication contexts. (Cross-listed as SPCH 2301).

#### **COSC 1301 INTRODUCTION TO COMPUTING**

**(2-4) Credit: 3**

Prerequisites: READ 0301, ENGL 0301, MATH 0300.

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

#### **COSC 1436 PROGRAMMING FUNDAMENTALS I**

**(3-3) Credit: 4**

Prerequisites: COSC 1300, COSC 1301, or BCIS 1305.

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

#### **COSC 1437 PROGRAMMING FUNDAMENTALS II**

**(3-3) Credit: 4**

Prerequisites: COSC 1436.

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering.

#### **COSC 2425 COMPUTER ORGANIZATION AND MACHINE LANGUAGE**

**(3-3) Credit: 4**

Prerequisites: COSC 1436

(This course is included in the Field of Study Curriculum for Computer Science)

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages.

**COSC 2426 PROGRAMING FUNDAMENTLS III****(3-3) Credit: 4**

Prerequisite: COSC 1437. (This course is included in the Field of Study Curriculum for Computer Science).

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

**CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

History and philosophy of criminal justice and ethical considerations, crime defined its nature and impact, overview of criminal justice system, prosecution and defense, trial process, and corrections.

**CRIJ 1306 COURT SYSTEMS AND PRACTICES****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

The judiciary in the criminal justice system, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence, and sentencing.

**CRIJ 1307 CRIME IN AMERICA****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

American crime problems in historical perspective, social and public factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (Usually taught concurrently with SOCI 2336. Credit can only be earned for one of these courses. See a counselor for registration information.)

**CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

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

**CRIJ 2301 COMMUNITY RESOURCES IN CORRECTIONS****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

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

**CRIJ 2313 CORRECTIONAL SYSTEMS & PRACTICES****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

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

**CRIJ 2314 CRIMINAL INVESTIGATION****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, case, and trial preparation.

**CRIJ 2323 LEGAL ASPECTS OF LAW ENFORCEMENT****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

Police authority, responsibilities, constitutional restraints, laws of arrest, search and seizure, and police liability.

**CRIJ 2328 POLICE SYSTEMS AND PRACTICES****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

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

**CTMT 2336 CT EQUIPMENT AND METHODOLOGY****(3-0) Credit: 3**

Prerequisites: TSI Satisfied; Graduate of a 2-year accredited medical Radiography Program in Ionized Radiation, ARRT Certificate in Radiography, Radiation Therapy or Nuclear Medicine.

Skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, and quality assurance and radiation protection.

**CTMT 2360 CLINICAL I (CT)****(0-12) Credit: 3**

Prerequisites: TSI Satisfied; Graduate of a 2-year accredited medical Radiography Program in Ionized Radiation, ARRT Certificate in Radiography, Radiation Therapy or Nuclear Medicine.

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

**CTMT 2361 CLINICAL II (CT)****(0-12) Credit: 3**

Prerequisites: TSI Satisfied; Graduate of a 2-year accredited medical Radiography Program in Ionized Radiation, ARRT Certificate in Radiography, Radiation Therapy or Nuclear Medicine.

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

**DRAM 1120 THEATER PRACTICUM I****(1-5) Credit: 1**

Prerequisites: READ 0302, ENGL 0302.

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

**DRAM 1121 THEATER PRACTICUM II****(1-5) Credit: 1**

Prerequisites: DRAM 1120.

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

**DRAM 1310 INTRODUCTION TO THEATRE****(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

Survey of all phases of theater including its history, works, stage techniques, production procedures, and relation to the fine arts. Participation in a major productions may be required.

**DRAM 1330 STAGECRAFT I****(2-4) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

This course provides basic knowledge of the arts and craft of technical theatre including visual aesthetics of design, the physical theatre, scenery construction and painting, properties lighting, and back stage organization.

**DRAM 1341 MAKEUP****(2-4) Credit: 3**

This course covers design and execution of makeup for developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

**DRAM 1351 BEGINNING ACTING I****(2-2) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

Development of basic skills and techniques of acting, including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice,

body, emotion, and analysis as tools for the actor.

**DRAM 2120 THEATER PRACTICUM III**

**(1-5) Credit: 1**

Prerequisites: DRAM 1121.

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

**DRAM 2121 THEATER PRACTICUM IV**

**(1-5) Credit: 1**

Prerequisites: DRAM 2120.

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

**DRAM 2331 STAGECRAFT II**

**(2-4) Credit: 3**

Prerequisites: DRAM 1330.

This course provides basic knowledge of the arts and craft of technical theatre including visual aesthetics of design, the physical theatre, scenery construction and painting, properties lighting, and back stage organization.

**DRAM 2336 VOICE FOR THE THEATER**

**(3-0) Credit: 3**

This course includes a study of the physiology and mechanics of effective voice production. Practice is provided in breath control, articulation, enunciation, pronunciation, and phonetics.

**DRAM 2361 HISTORY OF THE THEATER I**

**(3-0) Credit: 3**

Prerequisites: READ 0302.

Theatre is surveyed from its beginning through the 16<sup>th</sup> century. The theatre is studied in each period as part of the total culture of the period.

**DRAM 2362 HISTORY OF THE THEATER II**

**(3-0) Credit: 3**

Prerequisites: READ 0302.

Theatre is surveyed from the 17<sup>th</sup> century through the 20<sup>th</sup> century. The theatre is studied in each period as part of the total culture of the period.

**DRAM 2366 DEVELOPMENT OF THE MOTION PICTURE**

**(3-3) Credit: 3**

Prerequisites: READ 0302.

An analysis of the motion picture as an art form with special interest in landmark films, directors, actors, and actresses. Selected emphasis will be given to the historical growth and sociological effects of film on society. The lab part of the course will primarily be devoted to viewing selected films.

**ECON 2301 PRINCIPLES OF MACROECONOMICS**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304 or equivalent.

A study of the principles of macroeconomics. The factors of production and the concepts of distribution as these factors and concepts are related to our highly industrial economy, wages, interest, rent, profit, consumption, saving, investment, the business cycle, national income, and fiscal policy.

**ECON 2302 PRINCIPLES OF MICROECONOMICS**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, ECON 2301 with a grade of "C" or better.

A study of the principles of microeconomics, of production and of distribution; the fundamentals of supply and demand; labor; capital; natural resources; international trade; economic growth; and, current economic problems.

**EDUC 1301 INTRODUCTION TO THE TEACHING PROFESSION**

**(3-1) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

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

**EDUC 2301 INTRODUCTION TO SPECIAL POPULATIONS**

**(3-1) Credit: 3**

Prerequisites: EDUC 1301.

An enriched integrated re-service course and content experience that provides an overview of schooling and classrooms from the perspective of language, gender, socioeconomic status, ethnic and academic diversity, and equity, with an emphasis on factors that facilitate learning.

**EMSP 1260 CLINICAL (BASIC)**

**(0-6) Credit: 2**

Prerequisites: READ 0301, ENGL 0301, Enrollment in EMS Program.

Corequisites: EMSP 1501, EMSP 1291.

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

**EMSP 1291 SPECIAL TOPICS IN EMERGENCY MEDICAL TECHNOLOGY**

**(2-0) Credit: 2**

Prerequisites: READ 0301, ENGL 0301, Enrollment in EMS Program.

Corequisites: EMSP 1501, EMSP 1260.

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

**EMSP 1338 INTRODUCTION TO ADVANCED PRACTICE**

**(3-1) Credit: 3**

Prerequisites: READ 0301, ENGL 0301, MATH 0300 Enrollment in the EMS-Advanced EMT program.

Corequisites: EMSP 1262, EMSP 1355, EMSP1356.

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

**EMSP 1355 TRAUMA MANAGEMENT**

**(2-2) Credit: 3**

Prerequisites: READ 0301, ENGL 0301, MATH 0300 Enrollment in the EMS-Advanced EMT Program.

Corequisites: EMSP 1338, EMSP 1356, EMSP 1262.

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

**EMSP 1356 PATIENT ASSESSMENT & AIRWAY MANAGEMENT**

**(2-2) Credit: 3**

Prerequisites: READ 0301, ENGL 0301, MATH 0300 Enrollment in the EMS-Advanced EMT Program.

Corequisites: EMSP 1338, EMSP 1355, EMSP 1262.

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

**EMSP 1362 CLINICAL (ADVANCED)**

**(0-9) Credit: 3**

Prerequisites: READ 0301, ENGL 0301, MATH 0300  
Enrollment in the EMS-Advanced EMT Program.  
Corequisites: EMSP 1338, EMSP 1355, EMSP 1356.  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 1501 EMERGENCY MEDICAL TECHNICIAN – BASIC**

**(4-4) Credit: 5**

Prerequisites: READ 0301, ENGL 0301, Enrollment in EMS Program.  
Corequisites: EMSP 1260, EMSP 1291.  
Preparation for certification as an Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services.

**EMSP 2143 ASSESSMENT BASED MANAGEMENT**

**(0-2) Credit: 1**

Prerequisites: READ 0301, ENGL 0301, MATH 0303  
Enrollment in the EMS-Paramedic.  
Corequisites: EMSP 2430, EMSP 2264.  
A capstone course covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients.

**EMSP 2260 CLINICAL I (PARAMEDIC)**

**(0-6) Credit: 2**

Prerequisites: READ 0301, ENGL 0301, MATH 0303  
Enrollment in the EMS-Paramedic program.  
Corequisites: EMSP 2348, EMSP 2338.  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 2261 CLINICAL II (PARAMEDIC)**

**(0-12) Credit: 2**

Prerequisites: READ 0301, ENGL 0301, MATH 0303  
Enrollment in the EMS-Paramedic program.  
Corequisites: EMSP 2434, EMSP 2544.  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 2264 PRACTICUM (PARAMEDIC)**

**(0-14) Credit: 2**

Prerequisites: READ 0301, ENGL 0301, MATH 0303  
Enrollment in the EMS-Paramedic program.  
Corequisites: EMSP 2143, EMSP 2430.  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 2338 EMS OPERATIONS**

**(3-1) Credit: 3**

Prerequisites: READ 0301, ENGL 0301, MATH 0303  
Enrollment in the EMS-Paramedic program.  
Corequisites: EMSP 2348, EMSP 2260.  
A detailed study of the knowledge and skills to safely manage the scene of an emergency.

**EMSP 2348 EMERGENCY PHARMACOLOGY**

**(3-1) Credit: 3**

Prerequisites: READ 0301, ENGL 0301, MATH 0303  
Enrollment in the EMS-Paramedic program.  
Corequisites: EMSP 2338, EMSP 2260.  
A comprehensive course covering the utilization of medications in treating emergency situations.

**EMSP 2430 SPECIAL POPULATIONS**

**(4-2) Credit: 4**

Prerequisites: READ 0301, ENGL 0301, MATH 0303  
Enrollment in the EMS-Paramedic program.  
Corequisites: EMSP 2143, EMSP 2264.  
A detailed study of the knowledge and skills necessary to assess and manage ill or injured patients in diverse populations.

**EMSP 2434 MEDICAL EMERGENCIES**

**(3-3) Credit: 4**

Prerequisites: READ 0301, ENGL 0301, MATH 0303  
Enrollment in the EMS-Paramedic program.  
Corequisites: EMSP 2544, EMSP 2261.  
A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies.

**EMSP 2544 CARDIOLOGY**

**(4-4) Credit: 5**

Prerequisites: READ 0301, ENGL 0301, MATH 0303, and enrollment in the EMS-Paramedic program.  
Corequisites: EMSP 2434, EMSP 2261.  
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead EKG interpretation.

**ENGL 0301 INTRODUCTION TO WRITING SKILLS**

**(3-1) Credit: 3**

Prerequisites: None.  
Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision.

**ENGL 0302 BASIC WRITING SKILLS**

**(3-1) Credit: 3**

Prerequisites: ENGL 0301.  
Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision.

**ENGL 1301 COMPOSITION I**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
The study of principles and techniques of written, expository, and persuasive composition; analysis of literary, expository and persuasive texts; and critical thinking.

**ENGL 1302 COMPOSITION II**

**(3-0) Credit: 3**

Prerequisites: ENGL 1301.  
Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository and persuasive texts; and critical thinking.

**ENGL 2307 CREATIVE WRITING I**

**(3-0) Credit: 3**

Prerequisites: ENGL 1301.  
Practical experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama.

**ENGL 2308 CREATIVE WRITING II**

**(3-0) Credit: 3**

Prerequisites: ENGL 1301.  
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, or drama.

**ENGL 2311 TECHNICAL AND BUSINESS WRITING**

**(3-0) Credit: 3**

Prerequisites: ENGL 1302.  
Principles, techniques, and skills needed for college-level scientific, technical, or business writing.

**ENGL 2322 BRITISH LITERATURE I**

(3-0) Credit: 3  
Prerequisites: ENGL 1302.  
The study of significant works of British and Commonwealth writers from Anglo-Saxon beginnings to the 19<sup>th</sup> century.

**ENGL 2323 BRITISH LITERATURE II**  
(3-0) Credit: 3

Prerequisites: ENGL 1302.  
The study of significant works of British and Commonwealth writer of the 19<sup>th</sup> century to the present.

**ENGL 2326 AMERICAN LITERATURE (single-semester course)**  
(3-0) Credit: 3

Prerequisites: ENGL 1302.  
Survey of American literature from its origins to present. Selected significant works of American literature. May include study of movements, schools, or periods.

**ENGL 2327 AMERICAN LITERATURE I**  
(3-0) Credit: 3

Prerequisites: ENGL 1302.  
Survey of American literature from the pre-colonial period to the Civil War. period. Selected significant works of American literature. May include study of movements, schools, or periods.

**ENGL 2328 AMERICAN LITERATURE II**  
(3-0) Credit: 3

Prerequisites: ENGL 1302.  
Survey of American literature from the Civil War period to the present. Selected significant works of American literature. May include study of movements, schools, or periods.

**ENGL 2332 WORLD LITERATURE I**  
(3-0) Credit: 3

Prerequisites: ENGL 1302.  
Introduces and examines literary texts and significant works of world mythologies. Readings stress cross-cultural themes and literary forms exemplifying the ideals, values, and concerns that have shaped our shared human condition. Considers works produced in Africa, the Middle East, Asia, Oceania, and Europe from antiquity to the medieval period.

**ENGL 2333 WORLD LITERATURE II**  
(3-0) Credit: 3

Prerequisites: ENGL 1302.  
A continuation of World Literature I, considers works written in Africa, the Middle East, Asia, Oceania, Europe, and the Americas from the early modern periods to the contemporary period. Students examine culturally defining texts that reflect both the uniqueness of culture and the universality of literary themes.

**ENGL 2342 FORMS OF LITERATURE I**  
(3-0) Credit: 3

Prerequisites: ENGL 1302.  
The study of one or more literary genres.

**ENGL 2343 FORMS OF LITERATURE II**  
(3-0) Credit: 3

Prerequisites: ENGL 1302.  
The study of one or more literary genres.

**ENGR 1201 INTRODUCTION TO ENGINEERING**  
(1-3) Credit: 2

Prerequisites: READ 0302, ENGL 0302, MATH 1314.  
An introduction to the engineering profession with emphasis on technical communication and team-based engineering design.

**ENGR 1304 ENGINEERING GRAPHICS**  
(1-3) Credit: 3

Prerequisites: READ 0302, ENGL 0302, MATH 1314.

Introduction to computer-aided drafting using CAD software and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics.

**ENGR 2105 ELECTRICAL CIRCUITS I-LAB**  
(0-3) Credits: 1

Prerequisites: READ 0302, ENGL 0302.  
Co-requisite: ENGR 2305.  
Laboratory experiments supporting theoretical principles presented in ENGR 2305 involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.

**ENGR 2301 ENGINEERING MECHANICS-STATICS**  
(3-0) Credit: 3

Prerequisite: READ 302, ENGL 302, PHYS 2425.  
Pre/Co-requisite: MATH 2414.  
Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.

**ENGR 2302 ENGINEERING MECHANICS-DYNAMICS**  
(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302, ENGR 2301.  
Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.

**ENGR 2305 ELECTRICAL CIRCUITS I**  
(3-0) Credit: 3

Prerequisite: READ 302, ENGL 302, PHYS 2425, MATH 2414.  
Pre/Co-requisite: MATH 2320.  
Co-requisite: ENGR 2301.  
Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems.

**ENVR 1401 ENVIRONMENTAL SCIENCE I**  
(3-3) Credit: 4

Prerequisites: READ 0302, ENGL 0302, MATH 0300.  
The first of a two-semester course sequence surveying interdisciplinary studies and principles for understanding our environment. This course focuses on basic concepts related to chemistry of living and non-living systems, communities and species interaction, sustainability, population biology, environmental health, food and agriculture, pest control, biodiversity, and resources use. It includes a practical laboratory with emphasis on the application of fundamental principles of biology as well as critical thinking. This course is designed to fulfill four credit hours of the natural science component of the core curriculum for non-science majors.

**ENVR 1402 ENVIRONMENTAL SCIENCE II**  
(3-3) Credit: 4

Prerequisites: READ 0302, ENGL 0302, MATH 0300.  
The second of a two-semester course sequence surveying interdisciplinary studies and principles for understanding our environment. This course focuses on basic concepts related to geology and earth resources, global warming, weather, air and

water quality, conventional and sustainable energy, hazardous wastes, ecological economics and environmental policies. It includes laboratory and group discussion with emphasis on current environmental issues. This course is designed to fulfill four credit hours of the Natural Science component of the core curriculum for non-science majors.

**GEOG 1303 WORLD REGIONAL GEOGRAPHY**  
(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices found in those regions. Course content may include one or more regions.

**GOVT 2305 FEDERAL GOVERNMENT\***  
(Federal constitution & topics)  
(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Study of the government of the United States, its theory, principles, and institutions. Political institutions and ideas, origins and development of the Constitution, principles, political parties, legislative, executive, and judicial branches, administration, financing, foreign relations, and national defense.

**GOVT 2306 TEXAS GOVERNMENT\***  
(Texas constitution & topics)  
(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Study of the institutions of government and their functions from the local level to the national with particular emphasis on the city, county, and state governments. Examines in detail and on a comparative basis the United States and Texas Constitutions.

*\*Students may meet the statutory requirement by taking government courses in the following sequence: GOVT 2301 and GOVT 2302, GOVT 2305 and GOVT 2306, GOVT 2301 and GOVT 2305, GOVT 2301, OR GOVT 2306.*

**HART 1401 BASIC ELECTRICITY FOR HVAC**  
(2-4) Credit: 4

Prerequisites: None.  
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

**HART 1403 AIR CONDITIONING CONTROL PRINCIPLES**  
(2-4) Credit: 4

Prerequisites: None.  
A basic study of HVAC and refrigeration controls, troubleshooting of control components, emphasis on use of wiring diagrams to analyze high and low voltage circuits, a review of Ohm's Law as applied to air conditioning controls and circuits.

**HART 1407 REFRIGERATION PRINCIPLES**  
(2-4) Credit: 4

Prerequisites: None.  
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

**HART 1410 HVAC SHOP PRACTICES AND TOOLS**  
(2-4) Credit: 4

Prerequisites: None.  
Tools and instruments used in the HVAC industry. Includes proper application, use and care of these tools, and tubing and piping practices.

**HART 1411 SOLAR FUNDAMENTALS**  
(2-4) Credit: 4

Prerequisites: HART2431, READ 0302, ENGL 0302, MATH 0303.  
Study of heat transference, motors, pumps other mechanical

devices, solid state switches, photovoltaic plates and energy conversion, thermal dynamics, and solar energy.

**HART 1441 RESIDENTIAL AIR CONDITIONING**  
(2-4) Credit: 4

Prerequisites: HART1407 or consent of the instructor.  
A study of components, applications, and installation of mechanical air conditioning systems, including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

**HART 1445 GAS AND ELECTRIC HEATING**  
(2-4) Credit: 4

Prerequisites: HART 1407 or consent of the instructor.  
Study of the procedures and principles used in servicing heating systems, including gas-fired furnaces and electric heating systems.

**HART 2401 AIR CONDITIONING AND REFRIGERATION CODES**  
(2-4) Credit: 4

Prerequisites: HART 1407 or consent of the instructor.  
HVAC standards and concepts with emphasis on the understanding and documentation of the codes and regulations required for the state mechanical contractor's license and local codes.

**HART 2402 COMMERCIAL AIR CONDITIONING SYSTEM DESIGN**  
(2-4) Credit: 4

Prerequisites: HART2431, READ 0302, ENGL 0302, MATH 0303.  
Advanced study in essential elements of commercial air conditioning contracting, including duct systems design and/or material takeoff, weight estimating; equipment selection using manufacturers catalog data, job cost estimating, scheduling, and preparation of shop drawings and submittals.

**HART 2431 ADVANCED ELECTRICITY FOR HVAC**  
(2-4) Credit: 4

Prerequisites: HART 1407 or consent of the instructor.  
Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment, including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices.

**HART 2434 ADVANCED AIR CONDITIONING CONTROLS**  
(2-4) Credit: 4

Prerequisites: HART2431, READ0302, ENGL0302, MATH0303.  
Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls.

**HART 2441 COMMERCIAL AIR CONDITIONING**  
(2-4) Credit: 4

Prerequisites: HART2431, READ0302, ENGL0302, MATH0303.  
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

**HART 2442 COMMERCIAL REFRIGERATION**  
(2-4) Credit: 4

Prerequisites: HART2431, READ0302, ENGL0302, MATH0303.  
Theory and practical application in the maintenance of commercial refrigeration, medium and low temperature application, and ice machines.

**HIST 1301 UNITED STATES HISTORY I**  
(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the European discovery of America through Civil War Reconstruction.

**HIST 1302 UNITED STATES HISTORY II**  
(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Survey of the political, social, economic, military, cultural, and intellectual history of the United States from approximately 1877 to the present.

**HIST 2301 TEXAS HISTORY** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Survey of Texas from the Spanish exploration to the present.

**HIST 2311 WESTERN CIVILIZATION I** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Survey of the political, social, economic, military, cultural, and intellectual development of Europe from prehistory to the Reformation.

**HIST 2312 WESTERN CIVILIZATION II** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Survey of the political, social, economic, military, cultural, and intellectual development of Europe from the Reformation to the present.

**HITT 1211 COMPUTERS IN HEALTH CARE** (2-0) Credit: 2

Prerequisites: ENGL 0301 READ 0301.  
Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data

**HITT 1301 HEALTH DATA CONTENT AND STRUCTURE** (3-1) Credit: 3

Prerequisites: HITT 1305 or HPRS 1206, MDCA 1309 or BIOL 2401, MATH 0300, READ 0302, ENGL 0302.  
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

**HITT 1305 MEDICAL TERMINOLOGY I** (3-0) Credit: 3

Prerequisites: READ 0301, ENGL 0301.  
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

**HITT 1341 CODING AND CLASSIFICATIONS SYSTEMS** (2-2) Credit: 3

Prerequisites: HITT 1305 or HPRS 1206, MDCA 1309 or BIOL 2401, READ 0302, ENGL 0301.  
Basic coding rules, conventions, and guidelines using clinical classification systems.

**HITT 1353 LEGAL/ETHICAL ASPECTS OF HEALTH INFORMATION** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302, and, ENGL 1301.  
Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

**HITT 1355 HEALTH CARE STATISTICS** (3-0) Credit: 3

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data. Prepare statistical reports to support healthcare information and department operations and services; formulate statistics that meet medical and administrative reporting needs and requirements of government regulatory and voluntary agencies;

and analyze health care statistics, vital statistics, descriptive statistics, data validity, and reliability; assess methods of healthcare data; and utilize appropriate methods of data display

**HITT 2335 CODING & REIMBURSEMENT METHODOLOGIES** (2-2) Credit: 3

Prerequisites: Prerequisites: HITT 1341  
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

**HITT 2340 ADVANCED MEDICAL BILLING AND REIMBURSEMENT** (2-2) Credit: 3

Prerequisites: HITT 1341, POFM 1327, HITT 1353, READ 0302, ENGL 0302, MATH 0303.  
Study of coding skills to prepare reimbursement forms in various health care settings for submission to payers.

**HITT 2346 ADVANCE MEDICAL CODING** (2-2) Credit: 3

Prerequisites: HITT 1341 and HITT 2335.  
Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

**HPRS 1205 ESSENTIALS OF MEDICAL LAW/ETHICS FOR HEALTH PROFESSIONALS** (2-0) Credit: 2

Prerequisites: READ 0302, ENGL 0301.  
Introduction to the relationship between legal aspects and ethics in health care, with emphasis on responsibilities of health care professionals.

**HPRS 1206 ESSENTIALS OF MEDICAL TERMINOLOGY** (2-0) Credit: 2

Prerequisites: READ 0302, ENGL 0301.  
A study of common medical terminology, word origin, structure, and application.

**HPRS 1310 INTRO TO PHARMACOLOGY** (3-0) Credit: 3

Prerequisites: None.  
A study of drug classifications, actions, therapeutic uses, adverse effects, and routes of administration. Does NOT include dosage calculations.

**HUMA 1301 INTRODUCTION TO THE HUMANITIES I** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
An overview of the major artists, works and discourse of the fine arts, including art, music, literature, and theatre; to acquaint students with the cultural heritage of Western Civilization and provide limited exposure to non-western traditions.

**HUMA 1302 INTRODUCTION TO THE HUMANITIES II** (3-0) Credit: 3

Prerequisites: ENGL 1301.  
A multi-cultural/cross-cultural course. By critically evaluating humanities texts from a variety of cultural and ethnic backgrounds, students will explore the issues confronting men, women, and families; the role of education as a bridge to community; and, conflicts between individual rights and community rights. The primary goal of the course will be to seek an ethical balance between the needs of the individual and the needs of the global community. Public and private attitudes toward community will be further analyzed through literary works, art, music, and film.

**HYDR 1445 HYDRAULICS AND PNEUMATICS** (2-4) Credit: 4

Prerequisites: None.  
Fundamentals of hydraulics and types of hydraulic pumps, cylinders, valves, motors, and related systems including

operations, maintenance, and system analysis.

**HYDR 1450 HYDRAULICS, FABRICATION & REPAIR**  
(2-4) Credit: 4

Prerequisites: HYDR 1445.

Fabrication of hydraulic power units with all components to provide fluid power for an industrial or mobile operation. Includes techniques and methods of constructing conduits and fittings.

**HYDR 2430 FLUID POWER SYSTEM DESIGN**  
(2-4) Credit: 4

Prerequisites: INTC1457, READ0302, ENGL0302, MATH0303.

Advanced operation of servo and proportional valves and their controls, open loop, and closed loop systems. Topics include: filtration requirements for all hydraulic systems; operation of hydraulic circuits; design circuits, including hydraulics, pneumatics, electrical/electronic controls, and mechanical interface.

**IFWA 1318 NUTRITION FOR THE FOOD SERVICES PROFESSIONAL**  
(3-0) Credit: 3

Prerequisites: None.

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

**INMT 1455 INDUSTRIAL POWER PLANT SYSTEMS**  
(2-4) Credit: 4

Prerequisites: INTC 1457.

A study of the principles of operation and maintenance of industrial power plants. The major engine systems will be studied. Emphasis will be placed on component replacement, tune-up, and field adjustments.

**INTC 1457 AC/DC MOTOR CONTROL**  
(2-4) Credit: 4

Prerequisites: HYDR 1445.

A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.

**MATH 0300 BASIC MATHEMATICS**  
(3-2) Credit: 3

Prerequisites: None.

Students will learn to use arithmetic operations, signed numbers, fractions, decimals, ratios, percents, and proportions, and will be introduced to basic concepts in algebra, geometry, and statistics.

**MATH 0303 INTRODUCTORY ALGEBRA**  
(3-2) Credit: 3

Prerequisites: MATH 0300.

Students will learn to simplify variable expressions, solve and graph linear equations and linear inequalities, understand functional notation, and use integer exponents.

**MATH 0304 INTERMEDIATE ALGEBRA**  
(3-1) Credit: 3

Prerequisites: READ 0301, ENGL 0301, MATH 0303.

Students will study relations and functions, factoring and more complex inequalities, rational expressions and quadratics, and systems of equations.

**MATH 1314 COLLEGE ALGEBRA**  
(3-1) Credit: 3

Prerequisites: READ 0302, ENGL 0302, MATH 0304.

An introduction to the basic concepts of modern algebra. Topics are taken from relations, functions, equations, inequalities, determinants, matrices.

**MATH 1316 PLANE TRIGONOMETRY**  
(3-0) Credit: 3

Prerequisites: A grade of "C" or better in MATH 1314.

Trigonometric functions and their applications, trigonometric equations and identities, solving right and oblique triangles, radian measure.

**MATH 1324 MATH FOR BUSINESS & SOCIAL SCIENCES I**  
(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302, MATH 0304.

An introduction to topics from college algebra from the finite point of view with applications to business. Topics include sets, inequalities, functions, linear programming, statistics, probability theory, and matrices.

**MATH 1325 MATH FOR BUSINESS & SOCIAL SCIENCES II**  
(3-0) Credit: 3

Prerequisites: Grade of "C" or better in MATH 1324.

An introduction to topics from analytic geometry and calculus, as applied to business and economics. Topics include maxima and minima of functions and non-linear curves.

**MATH 1332 CONTEMPORARY MATH I**  
(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302, MATH 0304.

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. This class is intended for non-math and non-science majors.

**MATH 1342 ELEMENTARY STATISTICAL METHODS**  
(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302, MATH 0304.

Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software.

**MATH 1350 MATH FOR TEACHERS I**  
(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302, MATH 1314.

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

**MATH 1351 MATH FOR TEACHERS II**  
(3-0) Credit: 3

Prerequisites: Grade of "C" or better in MATH 1350.

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

**MATH 2318 LINEAR ALGEBRA**  
(3-0) Credit: 3

Prerequisites: MATH 1316 or MATH 2312.

Finite dimensional vector spaces, linear transformations and matrices, quadratic forms, and Eigen values and eigenvectors.

**MATH 2320 DIFFERENTIAL EQUATIONS**  
(3-0) Credit: 3

Prerequisites: MATH 2413.

Solutions of ordinary differential equations and applications.

**MATH 2312 PRECALCULUS MATHEMATICS**  
(3-0) Credit: 0

Prerequisites: READ 0302, ENGL 0302, MATH 0304.

A concise integrated treatment of the mathematical concepts necessary for calculus. Intended for students with good ability in

mathematics. Elementary functions and their graphs, including polynomials, rational algebraic functions, exponential and logarithmic concepts, geometric and trigonometric functions, systems of equations and inequalities and topics from analytic geometry.

#### **MATH 2413 CALCULUS I**

**(3-3) Credit: 4**

Prerequisites: MATH 1316 or MATH 2312.

Inequalities, introductory topics from analytic geometry, limits and definition of the derivative, derivative of algebraic and trigonometric functions, differentials, curve sketching, applications of derivatives, maxima and minima, the mean value theorem, introduction to integration, definite and indefinite integrals, and basic applications of integration.

#### **MATH 2414 CALCULUS II**

**(3-3) Credit: 4**

Prerequisites: A grade of "C" or better in MATH 2413.

Differentiation and integration of transcendental functions, methods of integration for more complex functions, indeterminate forms and improper integrals, applications of integration, polar coordinates and parametric equations, Taylor series, infinite series, and power series.

#### **MATH 2415 CALCULUS III**

**(3-3) Credit: 4**

Prerequisites: MATH 2414.

Vectors in the plane and in space, vector functions, vector differentiation and integration, differentiation of functions of several variables, and multiple integrals.

#### **MDCA 1309 ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS**

**(3-0) Credit: 3**

Prerequisites: READ 0301, ENGL 0301

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

#### **MLAB 2460 CLINICAL/MEDICAL LABORATORY TECHNICIAN**

**(0-12) Credit: 4**

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

#### **MLAB 2461 CLINICAL/MEDICAL TECHNICIAN II**

**(0-12) Credit: 4**

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

#### **MRIT 1191 SPECIAL TOPICS IN MRI (MRI PATHOLOGY)**

**(1-0) Credit: 1**

Prerequisites: None.

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

#### **MRIT 1291 SPECIAL TOPICS IN MRI (MRI REGISTRY REVIEW)**

**(2-0) Credit: 2**

Prerequisites: None.

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

#### **MRIT 2330 PRINCIPLES OF MAGNETIC RESONANCE IMAGING**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, certification in a Radiologic Health Sciences program, and enrollment in the post-associate Magnetic Resonance Imaging Technology program.

In-depth coverage of magnetic resonance imaging techniques. Image quality assurance and safety protocols are emphasized.

#### **MRIT 2334 MAGNETIC RESONANCE IMAGING EQUIPMENT AND METHODOLOGY**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, certification in a Radiologic Health Sciences program, and enrollment in the post-associate Magnetic Resonance Imaging Technology program.

Skill development in the operation of magnetic resonance imaging equipment, focusing on routine procedures and safety protocols, image quality, and quality assurance.

#### **MRIT 2355 MAGNETIC RESONANCE IMAGING PHYSICS**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, MRIT 2330, certification in a Radiologic Health Sciences program, and enrollment in the post-associate Magnetic Resonance Imaging Technology program.

A study of Magnetic Resonance Imaging (MRI) physics which includes principles of electrodynamics, pulse sequences, sequence parameters and options, and spin echo and gradient echo techniques.

#### **MRIT 2560 CLINICAL I**

**(0-16) Credit: 5**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, certification in a Radiologic Health Sciences program, and enrollment in the post-associate Magnetic Resonance Imaging Technology program.

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

#### **MRIT 2561 CLINICAL II**

**(0-16) Credit: 5**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, certification in a Radiologic Health Sciences program, and enrollment in the post-associate Magnetic Resonance Imaging Technology program.

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

#### **MRMT 1307 MEDICAL TRANSCRIPTION I**

**(2-3) Credit: 3**

Prerequisites: HITT 1305 or HPRS 1206, MDCA 1309 or BIOL 2401, and ENGL 1301.

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

#### **MRMT 2333 MEDICAL TRANSCRIPTION II**

**(2-3) Credit: 3**

Prerequisites: MRMT 1307.

Transcription of advanced medical reports with increasing speed and accuracy including history and physicals, consultations,

discharge summaries, operative reports, and other medical reports.

### Applied Music

#### MUAP-11XX – Secondary Instrument

(1-1) Credit: 1

Prerequisites: None.

Secondary Instrument – Designed for the non-music major wishing to improve his/her ability on a certain instrument (or voice), or for the music major in partial fulfillment of the secondary instrument requirement. Performance on a minimum of one student recital or jury each semester is required. (One ½ hour lesson per week; minimum 5 practice hours per week; repeatable 4 times for credit.)

MUAP-1102 Violin	MUAP-1145 Trombone
MUAP-1105 Viola	MUAP-1149 Euphonium/Baritone
MUAP-1113 Bass	MUAP-1153 Tuba
MUAP-1117 Flute	MUAP-1157 Percussion
MUAP-1121 Oboe	MUAP-1161 Guitar
MUAP-1125 Bassoon	MUAP-1165 Organ
MUAP-1129 Clarinet	MUAP-1169 Piano
MUAP-1133 Saxophone	MUAP-1185 Voice
MUAP-1137 Trumpet	MUAP-1187 Harpsichord
MUAP-1141 French Horn	

#### MUAP-12XX – Principal Instrument

(1-1) Credit: 2

Principal Instrument – Designed for the music major (but open to non-music majors) to develop proficiency on his/her chosen instrument (or voice). Technical, tonal, and interpretive ability are stressed. Materials used are commensurate with the student's ability. Performance on a minimum of one student recital or jury is required each semester. (One 1-hour or two ½-hour lessons per week; minimum 10 practice hours per week; repeatable 4 times for credit.)

MUAP-1202 Violin	MUAP-1245 Trombone
MUAP-1205 Viola	MUAP-1249 Euphonium/Baritone
MUAP-1213 Bass	MUAP-1253 Tuba
MUAP-1217 Flute	MUAP-1257 Percussion
MUAP-1221 Oboe	MUAP-1261 Guitar
MUAP-1225 Bassoon	MUAP-1265 Organ
MUAP-1229 Clarinet	MUAP-1269 Piano
MUAP-1233 Saxophone	MUAP-1285 Voice
MUAP-1237 Trumpet	MUAP-1287 Harpsichord
MUAP-1241 French Horn	

### Music Ensembles

#### MUEN 1131 INSTRUMENTAL ENSEMBLE

(0-3) Credit: 1

Prerequisites: READ 0302, ENGL 0302.

Open to all instrumentalists. Literature will be determined by the variety of the instruments.

#### MUEN 1141 CHOIR

(1-1) Credit: 1

Prerequisites: None.

Open to all singers. Choral literature of a variety of periods and styles will be rehearsed and performed.

#### MUEN 1240 ISLAND STEEL DRUM BAND

(0-2) Credit: 2

Prerequisites: None.

Study and performance of the steel drum band repertory and works by contemporary composers. Emphasizes ensemble techniques including rhythm, balance, phrasing, and expression.

#### MUSI 1181 CLASS PIANO

(1-2) Credit: 1

Prerequisites: None.

Class instruction in the fundamentals of keyboard technique for

beginning piano.

#### MUSI 1182 CLASS PIANO

(1-2) Credit: 1

Prerequisites: MUSI 1181.

Class instruction in the fundamentals of keyboard technique for beginning piano.

#### MUSI 1183 CLASS VOICE

(1-2) Credit: 1

Prerequisites: None.

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training.

#### MUSI 1184 CLASS VOICE

(1-2) Credit: 1

Prerequisites: MUSI 1183.

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training.

#### MUSI 1192 CLASS GUITAR

(1-2) Credit: 1

Prerequisites: None.

Class instruction in the fundamental techniques of playing and teaching guitar.

#### MUSI 1193 CLASS GUITAR

(1-2) Credit: 1

Prerequisites: MUSI 1192.

Class instruction in the fundamental techniques of playing and teaching guitar.

#### MUSI 1306 MUSIC APPRECIATION

(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.

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

#### MUSI 1310 AMERICAN MUSIC

(3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

#### MUSI 2181 CLASS PIANO

(1-2) Credit: 1

Prerequisites: MUSI 1182.

Class instruction in the fundamentals of keyboard technique for beginning piano.

#### MUSI 2182 CLASS PIANO

(1-2) Credit: 1

Prerequisites: MUSI 2181.

Class instruction in the fundamentals of keyboard technique for beginning piano.

#### MUSI 2183 CLASS VOICE

(1-2) Credit: 1

Prerequisites: MUSI 1184.

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training.

#### MUSI 2184 CLASS VOICE

(1-2) Credit: 1

Prerequisites: MUSI 2183.

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice training.

**MUSI 2192 CLASS GUITAR****(1-2) Credit: 1**

Prerequisites: MUSI 1193.

Class instruction in the fundamental techniques of playing and teaching guitar.

**MUSI 2193 CLASS GUITAR****(1-2) Credit: 1**

Prerequisites: MUSI 2192.

Class instruction in the fundamental techniques of playing and teaching guitar.

**NMTT 1162 CLINICAL-NUCLEAR MEDICAL TECHNOLOGY****(0-6) Credit: 1**

Prerequisite: READ 0302; ENGL 0302; MATH 0304, and Enrollment in the Nuclear Medicine Technology Program.

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

**NMTT 1205 NUCLEAR MEDICINE DATA PROCESSING****(1-2) Credit: 2**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and Enrollment in the Nuclear Medicine Technology Program.

Develop proficiency in the use of computer systems for processing various nuclear medicine procedures.

**NMTT 1301 INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY****(1-4) Credit: 3**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and Enrollment in the Nuclear Medicine Technology Program.

Introduction to the field of nuclear medicine with emphasis on the principles of radiation safety, health physics, ethics, and the various studies performed in a nuclear medicine area.

**NMTT 1303 RADIATION BIOLOGY AND SAFETY****(3-0) Credit: 3**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and Enrollment in RADT and NMTT

Principles of radiation biology and safety. Includes the effects of radiation on biologic systems, genetic and subcellular interactions, and occupational exposure of radiologic personnel.

**NMTT 1309 NUCLEAR MEDICINE INSTRUMENTATION****(3-2) Credit: 3**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and Enrollment in the Nuclear Medicine Technology Program.

Application of instrumentation used in the measurement and analysis of ionizing radiation with emphasis on gamma spectrometry and quality assurance.

**NMTT 1313 NUCLEAR MEDICINE PHYSICS****(3-0) Credit: 3**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and Enrollment in the Nuclear Medicine Technology Program.

A comprehensive study of the physical principles associated with nuclear medicine.

**NMTT 2235 NUCLEAR MEDICINE TECHNOLOGY SEMINAR****(1-2) Credit: 2**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and Enrollment in the Nuclear Medicine Technology Program.

A capstone course focusing on the synthesis of professional knowledge, skills and attitudes in preparation for professional employment and lifelong learning.

**NMTT 2301 RADIOCHEMISTRY AND RADIOPHARMACY****(3-2) Credit: 3**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and enrollment in the Nuclear Medicine Technology Program.

Includes radioactive decay and production of radionuclides. Emphasis on radiopharmaceuticals and their ideal characteristics, biodistribution, and clinical applications. Incorporates quality control tests and mathematical equations.

**NMTT 2309 NUCLEAR MEDICINE METHODOLOGY II****(3-0) Credit: 3**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and enrollment in the Nuclear Medicine Technology Program

Principles and practices involved in nuclear medicine regarding cardiovascular, genitourinary, respiratory systems, and miscellaneous procedures. Emphasizes patient care, anatomy, physiology, radiopharmaceuticals, instrumentation, data processing and analysis, and diagnostic value.

**NMTT 2313 NUCLEAR MEDICINE METHODOLOGY III****(3-0) Credit: 3**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and Enrollment in the Nuclear Medicine Technology Program.

Principles and practices involved in nuclear medicine regarding gastrointestinal, central nervous system, skeletal system, tumor and inflammation processes and miscellaneous procedures. Emphasizes patient care, anatomy, physiology, pathology, radiopharmaceuticals, instrumentation, data processing and analysis, and diagnostic values.

**NMTT 2361 CLINICAL- NUCLEAR MEDICAL TECHNOLOGY****(0-9) Credit: 3**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and Enrollment in the Nuclear Medicine Technology Program.

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

**NMTT 2366 PRACTICUM-NUCLEAR MEDICAL TECHNOLOGY****(0-28) Credit: 3**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and enrollment in the Nuclear Medicine Technology Program.

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

**NMTT 2367 PRACTICUM-NUCLEAR MEDICAL TECHNOLOGY****(0-28) Credit: 3**

Prerequisites: READ 0302; ENGL 0302; MATH 0304, and enrollment in the Nuclear Medicine Technology Program.

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

**PFPB 1402 MECHANICAL PLUMBING AND ELEC SYSTEMS****(2-4) Credit: 4**

Pre-requirements: CETT 1402, HART 1403, or HART 1407.

A study of electrical, plumbing, and mechanical systems used in both residential and commercial construction. Course content will include system design, component selection and utilization for energy conservation and project management. Also, includes new green building techniques, guidelines, and requirements, construction codes, inspections, sequence of events and estimation. Specific systems included are electrical, fire protection, power generation and distribution, lighting, air conditioning,

heating, ventilation, communication and plumbing. Techniques of application and installation will be included in the laboratory exercises.

**PFPB 1413 INTRODUCTION TO THE PLUMBING TRADE**  
(2-4) Credit: 4

Prerequisites: None.  
Material selection, mathematical calculations applicable to the plumbing trade, hand and power tools, and safety practices.

**PFPB 1421 PLUMBING MAINTENANCE AND REPAIR**  
(2-4) Credit: 4

Prerequisites: HYDR 1445 or consent of the instructor.  
Instruction in the practices and procedures employed by a plumber in the usual and unusual service work in the field of residential plumbing repairs including public relations.

**PHED 1100 AEROBICS: DANCE**  
(1-2) Credit: 1

Prerequisites: None.  
Provides knowledge of aerobic conditioning and techniques.

**PHED 1101 GYMNASTICS**  
(1-2) Credit: 1

Prerequisites: None.  
Emphasizes knowledge and skills of gymnastic conditioning.

**PHED 1103 FITNESS FOR LIFE I**  
(1-2) Credit: 1

Prerequisites: None.  
Introduces physical fitness conditioning and wellness techniques.

**PHED 1104 FITNESS FOR LIFE II**  
(1-2) Credit: 1

Prerequisites: None.  
Provides advanced knowledge of physical fitness conditioning and wellness techniques.

**PHED 1105 ARCHERY**  
(1-2) Credit: 1

Prerequisites: None.  
Emphasizes the knowledge and skills of archery.

**PHED 1106 AEROBICS: CROSS TRAINING**  
(1-2) Credit: 1

Prerequisites: None.  
Emphasizes knowledge of cross training conditioning and techniques.

**PHED 1107 AEROBICS II**  
(1-2) Credit: 1

Prerequisites: None.  
Emphasizes advanced skills of aerobic conditioning and techniques.

**PHED 1110 BOWLING I**  
(1-2) Credit: 1

Prerequisites: None.  
Introduces the knowledge and skills required in the sport of bowling.

**PHED 1111 BOWLING II**  
(1-2) Credit: 1

Prerequisites: None.  
Provides advanced knowledge and skills in the sport of bowling.

**PHED 1112 HATHA YOGA II**  
(1-2) Credit: 1

Prerequisites: None.  
Provides advanced knowledge of Hatha Yoga conditioning and techniques.

**PHED 1113 TOTAL BODY FITNESS I**  
(1-2) Credit: 1

Prerequisites: None.  
Introduction to physical fitness conditioning and wellness techniques.

**PHED 1114 TOTAL BODY FITNESS II**  
(1-2) Credit: 1

Prerequisites: None.  
Emphasizes advanced physical fitness conditioning and wellness techniques.

**PHED 1115 CANOEING**  
(1-2) Credit: 1

Prerequisites: None.  
Introduces the knowledge of canoeing.

**PHED 1117 FITNESS TRAINING: LAW ENFORCEMENT I**  
(1-2) Credit: 1

Prerequisites: None.  
Introduces the physical fitness conditioning and techniques required in law enforcement.

**PHED 1118 FITNESS TRAINING: LAW ENFORCEMENT II**  
(1-2) Credit: 1

Prerequisites: None.  
Provides advanced physical fitness conditioning and techniques required in law enforcement.

**PHED 1133 INTRODUCTION TO GOLF I**  
(1-2) Credit: 1

Prerequisites: None.  
Introduces the basic skills and techniques of golf.

**PHED 1134 INTRODUCTION TO GOLF II**  
(1-2) Credit: 1

Prerequisites: None.  
Emphasizes improved skills and knowledge of golf.

**PHED 1136 BASKETBALL**  
(1-2) Credit: 1

Prerequisites: None.  
Emphasizes the knowledge and skills of basketball.

**PHED 1137 WALKING AND JOGGING I**  
(1-2) Credit: 1

Prerequisites: None.  
Introduces physical fitness conditioning through cardiovascular training, walking and jogging.

**PHED 1138 WALKING AND JOGGING II**  
(1-2) Credit: 1

Prerequisites: None.  
Provides advanced knowledge of physical fitness conditioning through cardiovascular training, walking and jogging.

**PHED 1139 INDOOR SOCCER I**  
(1-2) Credit: 1

Prerequisites: None.  
Introduces student to indoor soccer: rules, game play, offensive and defensive skills.

**PHED 1141 INTRODUCTION TO VOLLEYBALL**  
(1-2) Credit: 1

Prerequisites: None.  
Introduces the basic knowledge of skills involved in volleyball.

**PHED 1142 YOGA I**  
(1-2) Credit: 1

Prerequisites: None.  
Introduces yoga conditioning and techniques.

**PHED 1143 YOGA II** (1-2) Credit: 1

Prerequisites: None.  
Emphasizes advanced yoga conditioning and techniques.

**PHED 1144 STRENGTH & CONDITIONING** (1-2) Credit: 1

Prerequisites: None.  
Provides improved knowledge of physical fitness conditioning techniques.

**PHED 1145 LIFE SAVING** (1-2) Credit: 1

Prerequisites: None.  
Provides the knowledge and skills needed in life saving.

**PHED 1146 STRETCH & TONE I** (1-2) Credit: 1

Prerequisites: None.  
Introduces students to basic knowledge of physical fitness and core conditioning techniques.

**PHED 1147 STRETCH & TONE II** (1-2) Credit: 1

Prerequisites: None.  
Emphasizes advanced core conditioning techniques.

**PHED 1148 WEIGHT TRAINING I** (1-2) Credit: 1

Prerequisites: None.  
Introduces knowledge of physical fitness conditioning and weight training techniques.

**PHED 1149 WEIGHT TRAINING II** (1-2) Credit: 1

Prerequisites: None.  
Provides advanced knowledge of physical fitness conditioning and weight training techniques.

**PHED 1150 BADMINTON** (1-2) Credit: 1

Prerequisites: None.  
Introduces students to the basic knowledge and skills involved in badminton.

**PHED 1153 LIFEGUARD TRAINING** (1-2) Credit: 1

Prerequisites: None.  
Provides basic lifeguard training.

**PHED 1164 INTRODUCTION TO PHYSICAL FITNESS & SPORT** (1-0) Credit: 1

Prerequisites: READ 0302, ENGL 0302.  
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. Students will demonstrate vocabulary and application towards motor development, physical fitness, careers and professionalism in sport science, basic biomechanics function, teaching and coaching concepts, and general wellness.

**PHED 1301 INTRODUCTION TO PHYSICAL FITNESS & SPORT** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

**PHED 1304 PERSONAL/COMMUNITY HEALTH I** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Investigation of the principles and practices in relation to personal and community health.

**PHED 1305 PERSONAL/ COMMUNITY HEALTH II** (3-0) Credit: 3

Prerequisites: None.  
Investigation of the principles and practices in relation to personal and community health.

**PHED 1306 FIRST AID** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
This course is a study of emergency first aid and safety procedures as established by the American Red Cross. Instruction includes Standard First Aid and Personal Safety, and Cardiopulmonary Resuscitation (CPR). Upon successful completion of the course, American Red Cross Certifications are awarded.

**PHED 1308 SPORTS OFFICIATING I** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Instruction in rules, interpretation, and mechanics of officiating selected sports.

**PHED 1321 COACHING/SPORT/ATHLETICS I** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Students will demonstrate basic vocabulary and application towards coaching college athletics, NJCAA and NCAA rules and regulations, goal setting, motivation, coaching philosophies, and application of sports in an educational setting.

**PHED 1331 PHYSICAL EDUCATION FOR ELEMENTARY EDUCATION MAJORS** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness, and kinesiology.

**PHED 1336 INTRODUCTION TO RECREATION I** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Students will gain knowledge of recreation and leisure studies and their importance to movement studies. Students will learn how they impact their lives and the lives of other people. Students will explore the organizational structure of recreational activities.

**PHED 1338 CONCEPTS OF FITNESS** (3-0) Credit: 3

Prerequisites: READ 0302, ENGL 0302.  
Concepts and use of physiological variables of fitness, individual testing and consultation, and the organization of sport and fitness programs.

**PHED 2100 FITNESS TRAINING: LAW ENF III** (1-2) Credit: 1

Prerequisites: None.  
Provides advanced physical fitness conditioning and techniques required in law enforcement.

**PHED 2101 FITNESS TRAINING: LAW ENF IV** (1-2) Credit: 1

Prerequisites: None.  
Provides advanced physical fitness conditioning and techniques required in law enforcement.

**PHED 2114 SWIMMING I** (1-2) Credit: 1

Prerequisites: None.  
Introduces swimming conditioning and techniques.

**PHED 2115 SWIMMING II**

(1-2) Credit: 1  
Prerequisites: None.  
Emphasizes advanced swimming conditioning and techniques.

**PHED 2116 SURFING I**  
(1-2) Credit: 1  
Prerequisites: None.  
Introduces the basic techniques of surfing.

**PHED 2117 SURFING II**  
(1-2) Credit: 1  
Prerequisites: None.  
Emphasizes advanced techniques of surfing.

**PHED 2139 INDOOR SOCCER II**  
(1-2) Credit: 1  
Prerequisites: None.  
Emphasizes improved knowledge of indoor soccer: rules, game play, offensive, and defensive skills.

**PHED 2356 CARE AND PREVENTION OF ATHLETIC INJURIES**  
(3-0) Credit: 3  
Prerequisite: READ 0301, ENGL 0301  
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

**PHIL 1301 INTRODUCTION TO PHILOSOPHY**  
(3-0) Credit: 3  
Prerequisites: READ 0302, ENGL 0302.  
Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning.

**PHIL 1316 HISTORY OF RELIGIONS I**  
(3-0) Credit: 3  
Prerequisites: READ 0302, ENGL 0302.  
An historical survey of major religions.

**PHIL 2303 INTRODUCTION TO LOGIC**  
(3-0) Credit: 3  
Prerequisites: READ 0302, ENGL 0302.  
Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning, and fallacies.

**PHIL 2306 INTRODUCTION TO ETHICS**  
(3-0) Credit: 3  
Prerequisites: READ 0302, ENGL 0302.  
Classical and contemporary theories concerning the good life, human conduct in society, and moral ethical standards.

**PHIL 2307 INTRO TO SOCIAL & POLITICAL PHILOSOPHY**  
(3-0) Credit: 3  
Prerequisites: READ 0302, ENGL 0302.  
Critical examination of the major theories concerning the organization of societies and philosophy government.

**PHIL 2321 PHILOSOPHY OF RELIGION**  
(3-0) Credit: 3  
Prerequisites: READ 0302, ENGL 0302.  
A critical investigation of major religious ideas and experiences.

**PHYS 1401 COLLEGE PHYSICS I**  
(3-3) Credit: 4  
Prerequisites: MATH 0304, READ 0302 ENGL 0302.  
The first course of an algebra-level physics sequence, with

laboratory that includes study of mechanics and heat waves.

**PHYS 1402 COLLEGE PHYSICS II**  
(3-3) Credit: 4  
Prerequisites: MATH 0304, READ 0302 ENGL 0302.  
The second course of an algebra-level physics sequence, with laboratory that includes study of electricity, magnetism, and modern physics.

**PHYS 1405 ELEMENTARY PHYSICS I**  
(3-3) Credit: 4  
Prerequisites: READ 0302, ENGL 0302, MATH 0303.  
This course is for non-science majors and introduces the principles of physics. Emphasis is on classical mechanics, atomic nature of matter, and thermodynamics.

**PHYS 1407 ELEMENTARY PHYSICS II**  
(3-3) Credit: 4  
Prerequisites: READ0302, ENGL0302, MATH0303, PHYS1405.  
This course is for non-science majors and introduces the principles of physics. Emphasis is on modern developments in physics. Topics include mechanical waves and acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic and nuclear physics, and relativity.

**PHYS 2425 UNIVERSITY PHYSICS I**  
(3-3) Credit: 4  
Prerequisites: Credit for or registration in MATH 2413.  
The first course of a calculus-level physics sequence, with laboratory, that includes study of mechanics and heat waves.

**PHYS 2426 UNIVERSITY PHYSICS II**  
(3-3) Credit: 4  
Prerequisites: PHYS 2425.  
The second course of a calculus-level physics sequence, with laboratory, that includes study of electricity and magnetism.

**POFM 1309 MEDICAL OFFICE PROCEDURES**  
(2-2) Credit: 3  
Prerequisites: 1309, POFT 1313, POFT 1301 or ENGL 1301, POFM 1327, HITT 1341, HITT 1353, and MATH 0303.  
Study of current office procedures, duties, and responsibilities applicable to an office environment.

**POFM 1327 MEDICAL INSURANCE**  
(3-0) Credit: 3  
Prerequisites: HITT 1305, MDCA 1309 or BIOL 2401.  
Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

**PSTR 1301 FUNDAMENTALS OF BAKING**  
(2-3) Credit: 3  
Prerequisites: None.  
Co-requisites: CHEF 1205, TSI Satisfied or approval of the Division Director.  
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

**PSTR 2331 ADVANCED PASTRY SHOP**  
(2-3) Credit: 3  
Prerequisites: None.  
A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work and decorations. Emphasis on advanced techniques.

**PSYC 1300 LEARNING FRAMEWORK**  
(3-0) Credit: 3  
Prerequisites: None.

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

### **PSYC 2301 GENERAL PSYCHOLOGY**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

A survey of the major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior.

### **PSYC 2306 HUMAN SEXUALITY**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

Study of the psychological, sociological, and physiological aspects of human sexuality.

### **PSYC 2308 CHILD PSYCHOLOGY**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

Study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan.

### **PSYC 2311 ADULT DEVELOPMENT**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0300.

Study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan.

### **PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT**

**(3-0) Credit: 3**

Prerequisites: PSYC 2301.

Study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan.

### **PSYC 2315 PSYCHOLOGY OF ADJUSTMENT**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.

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

### **PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304.

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.

### **PSYC 2319 SOCIAL PSYCHOLOGY**

**(3-0) Credit: 3**

Prerequisites: PSYC 2301 or SOCI 1301.

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group process.

### **RADR 1166 PRACTICUM I**

**(0-14) Credit: 1**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and enrollment in the Radiography program.

Corequisites: RADR 1411, RADR 1301, RADR 1303, and NMTT 1303.

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

### **RADR 1301 INTRODUCTION TO RADIOGRAPHY**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and enrollment in the Radiography program.

Corequisites: RADR 1411, RADR 1166, NMTT 1303, RADR 1303.

An overview of historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system.

### **RADR 1303 PATIENT CARE**

**(2-2) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304 and enrollment in Radiologic Health Science program.

Corequisites RADR 1411, RADR 1166, and NMTT 1303, RADR 1301.

An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.

### **RADR 1313 PRINCIPLES OF RADIOGRAPHIC IMAGING I**

**(3-0) Credit: 3**

Prerequisites: RADR 1411, RADR 1301, NMTT 1303, RADR 1303, and RADR 1166 and enrollment in the Radiography program.

Corequisites: RADR 1366, RADR 2401.

Radiographic image quality and the effects of exposure variables.

### **RADR 1366 PRACTICUM II**

**(0-21) Credit: 3**

Prerequisites: RADR 1411, RADR 1301, NMTT 1303, RADR 1303, and RADR 1166 and enrollment in the Radiography program.

Corequisites: RADR 1313, RADR 2401.

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

### **RADR 1367 PRACTICUM III**

**(0-21) Credit: 3**

Prerequisites: RADR 1366, RADR 1313 and enrollment in the Radiography program.

Corequisites: RADR 1313 and 2401.

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

### **RADR 1411 BASIC RADIOGRAPHIC PROCEDURES**

**(2-3) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and enrollment in the Radiography program.

Corequisites: RADR 1301, RADR 1303, RADR 1166 and NMTT 1303.

An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

### **RADR 2217 RADIOGRAPHIC PATHOLOGY**

**(2-0) Credit: 2**

Prerequisites: RADR 1367 and enrollment in the Radiography program.

Corequisites: RADR 2305 and RADR 2366.

Disease processes and their appearance on radiographic images.

**RADR 2305 PRINCIPLES OF RADIOGRAPHIC IMAGING II**  
**(3-0) Credit: 3**

Prerequisites: RADR 1367 and enrollment in the Radiography program.  
Corequisites: RADR 2217 and RADR 2366.  
Radiographic imaging technique formulation. Includes equipment, quality control, imaging quality assurance, and the synthesis of all variables in image production.

**RADR 2333 ADVANCED MEDICAL IMAGING**  
**(3-0) Credit: 3**

Prerequisites: RADR 2305, RADR 2217, RADR 2366 and enrollment in the Radiography program.  
Corequisites: RADR 2367 and RADR 2335.  
Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis.

**RADR 2335 RADIOLOGIC TECHNOLOGY SEMINAR**  
**(3-0) Credit: 3**

Prerequisites: RADR 2305, RADR 2217, RADR 2366, HITT 1211 and enrollment in the Radiography program  
Corequisites: RADR 2367 and RADR 2333.  
A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

**RADR 2340 SECTIONAL ANATOMY FOR MEDICAL IMAGING**  
**(3-0) Credit: 3**

Prerequisites: ENGL 0302, READ 0302, MATH 0303, open to students who may be interested in the allied health careers as well as those enrolled in a Radiologic Health Science program or a registered technologist with the ARRT or NMTCB.  
Anatomic relationships that are present under various sectional orientations as depicted by computed tomography or magnetic resonance images; also to differentiate various planar orientations used in medical imaging; to identify anatomic structures viewed on medical images.

**RADR 2366 PRACTICUM IV**  
**(0-21) Credit: 3**

Prerequisites: RADR 1367 and enrollment in the Radiography program.  
Corequisites: RADR 2305, RADR 2217.  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RADR 2367 PRACTICUM V**  
**(0-21) Credit: 3**

Prerequisites: RADR 2305, RADR 2217, RADR 2366, HITT 1211, and enrollment in the Radiography program-  
Corequisites: RADR 2333, RADR 2335.  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RADR 2401 INTERMEDIATE RADIOGRAPHIC PROCEDURES**  
**(3-3) Credit: 4**

Prerequisites: RADR 1411, RADR 1301, NMTT 1303, RADR 1303, RADR1166 and enrollment in the Radiography program, and successful completion of the 1st semester courses.  
Corequisites: RADR 1366, RADR 1313.  
A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy and related pathology.

**RADT 1191 SPECIAL TOPICS: TRENDS**  
**(1-0) Credit: 1**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and

enrollment in the Radiation Therapy Technology program.  
Co requisite: RADT 2266.  
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology, or occupation and relevant to the professional development of the student.

**RADT 1266 PRACTICUM I (A.A.S. PROGRAM)**  
**(0-14) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, MATH 1314, and enrollment in the Radiation Therapy Technology program.  
Co requisite: RADT 1344, RADT 2301, and RADT 2307.  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RADT 1291 SPECIAL TOPICS: RADIATION THERAPY SEMINAR**  
**(2-0) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and enrollment in the Radiation Therapy Technology program.  
Co requisite: RADT 2366, RADT 2367.  
Topics addressed prepare the students for taking the National registry examination. Students identify academic strengths and weaknesses using mock registries and program test modules.

**RADT 1301 INTRODUCTION TO RADIATION THERAPY**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, enrollment in the Radiation Therapy Technology program, and successful completion of the first semester courses.  
Co requisite: RADR 1303, RADT 2317.  
Introduction to radiation therapy with emphasis on terminology and history, as well as an orientation to clinical and oncology practices.

**RADT 1344 INSTRUMENTATION AND METHODOLOGIES**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, MATH 1314 and Enrollment in the Radiation Therapy Technology program.  
Co-requisite: RADT 1266.  
Presentation of the fundamentals of the technical and clinical aspects of radiation therapy. Includes principles of equipment operation, concepts of quality assurance instruction in medical imaging, and miscellaneous procedures.

**RADT 1466 PRACTICUM II (CERTIFICATE PROGRAM)**  
**(0-32) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, MATH 1314 and enrollment in the Radiation Therapy Technology Certificate program.  
Co requisite: PSYC 2301, SPCH 1318, and humanities elective.  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RADT 1467 PRACTICUM II (A.A.S. PROGRAM)**  
**(0-32) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, MATH 1314 and enrollment in the Radiation Therapy Technology program.  
Co requisite: PSYC 2301, SPCH 1318, and humanities elective.  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RADT 2266 PRACTICUM I (CERTIFICATE PROGRAM)**  
**(0-14) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and

enrollment in the Radiation Therapy Technology program.  
Co requisite: ENGL 1301, RADT 1191, RADT 2307.  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

#### **RADT 2301 ONCOLOGY I**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and enrollment in the Radiation Therapy Technology program  
Co requisite: RADT 1266, RADT 1344.  
Fundamentals of radiation oncology. A study of malignant conditions, their etiology, treatment and prognosis, psycho-social effect of the disease and patient care skills.

#### **RADT 2303 ONCOLOGY II**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and enrollment in the Radiation Therapy Technology program.  
Co requisite: RADT 2309, RADR 2340.  
A continuing study of malignant conditions, their etiology, treatment and prognosis, psycho-social effect of the disease and patient care skills.

#### **RADT 2307 DOSIMETRY I**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and enrollment in the Radiation Therapy Technology program.  
The principles, aims and techniques of applying ionizing radiation to the human body are presented in this course. Topics include discussions of applications of radiotherapy equipment with emphasis on treatment planning and dose calculations. The physical aspects and properties of ionizing radiation are discussed.

#### **RADT 2309 DOSIMETRY II**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
Co-requisite: RADT 2303.  
A continuation of Dosimetry I: the principles, aims, and techniques of applying ionizing radiation to the human body are presented in this course. Topics include discussion of applications of radiotherapy equipment with emphasis on treatment planning and dose calculations.

#### **RADT 2317 RADIOLOGIC PHYSICS I**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and enrollment in a Radiologic Health Science program.  
Concepts of radiation physics. Topics include classical and atomic physics, basic electrical principles, the interaction of radiation with matter, and nuclear physics.

#### **RADT 2466 PRACTICUM III (A.A.S. PROGRAM)**

**(0-32) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and enrollment in the Radiation Therapy Technology program.  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

#### **RADT 2467 PRACTICUM III (CERTIFICATE PROGRAM)**

**(0-32) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and enrollment in the Radiation Therapy Technology program.  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

#### **RADT 2566 PRACTICUM II (CERTIFICATE PROGRAM)**

**(0-32) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0304, and enrollment in the Radiation Therapy Technology program.

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

#### **READ 0301 READING IMPROVEMENT**

**(3-1) Credit: 3**

Prerequisites: None.  
Fundamental reading skills to develop comprehension, vocabulary, and rate.

#### **READ 0302 COLLEGE READING**

**(3-1) Credit: 3**

Prerequisites: READ 0301.  
Fundamental reading skills to develop comprehension, vocabulary, and rate.

#### **RNSG 1105 NURSING SKILLS I**

**(0-4) Credit: 1**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admission to the Associate Degree Nursing program.  
Corequisites: RNSG 1260, RNSG 1413.  
Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

#### **RNSG 1140 NURSING SKILLS FOR ARTICULATING STUDENTS**

**(0-1) Credit: 1**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admission in the EMT-P to Transition ADN program.  
Corequisites: RNSG 2307, RNSG 1262.  
Validation of current skills and procedures in a variety of settings; application of a systematic problem solving process and critical thinking skills; focus on the expansion of the scientific knowledge and principles underlying nursing skills and procedures; and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework.

#### **RNSG 1144 NURSING SKILLS II**

**(0-3) Credit: 1**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, enrollment in the Associate Degree Nursing program.  
Corequisites: RNSG1443, RNSG 2360.  
Study of the concepts and principles necessary to perform intermediate or advanced nursing skills; and demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

#### **RNSG 1215 HEALTH ASSESSMENT**

**(1-2) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, BIOL 2401, CHEM 1405, HPRS 1206 and PSYC 2301.  
Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework.

#### **RNSG 1219 INTEGRATED NURSING SKILLS**

**(1-3) Credit: 2**

Study of the concepts and principles necessary to perform basic nursing skills for care of diverse patients across the life span; demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach.

#### **RNSG 1260 CLINICAL (FOUNDATIONS)**

**(0-8) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admission to the Associate Degree Nursing program.  
Corequisites: RNSG 1413, RNSG 1105.  
A health-related work-based learning experience that enables the

student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

#### **RNSG 1261 CLINICAL (PSYC/MENTAL HEALTH)**

**(0-6) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admissions in the Associate Degree Nursing program.  
Corequisites: RNSG 2213.

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

#### **RNSG 1262 CLINICAL (MEDICAL-SURGICAL)**

**(0-6) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admission into the Transition Associate Degree Nursing program.  
Corequisites: EMT-P/LVN to ADN: RNSG 2307, RNSG 1140.

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

#### **RNSG 1301 PHARMACOLOGY**

**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and BIOL 2401 or VNSG 1420.

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

#### **RNSG 1311 NURSING PATHOPHYSIOLOGY**

**(3-1) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0300, BIOL 2401, BIOL 2402.

Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems.

#### **RNSG 1360 CLINICAL(COMMON CONCEPTS)**

**(0-15) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Associate Degree Nursing program.  
Corequisites: RNSG 1441.

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

#### **RNSG 1413 FOUNDATIONS FOR NURSING PRACTICE**

**(3-2) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admission to the Associate Degree Nursing program.  
Corequisites: Enrollment in RNSG 1260, RNSG 1105.

Introduction to the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework.

#### **RNSG 1441 COMMON CONCEPTS OF ADULT HEALTH**

**(3-4) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Associate Degree Nursing program.  
Corequisites: RNSG 1360.

Study of the general principles of caring for selected adult clients

and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis on knowledge judgment, skills, and professional values within a legal/ethical framework.

#### **RNSG 1443 COMPLEX CONCEPTS OF ADULT HEALTH**

**(3-2) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Associate Degree Nursing program  
Corequisites: RNSG 2360, RNSG 1144.

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

#### **RNSG 2201 CARE OF CHILDREN AND FAMILIES**

**(1-2) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Associate Degree Nursing program.  
Corequisites: RNSG 2260.

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.

#### **RNSG 2213 MENTAL HEALTH NURSING**

**(2-1) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Associate Degree Nursing program.  
Corequisites: RNSG 1261.

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

#### **RNSG 2260 CLINICAL (PEDIATRICS)**

**(0-6) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Associate Degree Nursing program.  
Corequisites: RNSG 2201.

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

#### **RNSG 2261 CLINICAL (MATERNAL/NEWBORN CHILD)**

**(0-6) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Associate Degree Nursing program.  
Corequisites: RNSG 2308.

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

#### **RNSG 2307 TRANSITION TO NURSING PRACTICE**

**(3-1) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admission into the Transition Associate Degree Nursing program.  
Corequisites EMT-P/LVN to ADN: RNSG 1262, RNSG 1140.

Introduction to selected concepts related to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

#### **RNSG 2308 MATERNAL/NEWBORN NURSING & WOMEN'S HEALTH**

**(2-2) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Associate Degree Nursing program.  
Corequisites: RNSG 2261.

Study of concepts related to the provision of nursing care for normal childbearing families and those at risk, as well as women's health issues; competency in knowledge, judgment, skills, and professional values within a legal/ethical framework, including a focus on normal and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal, and postpartum periods; and consideration of selected issues in women's health.

**RNSG 2360 CLINICAL (COMPLEX CONCEPTS)**  
**(0-12) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Associate Degree Nursing program.  
Corequisites: RNSG 1443, RNSG 1144.

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

**RNSG 2360 CLINICAL (COMPLEX CONCEPTS)**  
**(0-12) Credit: 3**

Prerequisites: Permission of Counselor or faculty advisor.

An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR).

**SOCI 1301 INTRODUCTORY SOCIOLOGY**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
Introduction to the concepts and principles used in the study of group life, social institutions, and social processes.

**SOCI 1306 SOCIAL PROBLEMS**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems.

**SOCI 2301 MARRIAGE AND THE FAMILY**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society.

**SOCI 2319 MINORITY STUDIES I**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican-American, Asian-American, and/or Native-American issues.

**SOCI 2326 SOCIAL PSYCHOLOGY**  
**(3-0) Credit: 3**

Prerequisites: SOCI 1301 or PSYC 2301.  
Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group process.

**SOCI 2336 CRIMINOLOGY**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
Current theories and empirical research pertaining to crime and criminal behavior; its causes, methods of prevention, systems of punishment and rehabilitation.

**SOCI 2339 JUVENILE DELINQUENCY**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
Nature, extent, and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs.

**SPAN 1411 BEGINNING SPANISH I**  
**(4-0) Credit: 4**

Prerequisites: READ 0302, ENGL 0302.  
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**SPAN 1412 BEGINNING SPANISH II**  
**(4-0) Credit: 4**

Prerequisites: SPAN 1411.  
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**SPAN 2311 INTERMEDIATE SPANISH I**  
**(3-0) Credit: 3**

Prerequisites: SPAN 1412.  
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

**SPAN 2312 INTERMEDIATE SPANISH II**  
**(3-0) Credit: 3**

Prerequisites: SPAN 2311.  
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

**SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
Theories and practice of communication in interpersonal, small groups, and public speech.

**SPCH 1315 PUBLIC SPEAKING**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions.

**SPCH 1318 INTERPERSONAL COMMUNICATION**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

**SPCH 1321 BUSINESS AND PROFESSIONAL COMMUNICATION**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, .  
The application of theory and practice of speech communication as applied to business and professional situations.

**SPCH 2301 INTRODUCTION TO TECHNOLOGY AND HUMAN COMMUNICATION**  
**(3-0) Credit: 3**

Prerequisites: READ 0302, ENGL 0302.  
A survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making, and public and private communication contexts. (Cross-listed as COMM 2301).

**SPCH 2333 DISCUSSION AND SMALL GROUP COMMUNICATION**

**(3-0) Credit: 3**  
Prerequisites: SPCH 1311, SPCH 1315, SPCH 1318, or SPCH 1321.  
Discussion and small group theories and techniques as they relate to the group process and interaction.

#### **SPCH 2335 ARGUMENTATION & DEBATE**

**(3-0) Credit: 3**  
Prerequisites: SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321, or with the instructor's approval.  
Theories and practice in argumentation and debate, including analysis, reasoning, organization, evidence, and refutation.

#### **SPCH 2341 ORAL INTERPRETATION**

**(3-0) Credit: 3**  
Prerequisites: SPCH 1311, SPCH 1315, or SPCH 1321.  
Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.

#### **SPNL 1291 RESTAURANT SPANISH**

**(2-0) Credit: 2**  
Prerequisites: None.  
Development of practical Spanish communication skills for the foodservice employee, including terms and phrases normally used within a restaurant kitchen or dining room.

#### **SPNL 1301 HEALTH CARE SPANISH**

**(3-0) Credit: 3**  
Prerequisites: READ 0302, ENGL 0301.  
Development of practical Spanish communication skills for the health care employee, including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.

#### **VNSG 1161 CLINICAL (PEDIATRICS)**

**(0-5) Credit: 1**  
Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Vocational Nursing program.  
Corequisites: VNSG 1236, VNSG 1234, VNSG 1409, VNSG 2361, VNSG 2214.  
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional

#### **VNSG 1162 CLINICAL (MATERNAL-NEONATAL NURSING)**

**(0-5) Credit: 1**  
Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Vocational Nursing program.  
Corequisites: VNSG 1230, VNSG 1410, VNSG 2461, and VNSG 1191.  
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional

#### **VNSG 1191 SPECIAL TOPIC (NCLEX PREPARATION)**

**(1-1) Credit: 1**  
Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Vocational Nursing Program.  
Corequisites: VNSG 1410, VNSG 2461, VNSG 1230, and VNSG 1162.  
Topics address current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation, and relevant to the professional development of the student. (Computer-testing strategies and stress reduction theory will be emphasized. Actual hands-on practice with sample NCLEX-type computerized exams will be utilized and are updated according to NCLEX test plan analysis results.)

#### **VNSG 1216 NUTRITION**

**(2-0) Credit: 2**  
Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admission into the Vocational Nursing Program or administrative approval.  
Introduction to nutrients and the role of diet therapy in growth and in the development, and maintenance of health.

#### **VNSG 1222 VOCATIONAL NURSING CONCEPTS**

**(2-0) Credit: 2**  
Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admission into the Vocational Nursing program or administrative approval.  
Corequisites: VNSG 1216, VNSG 1400, VNSG 1402, VNSG 2413.  
Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

#### **VNSG 1227 ESSENTIALS OF MEDICATION ADMINISTRATION**

**(2-1) Credit: 2**  
Prerequisites: READ 0302, ENGL 0302, MATH 0300.  
General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

#### **VNSG 1230 MATERNAL/NEONATAL NURSING**

**(2-1) Credit: 2**  
Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Vocational Nursing program.  
Corequisites: VNSG 1162, VNSG 1410, VNSG 2461, VNSG 1191.  
Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period, including abnormal conditions.

#### **VNSG 1231 PHARMACOLOGY**

**(2-0) Credit: 2**  
Prerequisites: READ 0302, ENGL 0302, MATH 0303, and BIOL 2401 or VNSG 1420.  
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

#### **VNSG 1234 PEDIATRICS**

**(2-1) Credit: 2**  
Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Vocational Nursing program  
Corequisites: VNSG 1236, VNSG 1161, VNSG 1409, VNSG 2361, and VNSG 2214.  
Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process.

#### **VNSG 1236 MENTAL HEALTH**

**(2-0) Credit: 2**  
Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Vocational Nursing program.  
Corequisites: VNSG 1234, VNSG 1161, VNSG 1409, VNSG 2361, and VNSG 2214.  
Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

#### **VNSG 1400 NURSING IN HEALTH AND ILLNESS I**

**(4-0) Credit: 4**  
Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admission into the Vocational Nursing program.  
Corequisites: VNSG 1222, VNSG 1402, and VNSG 2413.

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions.

#### **VNSG 1402 APPLIED NURSING SKILLS I**

**(2-5) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admission to the Vocational Nursing Program.

Corequisites: VNSG 1222, VNSG 1400.

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

#### **VNSG 1409 NURSING IN HEALTH AND ILLNESS II**

**(4-0) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Vocational Nursing program.

Corequisites: VNSG 1236, VNSG 1234, VNSG 1161, VNSG 2214, and VNSG 2361.

Introduction to common health problems requiring medical and surgical interventions.

#### **VNSG 1410 NURSING IN HEALTH AND ILLNESS III**

**(4-0) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Vocational Nursing program.

Corequisites: VNSG 1162, VNSG 2461, VNSG 1230, VNSG 1191.

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client, including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

#### **VNSG 1420 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH**

**(3-3) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0300.

Introduction to the normal structure and function of the body, including an understanding of the relationship of body systems in maintaining homeostasis.

#### **VNSG 2214 APPLIED NURSING SKILLS III**

**(1-4) Credit: 2**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Vocational Nursing program and the successful completion of (1st) semester Vocational Nursing Courses.

Co-requisites: VNSG 1234, VNSG 1236, VNSG 1161, VNSG 1409, and VNSG 2361.

Continuation of Applied Nursing Skills II. Application of nursing skills to meet complex client needs utilizing the nursing process and related scientific principles.

#### **VNSG 2361 CLINICAL (MEDICAL-SURGICAL NURSING I)**

**(0-9) Credit: 3**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and enrollment in the Vocational Nursing program and the successful completion of 1<sup>st</sup> semester courses.

Corequisites: VNSG 1236, VNSG 1234, VNSG 1409, VNSG 2214, VNSG 1161.

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

#### **VNSG 2413 APPLIED NURSING SKILLS II**

**(2-5) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0303, and admission to the Vocational Nursing program and successful completion of VNSG 1402.

Corequisites: VNSG 1222, VNSG 1400.

Application of nursing skills to meet more complex client needs utilizing the nursing process and related scientific principles.

#### **VNSG 2461 CLINICAL (MEDICAL-SURGICAL NURSING II)**

**(0-13) Credit: 4**

Prerequisites: READ 0302, ENGL 0302, MATH 0303 and enrollment in the Vocational Nursing program.

Corequisites: VNSG 1230, VNSG 1162, VNSG 1410, VNSG 1191.

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

#### **WLDG 1412 INTRODUCTION TO FLUX CORED ARC WELDING (FCAW)**

**(2-4) Credit: 4**

Prerequisites: None.

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes.

#### **WLDG 1413 INTRODUCTION TO BLUEPRINT READING FOR WELDERS**

**(2-4) Credit: 4**

Prerequisites: WLDG 2443, READ 0302, ENGL 0302, and MATH 0303.

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

#### **WLDG 1417 INTRODUCTION TO LAYOUT AND FABRICATION**

**(2-4) Credit: 4**

Prerequisites: WLDG2443, READ 0302, ENGL 0302, and MATH 0303.

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

#### **WLDG 1423 WELDING SAFETY, TOOLS, AND EQUIPMENT**

**(2-4) Credit: 4**

Prerequisites: None.

An introduction to welding careers and safety practice, including welding safety, OSHA and the Hazardous Communication Act, Material Safety Data Sheets (MSDS), basic mathematics, measuring systems, shop operations, use and care of precision measuring tools, and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints.

#### **WLDG 1427 WELDING CODES**

**(2-4) Credit: 4**

Prerequisites: WLDG 1412 or consent of the instructor.

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, and destructive and nondestructive test methods.

#### **WLDG 1428 INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW)**

**(2-4) Credit: 4**

Prerequisites: None.

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

#### **WLDG 1430 INTRODUCTION TO GAS METAL ARC WELDING (GMAW)**

**(2-4) Credit: 4**

Prerequisites: None.

A study of the principles of gas metal arc welding, setup and use of gas metal arc welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs

**WLDG 1434 INTRODUCTION TO GAS TUNGSTEN ARC  
(GTAW) WELDING**

**(2-4) Credit: 4**

Prerequisites: WLDG 1412 or consent of the instructor.

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.

**WLDG 2443 ADVANCED SHIELDED METAL ARC  
WELDING (SMAW)**

**(2-4) Credit: 4**

Prerequisites: WLDG 1412 or consent of the instructor.

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open v-groove joints in all positions.

**WLDG 2447 ADVANCED GAS METAL ARC WELDING  
(GMAW)**

**(2-4) Credit: 4**

Prerequisites: WLDG 1412 or consent of the instructor.

Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions and directions.

**WLDG 2451 ADVANCED GAS TUNGSTEN ARC  
WELDING (GTAW)**

**(2-4) Credit: 4**

Prerequisites: WLDG 2443, READ 0302, ENGL 0302, and MATH 0303.

Advanced topics in gas tungsten arc welding (GTAW) welding, including welding in various positions and directions.

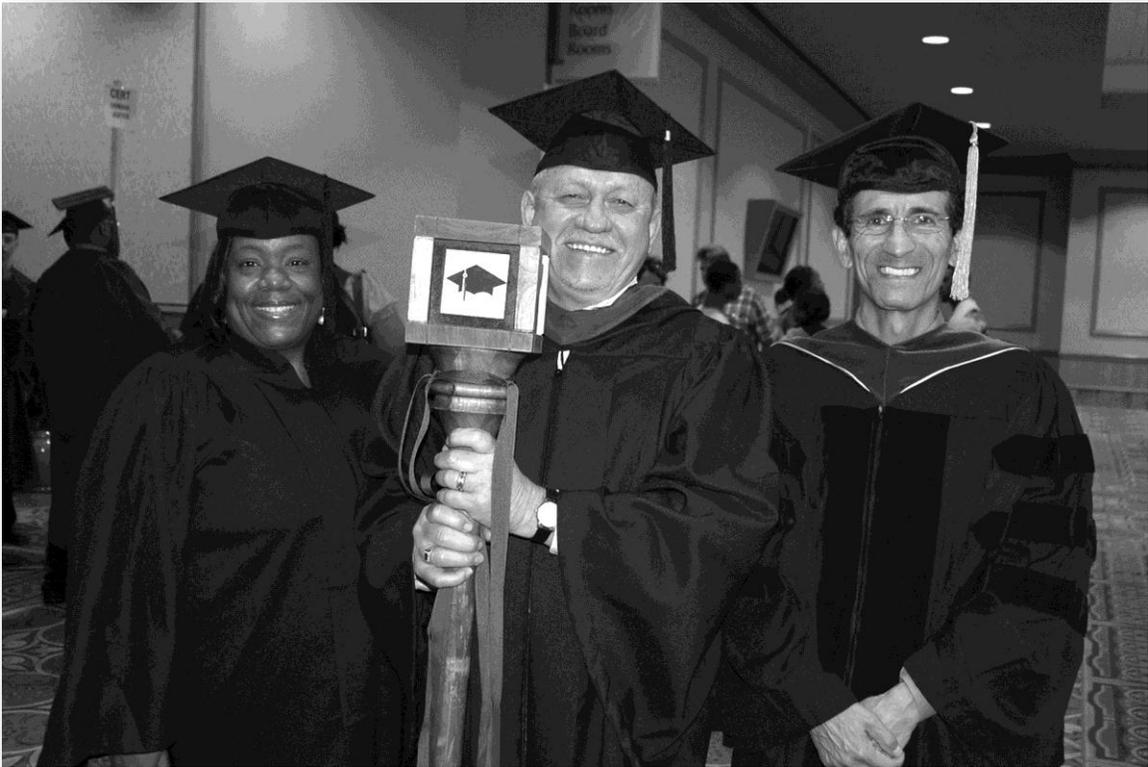
**WLDG 2453 ADVANCED PIPE WELDING**

**(2-4) Credit: 4**

Prerequisites: WLDG 2443, READ 0302, ENGL 0302, and MATH 0303.

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

## CHAPTER XI COLLEGE ORGANIZATION



## **COLLEGE ADMINISTRATION**

### **PRESIDENT**

W. Myles Shelton III  
B.A. Baylor University  
M.S. Baylor University  
Ed. D. Baylor University

### **ADMINISTRATIVE STAFF**

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CHAPTER XII  
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## TELEPHONE DIRECTORY

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Academics.....	(409) 944-1317
Admissions.....	(409) 944-1230
Allied Health .....	(409) 944-1490
Bookstore .....	(409) 944-1260
Building Bridges to Success Program.....	(409) 944-1296
Business Office .....	(409) 944-1362
Continuing Education .....	(409) 944-1344
Counseling .....	(409) 944-1220
Criminal Justice/Law Enforcement Academy .....	(409) 944-1430
Culinary Arts.....	(409) 944-1304
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Fitness Center .....	(409) 944-1308
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Hospitality Management.....	(409) 944-1344
Human Resources .....	(409) 944-1209
Information Technology .....	(409) 944-1352
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Institutional Effectiveness and Research.....	(409) 944-1207
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Media .....	(409) 944-1249
Nursing Programs .....	(409) 944-1396
President's Office.....	(409) 944-1200
Print Center .....	(409) 944-1249
Security .....	(409) 944-1364 or 0
Special Services .....	(409) 944-1223
Student Activities.....	(409) 944-1224
Student Success Center.....	(409) 944-1399
Technical & Professional Education .....	(409) 944-1286
Testing Center.....	(409) 944-1290
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