

2016



2017

# CATALOG

UPDATED MAY 8, 2017



# **GALVESTON COLLEGE**

## **2016-2017**

*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, gender, disability, genetic information 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 (Coordinator 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.

Es la política de Galveston College proporcionar igualdad de oportunidades sin consideración alguna hacia edad, raza, color, religión, origen nacional, sexo, discapacidad, información genética 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 (Coordinador de Recursos Humanos).

Galveston College no se hace responsable de lesiones sostenidas al participar en clases de educación física de crédito o no crédito, o de lesiones sostenidas al usar las facilidades para educación física.

El catalogo no se imprime en español, pero si usted necesita asistencia en español por favor llame al teléfono (409) 944-4242 y pida hablar con alguien en español y con gusto le ayudaremos.

## ACCREDITATION:

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

**Contact:**

Southern Association of Colleges and Schools  
Commission on Colleges  
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:**

Accreditation Commission for Education in Nursing  
(ACEN)  
3343 Peachtree Road NE, Suite 500  
Atlanta, Georgia 30326  
[www.acenursing.org](http://www.acenursing.org)

Radiography and Radiation Therapy –Technology  
Joint Review Committee on Education in Radiologic  
Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
(312) 704-5300

Nuclear Medicine  
Joint Review Committee on Educational Programs in  
Nuclear Medicine Technology  
2000 W. Danforth Rd. STE 130, #203  
Edmond, OK 73003  
Phone: (405) 285-0546

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:**

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

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

Texas Commission on Law Enforcement (TCOLE)  
6330 U.S. 290 East, Suite 200  
Austin, TX 78723  
(512) 936-7700

**Galveston College's Cosmetology program is approved by:**

Texas Department of Licensing and Regulations (TDLR)  
PO BOX 12157  
Austin, TX 78711  
(800) 803-9202  
[www.license.state.tx.us](http://www.license.state.tx.us)

**Galveston College's HVAC-R and Welding Programs accredited by:**

National Center for Construction, Education, and Research  
(NCCER)  
13614 Progress Boulevard  
Alachua, FL 32615  
(888) 622-3720  
[www.NCCER.org](http://www.NCCER.org)

**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-  
Commission on Colleges
- 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 4015 Ave. Q, Galveston, TX 77550

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.



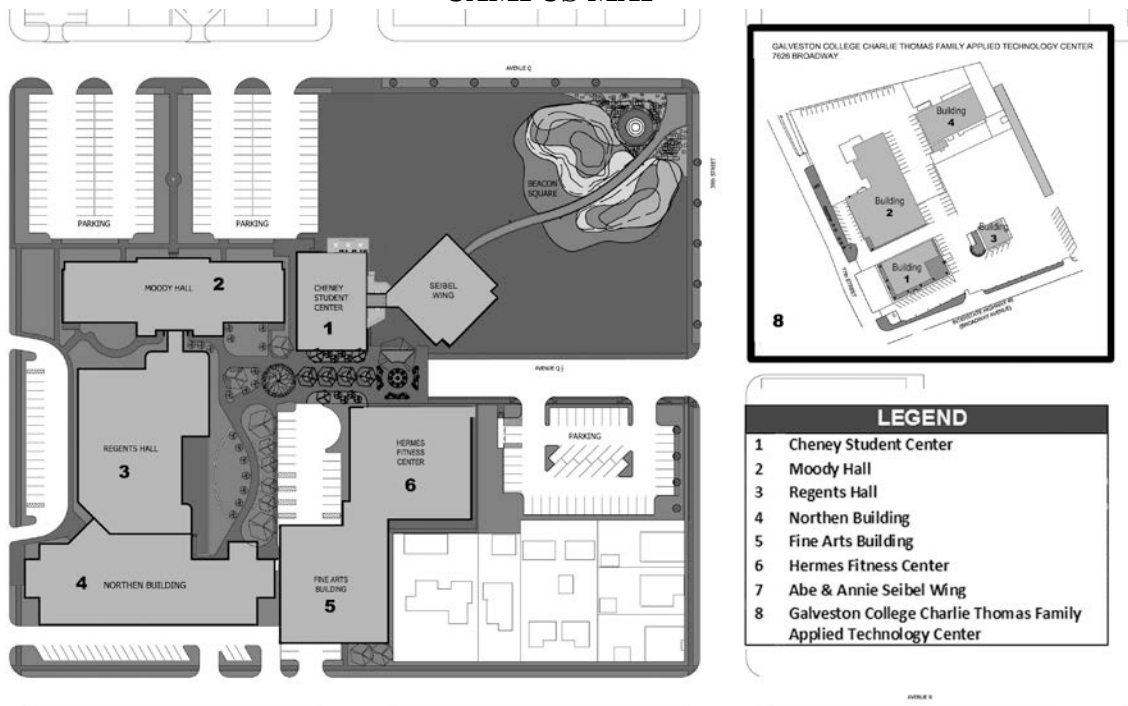
### DIRECTIONS TO CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER 7626 Broadway, Galveston, TX 77550

Traveling south on I-45, take Exit 1B toward 71<sup>st</sup> St. Merge onto frontage road/Broadway St. and travel approximately five blocks to the first stop sign. At the stop sign, turn left onto 71<sup>st</sup> St. Take the first left onto frontage road/Broadway St and continue on the frontage road for approximately five blocks to the Applied Technology Center campus.

### DIRECTIONS TO APPLIED TECHNOLOGY CENTER FROM MAIN CAMPUS

Travel west on Avenue Q toward 45<sup>th</sup> St. Turn right at 45<sup>th</sup> St. and proceed to the stop light on Broadway. Turn left onto Broadway and travel approximately one mile. Continue onto I-45 North to Exit 1C. Take Exit 1C and merge onto the frontage road/Broadway St. The Applied Technology Center will be on the right.

### CAMPUS MAP



# Table of Contents

Accreditation Statements .....	3
Directions to Galveston College .....	4
Campus Map.....	4
Message from the President.....	6
Board of Regents .....	7
Academic Calendar.....	9
Vision, Mission and Values .....	13
History of Galveston College.....	15
Galveston College Foundation.....	16
Facilities and Services .....	17
Emergency Announcements .....	22
Admissions and Registration .....	24
Apply for Admissions.....	25
Admissions .....	25
Admissions to Specific Courses or Programs of Study.....	26
Academic Fresh Start.....	27
Veterans Information .....	27
Bacterial Meningitis.....	28
Texas Success Initiative.....	29
Residency Status .....	30
Registration Procedures .....	32
Student Records.....	35
Tuition and Fees .....	37
Tuition and Fees Table.....	38
Refunds.....	41
Scholarships and Financial Aid .....	43
Financial Aid General Information .....	44
Types of Financial Aid and Scholarships.....	45
Universal Access.....	47
Student Services and Student Life .....	52
Student Activities.....	53
Student Clubs and Organizations .....	53
Student Services.....	55
Counseling and Advisement .....	55
Student Rights and Responsibilities.....	57
Campus Motor Vehicle Rules and Regulations .....	60
Student Disciplinary Process .....	61
Academic Standards .....	64
Semester Credit Hour .....	65
Classification of Students .....	65
Course Load.....	65
Transfer of Credit.....	67
Credit by Examination .....	69
Grading System.....	75
Graduation Requirements .....	80
Graduation Information .....	81
Types of Degrees and Certificates .....	81
Core Curriculum .....	82
Graduation Requirements .....	83
Graduate Guarantee for Transfer of Credit .....	85
Graduate Guarantee for Job Competency .....	86
Degree Plans and Programs of Study.....	87
Degree and Certificate Programs .....	88
Academic/Transfer Degree Plans .....	91
Professional and Technical Education Programs and Degree Plans.....	120
Course Descriptions.....	185
College Organization .....	215
Index.....	225
Telephone Directory .....	227

## President's Message



**DR. W. MYLES SHELTON**  
**President**

Galveston College is approaching its 50<sup>th</sup> Anniversary and we are excited to invite you to be a part of it. As we offer classes and events over the 2016-2017 celebration period, we hope that you will take advantage of the higher education, workforce training and leisure learning opportunities at the community college that was ranked #1 in Texas.

Our faculty and staff are dedicated to helping you achieve success in your education goals. Our facilities provide a first class educational environment and our programs are designed to prepare you for professional or personal achievement.

So please join us during this 50<sup>th</sup> Anniversary celebration of higher education!

Sincerely,

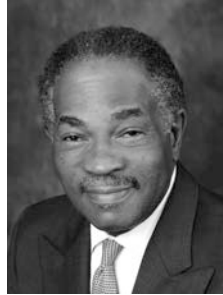
Dr. W. Myles Shelton

## Board of Regents

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



**Armin Cantini**  
Chairperson  
Position 9



**Raymond Lewis, Jr.**  
Vice Chairperson  
Position 4



**Karen F. Flowers**  
Secretary  
Position 3



**George F. Black**  
Position 7



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



**Michael B. Hughes**  
Position 5



**Carl E. Kelly**  
Position 8



**Fred D. Raschke**  
Position 2



**Carroll G. Sunseri**  
Position 6

# CHAPTER I

## ACADEMIC CALENDAR





# Academic Calendar

## FALL 2016

April 18.....	Early Registration Begins
July 7 .....	New Student Orientation 10:00 AM
July 13 .....	New Student Orientation 1:00 PM
July 21 .....	New Student Orientation 3:00 PM
August 1.....	New Student Orientation 9:00 AM
August 11.....	New Student Orientation 9:00 AM
August 18.....	Payment due by Noon for Early Registration
August 19.....	General Assembly (College Closed)
August 22 .....	New Student Orientation 9:00 AM
August 22-25 .....	General Registration
August 26-27 .....	Late Registration
August 29.....	Classes Begin
September 2 .....	Last Day to Add/Drop & for Financial Settlement
September 5 .....	Labor Day (College Closed)
September 14.....	Last Day to Apply for Fall Graduation
September 14.....	Last Day to Drop without Receiving a "W"
September 14.....	Census Date
November 17 .....	Last Day to Withdraw with a "W" and Submit AWN
November 23-27.....	Thanksgiving Holiday (College Closed)
December 9-15 .....	Final Exams and End of Semester
December 16.....	Grades Due to Admissions
December 16.....	College Closes for Winter Break at 5:00 PM

## FALL 2016 SECOND START

April 18.....	Early Registration Begins
July 21 .....	New Student Orientation 3:00 PM
September 23 .....	Payment Due by Noon
September 27 .....	New Student Orientation 3:00 PM
October 3 .....	Classes Begin
October 3 .....	Last Day to Add/Drop and for Financial Settlement
October 11 .....	Last Day to Drop without Receiving a "W"
October 11 .....	Census Date
November 17 .....	Last Day to Withdraw with a "W" and Submit AWN
November 23-27.....	Thanksgiving Holiday (College Closed)
December 9-15 .....	Final Exams and End of Semester
December 16.....	Grades Due to Admissions
December 16.....	College Closes for Winter Break at 5:00 PM

## WINTER MINI 2016

November 14 .....	Registration Begins
December 12.....	Payment Due by Noon
December 16.....	Classes Begin
December 16.....	Last Day to Add/Drop and for Financial Settlement
December 16.....	Last Day to Drop without Receiving a "W"
December 16.....	Census Date
December 17-January 2 .....	Winter Break (College Closed)
January 5.....	Last Day to Withdraw with a "W" and Submit AWN
January 12.....	Final Exams and End of Semester
January 13.....	Grades Due to Admissions

**SPRING 2017**

November 14 ..... Early Registration Begins  
December 12 ..... Payment due by Noon for Early Registration  
December 17-January 2 ..... Spring Registration (Online Only)  
January 6 ..... General Assembly (College Closed)  
January 9-11 ..... General Registration  
January 12-13 ..... Late Registration  
January 16 ..... Martin Luther King Day (College Closed)  
January 17 ..... Classes Begin  
January 23 ..... Last Day to Add/Drop and for Financial Settlement  
February 1 ..... Last Day to Apply for Spring Graduation  
February 1 ..... Last Day to Drop without Receiving a “W”  
February 1 ..... Census Date  
March 13-17 ..... Spring Break (College Closed)  
April 13 ..... Last Day to Withdraw with a “W” and Submit AWN  
April 14 ..... Good Friday Holiday (College Closed)  
May 4-10 ..... Final Exams and End of Semester  
May 11 ..... Grades Due to Admissions  
May 12 ..... Graduation/Commencement

**SPRING 2017 SECOND START**

November 14 ..... Early Registration Begins  
February 20 ..... Classes Begin  
February 20 ..... Last Day to Add/Drop and for Financial Settlement  
March 1 ..... Last Day to Drop without Receiving a “W”  
March 1 ..... Census Date  
March 13-17 ..... Spring Break (College Closed)  
April 14 ..... Good Friday Holiday (College Closed)  
April 20 ..... Last Day to Withdraw with a “W” and Submit AWN  
May 4-10 ..... Final Exams and End of Semester  
May 11 ..... Grades Due to Admissions  
May 12 ..... Graduation/Commencement

**MAY MINI 2017**

April 17 ..... Registration Begins  
May 15 ..... Classes Begin  
May 16 ..... Last Day to Drop/Add and for Financial Settlement  
May 16 ..... Last Day to Drop without Receiving a “W”  
May 16 ..... Census Date  
May 29 ..... Memorial Day (College Closed)  
May 30 ..... Last Day to Withdraw with a “W” and Submit AWN  
June 1 ..... Final Exams and End of Semester  
June 5 ..... Grades Due to Admissions

**SUMMER I 2017**

April 17.....	Early Registration Begins
May 29.....	Memorial Day (College Closed)
May 30-31 .....	General Registration
June 1.....	Late Registration
June 5.....	Classes Begin
June 6.....	Last Day to Add/Drop and for Financial Settlement
June 8.....	Census Date
June 8.....	Last Day to Drop without Receiving a “W”
June 8.....	Last Day to Apply for Summer Graduation
June 28.....	Last Day to Withdraw with a “W” and Submit AWN
July 4 .....	Independence Day Holiday (College Closed)
July 6 .....	Final Exams and End of Semester
July 10 .....	Grades Due to Admissions

**SUMMER II 2017**

April 17.....	Early Registration Begins
July 3-5 .....	General Registration
July 4 .....	Independence Day (College Closed)
July 6 .....	Late Registration
July 10 .....	Classes Begin
July 11 .....	Last Day to Add/Drop and for Financial Settlement
July 13 .....	Census Date
July 13 .....	Last Day to Drop without Receiving a “W”
August 2.....	Last Day to Withdraw with a “W” and Submit AWN
August 10 .....	Final Exams and End of Semester
August 14 .....	Grades Due to Admissions

**2016-2017 COLLEGE HOLIDAYS**

Labor Day.....	September 5
Thanksgiving .....	November 23-27
Holiday-Semester Break (College closes at 5:00 PM on December 16) .....	December 17, 2016-January 2, 2017
Martin Luther King Day .....	January 16
Spring Break.....	March 13-17
Good Friday .....	April 14
Memorial Day .....	May 29
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 and Information Technology, 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-seven 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 13, 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. The Grand Opening of the Charlie Thomas Family Applied Technology Center at 7626 Broadway Boulevard helped build a better Galveston by answering a workforce training need. The Grand Opening ceremony took place on Tuesday, September 17, 2013 with over 300 citizens, dignitaries and elected officials in attendance. Businessman Charlie Thomas and his family members were on hand for the ribbon cutting and the unveiling of the commemorative plaque.

Programs in Welding, Industrial Systems, Heating, Ventilation, Air Conditioning and Refrigeration that began in 2012 at the Center were joined as students entered fall 2013 with new programs of Electrical and Electronics Technology, Cosmetology, Medical Administration and others.

As Galveston College entered its 48th year of service to the community in fall of 2014, enrollment was expected to continue to increase. In addition, facility expansion along with Foundation Universal Access and scholarships, positioned Galveston College to continue to serve students and its community.

The College completed a review by the SACS accreditation team in fall of 2014. At the end of 2014, a major \$3 million donation for the Universal Access Endowment from the Moody Foundation was received by Galveston College. The College added Pipefitting to its list of workforce classes in spring of 2015 and incorporated renovations to facilities and signage. Galveston College was ranked the number one community college in Texas by Schools.com in the early summer of 2015. The College's 49th year would begin with property removals and purchases for future expansion.

In March of 2016, 50th anniversary banners bearing the logo were placed on every Main Campus and ATC light pole. Galveston College received a \$200,000 grant from the National Science Foundation in May of 2016 and the 49th graduating class of Galveston College celebrated 496 graduates earning 572 degrees and certificates. As the summer of 2016 approached plans were underway for the anniversary gala and the year-long 50th anniversary celebration.

## **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 maximum twenty-one member volunteer board of directors sets its policies and oversees activities of the Foundation Director and staff. The President, college staff, and two Regents 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 lifelong learning opportunities designed for today's world.

#### *COUNSELING AND ADVISING CENTER*

Galveston College provides counseling services to students including general career and academic counseling, personal counseling and services for students with disabilities 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 Public Affairs, 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.

**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 (CLEP®, LSAT®, TEAS®, HESI, TSI Assessment) supports distance learning programs (Virtual College of Texas, and Correspondence testing), and community based programs (GED, Castleworld, Pearson Vue). 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. Additional information about distance learning courses offered by Galveston College is available online at [http://www.gc.edu/gc/distance\\_education.asp](http://www.gc.edu/gc/distance_education.asp).

### *ATRIUM*

The College's Regents Hall adjoins the Mary Moody Northen 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 (Tutoring Center) are accessed by the atrium but are actually on the first floor of the Northen Center.

### *BUILDING BRIDGES TO SUCCESS*

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

### *UPWARD BOUND*

The Upward Bound TRIO program 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 Coordinator of Nursing, Nursing Faculty, and the Nursing Administrative Assistant's office. There are also two dedicated nursing labs for credit and Continuing Education classes 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. The Hall Endowment, which supports the Hall Center, is managed by the Galveston College Foundation. Opportunities to contribute to nursing scholarships, the Hall Professorship, and renovation funds for the Hall Center is possible through the GCF.

*INFORMATION TECHNOLOGY SERVICES DESK*

The IT Service Desk, located on the first floor of Regents Hall, provides faculty, staff, and students with technical support for a variety of computing needs. Services include account management/assistance, faculty and staff application support, classroom technology support, audio-visual assistance, and print and copy services.



## **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 (Tutoring 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 e-mail 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.

### ***ALLIED HEALTH***

The Allied Health 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), Radiation Therapy Technology, and Surgical Technology. This area also includes the office of the Department's Administrative Assistant.

### ***THE OFFICE OF DEVELOPMENT/GC FOUNDATION***

The Office of Development/GC Foundation is located on the second floor of the Mary Moody Northern Center.

## **EURINE 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 dining area, student lounges, Student Activities Office, and restrooms.

## **ABE AND ANNIE SEIBEL FOUNDATION WING**

The Abe and Annie Seibel Foundation 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, overflow classes, and restrooms.

## SARAH H. HERMES FITNESS CENTER AND 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.

### GALVESTON COLLEGE CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER 7626 BROADWAY

The Galveston College Charlie Thomas Family Applied Technology Center (ATC) \* 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 classrooms, conference rooms, faculty offices, and computer labs, with 13,000 additional square feet reserved for future expansion. Programs currently offered at the ATC are:

- Cosmetology
- Electrical and Electronics Technology
- Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Technology
- Medical Administration
- Welding Technology

\* Formerly named the Vocational-Technical Training Center (VTTC)

### 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 ATC means Galveston College Charlie Thomas Family Applied Technology 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 Applied Technology 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 ext. 361. 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 ext. 361 during the day or 409-996-7663 in the evening. All emergencies or reports of inappropriate or criminal behavior should be made to the Security Office immediately.

**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 except in the Cyber Café, 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. This includes electronic cigarettes.

**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.

**Galveston College Student E-Mail Account:** Galveston College provides students with the following **free** campus email account: @whitecaps.gc.edu. As a student, you will receive Galveston College announcements and notifications through your @whitecaps.gc.edu email account. Your @whitecaps.gc.edu student email account is the primary and official means of communication between Galveston College and students. *Your @whitecaps account also gives you access to an online version of Microsoft Office 365, with 25GB of storage, at no additional fee to you.* Faculty will not use a student's non-whitecap email for official college communication, including class information. These accounts are created shortly after your application is accepted. 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.

For detailed information on how to setup your account, visit [www.gc.edu](http://www.gc.edu), HOW TO ACTIVATE YOUR STUDENT EMAIL - @WHITECAPS

1. Login to the Whitecaps Portal, found on the Galveston College Webpage – [www.gc.edu](http://www.gc.edu), with your GC network user name and password
2. Once logged into the Whitecaps Portal, Click the tab named “Whitecaps Email”. There, you will find your Whitecaps Email address, and initial password. Make a note of this information.
3. Click on the “Quick Links” tab, and then select @Whitecaps Login.
4. You will then be taken to an external site, Microsoft Office 365. Use your login information to logon to the site.
5. You will then be asked to go through steps to complete the setup of your account. You will be asked to change your password to a STRONG password, which must be at least 8 characters long, with at least 1 capital letter and at least 1 numeric character.
6. Once complete, it will take a few moments for account completion, and then you will be taken to your new @Whitecaps Email.

The Galveston College Information Technology Service 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

**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 Whitecaps Portal, select the Self-Service Menu tab, choose User Account, and update your phone number(s) and address. Please be sure to select your “Preferred Phone Number”, as this will be the primary contact number used by the College. Students will also receive announcements through Whitecaps e-mail 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 without regard to age, race, color, religion, national origin, gender, disability, genetic information or veteran status. 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.

**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 Northen 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.

**Committed to Safety:** Students who have experienced sexual assault, sexual violence, stalking, domestic violence, or other crimes may seek advice, assistance, and resources from the Vice President of Student Services, or the College's Title IX Coordinator. The Title IX Coordinator's duties include facilitating the complaint and investigation process. Individuals within these offices can assist the complainant with accessing medical or counseling services, advocacy services, social support services, legal services, and police services. Even in the absence of a formal complaint, the College may be able to provide assistance to the complainant with respect to his or her academic, living, transportation, or working situations. For example, a student might wish to explore changing a class or class time. For more information please visit the GC website: [http://www.gc.edu/gc/Staying\\_Safe\\_on\\_Campus.asp](http://www.gc.edu/gc/Staying_Safe_on_Campus.asp)

## CHAPTER III ADMISSIONS AND REGISTRATION





# Admission and Registration

## APPLYING FOR ADMISSION

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

1. 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 Application for Admission to community colleges on-line at ([www.applytexas.org](http://www.applytexas.org)).
2. 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.
3. Attend New Student Orientation (first-time students only).
4. Submit official placement scores as appropriate. (Note: The submission of the application form authorizes the College to access the state TSI database for a student's scores.)
5. Submit evidence of the Bacterial Meningitis vaccination or appropriate exemption. (See Bacterial Meningitis below for additional details.)
6. Meet with an Advisor to plan your program of study and your class schedule.
7. Register and pay for classes using the Whitecaps Portal or in person. (See Registration Procedures.)

## ADMISSIONS

Galveston College maintains an open admissions policy and constantly works to provide programs beneficial to all students. 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 Admission and presentation of an official 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 School Graduate.** Graduates of a home school will be admitted upon completion of an Application for Admission and presentation of a certified list of completed coursework. Galveston College defines a home school where the parent or guardian has been directly involved in the instructional process.
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 an official GED transcript.
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. **Individual Approval.** Students who enroll in Early Admission, Dual Credit, and Tech-Prep Programs, who have graduated from a non-accredited high school or academy, or who have the Ability to Benefit from the College's instructional programs may be admitted by Individual Approval. Specific requirements for each of these programs are listed below:
  - a. **Early Admission Program** – Galveston area high school students 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.
    - i. *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:*
    - ii. SAT – For students testing prior to March 5, 2016: 1070+ combined with 500 or higher math and/or verbal. For students testing on or after March 5, 2016: Evidenced-based reading and writing (EBRW) – 480; Math – 530 (no combined score is required).
    - iii. ACT – 23+ composite with 19 or higher math and/or English
    - iv. TAKS (exit level) – 2200+ in math and/or 2200+ with a writing sub score of at least 3 in English/Language Arts (ELA)
    - v. For students prior to August 27, 2013 - COMPASS (THEA Alternative test) - Reading Skills 81+; Algebra – 39+; Writing Skills (objective) – 59+; and Written Essay – 6+ or 5 with objective Writing

Skills of 59. For students enrolled on or after August 27, 2013- TSI Assessment – Reading – 351+; Mathematics – 350+; Writing – Essay of 5 + or Writing (Objective) 363+ with Writing Essay of 4.

- vi. 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 or 2 above) may be admitted upon completion of an Application for Admission and presentation of an official transcript. Students who graduate from a non-accredited high school and who are pursuing a technical/workforce program of study may be eligible for federal financial aid. To determine eligibility, students must take the Ability to Benefit exam and the TSI Assessment. Students must meet all other requirements to be eligible for federal financial aid (see Chapter V - Scholarships and Financial Aid - for eligibility requirements).
6. **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 Admission
  - b. Appropriate transcript(s) for placement or TSI status.
    - i. *Note: Students who wish to change to a “degree-seeking status” will be required to furnish all previous college transcripts and meet entrance requirements.*
7. **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.
8. **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 nonrefundable 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, English-speaking Canadian provinces, the Cayman Islands, the Fiji Islands, Gambia, Ghana, Guyana, Jamaica, Kenya, Liberia, Malta, Nauru, New Zealand, Nigeria, Sierra Leone, the 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. Certificate of Immunizations.
  - g. Individuals must have proof of US insurance (medical and life) or purchase appropriate insurance.
9. Applicants not eligible for enrollment under one of the methods listed above should contact the Director of Admissions/Registrar for 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.

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

*Should the student seek admission under this option, then no college courses or credits ten (10) years or older will be evaluated. (A student's TSI exemption, based on work completed prior to the Fall of 1989, is retained even if a student elects to take advantage of the Academic Fresh Start program.) This option does not relieve students from notifying the college of attendance at previous institutions, nor of the need to submit transcripts indicating all previous course work attempted.*

## 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).

### Steps to Using Your GIBill® at Galveston College

1. Students using Veterans Affairs educational benefits must apply for admission to the school. You may apply to Galveston College at [www.applytexas.org](http://www.applytexas.org), or in person at the Office of Admissions.
2. Apply for your Veterans Affairs educational benefit at [www.gibill.va.gov](http://www.gibill.va.gov). This process may take up to 4-6 weeks. The Certificate of Eligibility is sent to the student. Post 9/11 recipients must have a Certificate of Eligibility in order for the Department of VA to be billed for a portion or all approved tuition and fees. **If you have ever used your benefits at another school**, then you need to log into your VONAPP account and submit VA Form 22-1995 “Request for Change of Program or Place of Training”.
3. Submit all academic transcripts from all colleges/universities. College transcripts will not be accepted directly from a student unless they are in an unopened envelope from the issuing institution. If the student has earned less than 15 college credits, an official high school transcript with the date of graduation. If you received a GED® in Texas, see the Office of Admissions, they may be able to assist you with attaining the GED® transcript. You will also need to submit your military transcript, you may go to [www.jst.doded.mil](http://www.jst.doded.mil) to order a free official transcript to be sent to Galveston College.
4. All new students are required to attend New Student Orientation. For more information, please visit the [New Student Orientation](#) page or contact the Counseling and Advising Center at 409-944-1220.
5. Official TSI Assessment, or exemption test scores and documentation.
6. Meet with your Academic Advisor to assist you pick out the degree/ certificate program and register for classes. Be sure to get two copies of your degree/ plan. One for your records, and one to submit with your Enrollment Certification Request.
7. It is strongly recommended that you apply for Financial Aid. The website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov), the school code for Galveston College is 004972. If you need assistance, contact a Financial Aid staff member. If you have had a significant decrease in income, you may need to file a special circumstances packet.
8. Proof of the Bacterial Meningitis vaccination (unless the student is 22 years of age or older).
9. Submit an Enrollment Certification Request Form, and attach the signed degree plan. Any courses not required on your degree plan will not be certified to the Department of Veterans Affairs. Be advised that the number of weeks of a course may affect your BAH payment. For more information, please contact the School Certifying Official in the Financial Aid Office or the Department of Veterans Affairs. If the student changes their schedule, it is the students' responsibility to give notice in writing to the School Certifying Official so that the Enrollment certification may be updated.

10. Service members and Reservists, if you need to be absent due to service requirements, please contact your instructors and be prepared to show a copy of your orders.

#### 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.

### **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) 22 years old beginning January 1, 2014
- b) Enrolled in only online courses
- c) A dual credit student, unless he/she attends such courses on a Galveston College campus
- 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 affidavit indicating that the student declines the vaccination for "reasons of conscience."

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.

## TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative (TSI) was passed by the Texas State Legislature in 2003 and updated in 2013 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.

Students who were enrolled for the first time after August 26, 2013 must take the new Texas Success Initiative (TSI) Assessment, unless exempt. The TSI Assessment is a state-wide administered test that assesses the academic skills of students.

Students who were registered on or before August 26, 2013 were able to complete TSI standards through an alternative test, such as Compass®, THEA®, or Accuplacer®. Any student who registered on or before August 26, 2013 and wishes to retest must take the new TSI Assessment.

Information on the TSI Assessment and other alternative tests is available in the Counseling Center.

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

TSI Assessment**	RDG	351	MATH 350	WRT	5 or 4 (Essay) and 363
THEA®*	RDG	230	MATH 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

**\*ACCUPLACER® and COMPASS® are valid for students who registered on or before August 26, 2013.**

**\*\*Students that registered for the first time after August 26, 2013 are subject to the new TSI assessment exam. Please contact an advisor if you have questions.**

### 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 from April 2014 to March 2016, 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). For tests taken on or after March 5, 2016, a score of 480 in evidenced-based reading and writing and a math score of 530 (combined scores are not required – scores are 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 sub score of at least 3, and/or 2200 in math on the exit-level TAKS® test (valid for five (5) years from the date of testing). Military - Students with qualifying military service (NOTE: Students may be assessed to determine placement in courses).
9. 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. Must satisfactorily complete all coursework in the developmental sequence at the point of placement before enrolling in college-level courses in those disciplines.
3. Must enroll in a student success course if placement results require student to complete coursework in more than one developmental discipline area.
4. Cannot enroll in courses where college-readiness has not been met.
5. 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:

<u>Level - Math</u>	<u>Level - Writing</u>	<u>Level - Reading</u>
M0 Math College Ready	W0 English College Ready	R0 Reading College Ready
M1 MATH 0304	W1 INRW 0303	R1 INRW 0303
M2 MATH 0303	W2 INRW 0302	R2 INRW 0302
M3 MATH 0300	W3 INRW 0301	R3 INRW 0301

Any students who has demonstrated college readiness in math that wishes to place out of college algebra and/or pre-calculus can take a math departmental placement exam. For additional information please contact the math department, the STEM Academic Advisor or Counseling and Advisor Center.

## 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 at [www.collegeforalltexas.com](http://www.collegeforalltexas.com).

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 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. It is the responsibility of the student to notify the Office of Admissions of any changes in address and/or residency.

### **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 on the Application for Admission is subject to any or all of the following penalties:

1. Withdrawal from all classes with no refund.
2. Dismissal from the institution.

## REGISTRATION PROCEDURES

Galveston College utilizes the Whitecaps Portal to provide students with immediate and ongoing information about programs and services available at the College. The Whitecaps Portal also allows students 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, and 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.

### Adding/Dropping Courses and Schedule Changes

Students have online access through the Whitecaps Portal to add classes, drop classes, and/or make changes to their semester schedule during the designated early, regular, and late registration periods for each semester. During early, regular, or late registration, students are highly encouraged to visit with their advisor prior to changing their schedule. Beginning with the first day of class and throughout the designated add/drop period, the student must visit with an advisor in the Advising/Counseling Office to change their schedule and to obtain the change of schedule form. The signed form must then be submitted to the Admissions Office for processing. No course(s) may be added after the date designated by the school calendar as the last date to add a course. Classes dropped prior to the designated census date for a semester will not appear on the student's permanent record. The student is ultimately responsible for submitting the completed change of schedule form to the Admissions Office. The change becomes effective as of the date the change of schedule form is received in the Admissions Office.

A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to withdraw from a class of a term as designated in the college calendar. Students are strongly encouraged to meet with the faculty before dropping any course. The request for permission to withdraw from a course is initiated by the student by procuring a withdrawal form from the Advising/Counseling Office. After completing and signing the form, the student must obtain the signature of an advisor and a signature from the Financial Aid Office. The signed form must then be returned to the Admissions Office for processing. The student is ultimately responsible for submitting the completed form to the Admissions Office. The withdrawal is effective as of the date the form is received in the Admissions Office. A student who discontinues class attendance and does not officially withdraw from the course on or before the last day to withdraw from a course will receive a performance grade for the course.

Students enrolled in online-only courses may submit a drop request via email at [adm@gc.edu](mailto:adm@gc.edu), fax (409) 944-1501, or mail to the Office of Admissions and Records. Students should also copy their instructor(s) to notify him/her of their intent to drop. The drop will be effective as of the date it was received in the Office of Admissions and Records.

Students may withdraw from a developmental course unless they are required by TSI to be in remediation. During the fall and spring semesters, a student who is enrolled in a developmental course for TSI purposes may not drop or withdraw from his/her only developmental course unless the student completely withdraws from the college or shows proof of passing an approved TSI test prior to the official final date to withdraw.

Students receiving financial aid or veterans' assistance, as well as all international students, should see their advisor and/or appropriate college official before dropping or withdrawing from any class. Any student who is considering dropping or withdrawing from a course is encouraged to contact his/her faculty prior to initiating a drop or withdrawal.



Remember, it is the student's responsibility to initiate the withdrawal from a course and submit the withdrawal form to the Admissions Office. The withdrawal process is not complete until the withdrawal form has been received in the Admissions Office.

### **Withdraw-Limit Procedure**

Section 51.907 of the Texas Education Code, enacted by the State of Texas during spring 2007, applies to students who enroll in a public institution of higher education as a first time freshman in fall 2007 or later.

Based on this law, Galveston College may not permit a student to withdraw from more than six courses during their undergraduate career, including courses taken at another Texas public institution of higher education. Any course that the student withdraws from is counted towards the six course limit if "1) the student was able to withdraw from the course without receiving a grade or incurring an academic penalty; 2) the student's transcript indicates or will indicate that the student was enrolled in the course; and 3) the student is not withdrawing from the course in order to withdraw from the institution." College credit taken while enrolled in high school and below college credit courses (such as developmental education courses) does not count towards the total of six courses.

All courses that a student withdraws from after the census date (the 12<sup>th</sup> day of classes for fall and spring semesters) are included in the six-course limit unless the student resigns from all courses or the withdrawal is approved by an appropriate Galveston College official as a 'Drop Exception.' If a student withdraws from a course and then later resigns from Galveston College, the individual withdrawal(s) from earlier in the semester will be counted as a part of the complete resignation and not count towards the six withdraw limit total. Once the six withdrawals have been used, the student must complete all courses they are enrolled in regardless of academic performance.

Unusual circumstances may arise which prevents a student from satisfactorily completing a course. 'Drop exceptions' can be considered when the student provides documentation that the withdrawal is required and that because of the circumstances, the student could not satisfactorily complete the course. Examples include (but are not limited to):

1. Severe Illness
2. Care of sick, injured, or needy
3. Death in the family
4. Called to active duty service
5. Change of the student's work schedule that is beyond the student's control
6. Loss of transportation.
7. Lack of financial resources (supplies, travel, etc.).

If one of the above exceptions is approved, the student will be allowed to withdraw from the course and the withdrawal will not count towards the six withdraw limit total.

The student has up to one year from the initial drop to petition for a 'Drop Exception.'

### **Resigning from the College**

When a student finds it necessary to resign from school before the end of the semester, he or she should obtain a withdrawal form from the Advising/Counseling Office. Students resigning from the College will follow the same procedures as outlined above for students who are withdrawing from a particular class.

Students may also resign from the college by sending a written request for such action to the Office of Admissions and Records. The written request must include the student's signature, the student's current address, student ID number, phone number, and the course names and numbers of the courses for which the student is currently enrolled. The date postmarked on the envelope will be the official resignation or withdrawal date.

Students who resign after the census date for the semester but on or before the end of the 12th week of a long semester (or on or before the last day to withdraw from a class of a term as designated in the college calendar) will be assigned a grade

of "W." A student who discontinues class attendance and does not officially resign before the last day to withdraw from a class(es) will receive a performance grade(s) for the course(s).

## 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 Program 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. During peak registration periods; processing time may be longer. 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) afford 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 is 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 5 business days of a 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 institution 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

## 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). A student is not registered for any course until the full amount is paid or an installment contract is executed.

### TUITION AND FEES TABLE

Semester Hours	SCHEDULE OF TUITION			FEES				TOTALS		
	Resident of Texas	Non-Resident of Texas	Out of District fee	Building Use Fee	Student Services Fee	Registration Fee	General Services Fee	In District Total	Out of District Total	Non-Resident Total
1	\$160	\$420	\$80	\$88	\$10	\$30	\$50	\$338	\$418	\$678
2	\$160	\$420	\$80	\$88	\$10	\$30	\$50	\$338	\$418	\$678
3	\$160	\$420	\$80	\$88	\$10	\$30	\$50	\$338	\$418	\$678
4	\$160	\$420	\$80	\$88	\$10	\$30	\$50	\$338	\$418	\$678
5	\$200	\$525	\$100	\$110	\$10	\$30	\$50	\$400	\$500	\$825
6	\$240	\$630	\$120	\$132	\$10	\$30	\$50	\$462	\$582	\$972
7	\$280	\$735	\$140	\$154	\$10	\$30	\$50	\$524	\$664	\$1,119
8	\$320	\$840	\$160	\$176	\$10	\$30	\$50	\$586	\$746	\$1,266
9	\$360	\$945	\$180	\$198	\$15	\$30	\$50	\$653	\$833	\$1,418
10	\$400	\$1,050	\$200	\$220	\$15	\$30	\$50	\$715	\$915	\$1,565
11	\$440	\$1,155	\$220	\$242	\$15	\$30	\$50	\$777	\$997	\$1,712
12	\$480	\$1,260	\$240	\$264	\$15	\$30	\$50	\$839	\$1,079	\$1,859
13	\$520	\$1,365	\$260	\$286	\$15	\$30	\$50	\$901	\$1,161	\$2,006
14	\$560	\$1,470	\$280	\$308	\$15	\$30	\$50	\$963	\$1,243	\$2,153
15	\$600	\$1,575	\$300	\$330	\$15	\$30	\$50	\$1,025	\$1,325	\$2,300
16	\$640	\$1,680	\$320	\$352	\$15	\$30	\$50	\$1,087	\$1,407	\$2,447
17	\$680	\$1,785	\$340	\$374	\$15	\$30	\$50	\$1,149	\$1,489	\$2,594
18	\$720	\$1,890	\$360	\$396	\$15	\$30	\$50	\$1,211	\$1,571	\$2,741
19	\$760	\$1,995	\$380	\$418	\$15	\$30	\$50	\$1,273	\$1,653	\$2,888
20	\$800	\$2,100	\$400	\$440	\$15	\$30	\$50	\$1,335	\$1,735	\$3,035

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

- Minimum tuition for Resident of Texas – \$160
- Minimum tuition for Non-Resident of Texas – \$420
- Tuition per credit hour for Resident of Texas – \$40
- Tuition per credit hour for Non-Resident of Texas – \$105

#### **REGISTRATION FOR RESIDENT OF TEXAS:**

Tuition	\$40 per hour (\$160 minimum)
Building Use Fee	\$22 per hour (\$88 minimum)
Student Activity Fee	\$10 minimum, \$15 over 8 hours
General Fees*	\$80
Out-of-District Fees	\$20 per hour (\$80 minimum)

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

Tuition	\$105 per hour (\$420 minimum)
Building Use Fee	\$22 per hour (\$88 minimum)
Student Activity Fee	\$10 minimum, \$15 over 8 hours
General Fees*	\$80
Out-of-District Fees	\$20 per hour (\$80 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.

## NON-REFUNDABLE FEES:

Registration Fee	\$30
Schedule Change	\$10
Late Registration Fee	\$25
Returned Check Fee	\$35
Stop Payment Fee	\$25
Stop Payment Fee to Reissue a Refund	
Check Mailed to the Incorrect Address	\$25
Installment Plan Administration Fee	\$25
Installment Plan Late Fee	\$25
Duplicate Diploma	\$10
TSI Assessment Fee	\$29
Test Administration Fee for Non-GC test	\$25
CLEP® Test Fee	\$95
HESI Entrance Exam for Radiography Students	\$45

**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.

### Distance Education/Hybrid 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.

### Non-Texas Residents Enrolled in Online Only Courses

Non-Residents of Texas who are not located within the state of Texas, enrolled in distance education will be assessed at \$100 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

Students that are registered 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), 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. **If a student is enrolled in 4 or more hours at Galveston College, they are not subject to the minimum tuition requirement or the waiver.** In order to qualify, the student must bring a copy of

their receipt for payment of tuition from the institution in which enrollment was first made by the 12<sup>th</sup> class day (for Fall and Spring semesters) or at the time of payment at Galveston College.

### **PROFESSIONAL AND PERSONAL LIABILITY INSURANCE FOR ALLIED HEALTH, COSMETOLOGY 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. The College also provides a Blanket Student Liability program for all students in the Cosmetology program who are enrolled in courses that provide services to clients. The amount of liability coverage is \$1,000,000 per individual claim and \$5,000,000 per aggregate claim.

### **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. Requests for 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 \$25 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 may 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 issued and mailed to the student. The Business Office is responsible for the billing and receiving element 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 processes 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 or stop attending their courses 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.

### Failure To Begin Attendance In All The Courses He Or She Was Scheduled To Attend

Anytime a student begins attendance in at least one course but does not begin attendance in all the courses he or she was scheduled to attend, regardless of whether the student is a withdrawal, the school must check to see if it is necessary to recalculate the student's eligibility for Pell Grant and other funds based on a revised enrollment status. If the student is a withdrawal, this recalculation must be done before performing a Return of Title IV Funds calculation, and the school must use the recalculated amounts of aid in the Return calculation. If a student who has withdrawn did not begin attendance in enough courses to establish a half-time enrollment status, the school may not make a first disbursement of a Direct Loan to the student after the student withdraws.

## CHAPTER V SCHOLARSHIPS AND FINANCIAL AID



# Scholarship 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 or Home School;
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 attempted 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 Department of Education 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 31<sup>st</sup> for the summer priority, June 9<sup>th</sup> for the following fall semester and by November 9<sup>th</sup> 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 \$583 to \$5815 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 Pell Grant Program—Duration of Eligibility:

- Once you have received a Pell Grant for 12 full-time semesters, or the equivalent, you are no longer eligible for additional Pell Grants.
- A student is eligible to receive a Pell Grant for up to 12 full-time semesters or the equivalent. If the student exceeds the 12-semester maximum, they lose eligibility for additional Pell Grants. Equivalency is calculated by adding together the percentage of your Pell eligibility that you received each year to determine whether the total amount exceeds 600%.

- ***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 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 1.068 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 Loan***

Unsubsidized 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 Loan.

- Effective July 1, 2013, the Department of Education added a new provision to the Direct Loan requirements that limits a NEW first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's educational program. Under certain

conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans.

- ***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 Renewal***  
The Texas Grant is for 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 will vary depending on the availability of funds. 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 \$5233 or less. Students must apply for financial aid and be enrolled at least half-time.
- ***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. Enrolled in at least 6 hours. Students will generally work 12-15 hours per week, not to exceed 19.5 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, have been discharged under honorable conditions, current resident of Texas, and served at least 181 days of active duty. 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 Benefit Letter from the VA Educational Center 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.
- ***Hazelwood Act-Legacy Program***  
Eligible veterans may assign unused hours of exemption eligibility to a child under certain conditions. To be eligible, the child must be a Texas resident, be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year, be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition), and make satisfactory academic progress in a degree or certificate as determined by the institution. Please allow four weeks.

## INSTITUTIONAL SCHOLARSHIPS

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

<p>Marionette Beyah Memorial Ben S. and Marjorie Brown Trust Joan Cannady Scholarship Lynn Cantini Nursing Endowment Scholarship Coca Cola Scholarship Culinary Arts Scholarship William Maury Darst Scholarship Darst By Invitation Scholarship John Parker Davies Trust Del Papa Distributors Anniversary Scholarship Easter-Wilson Scholarship Edmonds/Nelson/Craft/Parker Scholarship Laura Mae Elrod Education Scholarship Galveston College Scholars Greater Texas Foundation Greenwood/Mills/Pattinson Scholarship Hermes-Jordan Athletic Scholarship Michael Hodge Memorial Scholarship Monica Ruiz Memorial Scholarship Sr. Mary Agnesita Brosnan,C.C.V.I Nursing Friends of Trudy Jordan Scholarship</p>	<p>Carl Kelly Scholarship Cecile Kempner Scholarship (Applied Technology Center) Lambdin Scholarship J.W. and Suzanne Little Scholarship Neilson Scholarship Clelie Ann Moore Ceramics Scholarship American Cultural Scholarship (aka Multi-Ethnic Scholarship) Mr. and Mrs. Jesse Murillo Scholarship Larry Patton Music Scholarship Olga Olson Culinary Scholarship Regents Scholarship Rotary Club of Galveston Foundation, Inc. Janice Stanton Scholarship Jean Thompson Psychology Scholarship Rudy Tomjanovich Scholarship University Federal Credit Union Scholarship Francisco “Paco” Vargas Culinary Arts Scholarship Windle Vocal Scholarship</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## UNIVERSAL ACCESS

In 1996, Galveston College Foundation (GCF), an independent 501 (c) 3 community-based nonprofit, was founded to be supportive of Galveston College and its mission. GCF’s primary function is the administration of more than forty named scholarships and the sustainability 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 public and private high school graduates, home-schooled graduates, and GED graduates, regardless of income level. Individuals, businesses, corporations, and regional foundations are the GCF donors. Universal Access is the only known private sector program in the country that covers all tuition for a 60-hour associate degree for full-time students who graduate from local high schools in a designated geographic area-community. Since 2001 the Universal Access program has served more than 1,500 local high school graduates who reside in the Galveston College taxing district.

Beginning in the fall of 2016, the Galveston College Foundation Universal Access award will institute a new lifetime limit of \$3,200 for full-time students, which covers all tuition for a 60-credit hour associate degree. Up to \$1,600 may be awarded per year to full-time students for the fall, spring, and summer semesters. No more than \$800 of the award may be used during a long semester, fall or spring. Any award not utilized during the fall or spring semester may be used during the summer semester, not to exceed the total tuition and fees. Upon enrollment for the Universal Access award, a student’s allocation must be used within a five-year period. A one-time \$200 book-only voucher will be given to each eligible student. If the \$200 book voucher is not used in the first semester that it is assessed, the balance will not be forwarded to future semesters.

This award becomes an academic scholarship upon acceptance to Galveston College. All participants must file the FAFSA. If a student receives a Pell Grant, the Universal Access commitment is considered met. If they are denied the Pell, due to income or citizenship requirements, their tuition is paid from Universal Access. UA recipients may enroll in an academic or technical credit program as identified in the Galveston College Catalog or an approved contact hour

program of at least 360 contact hours. Detailed information is available at the Galveston College website c/o Development and Foundation, [http://www.gc.edu/gc/Development\\_and\\_Foundation.asp](http://www.gc.edu/gc/Development_and_Foundation.asp)

## 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 Financial Aid 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.

## 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:

1. **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.

2. **Maximum Time Frame Component**

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

3. **Rate of Completion**

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

### REVIEW PROCEDURE

1. **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"

## 2. **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.

## 3. **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.

## 4. **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.”

## **PERMANENT RESIDENTS**

Students holding permanent resident visas (I-151 or certain endorsed I-94 cards) are eligible to receive financial aid. Tuition rates will still be based on length of residency in the U.S.

## **INTERNATIONAL STUDENTS**

Non-citizens holding only student visas are not eligible for federal and state financial aid through this office. Scholarship opportunities may be available.

- You are an eligible noncitizen if you are (1) a permanent U.S. resident with a Permanent Resident Card (I-551); (2) a conditional permanent resident with a Conditional Green Card (I-551C); (3) the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: “Refugee,” “Asylum Granted,” “Parolee” (I-94 confirms that you were paroled for a minimum of one Entrant;” or (4) the holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a designation of “Victim of human trafficking.”
- If you are in the U.S. on a F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations), you are not a citizen or eligible noncitizen. You will not be eligible for federal

student aid. If you have a Social Security Number but are not a citizen or an eligible noncitizen, you should still complete the FAFSA because you may be eligible for state or college aid.

### **ESTIMATED COST OF ATTENDENCE**

The estimated cost of attending Galveston College based upon 30 credit hours for the 2016-2017 academic year is:

	Not living with Parents	Living with Parents
Tuition/fees	\$2050	\$2050
Books/Supplies	\$910	\$910
Room/Board	\$5964	\$2798
Transportation	\$1776	\$1776
Miscellaneous	\$2108	\$1616
<b>Subtotal</b>	<b>\$12807</b>	<b>\$9150</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 SERVICES AND STUDENT LIFE



# Student Life and Student Services

## STUDENT ACTIVITIES

**Purposes and General Information:** Student Activities emphasizes the holistic development of students through co-curricular experiential involvement, with campus and community events, student success seminars, 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 the Cheney Student Center, Room 100. Requirements and 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 and faculty sponsorship. 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 Alliance
- Art and Soul Club
- Business Club
- Chef's RUS Club
- Computer Science Club
- Cosmotology Club
- Criminal Justice Club
- Cross F.I.T. Campus Ministry Club
- Electrical Electronics Club
- EMS Club
- Fishing Club
- Gay Straight Alliance Club
- Hispanic Student Organization
- History Club
- HVAC-R Club
- International Culture Club
- Island Potters Guild
- Nuclear Medicine Club
- Performing Arts Club
- Phi Theta Kappa Honors Society
- Radiography Club
- Service Learning Club
- Sports Activity Club
- STEM Club
- Student Government Association
- Student Nurses Association
- Veteran's Club
- Vocational Student Nurses Club
- Welding Club

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**

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.

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 includes women's fast pitch softball and men's baseball, at the Division I level contested during the spring.

### **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, co-ed soccer, basketball, flag football, billiards and golf, and softball. Tournaments are rotated throughout the membership of the GCIC. For more information, contact the Student Activities Office at 409-944-1234.

### **Intramurals**

Galveston College promotes team building and healthy competition among students via intramural sports. The college offers intramural sports in indoor soccer, basketball, badminton, tennis, ping pong, and volleyball. Each semester, registered students are allowed to participate in regular competition with other teams as well as enter in the tournament at the end of the semester.

## 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, Financial Aid, Advising, Counseling, Student Activities, Special Services for Students with Disabilities, 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 and Advising, and Special Services for Students with Disabilities are located in the Galveston College Counseling Center on the first floor of Moody Hall.

Seminars, groups, and workshops are facilitated by the Division of 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 and assigned when the Application for Admission is entered.

Advisors assist prospective and current 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, transfer credits 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 for Students with Learning Differences:** The major goals of services for students with learning differences are to increase the admission, retention, and graduation rates of students who self-identify as having a disability, impairment, 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, child care assistance, and referrals to local community agencies.

**Students with special needs are requested to notify the Special Services Counselor (M-150) regarding assistance and/or academic adjustments. 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. Student Guidelines for Special Services – 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. Individual Orientation – familiarizes students with the Galveston College campus and provides information of the support services available to meet student needs.
4. Student Equipment – is 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. Limited Personal Counseling – crisis intervention and 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.

**Childcare Assistance:** With funds from the Carl Perkins Grant, Galveston College in collaboration with local community agencies and organizations, other institutions, and the private sector, has developed and implemented a variety activities to help students, including childcare.

To be eligible for the child care program, the student must be:

1. A declared career technical major
2. Economically disadvantaged, disabled or be a single-parent or pregnant female

Students are encouraged to apply early for child care and must reapply each semester/term, as resources are limited. Students should contact 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 academic and student support services for approximately 200 first-generation, low-income students. The goals of BBS are to increase student retention in classes, completion of certificates and degrees, graduation from college, and transfer to universities. 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 12<sup>th</sup> graders at Ball High School annually. 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 an Associate’s and or



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. Research has indicated that 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.

## **STUDENT 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. Please see the student handbook for a complete list of prohibited activities or behaviors.

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.

#### **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.

#### **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.

Please refer to the Student Handbook for more specific information about misuses of computing resources.

## **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. Students should consult the current Student Handbook and the Campus Motor Vehicle Rules and Regulations for specific information on parking including violations, fines, and appeals.

#### **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. 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.**

## **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 thorough investigation, the Vice President will determine the course of action which could include expulsion. This decision may be appealed to the college discipline committee. The complete discipline policy, including the hearing procedures and appeals process, may be found in the current Student Handbook.

## **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**

Please see the current Student Handbooks for the complete discrimination and/or harassment procedures.

### **PROTECTION FROM RETALIATION**

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

## **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 Student Appeals Committee. 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.

NOTE: Enrollment in mini semesters (winter and summer) count towards the semester credit hour limit.

## **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.

### **Students Who Never Attended Class**

Any student who registers for courses and never attends will be dropped by the census date for that semester. The student is responsible for any registration charges incurred for the never attended course(s).

### **Students Who Stop Attending**

Any student who misses 10% of the total clock hours of instruction (or equivalent measure for online or hybrid classes), not excused by the instructor, may be withdrawn from class and receive a grade of "AWN" (Administratively Withdrawn). 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 or 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**

### **Transfer of Credit from another Institution to Galveston College**

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 or the appropriate Vice President. Transfer students who are admitted 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.

### **Transfer of Credit from Galveston College to Another Institution**

The transfer of college credit from Galveston College to another institution of higher education will depend largely upon proper course selection and quality of work done by the student.

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.

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.

## **RESOLUTION OF TRANSFER DISPUTES**

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.

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/EXPERIENCE**

Galveston College supports the concept that learning can and does occur outside the traditional college classroom. In today's world, many students acquire substantial education through intensive reading, travel, correspondence courses, continuing education, military experiences, and other non-traditional avenues of learning.

A maximum of 24 semester hours of credit may be earned by examination or other non-traditional forms of education and applied towards the degree. Students may not establish credit by examination for any course which has been previously attempted at Galveston College or another college. Students should visit with a counselor or advisor for more information.

Every 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.

A student must be enrolled at GC in at least 6 semester credit hours for credit to be posted on their permanent record. 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. The semester credit hours will apply toward graduation requirements, but are not calculated in the grade point average.

Students should visit Counseling/Advising to inquire regarding eligibility for credit by examination.

### **Evaluated Credit – Evaluation of Credentials**

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

- State or national board exams/certifications (LVN, RN, Law Enforcement, etc.)
- Non-traditional transcripts (hospital-based schools, cosmetology, etc.)
- Formal military training (credit for military experience and training will be awarded based on military credentials and recommendations from the Guide to the Evaluation of Educational Experiences in the Armed Services as published by the American Council on Education (ACE).

### **Credit by Examination**

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 approval from Dean/Division Director.
- b. Obtain a Course Challenge by Examination Form from a counselor/advisor.
- c. Pay the required fee for the examination at the Business Office.
- d. Submit the Course Challenge by Examination Form to the appropriate Dean or Division Director.
- e. 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 Program Coordinator/Program 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
College Composition	50	ENGL 1301,1302	6
Financial Accounting	50	ACCT 2301	3
College Composition Modular without essay	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 to 1877	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	3	ARTS 1303	3
Biology	3	BIOL 1406 & 1407	8
Calculus AB	3	MATH 2413	4
Calculus BC	3	MATH 2313 & MATH 2413	7
Chemistry	3	CHEM 1411 & CHEM 1412	4
Computer Science A	3	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	3	ENVR 1301 & ENVR 1101	4
European History	3	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	3	ECON 2301	3
Microeconomics	3	ECON 2302	3
Music Theory	3	MUSI 1301	3
Physics 1	3	PHYS 1401	4
Physics 2	3	PHYS 1402	4
Physics C – Electricity & Magnetism	3	PHYS 2426	4
Physics C- Mechanics	3	PHYS 2425	4
Psychology	3	PSYC 2301	3
Statistics	3	PSYC 2317 OR MATH 1342	3
U.S. History	3	HIST 1301 & HIST 1302	6
U.S. Government & Politics	3	GOVT 2305	3
World History	3	HIST 2311	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

### **Awarding Credit for Continuing Educaiton Courses**

Galveston College may award academic credit for continuing education courses only when there is documentation that the continuing education coursework is equivalent to a designated credit course. Awarding credit for continuing education courses work involves at least three considerations:

- The educational quality of the course for which the student desires credit.
- The comparability of the nature and content of the continuing education course with the curriculum course for which credit is desired.
- Demonstration of competencies/learning outcomes by the student, either as part of the course or subsequent to it.

The process for evaluating and documenting continuing education coursework for credit is outlined in the Continuing Education course schedule or on the website at [www.gc.edu](http://www.gc.edu). Continuing education coursework that was completed three years ago or more will be awarded for credit only if all the required documentation is available. Students wishing to receive credit for continuing education courses are encouraged to complete the paperwork as soon as possible following the completion of the class.

## GRADING SYSTEM

Grade	= Interpretation	Grade Point Value
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
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

\* 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.

**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 students 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,” “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 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.
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 or the President's designee.

## 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 determinant.

### *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 Coordinator, 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 Coordinator 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 [whitecaps.gc.edu](http://whitecaps.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 [whitecaps.gc.edu](http://whitecaps.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.

Students who do not apply for graduation but meet all degree requirements may be automatically awarded a degree. Diplomas will not be printed unless the student fills out an Application for Graduation.

## 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.

## **REVERSE TRANSFER DEGREES**

Students wishing to earn a degree by reverse transfer must complete at least 18 semester hours in residence at Galveston College. It is the student's responsibility to grant permission to the senior institution/university to send records back to Galveston College for the purpose of earning a reverse transfer degree. Students must ensure the senior institution clearly indicates the records are for reverse transfer purposes. The reverse transfer request must be received at least two weeks prior to the end of the term to ensure adequate processing time. Reverse transfer degree requests not received at least two weeks prior to the end of the term will be processed in the next term.

## **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 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 in each of the component areas 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 – Communication, Mathematics, Life and Physical Science, Language, Philosophy, and Culture, Creative Arts, American History, Government/Political Science, Social and Behavioral Sciences, and a Component Area Option. 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
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 2312, MATH 2413, MATH 2414, PSYC 2317	3
LIFE & PHYSICAL SCIENCE	<i>Select two courses from the following list of courses</i> BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426	6
LANGUAGE, PHILOSOPHY & CULTURE	<i>Select one course from the following list of courses</i> ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307	3
CREATIVE ARTS	<i>Select one course from the following list of courses</i> ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310	3
AMERICAN HISTORY	<i>Select two courses from the following courses</i> HIST 1301, HIST 1302, HIST 2301	6
GOVERNMENT/ POLITICAL SCIENCE	GOVT 2305 and GOVT 2306	6
SOCIAL AND BEHAVIORAL SCIENCES	<i>Select one course from the following list of courses</i> CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, SOCI 1306	3
COMPONENT AREA OPTION	<i>Select two courses from the following AND/OR use excess credit hours from courses listed above</i> EDUC 1300/PSYC 1300, ENVR 1101, ENVR 1102, KINE 1164, MATH 2415, PSYC 2306, PSYC 2314, PSYC 2319/SOCI 2326, SOCI 2301, SOCI 2319, SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321	6
	TOTAL	42

## 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 or all courses in a THECB approved 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 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 complete the general academic course requirements for the AS 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 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: Creative Arts/Language, Philosophy and Culture; Social and Behavioral Sciences; and Life & Physical Science/Mathematics.
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. +
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.

†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 Life & Physical Science/Mathematics. In addition, evidence of computer literacy must be demonstrated.

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

Cosmetology  
Culinary Arts  
Electrical and Electronics Technology  
Emergency Medical Services  
Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R)  
Nursing  
    Associate Degree Nursing  
    EMT-P to ADN Transitional  
    LVN to ADN Transitional  
Medical Administration  
Radiologic Health Sciences  
    Nuclear Medicine Technology  
    Radiation Therapy Technology  
    Radiography  
Surgical Technology  
Welding Technology

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 Coordinators 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:**

- Computerized Tomography Technology\*
- Cosmetology
- Culinary Arts
- Electrical and Electronics Technology\*\*
- EMT Advanced
- EMT Paramedic
- Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) \*\*
- Law Enforcement Academy
- Magnetic Resonance Imaging\*
- Medical Coding
- Medical Administrative Assistant
- Radiation Therapy Technology
- Surgical Technology
- Vocational Nursing
- Welding Technology\*\*

\*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 (including Clear Lake, Downtown, and Victoria), Texas A & M at Galveston, Midwestern University, Sam Houston State University, and the University of Phoenix. Students should contact the Admissions Office for more information.

## **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 95). 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	
HIST 1301	US History I <sup>1</sup>	3	
EDUC 1300	Learning Framework or Elective <sup>#</sup>	3	
COSC 1301	Intro to Computing or Elective <sup>#</sup>	3	
MATH 1332	Contemporary Math <sup>2</sup>	3	
		<b>15</b>	
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT 2305	Federal Government	3	
	Life & Physical Science <sup>5</sup>	3	
	Component Area Option Elective <sup>10</sup>	3	
	Language, Philosophy & Culture Elective <sup>4</sup>	3	
	Elective <sup>#</sup>	3	
		<b>15</b>	
			<b>15</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 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 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, 2414, or PSYC 2317.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, 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 CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

<sup>10</sup>Component Area Option Electives can include excess hours from footnotes 1-7 above and/or from the following courses: EDUC 1300/PSYC 1300, ENVR 1101, ENVR 1102, KINE 1164, MATH 2415, PSYC 2306, PSYC 2314, PSYC 2319/SOCI 2326, SOCI 2301, SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321.

## GENERAL STUDIES 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	ENGL 1302 Composition II	3
HIST 1301	US History I <sup>1</sup>	3	HIST 1302 US History II <sup>1</sup>	3
EDUC 1300	Learning Framework or Elective <sup>#</sup>	3	COSC 1301 Intro to Computing or Elective <sup>#</sup>	3
MATH 1314	or Math Elective <sup>2</sup>	3	MATH Elective <sup>2</sup>	3
	Elective <sup>#</sup>	3	Life & Physical Science <sup>5</sup>	4
		<b>15</b>	<b>16</b>	
<b>SECOND YEAR</b>				
<b>First Semester</b>		<b>Second Semester</b>		
GOVT 2305	Federal Government	3	GOVT 2306 Texas Government	3
SPCH 13XX	Speech Course or Elective <sup>#</sup>	3	Life & Physical Science <sup>5</sup>	4
	Life & Physical Science <sup>5</sup>	4	Social & Behavioral Science Elective <sup>7</sup>	3
	Language, Philosophy & Culture Elective <sup>4</sup>	3	Creative Arts Elective <sup>3</sup>	3
			Elective <sup>#</sup>	3
		<b>13</b>	<b>16</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 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> Select one course from: MATH 1324, 1325, 1332, 1342, 2312, 2413, or 2414

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<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 1301 (with ENVR 1101), ENVR 1302 (with ENVR 1102), 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 CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

## ART Associate of Arts

(Degree Audit Program Code: AA-ART)

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
ARTS	1303	Art History I	3
ARTS	1311	Design I	3
ARTS	1316	Drawing I	3
			<b>15</b>
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government Life & Physical Science <sup>5</sup>	3
MATH	1332	Contemporary Math I <sup>2</sup> Component Area Option Elective <sup>10</sup>	3
		Sophomore ARTS Elective <sup>11</sup>	3
			<b>15</b>
		<b>15</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>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, 2414, or PSYC 2317.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, PHYS 1401, PHYS 1402, PHYS 2425, or PHYS 2426.

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

<sup>11</sup> Select one course from ARTS 2316, ARTS 2317, ARTS 2326, ARTS 2327, ARTS 2346, ARTS 2347, ARTS 2356, or ARTS 2357.

<sup>10</sup>Component Area Option Electives can include excess hours from footnotes 1-7 above and/or from the following courses: EDUC 1300/PSYC 1300, ENVR 1101, ENVR 1102, KINE 1164, MATH 2415, PSYC 2306, PSYC 2314, PSYC 2319/SOCI 2326, SOCI 2301, SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321.

## 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.

### FIRST YEAR

<b>First Semester</b>				<b>Second Semester</b>			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
MATH	2413	Calculus I <sup>^</sup>	4	MATH	2414	Calculus II	4
BIOL	1406	General Biology I	4	BIOL	1407	General Biology II	4
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
			<b>15</b>				<b>15</b>

### SECOND YEAR

<b>First Semester</b>				<b>Second Semester</b>			
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
		Elective <sup>#</sup>	1			Language, Philosophy & Culture 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
		Creative Arts Elective <sup>3</sup>	3			Social/Behavior Science Elective <sup>7</sup>	3
			<b>14</b>				<b>16</b>

**Total Semester Credit Hours: 60**

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 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>3</sup> Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup> Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

**BUSINESS ADMINISTRATION  
(Field of Study)  
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	1314	College Algebra*	3	MATH	1324	Math fo Bus & Soc Science*	3
BCIS	1305	Business Computer Apps <sup>+</sup>	3	SPCH	1321	Bus & Prof Comm <sup>+</sup>	3
		Life & Physical Science Elective <sup>5</sup>	3			Life & Physical Science Elective <sup>5</sup>	3
			<b>15</b>				<b>15</b>

**SECOND YEAR**

<b>First Semester</b>			<b>Second Semester</b>				
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
ECON	2301	Principles of Macroeconomics <sup>+</sup>	3	ECON	2302	Principles of Microeconomics <sup>+</sup>	3
ACCT	2301	Principles of Financial Accounting <sup>+</sup>	3	ACCT	2302	Princ. of Managerial Accounting <sup>+</sup>	3
MATH	1325	Calculus for Bus & Soc Sciences*	3	BUSI	2301	Business Law	3
		Creative Arts Elective <sup>3</sup>	3			Language, Philosophy & Culture Elective <sup>4</sup>	3
			<b>15</b>				<b>15</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>Denotes Courses required for the Business Administration Field of Study Curriculum 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, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, 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>^</sup>	4
CHEM	1411	General Chemistry I	4
			<b>14</b>
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
CHEM	2423	Organic Chemistry I	4
PHYS	2425	University Physics I	4
		Elective <sup>#</sup>	1
		Language, Philosophy & Culture Elective <sup>4</sup>	3
			<b>15</b>
		Social/Behavior Science Elective <sup>7</sup>	3
		GOVT 2306 Texas Government	3
		CHEM 2425 Organic Chemistry II	4
		PHYS 2426 University Physics II	4
		Creative Arts Elective <sup>3</sup>	3
			<b>17</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 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 MATH 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, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.



## COMPUTER SCIENCE 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.

<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>^</sup>	4
COSC	1336	Programming Fundamentals I	3
		Elective <sup>#</sup>	2
			<b>15</b>
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
COSC	2325	Computer Organization	3
PHYS	2425	University Physics I	4
MATH	2414	Calculus II	4
			<b>14</b>
			3
			3
			3
			3
			3
			<b>16</b>

**TOTAL SEMESTER CREDIT HOURS: 60**

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 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 MATH courses.

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

<sup>2</sup> Select one course from MATH 2318, MATH 2320, or MATH 2321.

<sup>3</sup> Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup> Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>7</sup> Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

**CRIMINAL JUSTICE**  
**(Field of Study)**  
**Associate of Arts**

(Degree Audit Program Code: AA-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.

<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	1332	Contemporary Math <sup>2</sup>	3
		Speech Elective <sup>6</sup>	3
CRIJ	1301	Intro to Criminal Justice <sup>+</sup>	3
			<b>15</b>
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
		Language, Philosophy & Culture Elective <sup>4</sup>	3
		Life & Physical Science Elective <sup>5</sup>	3
CRIJ	2313	Correctional Syst. & Practices	3
CRIJ	1310	Fund of Criminal Law <sup>+</sup>	3
			<b>15</b>
			<b>15</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>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>1</sup> HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1332 is suggested or select one course from: MATH 1314, 1316, 1324, 1325, 1332, 1342, 2312, 2413, 2414, or PSYC 2317.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, 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.

**DRAMA/THEATRE**  
**Associate of Arts**

(Degree Audit Program Code: AA-DRAM)

The transfer curriculum below is designed for students who plan to pursue a degree in Theatre 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 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
DRAM	1351	Acting I	3	DRAM	1352	Acting II	3
DRAM	1330	Stagecraft I	3	DRAM	2331	Stagecraft II	3
DRAM	1120	Theatre Practicum I	1	DRAM	1121	Theatre Practicum II	1
MATH	1332	Contemporary Math <sup>2</sup>	3				<u>1</u>
			<u>16</u>				<u>13</u>

<b>First Semester</b>		<b>SECOND YEAR</b>				<b>Second Semester</b>	
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
		Life & Physical Science <sup>5</sup>	3			Life & Physical Science <sup>5</sup>	3
DRAM	2361	History of Theatre I	3			Social & Behavioral Science <sup>7</sup>	3
DRAM	1341	Makeup	3	DRAM	2362	History of Theatre II	3
DRAM	1310	Introduction to Theatre	3	DRAM	2366	Introduction to Cinema	3
DRAM	2120	Theatre Practicum III	1				<u>1</u>
			<u>16</u>				<u>15</u>

**Total Semester Credit Hours: 60**

**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 two course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, PHYS 1401, PHYS 1402, PHYS 2425, or PHYS 2426.

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

**EDUCATION  
(EC-6 Generalist)  
Associate of Science**

(Degree Audit Program Code: AS-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	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	3	SPCH 1315	Public Speaking	3
ENVR 1301/1101	or Life Science Elective <sup>5</sup>	4	ENVR 1302/1102	or Life Science Elective <sup>5</sup>	4
	Social/Behavior Science Elective <sup>7</sup>	3		Creative Arts Elective <sup>3</sup>	3
		<b>16</b>			<b>16</b>

<b>SECOND YEAR</b>					
<b>First Semester</b>		<b>Second Semester</b>			
GOVT 2305	Federal Government	3	GOVT 2306	Texas Government	3
EDUC 1301	Introduction to Teaching	3	EDUC 2301	Intro to Special Populations	3
CHEM 1405	or Physical Science Elective <sup>5</sup>	4		Language, Philosophy & Culture Elective <sup>4</sup>	3
MATH 1350	Fundamentals of Math I	3	MATH 1351	Fundamentals of Math II	3
		<b>13</b>		Component Area Option Elective <sup>10</sup>	3
					<b>15</b>

**Total Semester Credit Hours: 60**

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 courses will not satisfy elective hour requirements.

<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, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, PHYS 1401, PHYS 1402, PHYS 2425, or PHYS 2426.

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

<sup>10</sup>Component Area Option Electives can include excess hours from footnotes 1-7 above and/or from the following courses: EDUC 1300/PSYC 1300, ENVR 1101, ENVR 1102, KINE 1164, MATH 2415, PSYC 2306, PSYC 2314, PSYC 2319/SOCI 2326, SOCI 2301, SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321.

**EDUCATION**  
**(Mathematics Education – High School Level)**  
**Associate of Science**

(Degree Audit Program Code: AS-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 7 – 12 Mathematics precertification.

<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	2312	Pre-Calculus <sup>2</sup>	3
		Social & Behavioral Sciences Elective <sup>7</sup>	3
		Language, Philosophy & Culture Elective <sup>4</sup>	3
			<b>15</b>
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
MATH	2414	Calculus II	4
MATH	2318	Linear Algebra	3
EDUC	1301	Intro to Teaching Profess	3
		Life & Physical Science Elective <sup>5</sup>	3
			<b>16</b>
			<b>13</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>1</sup> HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup> Pre-requisite for Pre-Calculus is MATH 1314 College Algebra unless initial math placement is higher than college algebra.

<sup>3</sup> Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup> Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup> Select two course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, PHYS 1401, PHYS 1402, PHYS 2425, or PHYS 2426.

<sup>7</sup> Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

**EDUCATION**  
**(Mathematics Education – Middle School Level)**  
**Associate of Science**

(Degree Audit Program Code: AS-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**

<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	1350	Mathematics for Teachers I	3	MATH	1351	Mathematics for Teachers II	3
		Social / Behavior Science Elective <sup>7</sup>	3			Language, Philosophy & Culture Elective <sup>4</sup>	3
		Creative Arts Elective <sup>3</sup>	3	MATH	2413	Calculus I <sup>2</sup>	4
			<b>15</b>				<b>16</b>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
EDUC	1301	Intro. to Teaching Profession	3	MATH	2415	Calculus III	4
MATH	2414	Calculus II	4	MATH	2318	Linear Algebra	3
		Life & Physical Science Core Elective <sup>5</sup>	3	EDUC	2301	Intro to Special Populations	3
			<b>13</b>			Life & Physical Science Core Elective <sup>5</sup>	<b>3</b>
							<b>16</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>1</sup> HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup> Pre-requisite for Calculus I is MATH 1314 and MATH 2312 unless initial math placement is higher than college algebra.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup>Select two course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, PHYS 1401, PHYS 1402, PHYS 2425, or PHYS 2426.

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

**ENGINEERING**  
**(Field of Study – Industrial Engineering)**  
**Associate of Science**

(Degree Audit Program Code: AS-ENGR-INDU)

The transfer curriculum below is designed for students who plan to pursue a degree in industrial 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.

**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 <sup>1</sup>	3
MATH	2413	Calculus I <sup>^</sup>	4	MATH	2414	Calculus II	4
CHEM	1411	General Chemistry I <sup>11</sup>	4	PHYS	2425	University Physics I	4
ENGR	1201	Introduction to Engineering <sup>12</sup>	2				
			<b>16</b>				<b>14</b>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
GOVT	2305	Federal Government	3	GOVT	2305	Texas Government	3
MATH	2415	Calculus III	4	MATH	Elective <sup>13</sup> or Engineering Elective <sup>14</sup>		3
PHYS	2426	University Physics II	4	ENGR	2308	Engineering Economics	3
ENGR	2401	Engineering Mechanics: Statics	4			Social Behavior Science Elective <sup>7</sup>	3
						Creative Arts <sup>3</sup> or Language, Philosophy & Culture <sup>4</sup> Elective	3
			<b>15</b>				<b>15</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>This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into MATH 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, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, ENGL 2343, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307, PHIL 2321. Students should consult the STEM advisor.

<sup>7</sup>Select course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, PHED 1304, PHED 1346, PSYC 2301, SOCI 1301, SOCI 1306. Students should consult the STEM advisor for course selection.

<sup>10</sup>Some industrial 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 industrial engineering programs will accept the course ENGR 1201 for credit as applicable to the engineering major, while others 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>13</sup>Select from MATH 2318, MATH 2320, OR MATH 2321. Students should consult the STEM advisor for course selection.

<sup>14</sup>Select from ENGR 1304, ENGR 2304, ENGR 2305 and ENGR 2105, CHEM 1412 or COSC 1336. Students should consult the STEM advisor for course selection.

**ENGINEERING**  
**(Field of Study – Mechanical Engineering)**  
**Associate of Science**

(Degree Audit Program Code: AS-ENGR-MECH)

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 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>^</sup>	4
CHEM	1411	General Chemistry I <sup>10</sup>	4
ENGR	1201	Introduction to Engineering <sup>11</sup>	2
			<b>16</b>
			<b>14</b>

<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
MATH	2415	Calculus III	4
PHYS	2426	University Physics II	4
ENGR	2401	Engineering Mechanics: Statics	4
			<b>15</b>
		<b>GOVT 2306</b>	<b>Texas Government</b>
		<b>MATH Elective<sup>13</sup> or Engineering Elective<sup>14</sup></b>	<b>3</b>
		<b>Social Behavior Science Elective<sup>7</sup></b>	<b>3</b>
		<b>ENGR 2302</b>	<b>Engineering Mechanics: Dynamics</b>
		<b>Creative Arts<sup>3</sup> or Language, Philosophy &amp; Culture<sup>4</sup></b>	<b>3</b>
		<b>Elective</b>	<b>3</b>
			<b>15</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>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, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, or MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, ENGL 2343, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307, PHIL 2321. Students should consult the STEM advisor.

<sup>5</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, SOCI 1306.

<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>13</sup> Select from MATH 2318, MATH 2320, OR MATH 2321. Students should consult the STEM advisor for course selection.

<sup>14</sup> Select from ENGR 1304, ENGR 2304, ENGR 2305 and ENGR 2105, CHEM 1412 or COSC 1336. Students should consult the STEM advisor for course selection.



## ENGLISH Associate of Arts

(Degree Audit Program Code: AA-ENGL)

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	1332	Contemporary Math <sup>2</sup>	3	SPCH	13XX	Speech Elective <sup>6</sup>	3
HUMA	1301	Intro to the Humanities	3	HUMA	1302	Intro to the Humanities II	3
		Life & Physical Science Elective <sup>5</sup>	3			Life & Physical Science Elective <sup>5</sup>	3
			<b>15</b>				<b>15</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	Literature Elective <sup>8</sup>	3	ENGL	23XX	Literature English <sup>8</sup>	3
		Creative Arts Elective <sup>12</sup>	3			Social/Behavior Science Elective <sup>7</sup>	3
		Elective <sup>#</sup>	3			Elective <sup>#</sup>	3
			<b>15</b>				<b>15</b>

**Total Semester Credit Hours: 60**

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 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 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, 2414, or PSYC 2317.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, 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 CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

<sup>8</sup>Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL2342, or ENGL 2343.

<sup>12</sup>Either ARTS 1301, ARTS 1303, MUSI 1302, MUSI 1310, DRAM 1310, DRAM 2362, DRAM 2366, OR COMM 2366.

## HEALTH AND PHYSICAL EDUCATION 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

<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	1332	Contemporary Math I <sup>2</sup>	3			Creative Arts Elective <sup>3</sup>	3
KINE	1301	Intro Physical Fit & Sport	3	KINE	13XX	Elective	3
KINE	1304	Personal/Comm/Wellness I	3	KINE	1346	Drug Abuse and Use	3
PHED	1148	Weight Training I	1	PHED	1149	Weight Training II	1
			<b>16</b>				<b>16</b>

### SECOND YEAR

<b>First Semester</b>				<b>Second Semester</b>			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
BIOL	2401	Anatomy and Physiology I	4	BIOL	2402	Anatomy and Physiology II	4
KINE	13XX	Elective	3	SPCH	1315	Public Speaking	3
		Language, Philosophy & Culture Elective <sup>4</sup>	3			Language, Philosophy & Culture <sup>4</sup> or Creative Arts Elective <sup>3</sup>	3
PHED	1144	Strength and conditioning	1	PHED	11XX	Elective <sup>11</sup>	1
			<b>14</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>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>MATH 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, 2414, or PSYC 2317.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>11</sup>Select any one 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
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
BIOL	1406	Biology for Science Majors I	4	BIOL	1407	Biology for Science Majors II	4
MATH	1314	College Algebra <sup>2</sup>	3			Creative Arts Elective <sup>3</sup>	3
			<b>14</b>				<b>14</b>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</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			Elective <sup>11</sup>	3
		Social/Behavior Science Elective <sup>7</sup>	3			Language, Philosophy & Culture Elective <sup>4</sup>	3
			<b>16</b>				<b>16</b>

**Total Semester Credit Hours: 60**

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, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

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

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

<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>It is recommended that students take BIOL 2402 Anatomy & Physiology II.

**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.

<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
PSYC	2301	General Psychology	3
BIOL	1406	General Biology I	4
MATH	1314	College Algebra <sup>2</sup>	3
			<b>16</b>
		<b>14</b>	
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
SPCH	13XX	Speech Elective <sup>6</sup>	3
GOVT	2305	Federal Government	3
Language, Philosophy & Culture Elective <sup>4</sup>			3
BIOL	2401	Anatomy & Physiology I	4
SOCI	1301	Intro to Sociology	3
			<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>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>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, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307, PHIL 2321.

**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.

<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
BIOL	2401	Anatomy and Physiology I	4
PSYC	2301	General Psychology <sup>+</sup>	3
PHED	11XX	Physical Education or Elective <sup>#</sup>	1
			<b>14</b>

<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
BIOL	2421	Microbiology <sup>+</sup>	4
SOCI	1301	Intro to Sociology	3
Creative Arts Elective <sup>3</sup>			3
			<b>13</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>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>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, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

## 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	1332	ContemporaryMath <sup>2</sup>	3			Life and Physical Science Elective <sup>5</sup>	3
		Life and Physical Science Elective <sup>5</sup>	3	HIST	2301	Texas History	3
SPCH	13XX	Speech Elective <sup>6</sup>	3			Language, Philosophy, & Cultural Elective <sup>4</sup>	3
			<b>15</b>				<b>15</b>

### SECOND YEAR

First Semester				Second Semester			
ENGL	23XX	Sophomore English <sup>8</sup>	3	GOVT	2306	Texas Government	3
GOVT	2305	Federal Government	3	HIST	2312	Western Civilization II	3
HIST	2311	Western Civilization I	3			Social/Behavior Science Electives <sup>7</sup>	6
		Creative Arts Elective <sup>3</sup>	3			Elective <sup>#</sup>	3
		Elective <sup>#</sup>	3				
			<b>15</b>				<b>15</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 courses will not satisfy elective hour requirements.

<sup>2</sup>MATH 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, 2414, or PSYC 2317

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, 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 CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

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

## MATHEMATICS 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 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	2312	Pre-Calculus	3	MATH	2413	Calculus I	4
		Life & Physical Sciences Core Elective <sup>5</sup>	3	MATH	2305	Discrete Mathematics	3
		Creative Arts Core Elective <sup>3</sup>	<u>3</u>			Life & Physical Sciences Elective <sup>5</sup>	<u>3</u>
			<b>15</b>				<b>16</b>

### SECOND YEAR

<b>First Semester</b>				<b>Second Semester</b>			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
		Social & Behavioral Sciences Elective <sup>7</sup>	3	MATH	2415	Calculus III	4
MATH	2414	Calculus II	4	MATH	2320	Differential Equations	3
MATH	2318	Linear Algebra	<u>3</u>			Language, Philosophy & Culture Elective <sup>4</sup>	3
			<b>16</b>			Elective <sup>11</sup>	<u>3</u>
							<b>16</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>1</sup> Select two courses from: HIST 130, HIST 1302 and HIST 2301.

<sup>2</sup> Pre-requisite for Pre-Calculus is MATH 1314 unless initial math placement is higher than college algebra.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup>Select two course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, PHYS 1401, PHYS 1402, PHYS 2425, or PHYS 2426.

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

<sup>11</sup>It is suggested that the student use this elective to complete COSC 1336 Programming Fundamentals I since basic proficiency in computing programming is required for most baccalaureate level mathematics degree programs.

## 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 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>^</sup>	4
CHEM	1411	General Chemistry I	4
			<b>14</b>

<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
MATH	2415	Calculus III	4
PHYS	2425	University Physics I	4
ENGR	1201	Intro to Enineering or Elective	2
		Creative Arts Elective <sup>3</sup>	3
			<b>16</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>1</sup>HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>Select one course from: MATH 2318, MATH 2320, and MATH 2321.

<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 MATH courses.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.



## 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

#### First Semester

ENGL	1301	Composition I	3
HIST	1301	US History I	3
MATH	1332	Contemporary Math I <sup>2</sup>	3
		Life & Physical Science Elective <sup>5</sup>	3
SPCH	13XX	Speech Elective <sup>6</sup>	3
			<b>15</b>

#### Second Semester

ENGL	1302	Composition II	3
HIST	1302	US History II	3
		Creative Arts Elective <sup>3</sup>	3
		Life & Physical Science <sup>5</sup>	3
		Social/Behavior Science Elective <sup>7</sup>	3
			<b>15</b>

### SECOND YEAR

#### First Semester

ENGL	23XX	Sophomore English <sup>8</sup>	3
GOVT	2305	Federal Government	3
ECON	2301	Prin of Macroeconomics	3
MATH	1342	Elem Statistical Methods	3
		Elective <sup>10</sup>	3
			<b>15</b>

#### Second Semester

		Language, Philosophy & Culture Elective <sup>4</sup>	3
GOVT	2306	Texas Government	3
ECON	2302	Prin of Microeconomics	3
HIST	2301	Texas History	3
		Elective <sup>10</sup>	3
			<b>15</b>

**Total Semester Credits Hours: 60**

#### Notes:

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

<sup>2</sup>MATH 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, 2414, or PSYC 2317.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, 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 CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

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

**PRE-PROFESSIONAL HEALTH**  
**Associate of Science**

(Degree Audit Program Code: AS-PRE-HEALTH)

The transfer curriculum below is designed for students who plan to pursue a degree in Biology and continue their education in Pre-Medical, Pre-Dental, or Pre-Veterinary 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	ENGL	1302	Composition II	3
MATH	Elective <sup>2</sup>		3		Elective <sup>11</sup>		3
BIOL	1406	General Biology I	4	BIOL	1407	General Biology II	4
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
			<b>14</b>				<b>14</b>
				<b>SECOND YEAR</b>			
<b>First Semester</b>				<b>Second Semester</b>			
HIST	1301	US History I <sup>1</sup>	3	HIST	1302	US History II <sup>1</sup>	3
	Elective <sup>11</sup>		3		Language, Philosophy & Culture 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
	Creative Arts Elective <sup>3</sup>		3		Social/Behavior Science Elective <sup>7</sup>		3
			<b>16</b>				<b>16</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>1</sup> HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

<sup>2</sup>Select one course from MATH 1314, 1316, 1324, 1325, 1332, 1342, 2312, 2413, 2414, or PSYC 2317

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

<sup>11</sup>PHYS 1401 or PHYS 1402.

## 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.

<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	1332	Contemporary Math I <sup>2</sup>	3
		Creative Arts Elective <sup>3</sup>	3
PSYC	2301	General Psychology	3
			<b>15</b>
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
PSYC	2306	Human Sexuality	3
PSYC	23XX	PSYC Elective	3
		Language, Philosophy & Culture Elective <sup>4</sup>	3
BIOL	1406	General Biology I	4
			<b>16</b>
			3
			1
			3
			3
			4
			<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.

#Select any academic elective, as most technical or workforce 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 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, or 2414

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

## 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.

<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
		Creative Arts Elective <sup>3</sup>	3
PSYC	2301	General Psychology	3
			<b>15</b>
		<b>16</b>	
<b>SECOND YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
GOVT	2305	Federal Government	3
PSYC	23XX	PSYC Elective	3
SPCH	1315	Public Speaking	3
		Language, Philosophy & Culture Elective <sup>4</sup>	3
BIOL	2402	Anatomy & Physiology II	4
			<b>16</b>
		<b>13</b>	

**Total Semester Credit Hours: 60**

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 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, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup> Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

## 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	1332	Contemporary Math I <sup>2</sup>	3	SPCH	1315	Public Speaking	3
		Creative Arts Elective <sup>3</sup>	3	PSYC	2301	General Psychology	3
			<b>15</b>				<b>15</b>

### SECOND YEAR

<b>First Semester</b>				<b>Second Semester</b>			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SOCI	2301	Marriage & the Family	3	PHED	11XX	Physical Fitness or Elective <sup>#</sup>	1
SOCI	23XX	Sociology Elective	3	SOCI	2319	Multicultural Studies	3
		Language, Philosophy & Culture Elective <sup>4</sup>	3			Elective <sup>#</sup>	3
BIOL	1406	General Biology I	3	BIOL	1407	General Biology II	3
			<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 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 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, or 2414

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

**SPEECH COMMUNICATION**  
**(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	1332	Contemporary Math I <sup>2</sup>	3			Life & Physical Science <sup>5</sup>	3
		Life & Physical Science <sup>5</sup>	3	SPCH	1318	Interpersonal Communication	3
SPCH	1311	Intro to Speech Comm	3			Creative Arts Elective <sup>3</sup>	3
			<b>15</b>				<b>15</b>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
SPCH	1315	Public Speaking <sup>+</sup>	3			Language, Philosophy & Culture Elective <sup>4</sup>	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	13XX	SPCH Elective <sup>12</sup>	3	SPCH	13XX	SPCH Elective <sup>12</sup>	3
		Elective <sup>#</sup>	3			Social / Behavior Science Elective <sup>7</sup>	3
		Language, Philosophy & Culture Elective <sup>4</sup>	3			Elective <sup>#</sup>	3
			<b>15</b>				<b>15</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 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 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, 2414, or PSYC 2317.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, PHYS 1401, PHYS 1402, PHYS 2425, or PHYS 2426.

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

<sup>12</sup>Select a speech field of study option from SPCH 1321, SPCH 2341, SPCH 2333 or COMM 1307.

# **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**

## **COSMETOLOGY Associate of Applied Science Degree**

(Degree Audit Program Code: CSME-AAS)

The primary purpose of the Cosmetology Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills, obtain licensure, and gainful employment in the field of cosmetology or related career fields.

### **Mission Statement**

This mission of Galveston College Cosmetology program is to provide training with the opportunity for student career success. Our goal is to develop professional quality learners equip with education and practical experience. Our team will strive to set examples, show leadership, and provide knowledge that leads to a career as a cosmetologist, instructor, and/or in cosmetology sciences and arts.

### **Program Outcomes:**

- Demonstrate competence in the ability to follow proper safety and sanitation procedures
- Demonstrate theoretical knowledge related to the Cosmetology fields.
- Determine and demonstrate the appropriate haircutting techniques to achieve desired style.
- Communicate ideas and information effectively orally and written.
- Analyze clients and apply all hair design/esthetic/nail technology services in accordance with a client's needs or expectations using a variety of salon products in accordance with the manufacturers' directions.
- Determine and market yourself and professional salon retail products.
- Demonstrate a basic understanding of the business records.
- Hands-on fundamentals associated with the cosmetology industry.
- Curriculum provides a simulated salon environment which enables students to develop manipulative skills.
- Pass the Texas Department Licensing and Regulations State examination.

### **Admissions Criteria:**

All prospective students should pick up a Cosmetology Program application from the Cosmetology Program Director. All applications must be complete and returned to the Galveston College Cosmetology Director by June 3<sup>rd</sup> for Fall and December 10<sup>th</sup> for Spring Applications that are submitted after the deadline will be reviewed at the discretion of the Program Director. Due to limited space availability, we cannot accept every applicant. Successful applicants will be notified by mail/e-mail of acceptance into the program. Applicants not admitted to the program must re-apply each year.

There is a mandatory orientation for all students. Orientation will be held at the Applied Technology Center (ATC) in the Cosmetology Room before the semester begins.

### **Transfer Policy:**

All transfer students must follow the policies in place with Galveston College. If you are transferring from a clock hour school you must make sure that the previous school has dropped you and submitted you hours. Galveston College Cosmetology is a course completion program so students will have to make an appointment with the director to go over their SHEARS hours.



All courses are designed for the Texas Department of Licensing and Regulations Examination for license in Texas.

**Attendance Policy:**

Students are expected to attend class daily and be on time. Any students absent from class in excess of 10% of instruction will be dropped from the course (including lecture and laboratory time). If a student exceeds in absences, he/she will be dropped from the course.

				<b>FIRST YEAR</b>			
<b>First Semester</b>				<b>Second Semester</b>			
CSME	1401	Orientation to Cosmetology	4	CSME	1355	Artistry of Hair Design II	3
CSME	1354	Artistry of Hair Design	3	CSME	2501	The Principles of Hair Coloring and Related Theory	5
CSME	1410	Introduction to Haircutting and Related Theory	4	CSME	1547	Principles of Skin Care/Facials and Related Theory	5
CSME	1453	Chemical Reformation and Related Theory	4	CSME	2310	Advanced Haircutting and Related Theory	3
			<u>15</u>				<u>16</u>
				<b>SECOND YEAR</b>			
<b>Third Semester</b>				<b>Fourth Semester</b>			
CSME	2441	Preparation for the State Licensing Examination*	4	<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3
CSME	2343	Salon Development	3	<u>SPCH</u>	<u>13XX</u>	<u>Speech Elective<sup>6</sup></u>	3
CSME	2439	Advanced Hair Design	4	<u>MATH</u>	<u>13XX</u>	<u>Math Elective<sup>2</sup></u>	3
			<u>11</u>	<u>Elective</u>			3
				<u>Social/Behavioral Science Elective<sup>7</sup></u>			3
				<u>Language, Philosophy &amp; Culture<sup>4</sup> or Creative Arts<sup>3</sup></u>			3
							<u>18</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**

Notes:

<sup>2</sup>MATH 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, 2414, 2415

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

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

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, SOCI 1306.

\*Identifies Capstone course

**Underline** - Identifies courses to meet general education requirements for AAS Degree.

**COSMETOLOGY**  
**Level One Certificate Program**

(Degree Audit Program Code: CSME-C1)

The primary purpose of the Cosmetology Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills, obtain licensure, and gainful employment in the field of cosmetology or related career fields.

<b>First Semester</b>				<b>FIRST YEAR</b>				<b>Second Semester</b>			
CSME	1401	Orientation to Cosmetology	4	CSME	1355	Artistry of Hair Design II	3	CSME	2501	The Principles of Hair Coloring and Related Theory	5
CSME	1354	Artistry of Hair Design	3								
CSME	1410	Introduction to Haircutting and Related Theory	4	CSME	1547	Principles of Skin Care/Facials and Related Theory	5				
CSME	1453	Chemical Reformation and Related Theory	4	CSME	2310	Advanced Haircutting and Related Theory	3				
			<hr style="width: 50%; margin: 0 auto;"/>								<hr style="width: 50%; margin: 0 auto;"/>
			<b>15</b>								<b>16</b>
<b>Third Semester</b>											
CSME	2441	Preparation for the State Licensing Examination*	4								
CSME	2343	Salon Development	3								
CSME	2439	Advanced Hair Design	4								
			<hr style="width: 50%; margin: 0 auto;"/>								
			<b>11</b>								

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 42**

Notes:

\*Identifies Capstone course

**COSMETOLOGY OPERATOR DUAL CREDIT  
Level One Certificate Program**

(Degree Audit Program Code: CSME- HS-C1)

The primary purpose of the Cosmetology Operator Dual Credit Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills, obtain licensure, and gainful employment in the field of cosmetology or related career fields.

<b>First Semester</b>				<b>FIRST YEAR</b>			
				<b>Second Semester</b>			
CSME	1401	Orientation to Cosmetology	4	CSME	1410	Introduction to Haircutting and Related Theory	4
CSME	1354	Artistry of Hair Design	3	CSME	1453	Chemical Reformation and Related Theory	4
			<b>7</b>				<b>8</b>
<b>Third Semester</b>				<b>SECOND YEAR</b>			
				<b>Fourth Semester</b>			
CSME	1355	Artistry of Hair Design II	3	CSME	2310	Advanced Haircutting	3
CSME	2501	Principles of Hair Coloring And Related Theory	5	CSME	2441	Preparation for the State Licensing Examination*	4
			<b>8</b>				<b>7</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 30**

Notes:

\*Identifies Capstone course

**COSMETOLOGY INSTRUCTOR PROGRAM (750 CONTACT HOURS)  
Certificate Program**

(Degree Audit Program Code: CSME-C1)

The 750 hour Cosmetology Program will provide the student with the training necessary to provide proper instruction and varied classroom situations. Emphasis will be on classroom management, curriculum development, assessment methods and use of media in the classroom.

<b>First Semester</b>				<b>FIRST YEAR</b>				<b>Second Semester</b>			
CSME	1435	Orientation to Intruction of Cosmetolgy	4	CSME	2414	Cosmetolgoy Instructor II	4	CSME	2549	Cosmetology Instructor III	5
CSME	1534	Cosmetolgoy Instructor I	<u>5</u>								<u>9</u>
			9								9
<b>Third Semester</b>											
CSME	2445	Instructional Theory and Clinic Operation	4								
CSME	2544	Cosmetology Instructor IV	<u>5</u>								
			9								

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 27**

**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 (TCOLE) basic peace officers license.

The Law Enforcement Academy is a 643 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 should pick up a Law Enforcement Academy application. All applications must be complete and returned to the Galveston College Law Enforcement Academy by May 31<sup>st</sup>. Applications that are submitted after the deadline will be reviewed at the discretion of the Program Director. 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 or Class A misdemeanor convictions
4. No convictions of a Class B misdemeanor 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 24 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 Director. A grade of “C” or better is required on all transferred 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; and,
3. 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 II	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 IV	1
			<hr/>
			12

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 24**

Notes:

\*Identifies Capstone course

## CULINARY ARTS Associate of Applied Science

(Degree Audit Program Code: CHEF-AAS)

This Associate of Applied Science degree is designed to provide a well-rounded culinary education towards an entry-level position in the food service industry. The program also teaches the business side of food service operations. Upon completion, graduates will be prepared to transfer to a four-year institution in pursuit of a bachelor degree in culinary arts, restaurant/hospitality management, or perhaps nutrition. Students also earn the ServSafe Food Protection Manager Certification. Graduates will be equipped to discern and manage sanitation and health issues in the culinary environment, apply critical thinking to determine proper cooking methods in various situations, discern proper response to special needs (food allergies, diabetes, vegetarian, etc.), and respond to changing requirements of patrons (lower fat/cholesterol, gluten-free, etc.)

<b>FIRST YEAR</b>							
<b>First Semester</b>				<b>Second Semester</b>			
CHEF	1301	Basic Food Preparation	3	CHEF	1345	International Cuisine	3
CHEF	2302	Saucier	3	CHEF	1310	Garde Manger	3
PSTR	1301	Fundamentals of Baking	3	CHEF	1341	American Regional Cuisine	3
CHEF	1302	Prin. Of Healthy Cuisine	3	SPNL	1291	Restaurant Spanish	2
CHEF	1205	Sanitation & Safety	2	RSTO	2301	Prin of Food & Bev Cost Cntrl	3
IFWA	1217	Food Prod & Plan/Cul. Math	2				
			<b>16</b>				<b>14</b>

### Third Semester

CHEF	1380	Coop Ed-Culinary Arts/Chef Training*	3
			<b>3</b>

<b>SECOND YEAR</b>							
<b>Fourth Semester</b>				<b>Fifth Semester</b>			
RSTO	1313	Hospitality Supervision	3	<u>X3XX</u>		<u>Behavioral/Social Science<sup>4</sup></u>	3
RSTO	1325	Purchasing for Hosp. Oper.	3	<u>X3XX</u>		<u>Humanities/Fine Arts Course<sup>3</sup></u>	3
HAMG	2307	Hospitality Mktg & Sales	3	<u>ENGL</u>	<u>1301</u>	<u>English Composition</u>	3
CHEF	2381	Coop-Ed – Culinary Arts/ Chef Training*	3	<u>MATH</u>	<u>X3XX</u>	<u>Math or Science Course<sup>2</sup></u>	3
			<b>12</b>	<u>SPCH</u>	<u>13XX</u>	<u>Speech elective<sup>6</sup></u>	<b>3</b>
							<b>15</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**

#### Notes:

<sup>2</sup>MATH 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, 2414, 2415, or PSYC 2317; may also take BIOL 1322 Nutrition & Diet Therapy.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

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

\* Identifies Capstone course

**Underline** – Identifies courses to meet general education requirements for AAS Degree.

**CULINARY ARTS - BASIC**  
**Level One Certificate Program**  
**Entry Level**

(Degree Audit Program Code: CHEF-BASIC-C1)

The Culinary Arts Basic Certificate is 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, healthy cuisine, 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.

**First Semester**

CHEF	1301	Basic Food Preparation	3
CHEF	2302	Saucier	3
PSTR	1301	Fundamentals of Baking	3
CHEF	1302	Prin. Of Healthy Cuisine*	3
CHEF	1205	Sanitation & Safety	2
IFWA	1217	Food Prod & Plan/Cul. Math	<u>2</u>
			<b>16</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 16**

Notes:

\* Identifies Capstone course



**CULINARY ARTS**  
**Level One Certificate Program**  
**Advanced Level**

(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, healthy cuisine, garde manger, baking and pastry, soup and sauce making, as well as American 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.

**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	1302	Prin of Healthy Cuisine	3
IFWA	1217	Food Prod. & Plan/Cul. Math	2
			<b>16</b>

**Second Semester**

CHEF	1345	International Cuisine	3
CHEF	1310	Garde Manger	3
CHEF	1341	American Regional Cuisine	3
SPNL	1291	Restaurant Spanish	2
			<b>11</b>

**Summer I**

**First Semester**

CHEF	1380	Coop Ed-Culinary Arts/ Chef Training*	3
			<b>3</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 30**

Notes:

\* Identifies Capstone course

## ELECTRICAL & ELECTRONICS TECHNOLOGY

### Associate of Applied Science Degree

(Degree Audit Program Code: ELPT-AAS)

The Electrical/Electronic Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities. Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, and National Electric Code, and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems. The New program provides comprehensive theoretical and hands on training to meet the industry's continued and changing demands for qualified personnel. Students will attain the certificates and degree in the following sequence; 1) EET Basic Entry Certificate; Intermediate Certificate; Advance Certificate; AAS of Electrical/ Electronic Technology. The EET Program at Galveston College is a testing site for the ETA (Electronic Technician Association). Galveston College's EET program is an accredited NCCER institution. Students will obtain credentialing that will allow them to be put into an international database for prospective employers within the industry to view that students Electrical credentials.

<b>First Semester</b>				<b>Second Semester</b>			
ELPT	1221	Introduction to Electrical Safety & Tools	2	INTC	1457	AC/DC Motor Control	4
ELPT	1311	Basic Electrical Theory	3	CETT	1307	Fundamentals of Electronics	3
ELPT	1325	National Electrical Codes I	3	ELPT	2319	Programmable Logic Controllers I	3
CETT	1402	Electricity Principles	4	CETT	1415	Digital Applications	4
ELPT	1345	Commercial Wiring	3				<u>14</u>
			<u>15</u>				
<b>Third Semester</b>				<b>Fourth Semester</b>			
ELPT	2455	Programmable Logic Controllers II	4	<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3
CETT	1449	Digital Systems	4	<u>SPCH</u>	<u>13XX</u>	<u>Speech Elective<sup>6</sup></u>	3
ELPT	2449	Industrial Automation	4			<u>MATH Elective<sup>2</sup> or Life &amp; Physical Science<sup>5</sup></u>	3
CNBT	1402	Mechanical, Plumbing and Electrical Systems*	4			<u>Language, Philosophy &amp; Culture<sup>4</sup> /Creative Arts<sup>3</sup></u>	3
			<u>16</u>			<u>Social/Behavior Science Elective<sup>7</sup></u>	<u>3</u>
							<u>15</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**

Notes:

<sup>2</sup>MATH 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, 2414, 2415, or PSYC 2317.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, 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 CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, SOCI 1306.

\*Identifies Capstone course

**Underline** - Identifies courses to meet general education requirements for AAS Degree.

**ELECTRICAL & ELECTRONICS TECHNOLOGY**  
**Level One Certificate Program**  
**Entry Level**

(Degree Audit Program Code: ELPT-BASIC-C1)

The Electrical/Electronic Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities. Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, and National Electric Code, and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems. The New program provides comprehensive theoretical and hands on training to meet the industry's continued and changing demands for qualified personnel. Students will attain the certificates and degree in the following sequence; 1) EET Basic Entry Certificate; Intermediate Certificate; Advance Certificate; AAS of Electrical/ Electronic Technology. The EET Program at Galveston College is a testing site for the ETA (Electronic Technician Association). Galveston College's EET program is an accredited NCCER institution. Students will obtain credentialing that will allow them to be put into an international database for prospective employers within the industry to view that students Electrical credentials.

**First Semester**

ELPT	1221	Introduction to Electrical Safety & Tools	2
ELPT	1311	Basic Electrical Theory	3
ELPT	1325	National Electrical Codes I	3
CETT	1402	Electricity Principles	4
ELPT	1345	Commercial Wiring*	3
			<b>15</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 15**

Notes:

\* Identifies Capstone course

**ELECTRICAL & ELECTRONICS TECHNOLOGY**  
**Level One Certificate Program**  
**Advanced Level**

(Degree Audit Program Code: ELPT-INTER-C1)

The Electrical/Electronic Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities. Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, and National Electric Code, and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems. The New program provides comprehensive theoretical and hands on training to meet the industry's continued and changing demands for qualified personnel. Students will attain the certificates and degree in the following sequence; 1) EET Basic Entry Certificate; Intermediate Certificate; Advance Certificate; AAS of Electrical/ Electronic Technology. The EET Program at Galveston College is a testing site for the ETA (Electronic Technician Association). Galveston College's EET program is an accredited NCCER institution. Students will obtain credentialing that will allow them to be put into an international database for prospective employers within the industry to view that students Electrical credentials.

<b>First Semester</b>				<b>Second Semester</b>			
ELPT	1221	Introduction to Electrical Safety & Tools	2	INTC	1457	AC/DC Motor Control	4
ELPT	1311	Basic Electrical Theory	3	CETT	1307	Fundamentals of Electronics	3
ELPT	1325	National Electrical Codes I	3	ELPT	2319	Programmable Logic Controllers I	3
CETT	1402	Electricity Principles	4	CETT	1415	Digital Applications*	4
ELPT	1345	Commercial Wiring	3				
			<b>15</b>				<b>14</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 29**

Notes:

\* Identifies Capstone course

**ELECTRICAL & ELECTRONICS TECHNOLOGY**  
**Level Two Certificate Program**  
**Advanced Level Technology**

(Degree Audit Program Code: ELPT-ADV-C2)

The Electrical/Electronic Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities. Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, and National Electric Code, and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems. The New program provides comprehensive theoretical and hands on training to meet the industry's continued and changing demands for qualified personnel. Students will attain the certificates and degree in the following sequence; 1) EET Basic Entry Certificate; Intermediate Certificate; Advance Certificate; AAS of Electrical/ Electronic Technology. The EET Program at Galveston College is a testing site for the ETA (Electronic Technician Association). Galveston College's EET program is an accredited NCCER institution. Students will obtain credentialing that will allow them to be put into an international database for prospective employers within the industry to view that students Electrical credentials.

**First Semester**

ELPT	1221	Introduction to Electrical Safety & Tools	2
ELPT	1311	Basic Electrical Theory	3
ELPT	1325	National Electrical Codes I	3
CETT	1402	Electricity Principles	4
ELPT	1345	Commercial Wiring	3
			<b>15</b>

**Second Semester**

INTC	1457	AC/DC Motor Control	4
CETT	1307	Fundamentals of Electronics	3
ELPT	2319	Programmable Logic Controllers I	3
CETT	1415	Digital Applications	4
			<b>14</b>

**Third Semester**

ELPT	2455	Programmable Logic Controllers II	4
CETT	1449	Digital Systems	4
ELPT	2449	Industrial Automation	4
CNBT	1402	Mechanical, Plumbing and Electrical Systems*	4
			<b>16</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 45**

Notes:

\* 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.

### Applicants Must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
2. Complete Program Degree Plan with program director.
  - Degree Plan must show evidence of:
    - a. Achieve 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.
    - 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.
3. 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. TB skin test within six months of starting the program.
    - b. 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).
    - c. Students must be certified in American Heart Association Healthcare CPR and maintain certification throughout their course of study.
    - d. Complete a background check through the College at student's cost upon acceptance to the program.
    - e. Complete a clear drug screening test at student's cost as directed by the program.
    - f. Potential students need to complete an interview with the Program Director.
    - g. 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	5
EMSP	1260	Clinical (Basic)	2
<u>BIOL</u>	<u>2401</u>	<u>Anatomy and Physiology I</u>	4
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communications</u>	3
			<u>14</u>
EMSP	1338	Introduction to Advanced Practice	3
EMSP	1355	Trauma Management	3
EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1362	Clinical (Advanced EMT)	3
			<u>12</u>
<b>THIRD SEMESTER</b>			
EMSP	2306	Emergency Pharmacology	3
EMSP	2305	EMS Operations	3
EMSP	2260	Clinical I (Paramedic)	2
			<u>8</u>
<b>SECOND YEAR</b>			
<b>Fourth Semester</b>		<b>Fifth Semester</b>	
EMSP	2434	Medical Emergencies	4
EMSP	2444	Cardiology	4
EMSP	2261	Clinical II (Paramedic)	2
<u>SOCI Elective</u>			3
			<u>13</u>
EMSP	2143	Assessment Based Management*	1
EMSP	2430	Special Populations	4
EMSP	2264	Practicum (Paramedic)	2
ENGL	1301	Composition I	3
			<u>3</u>
			<u>13</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**

Notes:

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<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

**Underline** - Identifies courses to meet general education requirements for AAS Degree.

**EMERGENCY MEDICAL SERVICES**  
**Advanced EMT Certificate**  
**Level One Certificate Program**  
**Advanced Level**

(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.

**Applicants Must:**

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the program.
2. Complete program degree plan with the program director
  - 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.
3. 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. TB skin test within six months of starting the program.
    - b. 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).
    - c. Students must be certified in American Heart Association Healthcare CPR at program entry and maintain certification throughout their course of study.
    - d. Complete a background check through the College at student’s cost upon acceptance to the program.
    - e. Complete a clear drug screening test at student’s cost as directed by the program.
    - f. Potential students need to complete an interview with the Program Director.
    - g. 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.



**FIRST YEAR**

**EMT**

**First Semester<sup>o</sup>**

EMSP	1501	EMT	5
EMSP	1260	Clinical – EMT	2

7

**Advanced EMT**

**Second Semester**

EMSP	1338	Introduction to Advanced Practice	3
EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1355	Trauma Management	3
EMSP	1362	Clinical (Advanced EMT) *	3

12

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 19**

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>o</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.

**Applicants Must:**

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the program.
2. Complete program degree plan with the program director.
  - 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 and Advanced EMT 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. TB skin test within six months of starting the program.
    - b. 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).
    - c. Students must be certified in American Heart Association Healthcare CPR at program entry and maintain certification throughout their course of study.
    - d. Complete a background check through the College at student’s cost upon acceptance to the program.
    - e. Complete a clear drug screening test at student’s cost as directed by the program.
    - f. Potential students need to complete an interview with the Program Director.
    - g. 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 Coordinator.
3. Agree to complete a disclosure of information form.

<b>EMT</b>		<b>FIRST YEAR</b>					
<b>First Semester</b>				<b>Advanced EMT</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	1355	Trauma Management	3
				EMSP	1362	Clinical (Advanced EMT)	3
			<u>7</u>				<u>12</u>

<b>Paramedic</b>			
<b>Third Semester<sup>o</sup></b>			
EMSP	2306	Emergency Pharmacology	3
EMSP	2305	EMS Operations	3
EMSP	2260	Clinical I (Paramedic)	2
			<u>8</u>

		<b>SECOND YEAR</b>					
<b>Fourth Semester</b>				<b>Fifth Semester</b>			
EMSP	2434	Medical Emergencies	4	EMSP	2143	Assessment Based Mgmt*	1
EMSP	2444	Cardiology	4	EMSP	2430	Special Populations	4
EMSP	2261	Clinical II (Paramedic)	2	EMSP	2264	Practicum (Paramedic)	2
			<u>10</u>				<u>7</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 44**

Upon completion of EMS Paramedic courses, students are eligible to take the National Registry EMT Paramedic certificate test.

Notes:

<sup>o</sup>MATH 0303 is a prerequisite for EMS Paramedic Certificate Program.

\* Identifies Capstone course

## HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (HVAC-R) Associate of Applied Science Degree

(Degree Audit Program Code: HVAC-AAS)

The HVAC-R 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 Technician, and EPA Certification, for employment in the industry as a technician in residential, commercial, and/or industrial air conditioning, refrigeration, and heating. Galveston College HVAC-R is an Accredited Educational and Training Facility for the National Center for Construction Education and Research (NCCER).

<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	1345	Gas and Electric Heating	3
HART	1307	Refrigeration Principles	3	HART	2401	Air Conditioning & Refrigeration Codes	4
HART	1410	HVAC Shop Practices and Tools	4	HART	2431	Advanced Electricity for HVAC	4
			<b>15</b>				<b>15</b>
<b>Third Semester</b>				<b>Fourth Semester</b>			
HART	2434	Advanced Air Conditioning Controls*	4	<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3
HART	2441	Commercial Air Conditioning	4	<u>Speech Elective<sup>6</sup></u>			3
HART	2342	Commercial Refrigeration	3	<u>MATH Elective<sup>2</sup> or</u>			
ELMT	1411	Solar Fundamentals	4	<u>Life &amp; Physical Science<sup>5</sup></u>			3
			<b>15</b>	<u>Creative Arts Elective<sup>3</sup></u>			3
				<u>Social/Behavior Science Elective<sup>7</sup></u>			3
							<b>15</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**

Notes:

<sup>2</sup>MATH 1332 is suggested or select one course from: MATH 1314, 1324, 1325, 1342, 2312, 2413, 2414, 2415, or PSYC 2317.

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, 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 CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, SOCI 1306.

**Underline** - Identifies courses to meet general education requirements for AAS Degree.

\*Identifies Capstone course

**HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION  
TECHNOLOGY (HVAC-R)  
Level One Certificate Program  
Entry Level**

(Degree Audit Program Code: HVAC-BASIC-C1)

The HVAC-R 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 Technician, and EPA Certification, for employment in the industry as a technician in residential, commercial, and/or industrial air conditioning, refrigeration, and heating. Galveston College HVAC-R is an Accredited Educational and Training Facility for the National Center for Construction Education and Research (NCCER).

**First Semester**

HART	1401	Basic Electricity for HVAC	4
HART	1403	Air Conditioning Control Principles	4
HART	1307	Refrigeration Principles*	3
HART	1410	HVAC Shop Practices and Tools	4
			<b>15</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 15**

Notes:

\* Identifies Capstone course

**HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION  
TECHNOLOGY (HVAC-R)  
Level One Certificate Program  
Advanced Level**

(Degree Audit Program Code: HVAC- INTER-C1)

The HVAC-R 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 Technician, and EPA Certification, for employment in the industry as a technician in residential, commercial, and/or industrial air conditioning, refrigeration, and heating. Galveston College HVAC-R is an Accredited Educational and Training Facility for the National Center for Construction Education and Research (NCCER).

<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	1345	Gas and Electric Heating	3
HART	1307	Refrigeration Principles	3	HART	2401	Air Conditioning & Refrigeration Codes	4
HART	1410	HVAC Shop Practices and Tools	4	HART	2431	Advanced Electricity for HVAC*	4
			<b>15</b>				<b>15</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 30**

Notes:

\* Identifies Capstone course

**HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION  
TECHNOLOGY (HVAC-R)  
Level Two Certificate Program  
Advanced Level**

(Degree Audit Program Code: HVAC-ADV-C)

The HVAC-R 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 Technician, and EPA Certification, for employment in the industry as a technician in residential, commercial, and/or industrial air conditioning, refrigeration, and heating. Galveston College HVAC-R is an Accredited Educational and Training Facility for the National Center for Construction Education and Research (NCCER).

**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	1345	Gas and Electric Heating	3
HART	1307	Refrigeration Principles	3	HART	2401	Air Conditioning & Refrigeration Codes	4
HART	1410	HVAC Shop Practices and Tools	4	HART	2431	Advanced Electricity for HVAC	4
			<hr/>				<hr/>
			<b>15</b>				<b>15</b>
<b>Third Semester</b>							
HART	2434	Advanced Air Conditioning Controls*	4				
HART	2441	Commercial Air Conditioning	4				
HART	2342	Commercial Refrigeration	3				
ELMT	1411	Solar Fundamentals	4				
			<hr/>				
			<b>15</b>				

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 45**

Notes:

\* Identifies Capstone course

**MEDICAL ADMINISTRATION**  
**Associate of Applied Science Degree**

(Degree Audit Program Code: MED-ADMIN-AAS)

The Medical Administration degree offers students the courses, skills, and knowledge to work in health-related fields, from entry level positions (coding and billing assistant, medical administrative assistant, medical secretary, medical records clerk, registration specialist, referral specialist) to high level positions (medical office manager, business coordinator, supervisor, executive administrative assistant, coding and billing specialist, pre-certification/referral specialist, medical records specialist). Job opportunities for skilled, knowledgeable, medical administrators continue to increase as the need for healthcare support increases at hospitals, clinics, long-term care facilities, insurance and billing companies, medical coding services, urgent care clinics, and federal and state agencies. Skills needed to meet the demands of today's healthcare environment include computer technology, flexibility, multicultural competence, teamwork, customer service, effective communication and presentation skills, interpersonal skills, patient confidentiality and medical coding and insurance.

**FIRST YEAR**

<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	1353	Legal and Ethical Aspects of Health Information	3	HITT	2335	Coding and Reimbursement Methodologies	3
<u>BCIS</u>	<u>1305</u>	<u>Business Computer Applications</u>	3	HITT	2340	Advanced Billing and Reimbursement	3
HPRS	2332	Healthcare Communications	3	HITT	2346	Advanced Medical Coding	3
			<u>15</u>				<u>15</u>

**SECOND YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
<u>SPCH</u>	<u>13XX</u>	<u>Speech Elective</u> <sup>6</sup>	3	<u>MATH</u>	<u>1324</u>	<u>Math for Business &amp; Social Science I</u>	3
HITT	1345	Healthcare Delivery Systems	3	<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3
HITT	2313	Working w/Health IT Systems	3	<u>HIST</u>	<u>1301</u>	<u>US History I</u>	3
HITT	2339	Health Information Organization and Supervision	3	<u>Social/Behavior Science Elective</u> <sup>7</sup>			3
HITT	1380	Cooperative Ed*	3	<u>Language, Philosophy &amp; Culture Elective</u> <sup>4</sup> or <u>Creative Arts Elective</u> <sup>3</sup>			3
			<u>15</u>				<u>15</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**

Notes:

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

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

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

\* Identifies Capstone course

Underline - Identifies courses to meet general education requirements for AAS Degree.



## 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 Billing and Coding Professional. Emphasis is placed on billing and coding of services, procedures, and diagnosis for medical facilities.

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.

These courses can also be applied towards the Medical Administration AAS Degree.

<b>First Semester</b>				<b>FIRST YEAR</b>				<b>Second Semester</b>			
HITT	1305	Medical Terminology I	3	POFM	1327	Medical Insurance	3	HITT	1341	Coding & Classification Systems	3
MDCA	1309	A & P for Medical Assistants	3	HITT	2335	Coding and Reimbursement Methodologies	3	HITT	2340	Advanced Billing and Reimbursement	3
HITT	1353	Legal and Ethical Aspects of Health Information	3	HITT	2346	Advanced Medical Coding*	3				
<u>BCIS</u>	<u>1305</u>	Business Computer Applications	3								
HPRS	2332	Healthcare Communications	3								
			<u>15</u>								<u>15</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAMS: 30**

Notes:

\* Identifies Capstone course

**MEDICAL RECORDS TECHNICIAN 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 an administrative assistant, medical records technician, office coordinator, coding and billing assistant, medical office associate, financial screener, scheduler and referral/pre-certification specialist.

These courses can also be applied towards the Medical Administration AAS Degrees.

				<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	1353	Legal and Ethical Aspects of Health Information	3	HITT	2335	Coding and Reimbursement Methodologies	3
<u>BCIS</u>	<u>1305</u>	<u>Business Computer Applications</u>	3	HITT	2340	Advanced Billing and Reimbursement	3
HPRS	2332	Healthcare Communications	3	HITT	2346	Advanced Medical Coding	3
			<u>15</u>				<u>15</u>
				<b>SECOND YEAR</b>			
<b>First Semester</b>							
<u>SPCH</u>	<u>13XX</u>	<u>Speech Elective<sup>6</sup></u>	3				
HITT	1345	Healthcare Delivery Systems	3				
HITT	2313	Working w/Health IT Systems	3				
HITT	2339	Health Information Organization and Supervision	3				
HITT	1380	Cooperative Ed*	3				
			<u>15</u>				

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 45**

Notes:

\* Identifies Capstone course

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

## **NURSING**

### **Associate of Applied Science Degree**

(Degree Audit Program Code: ADN-AAS)

The Associate of Applied Science degree in Nursing is a 60-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. Satisfactory completion of Texas Success Initiative (TSI) requirements.
  - b. Satisfactory completion of an Intermediate Algebra course (MATH 0304) or Foundation of Statistics course (MATH 0308), or a passing placement test score within five years of the program start date. Mathematics courses are accepted according to Galveston College requirements.
  - c. Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of the program start date.
  - d. Satisfactory completion of HPRS 1206, Essentials of Medical Terminology.
2. Achieve a grade of “C” or better in all required prerequisite courses. An overall G.P.A. of 2.7 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 program start date. Transcripts may not reflect more than one (1) “D” or “F” in any nursing course
3. Prospective applicants will be required to pass a nurse entrance test administered at Galveston College, as part of the admission criteria. Students must register with the Nursing Department for exam administration. Students who do not pass the examination will be counseled and remediation will be recommended. A passing score on the exam is valid for one year.
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 Health. 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.
5. Be required to complete a DPS/FBI Background Check and fingerprint scanning.

#### **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, arrested for any crime, 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 **February 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 2.7 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 prior to the first day of class.
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 technical/workforce education 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 in each clinical course, 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 2.7 as well as a GPA of 2.5 on all prerequisite courses. The cumulative GPA must be 2.7 on any courses taken at or transferred to Galveston College. Math and science courses must have been taken

- within five years of the program start date; 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 failure-in any nursing course**

Students who fail any nursing courses have two options for transferring/returning to a nursing program at Galveston College.

1. Wait two years from the-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 if necessary.
  - e. Be aware that students with zero nursing course failures will be considered prior to applicants with one nursing course failure.
  - 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 Accreditation Commission for Education in Nursing (ACEN). Information regarding the program can be obtained from ACEN at 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, (404) 975-5000, [www.acenursing.org](http://www.acenursing.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 60 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>10</sup>**

<u>BIOL</u>	<u>2401</u>	<u>Anatomy and Physiology I</u>	4
HPRS	1206	Essentials of Medical Term.	2
<u>MATH</u>	<u>0304</u>	<u>Intermediate Algebra<sup>10</sup> or</u>	
MATH	0308	Foundations of Statistics <sup>10</sup>	
			<b>6</b>

**FIRST YEAR****First Semester**

<u>BIOL</u>	<u>2402</u>	<u>Anatomy &amp; Physiology II</u>	4
RNSG	1413	Foundations for Nursing Prac.	4
RNSG	1160	Clinical (Foundations)	1
RNSG	1215	Health Assessment <sup>11</sup>	2
RNSG	1105	Nursing Skills I	1
			<b>12</b>

**Second Semester**

<u>BIOL</u>	<u>2421</u>	<u>Microbiology for Science Majors</u>	4
RNSG	1441	Common Concepts of Adult Health	4
RNSG	1360	Clinical (Common Concepts)	3
RNSG	1301	Pharmacology <sup>12</sup>	3
			<b>14</b>

**Third Semester**

RNSG	2213	Mental Health Nursing	2
RNSG	1161	Clinical (Psyc/Mental Health)	1
<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3
			<b>6</b>

**SECOND YEAR****First Semester**

RNSG	2201	Care of Children and Families	2
RNSG	1162	Clinical (Pediatrics)	1
RNSG	2208	Maternal/Newborn Nursing and Women's Health	2
RNSG	1163	Clinical (Maternal/Newborn Child)	1
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>Creative Arts<sup>3</sup> or Language, Philosophy, Culture<sup>4</sup></u>			3
			<b>12</b>

**Second Semester**

<u>PSYC</u>	<u>2314</u>	<u>Lifespan Growth and Development</u>	3
RNSG	1443	Complex Concepts of Adult Health <sup>13</sup>	4
RNSG	2262	Clinical (Complex Concepts)	2
RNSG	1144	Nursing Skills II	1
			<b>10</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**Notes:

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>10</sup>MATH 0304 Intermediate Algebra or MATH 0308 Foundations of Statistics 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. Must be completed within 5 years of starting program.

<sup>11</sup>May be enrolled in RNSG 1215 twelve months prior to entering the nursing program. MATH 0304 or MATH 0308, BIOL 2401, and HPRS 1206 are prerequisites for this course.

<sup>12</sup>May be enrolled in RNSG 1301 twelve months prior to entering the nursing program. MATH 0304 or MATH 0308, and BIOL 2401 are prerequisites for this course.

<sup>13</sup>All students will be required to take and pass a comprehensive exit exam in order to pass RNSG 1443. Students will be offered remediation and may repeat the exam twice.

Underline - Identifies courses to meet general education requirements for AAS Degree.



## **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 60-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 **February 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.

#### **Admission Requirements:**

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. Satisfactory completion of Texas Success Initiative (TSI) requirements.
  - b. Good standing with Galveston College.
  - c. Satisfactory completion of sciences, within five years of the program start date to the LVN Transition program.
  - d. Satisfactory completion of an Intermediate Algebra course (MATH 0304) or Foundation of Statistics course (MATH 0308), or a passing placement test score within five years of the program start date. 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 in the state of Texas.
4. Provide evidence of first Hepatitis B vaccination prior to the first day of class.
5. Achieve a grade of "C" or better in all required courses. An overall GPA of 2.7 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 prior to the first day of class.
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. Be aware there will be random and/or unannounced drug screening tests after acceptance into the nursing program.
9. Be certified in Basic Life Support, Health Care Provider (CPR) at program entry and maintain certification throughout their course of study.
10. Prospective applicants will be required to pass a nurse entrance test administered at Galveston College, as part of the admission criteria. Students must register with the Nursing Department for exam administration. Students who do not pass the examination will be counseled and remediation will be recommended. A passing score on the exam is valid for one year.

**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 60 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.

				<b>PREREQUISITES<sup>10</sup></b>				
<b>First Semester</b>				<b>Second Semester</b>				
<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3	<u>BIOL</u>	<u>2402</u>	<u>Anatomy and Physiology II</u>	4	
<u>BIOL</u>	<u>2401</u>	<u>Anatomy and Physiology I</u>	4	<u>BIOL</u>	<u>2421</u>	<u>Microbiology for Science Majors</u>	4	
HPRS	1206	Essentials of Med Term.	2	RNSG	1215	Health Assessment <sup>11</sup>	2	
<u>MATH</u>	<u>0304</u>	<u>Intermediate Algebra<sup>10</sup> or</u>						
<u>MATH</u>	<u>0308</u>	<u>Foundations of Statistics<sup>10</sup></u>					<u>10</u>	
				<u>9</u>				
<b>FIRST YEAR</b>								
<b>Summer I</b>								
RNSG	1262	Clinical (Medical/Surgical) <sup>13</sup>	2					
RNSG	2307	Transition to Nursing Practice <sup>13</sup>	3					
RNSG	1301	Pharmacology <sup>12</sup>	<u>3</u>					
				<u>8</u>				
<b>Summer II</b>								
RNSG	2213	Mental Health Nursing	2					
RNSG	1161	Clinical (Psc/Ment Health)	<u>1</u>					
				<u>3</u>				
<b>SECOND YEAR</b>								
<b>First Semester</b>				<b>Second Semester</b>				
RNSG	2201	Care of Children and Families	2	RNSG	1443	Complex Concepts of Adult Health <sup>14</sup>	4	
RNSG	1162	Clinical (Pediatrics)	1	RNSG	2262	Clinical (Complex Concepts)	2	
RNSG	2208	Maternal/Newborn Nursing and Women's Health	2	RNSG	1144	Nursing Skills II	1	
RNSG	1163	Clinical (Maternal/Newborn Child)	1	<u>PSYC</u>	<u>2314</u>	<u>Lifespan Growth and Development</u>	3	
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3					
<u>Creative Arts<sup>3</sup> or Language, Philosophy, Culture<sup>4</sup></u>			<u>3</u>					
				<u>12</u>				
					<u>10</u>			

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**

Notes:

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>10</sup>MATH 0304 Intermediate Algebra or MATH 0308 Foundations of Statistics 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. Must be completed within 5 years of starting program.

<sup>11</sup>May be enrolled in RNSG 1215 12 months prior to entering the nursing program. MATH 0304 or MATH 0308, BIOL 2401, and HPRS 1206 are prerequisites for this course.

<sup>12</sup>May be enrolled in RNSG 1301 12 months prior to entering the nursing program. MATH 0304 or MATH 0308, and BIOL 2401 are prerequisites for this course.

<sup>13</sup>Student receives a total of 13 credits for education and experience upon successful completion of RNSG 1262 and RNSG 2307.

<sup>14</sup>Students must pass the comprehensive exit exam. Students will be offered remediation and may repeat the exam.

Underline - Identifies courses to meet general education requirements for AAS Degree.

## **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 60 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 **February 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.

### **Admission Requirements:**

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. Satisfactory completion of Texas Success Initiative (TSI) requirements.
  - b. Good standing with Galveston College
  - c. Satisfactory completion of science courses within five years of the program start date.
  - d. Satisfactory completion of an Intermediate Algebra course (MATH 0304) or Foundation of Statistics course (MATH 0308), or a passing placement test score within five years of the program start date. 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 prior to the first day of class.
5. Achieve a grade of “C” or better in all required courses. An overall GPA of 2.7 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 prior to the first day of class.
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.
10. Prospective applicants will be required to pass a nurse entrance test administered at Galveston College, as part of the admission criteria. Students must register with the Nursing Department for exam administration. Students who do not pass the examination will be counseled and remediation will be recommended. A passing score on the exam is valid for one year.

**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 60 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.

**PREREQUISITES<sup>10</sup>**

<b>First Semester</b>				<b>Second Semester</b>			
<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3	<u>BIOL</u>	<u>2402</u>	<u>Anatomy and Physiology II</u>	4
<u>BIOL</u>	<u>2401</u>	<u>Anatomy and Physiology I</u>	4	<u>BIOL</u>	<u>2421</u>	<u>Microbiology for Science Majors</u>	4
HPRS	1206	Essentials of Med Term.	2	RNSG	1215	Health Assessment <sup>11</sup>	2
<u>MATH</u>	<u>0304</u>	<u>Intermediate Algebra<sup>10</sup> or</u>					
MATH	0308	Foundations of Statistics <sup>10</sup>					
			9				10

**FIRST YEAR**

<b>Summer I</b>			
RNSG	1140	Nursing Skills for Articulating Students <sup>10</sup>	1
RNSG	1262	Clinical (Medical/Surgical) <sup>13</sup>	2
RNSG	2307	Transition to Nursing Practice <sup>13</sup>	3
RNSG	1301	Pharmacology <sup>12</sup>	3
			9

<b>Summer II</b>			
RNSG	2213	Mental Health Nursing	2
RNSG	1161	Clinical (Psync/Mental Health)	1
			3

**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>14</sup>	4
RNSG	1162	Clinical (Pediatrics)	1	RNSG	2262	Clinical (Complex Concepts)	2
RNSG	2208	Maternal/Newborn Nursing and Women's Health	2	RNSG	1144	Nursing Skills II	1
RNSG	1163	Clinical (Maternal/Newborn Child)	1	<u>PSYC</u>	<u>2314</u>	<u>Lifespan Growth and Development</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3				
<u>Creative Arts<sup>3</sup> or</u>	<u>Language, Philosophy, Culture<sup>4</sup></u>		3				
			12				10

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**Notes:

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>10</sup>MATH 0304 Intermediate Algebra or MATH 0308 Foundations of Statistics 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. Must be completed within 5 years of starting program.

<sup>11</sup>May be enrolled in RNSG 1215 12 months prior to entering the nursing program. MATH 0304 or MATH 0308, BIOL 2401, and HPRS 1206 are prerequisites for this course.

<sup>12</sup>May be enrolled in RNSG 1301 12 months prior to entering the nursing program. MATH 0304 or MATH 0308, and BIOL 2401 are prerequisites for this course.

<sup>13</sup>Student receives a total of 13 credits for education and experience upon successful completion of RNSG 1262, RNSG 2307 and RNSG 1140.

<sup>14</sup>Students must pass the comprehensive exit exam. Students will be offered remediation and may repeat the exam.

Underline - Identifies courses to meet general education requirements for AAS Degree.

## **NURSING – VOCATIONAL Level Two Certificate Program**

(Degree Audit Program Code: VN-C2)

The Vocational Nursing program is a 45-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. Satisfactory completion of Texas Success Initiative (TSI) requirements.
3. Have an overall GPA of 2.5 as well as a GPA of 2.5 on all prerequisite courses for admission consideration.
4. Satisfactory completion of VNSG 1320 within five years of the program start date.
5. Satisfactory completion of an Intermediate Algebra course (MATH 0304) or Foundation of Statistics course (MATH 0308), or a passing placement test score within five years of the program start date. Mathematics 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 prior to the first day of class.
7. Be in good standing at Galveston College.
8. Provide evidence of first Hepatitis B vaccination prior to the first day of class.
9. Pharmacology (VNSG 1231) may be completed in advance, but no more than 12 months prior to beginning the VN program. RNSG 1301 Pharmacology may substitute for VNSG 1231.
10. Prospective applicants will be required to pass a nurse entrance test administered at Galveston College, as part of the admission criteria. Students must register with the Nursing Department for exam administration.

Students who do not pass the examination will be counseled and remediation will be recommended. A passing score on the exam is valid for one year.

### **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 1320*	A&P for Allied Health	4
**		8

**\* NOTE: BIOL 2401 and BIOL 2402, Anatomy and Physiology may be substituted for VNSG 1320. VNSG 1320 will not be counted for credit toward LVN to ADN Transition program.**

\*\* MATH 0304 Intermediate Algebra or MATH 0308 Foundation of Statistics 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 **February 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 Health. 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.
5. Be required to complete a DPS/FBI Background Check and fingerprint scanning prior to the first day of class.

### **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.

### **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 including entrance examination.
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 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 prior to the first day of class. 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.
11. Provide evidence of first Hepatitis B vaccination prior to the first day of class.

### **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 2.5 as well as a GPA of 2.5 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 prior to the first day of class.
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 one failure in any nursing course**

Students who fail any nursing courses have two options for transferring/returning to a nursing program at Galveston College.

1. Wait two years from the 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 if necessary.
  - e. Be aware that students with zero nursing course failures will be considered prior to applicants with one 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 Vocational Nursing Certificate program for non-academic reasons may apply for readmission by submitting a request to the Nursing Admission and Progression Committee.

### **Graduation Requirements:**

To be eligible for a Level Two Certificate in Vocational Nursing and receive permission to take the NCLEX-PN exam for licensure, students must have:

1. Successfully completed the prescribed course of study of 45 credit hours.
2. Met the required passing score on a comprehensive NCLEX-PN readiness exam.
3. Met any individually prescribed behavior or remediation related requirements.

**Prerequisite Courses<sup>10</sup>**

HPRS	1206	Essentials of Medical Terminology	2
VNSG	1227	Essentials of Medication Administration	2
VNSG	1320	Anatomy & Physiology for Allied Health <sup>11</sup>	3
<u>MATH</u>	<u>0304</u>	<u>Intermediate Algebra<sup>10</sup> or</u>	
MATH	0308	Foundations of Statistics <sup>10</sup>	
			7

**ONE YEAR PROGRAM****Summer I**

VNSG	1216	Nutrition <sup>12</sup>	2
VNSG	1122	Vocational Nursing Concepts	1
VNSG	1400	Nursing in Health & Illness I	4
VNSG	1402	Applied Nursing Skills I	4
VNSG	1231	Pharmacology <sup>13</sup>	2
			13

**Summer II**

VNSG	2313	Applied Nursing Skills II	3
			3

**Fall Semester**

VNSG	1136	Mental Health	1
VNSG	1234	Pediatrics	2
VNSG	1161	Clinical (Pediatrics)	1
VNSG	1409	Nursing in Health & Illness II	4
VNSG	1262	Clinical (Medical-Surgical Nursing I)	2
VNSG	2214	Applied Nursing Skills III	2
			12

**Spring Semester**

VNSG	1230	Maternal/Neonatal Nursing	2
VNSG	1162	Clinical (Maternal/Neonatal Nursing )	1
VNSG	2410	Nursing in Health & Illness III	4
VNSG	2262	Clinical (Medical-Surgical Nursing II)	2
VNSG	1191	Special Topic: NCLEX Preparation	1
			10

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 45**Notes:

<sup>10</sup>MATH 0304 Intermediate Algebra or MATH 0308 Foundations of Statistics 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. Must be completed within 5 years of starting program.

<sup>11</sup>BIOL 2401 and 2402 may be used in place of VNSG 1320 Anatomy & Physiology for Allied Health. VNSG 1320 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.

<sup>13</sup>May be enrolled in VNSG 1231 12 months prior to entering the nursing program. RNSG 1301 Pharmacology may be used in place of VNSG 1231 Pharmacology.

## 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.

All prospective candidates who wish to be admitted to the Nuclear Medicine Technology program should contact the Program Coordinator.

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. Contact the Program Coordinator.
3. Continue the Program-Process and Complete Program Degree Plan with the Program Coordinator.
  - Degree Plan must show evidence of:
    - a. Achieving a grade of "C" or better in Math 1314 College Algebra or equivalent, 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 CHEM 1405 Introductory Chemistry I or equivalent,

- within five years of acceptance into the Program.
- 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, after completion of all prerequisites.
    - 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 Fall 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.

**PREREQUISITES**

<u>BIOL</u>	<u>2401</u>	<u>Anatomy and Physiology I</u>	4
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3
<u>CHEM</u>	<u>1405</u>	<u>Introductory Chemistry I</u>	4
			<b>11</b>

**FIRST YEAR****First Semester**

<u>BIOL</u>	<u>2402</u>	<u>Anatomy and Physiology II</u>	4
NMTT	1211	Nuc Medicine Patient Care	2
SCIT	1320	Physics for Allied Health	3
NMTT	1201	Intro to Nuclear Medicine	2
			<b>11</b>

**Second Semester**

NMTT	1162	Clinical- Nuclear Medical Tech	1
NMTT	2201	Radiochem and Radiopharm	2
NMTT	1203	Radiation Bio & Safety	2
NMTT	1309	Nuclear Medicine Instrumentation	3
<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3
			<b>11</b>

**Summer I**

NMTT	2309	Nuclear Medicine Meth I	3
NMTT	2361	Practicum I	3
NMTT	2233	PET & Fusion Technology	2
			<b>8</b>

**SECOND YEAR****First Semester**

NMTT	2313	Nuclear Medicine Method II	3
NMTT	2466	Practicum II	4
<u>Social &amp; Behavioral Science Elective<sup>5</sup></u>			3
<u>Creative Arts<sup>3</sup> or Language, Philosophy, Culture<sup>4</sup></u>			3
			<b>13</b>

**Second Semester**

NMTT	2235	Nuclear Medicine Seminar*	2
NMTT	2467	Practicum III	4
			<b>6</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**Notes:

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>5</sup>Select one course from BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426.

\* Identifies Capstone course

**Underline** - Identifies courses to meet general education requirements for AAS Degree.

# **RADIATION THERAPY**

## **Associate of Applied Science Degree**

(Degree Audit Program Code: RAD-THERAPY-AAS)

The Radiation Therapy Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182

**Program Goals:** The radiation therapy program has established student goals for success.

- Prepare student for entry level position in the field of radiation therapy.
- Develop effective oral and written communication skills.
- Learn to apply critical thinking skills in a clinical setting.
- Teach student to recognize and manage ethical issues both in an academic and clinical setting.
- Graduates are qualified and eligible to apply for the national credentialing examination.
- Promote and embrace a commitment to lifelong learning.

### **Mission Statement**

The mission statement of the Radiation Therapy Program is committed to providing its students a very diverse clinical and education of the highest quality. The program is competency based to ensure students success in the clinic as well as the classroom. Graduates of the program will be prepared to deliver excellent patient care while pursuing a lifelong learning career in the field of radiation therapy.

### **Admission Criteria**

#### **1. Academic Requirements**

- TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses must appear on official transcript.
- Make application to Galveston College.
- Submit program application prior to the application deadline. **Submission of program application does not guarantee admission into the radiation therapy program.**
- Complete the program prerequisites prior to the application deadline with a minimum GPA of 2.5.
- Schedule a meeting with the program director.
- Overall a minimum GPA of 2.5.
- Math and science courses must be completed within 5 years of acceptance into the program.

#### **2. Program applications are accepted September 15 through April 15.**

#### **3. Minimum of 8 hours observation or job shadowing at a cancer center.**

#### **4. Criteria for Acceptance into the Program:** Galveston College cannot accept all applicants due to limited clinical space in the program. Criteria for student selection are based on the following:

- GPA of prerequisites
- Overall GPA
- Overall academic profile
- Terminal awards and/or degrees from academic institutions.
- Interview process: **Only those students who are rated in the upper 50% of the applicant pool will be extended an interview by the admissions committee.**
- Program interviews are conducted during the month of June.
- Notification of program application status deadline is June 30.

#### **5. Acceptance into the Program:** Once the applicant has been accepted into the program they are responsible for the following:

- Provide proof or complete the Hepatitis B immunization series including titer or show proof of illness prior to clinical attendance deadline of June 1, summer semester.

- Complete Varicella immunization (Chicken Pox) or show proof of illness prior to the clinical attendance deadline of June 1, summer semester.
- Complete a background check through Galveston College, at student's expense, upon acceptance into the program.
- Complete a drug screening test through Galveston College, at student's expense, upon acceptance into the program.
- Attend mandatory program orientation prior to enrolling in program courses.

**6. Curriculum:** The curriculum for the radiation therapy program is based on the American Society of Radiologic Technologists (ASRT) curriculum grid. The ASRT curriculum grid is approved by the program's accrediting agency, the JRCERT. All program courses must be completed with a minimum grade of 75% to progress in the program.

Upon completion of program requirements the student receives an Associate of Applied Science Degree from Galveston College. The student is also eligible, upon graduation, to apply to the American Registry of Radiologic Technologists (ARRT) to sit for the national certification examination.

**Transfer of Credit:** Students who wish to transfer course credits from another radiation therapy program will be evaluated on an individual basis as their entry status. Transfer grades below a "C" are not accepted for credit. The student requesting transfer credit must

- Meet admissions requirements for Galveston College.
- Meet admissions requirements for the radiation therapy program.
- Currently have a minimum GPA of 2.5 in the previous program.
- Submit all course work completed with syllabus and course descriptions from transferring program.
- Submit a letter of recommendation from the previous program director.
- Submit 2 letters of recommendation from clinical personnel associated with the previous radiation therapy program.

Upon completion of the evaluation process, the program director will determine the student's entry level placement in the program. The student is not guaranteed that acceptance in to the radiation therapy program at Galveston College automatically places student at the same level of their previous program.

**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	<u>3</u>
			<b>9</b>

**FIRST YEAR****First Semester (Fall)**

RADT	1301	Introduction to Radiation Therapy	3
RADR	2313	Radiation Biology and Safety	3
RADR	1303	Patient Care	3
RADT	2317	Radiation Therapy Physics	3
			<u>12</u>

**Second Semester (Spring)**

RADT	1344	Instrumentation and Methodologies	3
RADT	2401	Oncology I	4
RADT	2407	Dosimetry I	4
RADT	1191	Special Topics in Trends	1
			<u>12</u>

**Third Semester (Summer I)**

<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3
RADT	1266	Practicum I	2
RADT	2303	Oncology II	3
RADT	2309	Dosimetry II	<u>3</u>
			<b>11</b>

**SECOND YEAR****First Semester (Fall)**

RADT	1467	Practicum II	4
		<u>Social/Behavior Science Elective<sup>7</sup></u>	3
		<u>Humanities/Fine Arts</u>	3
RADR	2340	Sectional Anatomy	3
RADT	1205	Technical Procedures	<u>2</u>
			<b>15</b>

**Second Semester (Spring)**

RADT	1291	Special Topics in Rad Therapy Seminar *	2
RADT	2466	Practicum III	<u>4</u>
			<b>6</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 65**Notes:

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

\* Identifies Capstone course

**Underline** - Identifies courses to meet general education requirements for AAS Degree.



# **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 2850, Chicago, IL, 60606-3182, nationally accredits the Galveston College Radiography program.

### **Program Outcomes:**

1. Graduate students that will be competent, entry-level radiographers prepared for the healthcare field.  
Expected outcome
  - a. Graduates will demonstrate adequate entry level radiography skills
  - b. Students will produce quality diagnostic radiographs
  - c. Students will be able to perform basic patient care skills
  - d. Students will demonstrate radiation protection methods while following the concepts "ALARA" and imaging "gently and wisely".
  - e. Students will demonstrate knowledge and practice appropriate radiation protection methods
  - f. Students will be able to critique finished radiographs for diagnostic quality
2. Students will demonstrate appropriate communication skills.  
Expected outcome
  - a. Students demonstrate appropriate communication skills in the clinical setting
  - b. Employers will report that graduates demonstrate appropriate communication skills upon employment
3. Students will demonstrate appropriate critical thinking and problem solving skills.  
Expected outcome
  - a. Students will be able to safely operate radiographic equipment
  - b. Students will be able to perform radiographic examinations in an emergency and trauma environment
  - c. Students will be able to administer age appropriate patient care
4. The student (graduate) will understand the importance of professional values and lifelong learning.  
Expected outcome
  - a. Students will demonstrate professional behavior
  - b. Students will demonstrate understanding of professional ethics
5. The student (graduate) will be capable of fulfilling the needs of the healthcare community in radiologic sciences.  
Expected outcome
  - a. Graduates will consider themselves adequately prepared to be entry level radiographers
  - b. Job placement within 12 months of graduation
  - c. Program retention rate
  - d. ARRT pass rate

### **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.

### **RADIOGRAPHY ADMISSION CRITERIA**

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.
  - 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.
  - e. Complete an entrance exam.
2. Submit program application, shot records, and a transcript copy to the Program Director after completion of all prerequisites.
- 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. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
  - Upon acceptance to the program complete the following prior to enrollment:
    - a. Complete the Hepatitis B immunization series including titer or show proof of illness. 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.
    - d. Complete a clear drug screening test at student’s cost.
    - e. 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. Currently hold a cumulative GPA of 2.5 on transfer coursework.
3. Submit course syllabi for review.
4. Agree to complete a disclosure of information form, including permission to question the previous Program Director.

**Prerequisite Courses^**

<u>BIOL</u>	<u>2401</u>	<u>Anatomy &amp; Physiology I</u>	4
HPRS	1206	Essentials of Med Term	<u>2</u>
			<b>6</b>

**FIRST YEAR****First Semester**

RADR	1411	Basic Radiographic Procedures	4
RADR	1301	Introduction to Radiography	3
NMTT	2313	Radiation Biology and Safety	3
RADR	1303	Patient Care	3
			<u>13</u>

**Second Semester**

<u>SPCH</u>	<u>13XX</u>	<u>Speech Elective<sup>6</sup></u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3
RADR	1313	Princ. of Radiographic Imaging I	3
RADR	2401	Inter Radiographic Procedures	4
			<u>13</u>

**Summer I**

RADR	1367	Practicum I	3
			<u>3</u>

**Summer II**

<u>Language, Philosophy &amp; Culture<sup>4</sup> or Creative Arts<sup>3</sup></u>			3
			<u>3</u>

**SECOND YEAR****First Semester**

RADR	2305	Princ. of Radiographic Imaging II	3
RADR	2217	Radiographic Pathology	2
RADR	2466	Practicum II	4
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
			<u>12</u>

**Second Semester**

RADR	2467	Practicum III*	4
RADR	2333	Advanced Medical Imaging	3
RADR	2335	Radiographic Tech. Seminar	3
			<u>10</u>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**Notes:

<sup>^</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>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307.

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

<sup>10</sup>Each semester all course work must be completed/passed to continue to the next semester.

\* Identifies Capstone course

**Underline** - Identifies courses to meet general education requirements for AAS Degree.

## **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 16-credit-hour program, the student will be eligible for the American Registry of Radiologic Technologists (ARRT) registry by meeting the minimum required number of scans (125). See ARRT Website for more details. 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 an additional 24 CEs.

#### **Mission Statement:**

In keeping with the mission and goals of Galveston College, the Computed 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.

#### **COMPUTERIZED TOMOGRAPHY TECHNOLOGY ADMISSION CRITERIA**

All prospective candidates who wish to be admitted to the Computerized Tomography Technology program should contact the Program Director.

Applicant 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. Application for Admissions & residence questionnaire.
    - b. Official transcripts from all Colleges and Universities attended.
    - c. Bacterial Meningitis vaccination for all on campus and Hybrid course offerings (under the age of 30).
    - d. Meet TSI score placement as required.
2. All Program applicants must show proof of:
  - a. A GPA of 2.5 or higher from an Accredited Medical Radiography Program, Nuclear Medicine or Radiation Therapy Program.
  - b. Be a graduate of a two year accredited Medical Radiography Program in ionizing radiation, ARRT Certification in Radiography, Radiation Therapy or Nuclear Medicine.
  - c. Be a registered technologist by the start of the Program.
3. Submit a Program Application to the Program Director. 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 email of acceptance to the program.

4. The Application deadlines are:
  - July 15 for the Fall Semester
  - November 7 for the Spring Semester
  - April 15 for the Summer Semester
5. \* Submit the following along with the CT Program Application prior to entering the program. Do not wait for a Student ID# from Admissions. Fill in what you can and submit right away.\*
  - a. A copy of current Texas Department of Health certification and ARRT certificate in the Allied Health Office.
  - b. Submit a current copy of an American Heart Health Care Provider level CPR and maintain certification through out their course of study.
  - c. Complete the Student Wellness Form. (If taking Clinic)-Submit to the Program Director only! Once clinical schedule is complete form will be sent to UTMB.
  - d. Complete the Application for Graduation Form. (If completing 16 hrs.)
  - e. Complete the Change of Program Form (Mandatory)
  - f. Complete a clear drug screening test and Background check at students cost as directed by the Program Director. (Instructions to follow acceptance)

(If taking Clinic)

  - g. Students attending clinic must submit a "passport style" photo electronically along with the CT program application.

\* See welcome letter from admissions or CT Program application for submission instructions.

#### **Course Substitution:**

Any student choosing to substitute the RADR 2340: Sectional Anatomy for Imaging Professionals must submit the Course Substitution Form [/images/gc/AH/CT/CT-Course Substitution.pdf](/images/gc/AH/CT/CT-Course%20Substitution.pdf) at the start of the program along with a course description of the course where previously taken. It is highly recommended that although taken previously, you consider taking this course with the program. It is a very detailed course and it may improve your chances of passing the national registry or serve as a refresher course for the national registry.

#### **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. Prospective transfer students will not be allowed to take clinics only.

#### **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 Director.
3. Agree to complete a disclosure of information form.

#### **CURRICULUM**

The program is offered in Spring, Summer and Fall semesters online as well as on campus. The program can be completed in one semester of full-time study, but is flexible to fit your life schedule. Clinics I & II must be taken in the same semester.

Classroom instruction will be conducted at Galveston College every Wednesday; clinical training will be conducted at hospitals/clinics in and around the greater Houston area and Galveston, Texas area. Distant clinical options including 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 clinic.

Upon completion of requirements, the student receives a Certificate of Completion from Galveston College.

## ONE SEMESTER PROGRAM

### First Semester

CTMT	1291	Special Topics in Computed Tomography*	2
CTMT	2336	Computed Tomography Equipment and Methodology <sup>10</sup>	3
RADR	2340	Sectional Anatomy for Medical Imaging <sup>10</sup>	3
CTMT	2460	Clinical I (Computed Tomography) <sup>11</sup> .	4
CTMT	2461	Clinical II (Computed Tomography) <sup>11</sup>	4
			<hr style="width: 100%; border: 0.5px solid black; margin-bottom: 5px;"/> 16

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 16**

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 2460 and 2461 Clinical (CT) must be completed through Galveston College in order to receive a certificate in CT. With completion of CTMT 2460 and 2461, 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 three-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 31-credit-hour program and completion of all the clinical requisites as mandated by ARRT, the student will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) MRI registry exam. Once students pass the ARRT MRI registry exam, they earn 24 CEs.

The Magnetic Resonance Imaging program is nationally recognized by the American Registry of Radiologic Technologists (ARRT).

### **Program Outcomes:**

1. Provide care and safety 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.
6. Critical thinking and Continuing education: Graduates can apply critical thinking and problem solving abilities to make proper clinical decisions. They will continue their education to keep up to date in the field of MRI as mandated by ARRT.
7. Diagnostic Imaging workforce certification: prepares graduates for an entry level position as ARRT registered MRI Technologists.
8. Patient care, communication, safety and ethics: graduates can provide effective patient care and safety, effectively communicate with patients and staff and professionally manage ethical issues.

### **MRI TECHNOLOGY ADMISSION CRITERIA**

All prospective candidates who wish to be admitted to the Magnetic Resonance Imaging Technology program should contact the Program Director.

Applicants must:

1. Have AAS Degree or complete it prior to completion of program.
2. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the program.**
3. 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.
4. Submit a program application to the Program Director. 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 and/or Texas Medical Board 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 Influenza immunization during the flu season.
  - f. \*Complete a background check through the college at student's cost upon acceptance to Program.
  - g. \*Complete a clear drug screening test at student's cost as directed by the program.
  - h. Potential students may need to complete an interview process or meet with Program Director upon request.
  - i. Attend mandatory College online orientation \*and clinical orientation if requested.
- \*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 Director. 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 Director.
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).

		<b>ONE YEAR PROGRAM</b>				
<b>First Semester</b>		<b>Second Semester</b>				
MRIT	1170	Magnetica Resonance Imaging Safety	1	RADR 2340	Sectional Anatomy for Medical Imaging	3
MRIT	2330	Principles of MRI	3	MRIT 1191	Special Topics in MRI (Pathology)	1
MRIT	2334	MRI Equipment & Meth.	3	MRIT 2355	Magnetic Resonance Imaging Physics	3
MRIT	2560	Clinical I <sup>1</sup>	5	MRIT 2561	Clinical II <sup>1</sup>	5
			<hr style="width: 50%; margin: 0 auto;"/> 12			<hr style="width: 50%; margin: 0 auto;"/> 12
<b>Third Semester</b>						
MRIT	2562	Clinical III*	5			
MRIT	1291	Special Topics in MRI (Registry Review)	2			
			<hr style="width: 50%; margin: 0 auto;"/> 7			

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 31**

Notes:

<sup>1</sup>The Clinical Application courses (MRIT 2560, MRIT 2561, and MRIT 2562) will consist of 320 hours each semester. Total clinical hours for the program will be 960 hours.

\* Identifies Capstone course



# **RADIATION THERAPY TECHNOLOGY**

## **Certificate Program (ATC)**

(Degree Audit Program Code: RAD-THERAPY-ATC)

The Radiation Therapy Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182

**Program Goals:** The radiation therapy program has established student goals for success.

- Prepare student for entry level position in the field of radiation therapy.
- Develop effective oral and written communication skills.
- Learn to apply critical thinking skills in a clinical setting.
- Teach student to recognize and manage ethical issues both in an academic and clinical setting.
- Graduates are qualified and eligible to apply for the national credentialing examination.
- Promote and embrace a commitment to lifelong learning.

### **Mission Statement**

The mission statement of the Radiation Therapy Program is committed to providing its students a very diverse clinical and education of the highest quality. The program is competency based to ensure students success in the clinic as well as the classroom. Graduates of the program will be prepared to deliver excellent patient care while pursuing a lifelong learning career in the field of radiation therapy.

### **Admission Criteria**

#### **1. Academic Requirements**

- TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses must appear on official transcript.
- Make application to Galveston College.
- Submit program application prior to the application deadline of October 15. **Submission of program application does not guarantee admission into the radiation therapy program.**
- Be a graduate of an accredited Radiologic Health Science Program.
- Schedule a meeting with the program director.
- Overall a minimum GPA of 2.5.
- Have certification in radiography prior to the application deadline

### **Acceptance into the Program:**

Once the applicant has been accepted into the program they are responsible for the following:

- Provide proof or complete the Hepatitis B immunization series including titer or show proof of illness prior to clinical attendance deadline of June 1, summer semester.
- Complete Varicella immunization (Chicken Pox) or show proof of illness prior to the clinical attendance deadline of June 1, summer semester.
- Complete a background check through Galveston College, at student's expense, upon acceptance into the program.
- Complete a drug screening test through Galveston College, at student's expense, upon acceptance into the program.
- File a copy of current Texas Department of Health certification in admissions office and allied health office.
- File a copy of current certification with the ARRT or NMTCB in admissions office and allied health office.
- Successfully complete program math prerequisite college algebra 1314 prior to making program application.
- Applicant must be certified in American Heart Health Care Provider level CPR prior to beginning clinical practicum in the summer semester and throughout length of the program.
- Attend mandatory program orientation prior to enrolling in program courses.

## Curriculum

The curriculum for the radiation therapy program is based on the American Society of Radiologic Technologists (ASRT) curriculum grid. The ASRT curriculum grid is approved by the program's accrediting agency, the JRCERT. All program courses must be completed with a minimum grade of 75% to progress in the program. Upon completion of program requirements the student receives a certificate in radiation therapy. The student is also eligible, upon graduation, to apply to the American Registry of Radiologic Technologists (ARRT) to sit for the national certification examination.

**Transfer of Credit:** Students who wish to transfer course credits from another radiation therapy program will be evaluated on an individual basis as their entry status. Transfer grades below a "C" are not accepted for credit. The student requesting transfer credit must

- Meet admissions requirements for Galveston College.
- Meet admissions requirements for the radiation therapy program.
- Currently have a minimum GPA of 2.5 in the previous program.
- Submit all course work completed with syllabus and course descriptions from transferring program.
- Submit a letter of recommendation from the previous program director.
- Submit 2 letters of recommendation from clinical personnel associated with the previous radiation therapy program.

Upon completion of the evaluation process, the program director will determine the student's entry level placement in the program. The student is not guaranteed that acceptance in to the radiation therapy program at Galveston College automatically places student at the same level of their previous program.

<b>FIRST YEAR</b>							
<b>Spring Semester</b>							
RADT	1344	Instrumentation and Meth.	3				
RADT	2407	Dosimetry I	4				
RADT	2401	Oncology I	4				
RADT	1191	Special Topics in Trends	1				
			<b>12</b>				
<b>Summer Semester</b>							
RADT	2309	Dosimetry II	3				
RADT	2303	Oncology II	3				
RADT	1266	Practicum I	2				
			<b>8</b>				
<b>SECOND YEAR</b>							
<b>Fall Semester</b>			<b>Spring Semester</b>				
RADT	1467	Practicum II	4	RADT	1291	Special Topics in RT*	2
RADR	2340	Sectional Anatomy for Medical Imaging	3	RADT	2466	Practicum III	4
RADT	1205	Technical Procedures	2				<b>6</b>
			<b>9</b>				

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 35**

Notes:

\* Identifies Capstone course

**SURGICAL TECHNOLOGY**  
**Associate of Applied Science Degree**

(Degree Audit Program Code SURG-TECH-AAS)

The Surgical Technology program includes both theory and practical clinical experience designed to prepare the Student to pass the national certification exam for surgical technologists. Most surgical technologists are employed in hospital surgical departments, obstetric departments and ambulatory care centers.

**PREREQUISITES**

SCIT	1307	Applied Human Anatomy and Physiology I	3
HITT	1305	Medical Terminology	3
HPRS	1201	Introduction to Health Professions	2
			<b>8</b>

**FIRST YEAR**

<b>First Semester</b>				<b>Second Semester</b>			
SRGT	1505	Introduction to Surgical Technology	5	SRGT	1542	Surgical Procedures I	5
SGRT	1509	Fundamentals of Perioperative Concepts	5	SRGT	1461	Clinical II	4
SGRT	1260	Clinical I	2	HPRS	2300	Pharmacology for Health Professionals	3
			<b>12</b>	HPRS	2201	Pathophysiology	<b>2</b>
							<b>14</b>

**Third Semester**

SRGT	1542	Surgical Procedures II	5
SRGT	1562	Clinical III*	5
SRGT	2130	Professional Readiness	1
			<b>11</b>

**SECOND YEAR**

<b>First Semester</b>			
<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3
<u><sup>1</sup>Creative Arts or Language, Philosophy, Culture</u>			3
<u>Speech Elective<sup>6</sup></u>			3
<u><sup>2</sup>Social &amp; Behavioral Science Elective</u>			3
<u><sup>3</sup>Math or Science Elective</u>			3
			<b>15</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**

Notes:

Students may substitute completion of BIOL 2401 & BIOL 2402 with a grade of "C" or better and no more than 5 years old for SCIT 1307

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

^ This degree plan assumes that the student mastered the TSI or completed the required Developmental course levels if needed. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

<sup>1</sup> Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 1306, PHIL 2307, ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310

<sup>2</sup> Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, SOCI 1306

<sup>3</sup> Select one course from MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 2312, MATH 2413, MATH 2414, PSYC 2317, BIOL 1322, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1301, ENVR 1302, KINE 1301, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426

\*Identifies Capstone Course.

**Underline -** Identifies courses needed to meet general education requirements for AAS Degree.

## SURGICAL TECHNOLOGY Level Two Certificate

(Degree Audit Program Code: SURG-TECH-C2)

The Surgical Technology program includes both theory and practical clinical experience designed to prepare the student to pass the national certification exam for surgical technologists. Most surgical technologists are employed in hospital surgical departments, obstetric departments and ambulatory care centers.

### ONE YEAR PROGRAM

#### PREREQUISITES

SCIT	1307	Applied Human Anatomy and Physiology I	3
HITT	1305	Medical Terminology	3
HPRS	1201	Introduction to Health Professions	2
			8

				<b>First Year</b>			
<b>First Semester</b>				<b>Second Semester</b>			
SRGT	1505	Introduction to Surgical Technology	5	SRGT	1542	Surgical Procedures I	5
SRGT	1509	Fundamentals of Perioperative Concepts	5	SRGT	1461	Clinical II	4
SRGT	1206	Clinical I	2	HPRS	2300	Pharmacology for Health Professions	3
			<b>12</b>	HPRS	2201	Pathophysiology	2
							<b>14</b>

#### Third Semester

SRGT	1542	Surgical Procedures II	5
SRGT	1562	Clinical III*	5
SRGT	2130	Professional Readiness	1
			<b>11</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 45**

Notes:

Students may substitute completion of BIOL 2401 & BIOL 2402 with a grade of "C" or better and no more than 5 years old for SCIT 1307

\* 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, flux cored arc welding, gas tungsten arc, gas metal arc, and other processes. This is an NCCER accredited program in which 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	1323	Welding Safety, Tools and Equipment	3	WLDG	2413	Intermediate Multiple Processes	4
WLDG	1407	Introduction to Multiple Processes	4	WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1435	Introduction to Pipe Welding	4	WLDG	1313	Introduction to Blueprint Reading	3
			<b>15</b>				<b>15</b>
<b>Third Semester</b>		<b>Second Year</b>				<b>Fourth Semester</b>	
WLDG	2453	Advanced Pipe*	4	<u>ENGL</u>	<u>1301</u>	<u>English Composition I</u>	3
WLDG	2451	Advanced Gas Tungsten Arc Welding (GTAW)	4	<u>SPCH</u>	<u>13XX</u>	<u>Speech Elective<sup>6</sup></u>	3
WLDG	1437	Introduction to Welding Metallurgy	4	<u>MATH</u>	<u>1314</u>	<u>College Algebra or</u>	3
WLDG	1317	Introduction to Layout and Fabrication	3	<u>MATH</u>	<u>1324</u>	<u>Math for Business</u>	3
			<b>15</b>	<u>Language, Philosophy, Culture or Creative Arts<sup>3</sup></u>			3
			<u>Social/Behavior Science Elective<sup>7</sup></u>			3	<b>15</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60**

Notes:

<sup>3</sup>Select one course from ARTS 1301, ARTS 1303, COMM 2366, DRAM 1310, DRAM 2366, HUMA 1301, MUSI 1306, MUSI 1310.

<sup>4</sup>Select one course from ARTS 1304, DRAM 2361, DRAM 2362, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HIST 2311, HIST 2312, HUMA 1302, PHIL 1301, PHIL 2306, PHIL 2307, PHIL 2321.

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

<sup>7</sup>Select one course from CRIJ 1301, CRIJ 1307, ECON 2301, ECON 2302, KINE 1304, KINE 1346, PSYC 2301, SOCI 1301, or SOCI 1306.

\* Identifies Capstone course

**Underline** - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours.

**WELDING TECHNOLOGY  
Level One Certificate Program  
Entry Level  
Multiple Processes Certificate**

(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, flux cored arc welding, gas tungsten arc, gas metal arc, and other processes. This is an NCCER accredited program in which 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	1323	Welding Safety, Tools and Equipment	3
WLDG	1407	Introduction to Multiple Processes	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)*	4
WLDG	1435	Introduction to Pipe Welding	<u>4</u>
			<b>15</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 15**

Notes:

\* Identifies Capstone course

**WELDING TECHNOLOGY**  
**Level One Certificate Program**  
**Advanced Level**  
**Basic Fitting Certificate**

(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, flux cored arc welding, gas tungsten arc, gas metal arc, and other processes. This is an NCCER accredited program in which 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	1323	Welding Safety, Tools and Equipment	3	WLDG	2413	Intermediate Multiple Processes	4
WLDG	1407	Introduction to Multiple Processes	4	WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)*	4
WLDG	1435	Introduction to Pipe Welding	4	WLDG	1313	Introduction to Blueprint Reading	3
			<hr/>				<hr/>
			<b>15</b>				<b>15</b>

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 30**

Notes:

\* Identifies Capstone course



**WELDING TECHNOLOGY**  
**Level Two Certificate Program**  
**Advanced Level Technology**  
**Basic Qualified Welder Certificate**

(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, flux cored arc welding, gas tungsten arc, gas metal arc, and other processes. This is an NCCER accredited program in which 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	1323	Welding Safety, Tools and Equipment	3	WLDG	2413	Intermediate Multiple Processes	4
WLDG	1407	Introduction to Multiple Processes	4	WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	1435	Introduction to Pipe Welding	4	WLDG	1313	Introduction to Blueprint Reading	3
			<hr/>				<hr/>
			<b>15</b>				<b>15</b>
<b>Third Semester</b>							
WLDG	2453	Advanced Pipe*	4				
WLDG	2451	Advanced Gas Tungsten Arc Welding (GTAW)	4				
WLDG	1337	Introduction to Welding Metallurgy	4				
WLDG	1317	Introduction to Layout and Fabrication	3				
			<hr/>				
			<b>15</b>				

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 45**

Notes:

\* 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/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

### **Texas Success Initiative (TSI) Requirements**

*TSI Satisfied in Literacy* means that the student must demonstrate college readiness in reading and writing. *TSI Satisfied* means that the student must demonstrate college readiness in reading, writing and mathematics.

**ACCT 2301 FINANCIAL ACCOUNTING****(2-4) Credit: 3**

Prerequisites: TSI Satisfied in literacy, MATH 0300  
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

**ACCT 2302 MANAGERIAL ACCOUNTING****(2-4) Credit: 3**

Prerequisites: ACCT 2301 with a grade of "C" or better.  
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

**ARTS 1301 ART APPRECIATION****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Exploration of purposes and processes in the visual arts, including evaluation of selected works.

**ARTS 1303 ART HISTORY I****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Examination of painting, sculpture, architecture, and other arts from prehistoric to present time.

**ARTS 1304 ART HISTORY II****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Examination of painting, sculpture, architecture, and other arts from prehistoric to present time.

**ARTS 1311 DESIGN I (2-DIMENSIONAL)****(2-4) Credit: 3**

Prerequisites: None.  
Elements and principles of art using two-dimensional concepts.

**ARTS 1312 DESIGN II (3-DIMENSIONAL)****(2-4) Credit: 3**

Prerequisites: ARTS 1311.  
Elements and principles of art using three-dimensional concepts.

**ARTS 1316 DRAWING I****(2-4) Credit: 3**

Prerequisites: None.  
Investigation of drawing media and techniques including descriptive and expressive possibilities.

**ARTS 1317 DRAWING II****(2-4) Credit: 3**

Prerequisites: ARTS 1316.  
Investigation of drawing media and techniques including descriptive and expressive possibilities.

**ARTS 2316 PAINTING I****(2-4) Credit: 3**

Prerequisites: None.  
Exploration of ideas using painting media and techniques.

**ARTS 2317 PAINTING II****(2-4) Credit: 3**

Prerequisites: ARTS 2316.  
Exploration of ideas using painting media and techniques.

**ARTS 2326 SCULPTURE I****(2-4) Credit: 3**

Prerequisites: None.  
Exploration of ideas using sculpture media and techniques.

**ARTS 2327 SCULPTURE II****(2-4) Credit: 3**

Prerequisites: ARTS 2326.  
Exploration of ideas using sculpture media and techniques.

**ARTS 2346 CERAMICS I****(2-4) Credit: 3**

Prerequisites: None.  
Exploration of ideas using basic ceramic processes.

**ARTS 2347 CERAMICS II****(2-4) Credit: 3**

Prerequisites: ARTS 2346.  
Exploration of ideas using basic ceramic processes.

**ARTS 2356 PHOTOGRAPHY I****(2-4) Credit: 3**

Prerequisites: None.  
Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.

**ARTS 2357 PHOTOGRAPHY II****(2-4) 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.

**BCIS 1305 BUSINESS COMPUTER APPLICATIONS****(2-4) Credit: 3**

Prerequisites: TSI Satisfied.  
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

**BIOL 1322 NUTRITION AND DIET THERAPY I****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy, MATH 0300.  
Study of chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.

**BIOL 1406 GENERAL BIOLOGY I****(3-3) Credit: 4**

Prerequisites: TSI Satisfied in literacy, 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. This 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 a practical laboratory with emphasis on the application of fundamental principles of biology as well as critical thinking

**BIOL 1407 GENERAL BIOLOGY 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. This 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 a 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: TSI Satisfied in literacy, MATH 0300.

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. 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 with a grade of "C" or better.

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. 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.

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

Prerequisites: None.

Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

**BUSI 2301 BUSINESS LAW****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy, MATH 0300

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

**CETT 1307 FUNDAMENTALS OF ELECTRONICS****(2-4) Credit: 3**

Prerequisites: CETT 1402

Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics.

**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 1415 DIGITAL APPLICATIONS****(2-4) Credit: 4**

Prerequisites: ELPT 1221, ELPT 1311, ELPT 1325, CETT 1402, ELPT 1345.

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: TSI Satisfied in literacy, MATH 0303, CETT 1415.

A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems.

**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 1302 PRINCIPLES HEALTHY CUISINE****(2-3) Credit: 3**

Prerequisites: CHEF 1205, and TSI Satisfied or approval of Division Director.

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Alternative methods and ingredients will be used to achieve a healthier cooking style. Modify recipes and substitute ingredients to reduce calories, sugar, fat, and sodium; create recipes using healthy techniques; identify common food allergies and special dietary needs; relate nutritional guidelines to diets and recipe production.

**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, 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 2302 SAUCIER****(2-3) Credit: 3**

Prerequisites: None.

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

**CHEF 2381 COOPERATIVE EDUCATION: CULINARY ARTS/CHEF TRAINING****(1-14) Credit: 3**

Prerequisites: None

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.

**CHEM 1405 INTRODUCTORY CHEMISTRY I****(3-3) Credit: 4**

Prerequisites: TSI Satisfied in literacy, MATH 0303.

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

**CHEM 1411 GENERAL CHEMISTRY I****(3-3) Credit: 4**

Prerequisites: TSI Satisfied and CHEM 1405 or high school chemistry.

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

**CHEM 1412 GENERAL CHEMISTRY II****(3-3) Credit: 4**

Prerequisites: CHEM 1411.

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

**CHEM 2423 ORGANIC CHEMISTRY I****(3-3) Credit: 4**

Prerequisites: CHEM 1412.

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

**CHEM 2425 ORGANIC CHEMISTRY II****(3-3) Credit: 4**

Prerequisites: CHEM 2423.

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

**CJLE 1506 BASIC PEACE OFFICER I****(3-6) Credit: 5**

Prerequisites: TSI Satisfied in literacy.

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 TCOLE-approved Basic Peace Officer Training Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE TEXAS COMMISSION ON LAW ENFORCEMENT (TCOLE) \*\*\*

**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 TCOLE-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 TCOLE-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 TCOLE-approved Basic Peace Officer Academy. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE TEXAS COMMISSION ON LAW ENFORCEMENT (TCOLE) \*\*\*

**CNBT 1402 MECHANICAL, PLUMBING & ELECTRICAL SYSTEMS****(2-4) Credit: 4**

Prerequisites: TSI Satisfied in literacy, MATH 0303, CETT 1307, ELPT 1345.

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: TSI Satisfied in literacy.

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 2366 INTRODUCTION TO FILM****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

An analysis of the motion picture as an art form with special interest in landmark films, Coordinators, 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.

**COSC 1301 INTRODUCTION TO COMPUTING****(2-4) Credit: 3**

Prerequisites: INRW 0302, MATH 0300.

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

**COSC 1336 PROGRAMMING FUNDAMENTALS I****(2-4) Credit: 3**

Prerequisites: TSI Satisfied.

This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.)

**COSC 1337 PROGRAMMING FUNDAMENTALS II****(2-4) Credit: 3**

Prerequisites: COSC 1336.

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.)

**COSC 2325 COMPUTER ORGANIZATION****(2-4) Credit: 3**

Prerequisites: COSC 1336

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.

**COSC 2336 PROGRAMMING FUNDAMENTALS III****(2-4) Credit: 3**

Prerequisite: COSC 1337

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Programs will be implemented in an appropriate object oriented language. (This course is included in the Field of Study Curriculum for Computer Science.)

**CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

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: TSI Satisfied in literacy.

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

**CSME 1354 ARTISTRY OF HAIR DESIGN****(2-4) Credit 3**

Prerequisites: None.  
Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.

**CSME 1355 ARTISTRY OF HAIR DESIGN II****(2-4) Credit 3**

Prerequisites: CSME 1401, CSME 1354, CSME 1410, CSME 1453.  
A continuation of hair design. Topics include the additional theory and applications of current trends in hair design.

**CSME 1401 ORIENTATION TO COSMETOLOGY****(2-8) Credit 4**

Prerequisites: None.  
An overview of the skills and knowledge necessary for the field of cosmetology.

**CSME 1410 INTRODUCTION TO HAIRCUTTING AND RELATED THEORY****(2-8) Credit 4**

Prerequisites: None.  
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

**CSME 1435 ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY****(2-5) Credit 4**

An overview of the skills and knowledge necessary for the instruction of Cosmetology students

**CSME 1534 COSMETOLOGY INSTRUCTOR 1****(3-6) Credit 5**

The fundamentals of instructing Cosmetology students.

**CSME 1453 CHEMICAL REFORMATION AND RELATED THEORY****(2-8) Credit 4**

Prerequisites: None.  
Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

**CSME 1547 PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY****(3-8) Credit 5**

Prerequisites: CSME 1401, CSME 1354, CSME 1410, CSME 1453.  
In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

**CSME 2310 ADVANCED HAIRCUTTING AND RELATED THEORY****(1-8) Credit 3**

Prerequisites: CSME 1401, CSME 1354, CSME 1410, CSME 1453.  
Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers.

**CSME 2343 SALON DEVELOPMENT****(2-4) Credit 3**

Prerequisites: CSME 1355, CSME 2501, CSME 1547, CSME 2310.  
Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.

**CSME 2414 Cosmetology Instructor II****(2-5) Credit 4**

This course is a continuation of the fundamentals of instructing cosmetology students.

**CSME 2439 ADVANCED HAIR DESIGN****(2-6) Credit 4**

Prerequisites: CSME 1355, CSME 2501, CSME 1547, CSME 2310.  
Advanced concepts in the theory and practice of hair design.

**CSME 2441 PREPARATION FOR THE STATE LICENSING EXAMINATION****(2-6) Credit 4**

Prerequisites: CSME 1355, CSME 2501, CSME 1547, CSME 2310.  
Preparation for the state licensing examination.



**CSME 2445 INSTRUCTIONAL THEORY AND CLINIC OPERATION**

**(2:5) Credit 4**

An overview of the objectives required by the Texas Department of Licensing regulation Instructor examination.

**CSME 2501 THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY**

**(2-9) Credit 5**

Prerequisites: CSME 1401, CSME 1354, CSME 1410, CSME 1453.

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

**CSME 2544 COSMETOLOGY INSTRUCTOR IV**

**(3-6) Credit 5**

Advance concepts of Instruction in a Cosmetology Program.

Topics include demonstration development and implementation of advanced evaluation techniques.

**CSME 2549 COSMETOLOGY INSTRUCTOR III**

**(3-6) Credit 5**

Presentation of lesson plan assignments and evaluation techniques.

**CTMT 1291 SPECIAL TOPICS IN COMPUTED TOMOGRAPHY TECHNOLOGY**

**(2-0) Credit: 2**

Prerequisites: TSI Satisfied; Graduate of a 2-year accredited medical radiography program in ionized radiation, ARRT Certificate in Radiography, Radiation Therapy, or Nuclear Medicine.

This course is designed with a focus on patient care, pathology and pharmacology for imaging professionals; to address recently identified current events, skills, knowledge, and /or attitudes and behaviors pertinent to the technology or occupation that are relevant to the professional development of the student.

**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 2460 CLINICAL I (CT)**

**(0-14) Credit: 4**

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 2461 CLINICAL II (CT)**

**(0-14) Credit: 4**

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**

**(0-4) Credit: 1**

Prerequisites: None.

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

**DRAM 1121 THEATER PRACTICUM II**

**(0-4) Credit: 1**

Prerequisites: None.

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

**DRAM 1310 INTRODUCTION TO THEATER**

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in a major production may be required.

**DRAM 1330 STAGECRAFT I**

**(2-4) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

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

**DRAM 1341 MAKEUP**

**(2-4) Credit: 3**

Prerequisites: None.

Design and execution of makep for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

**DRAM 1342 INTRODUCTION TO COSTUME**

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in Literacy.

Principles and techniques of costume design and construction for theatrical productions.

**DRAM 1351 ACTING I**

**(3-1) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

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

**DRAM 1352 ACTING II**

**(3-1) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.

**DRAM 2120 THEATER PRACTICUM III**

**(0-4) Credit: 1**

Prerequisites: None.

Practicum in theater open to all students 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 open to all students with emphasis on technique and procedures with experience gained in play productions.

**DRAM 2331 STAGECRAFT II****(2-4) Credit: 3**

Prerequisites: None.

Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical equipment.

**DRAM 2336 VOICE FOR THE THEATER****(3-0) Credit: 3**

Prerequisites: None.

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

**DRAM 2361 HISTORY OF THE THEATER I****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

Study of the history of the theater from primitive times through the Renaissance.

**DRAM 2362 HISTORY OF THE THEATER II****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

Study of the history of the theater from Renaissance through today.

**DRAM 2366 INTRODUCTION TO CINEMA****(2-4) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. The lab part of the course will be primarily be devoted to viewing selected films.

**DRAM 2367 DEVELOPMENT OF MOTION PICTURE II****(2-4) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. The lab part of the course will primarily be devoted to viewing selected films.

**ECON 2301 PRINCIPLES OF MACROECONOMICS****(3-0) Credit: 3**

Prerequisites: TSI Satisfied.

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

**ECON 2302 PRINCIPLES OF MICROECONOMICS****(3-0) Credit: 3**

Prerequisites: TSI Satisfied

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

**EDUC 1300 LEARNING FRAMEWORK****(3-0) Credit: 3**

Prerequisites: None.

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300)

**EDUC 1301 INTRODUCTION TO THE TEACHING PROFESSION****(3-1) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

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.

**ELMT 1411 SOLAR FUNDAMENTALS****(2-4) Credit: 4**

Prerequisites: TSI Satisfied and HART 2431.

Study of heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.

**ELPT 1221 INTRODUCTION TO ELECTRICAL SAFETY & TOOLS****(2-1) Credit: 2**

Prerequisites: None.

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

**ELPT 1325 NATIONAL ELECTRICAL CODES I****(3-0) Credit: 3**

Prerequisites: ELPT 1221, ELPT 1311.

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations

**ELPT 1311 BASIC ELECTRICAL THEORY****(3-1) Credit: 3**

Prerequisites: None.

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

**ELPT 1345 COMMERCIAL WIRING****(1-4) Credit: 3**

Prerequisites: None.

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures

**ELPT 2319 PROGRAMMABLE LOGIC CONTROLLERS I****(2-3) Credit: 3**

Prerequisites: CETT 1402, ELPT 1345.

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

**ELPT 2449 INDUSTRIAL AUTOMATION****(2-4) Credit: 4**

Prerequisites: TSI Satisfied in literacy, MATH 0303, ELMT 1301, INTC 1457.

Electrical control systems, applications, and interfacing utilized in industrial automation

**ELPT 2455 PROGRAMMABLE LOGIC CONTROLLERS II****(2-4) Credit: 4**

Prerequisites: TSI Satisfied in literacy, MATH 0303, ELMT 1301.

Advanced concepts in programmable logic controllers and their applications and interfacing to industrial controls.

**EMSP 1260 CLINICAL (BASIC)****(0-6) Credit: 2**

Prerequisites: INRW 0302, Enrollment in the 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 1338 INTRODUCTION TO ADVANCED PRACTICE****(3-1) Credit: 3**

Prerequisites: INRW 0302, MATH 0300.

Enrollment in the Advanced EMT program.

Corequisites: EMSP 1362, 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: INRW 0302, MATH 0300.

Enrollment in the Advanced EMT Program.

Corequisites: EMSP 1338, EMSP 1356, EMSP 1362.

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: INRW 0302, MATH 0300.

Enrollment in the Advanced EMT Program.

Corequisites: EMSP 1338, EMSP 1355, EMSP 1362.

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: INRW 0302, MATH 0300.

Enrollment in the 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: INRW 0302, Enrollment in the 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: INRW 0302, MATH 0304.

Enrollment in the Paramedic program.

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: INRW 0302, MATH 0304.

Enrollment in the 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: INRW 0302, MATH 0304.

Enrollment in the 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: INRW 0302, MATH 0304.

Enrollment in the 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 2305 EMS OPERATIONS****(3-1) Credit: 3**

Prerequisites: INRW 0302, MATH 0304.

Enrollment in the Paramedic program.

Corequisites: EMSP 2348, EMSP 2260.

A detailed study of the knowledge and skills to safely manage the scene of an emergency.

**EMSP 2306 EMERGENCY PHARMACOLOGY** (3-1) Credit: 3

Prerequisites: INRW 0302, MATH 0304.  
Enrollment in the 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: INRW 0302, MATH 0304.  
Enrollment in the 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: INRW 0302, MATH 0304.  
Enrollment in the 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 2444 CARDIOLOGY** (2-6) Credit: 4

Prerequisites: INRW 0302, MATH 0304, and enrollment in the Paramedic program.  
Corequisites: EMSP 2434, EMSP 2261.  
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead EKG interpretation.

**ENGL 1301 COMPOSITION I** (3-0) Credit: 3

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

**ENGL 1302 COMPOSITION II** (3-0) Credit: 3

Prerequisites: ENGL 1301.  
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

**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, screenwriting 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, screenwriting or drama.

**ENGL 2311 TECHNICAL AND BUSINESS WRITING** (3-0) Credit: 3

Prerequisites: ENGL 1302.  
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

**ENGL 2322 BRITISH LITERATURE I** (3-0) Credit: 3

Prerequisites: ENGL 1302.  
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**ENGL 2323 BRITISH LITERATURE II** (3-0) Credit: 3

Prerequisites: ENGL 1302.  
A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**ENGL 2327 AMERICAN LITERATURE I** (3-0) Credit: 3

Prerequisites: ENGL 1302.  
A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

**ENGL 2328 AMERICAN LITERATURE II** (3-0) Credit: 3

Prerequisites: ENGL 1302.  
A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

**ENGL 2332 WORLD LITERATURE I** (3-0) Credit: 3

Prerequisites: ENGL 1302.  
A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**ENGL 2333 WORLD LITERATURE II** (3-0) Credit: 3

Prerequisites: ENGL 1302.  
A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**ENGL 2342 FORMS OF LITERATURE I****(3-0) Credit: 3**

Prerequisites: ENGL 1302.

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film.

**ENGL 2343 FORMS OF LITERATURE II****(3-0) Credit: 3**

Prerequisites: ENGL 1302.

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film.

**ENGL 2351 MEXICAN AMERICAN LITERATURE****(3-0) Credit: 3**

Prerequisites: ENGL 1302.

A survey of Mexican-American/Chicano literature and Latino literature of the diaspora including fiction, nonfiction, poetry and drama.

**ENGR 1201 INTRODUCTION TO ENGINEERING****(1-3) Credit: 2**

Prerequisites: 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: 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: TSI Satisfied in literacy.

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: PHYS 2425.

Pre/Co-requisite: MATH 2413.

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: 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 2304 PROGRAMMING FOR ENGINEERS****(3-0) Credit: 3**

Prerequisite: MATH 2413

Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory control software.

**ENGR 2305 ELECTRICAL CIRCUITS I****(3-0) Credit: 3**

Prerequisite: PHYS 2425, MATH 2413.

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.

**ENGR 2308 ENGINEERING ECONOMICS****(3-0) Credit: 3**

Prerequisite: ECON 2301 or ECON 2302.

Pre/Co-requisite: MATH 2413.

Methods used for determining the comparative financial desirability of engineering alternatives. Provides the student with the basic tools required to analyze engineering alternatives in terms of their worth and cost, an essential element of engineering practice. The student is introduced to the concept of the time value of money and the methodology of basic engineering economy techniques. The course will address some aspects of sustainability and will provide the student with the background to enable them to pass the Engineering Economy portion of the Fundamentals of Engineering exam.

**ENVR 1101 – Environmental Science I (Laboratory)****(0-3) Credit: 1**

Pre/Co-requisite: ENVR 1301 (Lecture), TSI Satisfied in literacy, MATH 0300

General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. The first of a two-semester laboratory course surveying specific topics and activities related to basic concepts covered in ENVR1301 (lecture). It includes readings, group discussions, and critical thinking with emphasis on current environmental issues.

**ENVR1102 – Environmental Science II (Laboratory)****(0-3) Credit: 1**

Pre/Co-requisite: ENVR 1301 (Lecture), TSI Satisfied in literacy, MATH 0300

General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. The second of a two-semester course surveying specific topics and activities related to basic concepts covered in ENVR1302 (lecture). It includes readings, group discussions, and critical thinking with emphasis on current environmental issues.

**ENVR 1301 ENVIRONMENTAL SCIENCE I**  
(3-0 Credit: 3)

Prerequisites: TSI Satisfied in literacy, MATH 0300.  
General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. The first of a two-semester course surveying interdisciplinary studies and principles for understanding our environment and frameworks for understanding science, systems, and ethics. The 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 readings, group discussions, and critical thinking with emphasis on current environmental issues. This course is designed to fulfill three credit hours of the Life & Physical Science component of the core curriculum for non-science majors.

**ENVR 1302 ENVIRONMENTAL SCIENCE II**  
(3-0) Credit: 3

Prerequisites: TSI Satisfied in literacy, MATH 0300.  
General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. 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 readings, group discussions, and critical thinking with emphasis on current environmental issues. This course is designed to fulfill three credit hours of the Life & Physical Science component of the core curriculum for non-science majors.

**GEOG 1303 WORLD REGIONAL GEOGRAPHY**  
(3-0) Credit: 3

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

**GOVT 2306 TEXAS GOVERNMENT**  
(Texas constitution & topics)  
(3-0) Credit: 3

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

**HAMG 2307 HOSPITALITY MARKETING AND SALES**  
(3-0) Credit 3

Prerequisites: None  
Identification of the core principles of marketing and sales and their impact on the hospitality industry. Identify the components of the marketing mix; develop or critique a marketing plan as it relates to an organizational mission statement and strategic plan; and differentiate between various marketing and sales techniques.

**HART 1307 REFRIGERATION PRINCIPLES**  
(1-5) Credit 3

Prerequisites: None.  
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

**HART 1345 GAS AND ELECTRIC HEATING**  
(1-5) Credit: 3

Prerequisites: HART 1307  
Study of the procedures and principles used in servicing heating systems, including gas-fired furnaces and electric heating systems.

**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 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: TSI Satisfied and HART 2431.  
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: HART 1307  
A study of components, applications, and installation of mechanical air conditioning systems, including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

**HART 2342 COMMERCIAL REFRIGERATION**  
(1-5) Credit: 3

Prerequisites: TSI Satisfied and HART 2431.  
Theory and practical application in the maintenance of commercial refrigeration, medium and low temperature application, and ice machines.

**HART 2401 AIR CONDITIONING AND REFRIGERATION CODES**  
(2-4) Credit: 4

Prerequisites: HART 1307.  
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 2431 ADVANCED ELECTRICITY FOR HVAC**  
(2-4) Credit: 4

Prerequisites: HART 1307.  
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: HART 2431, TSI Satisfied in literacy, MATH0303.  
Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls.

**HART 2441 COMMERCIAL AIR CONDITIONING**  
(2-4) Credit: 4

Prerequisites: HART 2431, TSI Satisfied in literacy, MATH0303.  
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

**HIST 1301 UNITED STATES HISTORY I**  
(3-0) Credit: 3

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

**HIST 1302 UNITED STATES HISTORY II**  
(3-0) Credit: 3

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

**HIST 2301 TEXAS HISTORY**  
(3-0) Credit: 3

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

**HIST 2311 WESTERN CIVILIZATION I**  
(3-0) Credit: 3

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

**HIST 2312 WESTERN CIVILIZATION II**  
(3-0) Credit: 3

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

**HITT 1380 COOPERATIVE ED**  
(1-20) Credit: 3

Prerequisites: HITT 1305 or HPRS 1206, MDCA 1309 or BIOL 2401, POFM 1327, HITT 1341.  
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.

**HITT 1305 MEDICAL TERMINOLOGY I**  
(3-0) Credit: 3

Prerequisites: INRW 0302.  
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.  
Basic coding rules, conventions, and guidelines using clinical classification systems.

**HITT 1345 HEALTHCARE DELIVERY SYSTEMS**  
(3-0) Credit: 3

Prerequisites: TSI Satisfied in Literacy.  
Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies

**HITT 1353 LEGAL/ETHICAL ASPECTS OF HEALTH INFORMATION**  
(3-0) Credit: 3

Prerequisites: TSI Satisfied in literacy.  
Concepts of privacy, security, confidentiality, ethics, healthcare legislation, and regulations relating to the maintenance and use of health information.

**HITT 1355 HEALTH CARE STATISTICS**  
(3-1) Credit: 3

Prerequisites: None.  
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 2313 WORKING WITH HEALTH IT SYSTEMS**  
(2-2) Credit: 3

Prerequisites: HITT 1353 or HPRS 1206, MDCA 1309 or BIOL 2401.  
A laboratory course in which students work with systems using simulated data, performing EHR access by user. Includes experiencing threats to security and appreciating the need for standards, high levels of usability, and how errors can occur.

**HITT 2335 CODING & REIMBURSEMENT  
METHODOLOGIES**

**(2-2) Credit: 3**

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 2339 HEALTH INFORMATION ORGANIZATION  
AND SUPERVISION**

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in Literacy.

Principles of organization and supervision of human, financial, and physical resources.

**HITT 2340 ADVANCED MEDICAL BILLING AND  
REIMBURSEMENT**

**(2-2) Credit: 3**

Prerequisites: HITT 1341, POFM 1327, HITT 1353.

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 1206 ESSENTIALS OF MEDICAL TERMINOLOGY**

**(2-0) Credit: 2**

Prerequisites: INRW 0302.

A study of common medical terminology, word origin, structure, and application.

**HPRS 2301 PATHOPHYSIOLOGY**

**(3-1) Credit: 3**

Prerequisites: TSI Satisfied in Reading and Writing; MATH 0303. Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

**HPRS 2332 HEALTHCARE COMMUNICATIONS**

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in Literacy.

Methods of communication with clients, client support groups, health care professionals, and external agencies.

**HUMA 1301 INTRODUCTION TO THE HUMANITIES I**

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

**HUMA 1302 INTRODUCTION TO THE HUMANITIES II**

**(3-0) Credit: 3**

Prerequisites: ENGL 1301.

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

**IFWA 1217 FOOD PRODUCTION AND  
PLANNING/CULINARY MATH**

**(2-0) Credit: 2**

**Prerequisites: None** Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes.

**INRW 0301 INTEGRATED READING AND WRITING I**

**(3-2) Credit: 3**

Prerequisites: None.

Integration of critical reading and academic writing skills.

**INRW 0302 INTEGRATED READING AND WRITING II**

**(3-2) Credit: 3**

Prerequisites: INRW 0301.

Integration of critical reading and academic writing skills.

**INRW 0303 INTEGRATED READING AND WRITING III**

**(3-1) Credit: 3**

Prerequisites: INRW 0302.

Integration of critical reading and academic writing skills.

**INTC 1457 AC/DC MOTOR CONTROL**

**(2-4) Credit: 4**

Prerequisites: ELPT 1345.

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.

**KINE 1164 INTRODUCTION TO PHYSICAL FITNESS &  
SPORT I (Formerly PHED)**

**(1-2) Credit: 1**

Prerequisites: TSI Satisfied in literacy.

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, nutrition, personal and community wellness.

**KINE 1238 INTRODUCTION TO PHYSICAL FITNESS &  
SPORT II (Formerly PHED)**

**(1-2) Credit: 2**

Prerequisites: TSI Satisfied in literacy.

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 sexually transmitted diseases, drug abuse and addiction, aging wellness, basic biomechanics function, nutrition, personal and community wellness.



**KINE 1301 INTRODUCTION TO KINESIOLOGY** (Formerly PHED)

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. KINE 1301 Introduction to Kinesiology, which includes the elements of biochemistry, physics, and bioenergetics, is a Life and Physical science introductory course designed for the academics study of the Kinesiology/Physical Education. The quantitative analysis and description of human movement through the areas of anatomical and physiological fundamentals of human movement are introduced through a systemic approach of scientific study. In addition, the application of human movement is transcribe through area of biomechanical analysis in terms of effectiveness, safety, and efficiency.

**KINE 1304 PERSONAL/COMMUNITY HEALTH I** (Formerly PHED)

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Investigation of the principles and practices in relation to personal and community health. This class will systematically explore and analyze human behavior through the personal aspect of human wellness. Students will learn how to quantify taking responsibility of their personal and community wellness in a holistic state. Students will explore wellness and personal health choices directly affecting themselves and their surrounding communities, explore the practical of theoretical framework in regards to human wellness behavior presented them and identifying wellness behavior impacts it has on society, and investigate the principles and practices in relation to personal and community health. Each student will use practical and theoretical framework to explore health issues and personal wellness concepts.

**KINE 1305 PERSONAL/ COMMUNITY HEALTH II** (Formerly PHED)

**(3-0) Credit: 3**

Prerequisites: None.  
Investigation of the principles and practices in relation to personal and community health.

**KINE 1308 SPORTS OFFICIATING I** (Formerly PHED)

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Instruction in rules, interpretation, and mechanics of officiating selected sports.

**KINE 1321 COACHING/SPORT/ATHLETICS I** (Formerly PHED)

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
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.

**KINE 1322 COACHING/SPORT/ATHLETICS II** (Formerly PHED)

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
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.

**KINE 1336 INTRODUCTION TO RECREATION I** (Formerly PHED)

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
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.

**KINE 1338 CONCEPTS OF FITNESS** (Formerly PHED)

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Concepts and use of physiological variables of fitness, individual testing and consultation, and the organization of sport and fitness programs.

**KINE 1346 DRUG USE & ABUSE** (Formerly PHED)

**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors. This class will teach students to breakdown drug use and addiction using scientific methodology in order to better understand the motivations, draw, and hold of different psychoactive drugs.

**KINE 2356 CARE AND PREVENTION OF ATHLETIC INJURIES**

**(3-0) Credit: 3**

Prerequisite: TSI Satisfied in literacy.  
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.

**MATH 0106 INTERMEDIATE ALGEBRA FOUNDATIONS**

**(1-1) Credit: 1**

Prerequisites: **MATH 0308: Foundations of Statistics.**

An independent study course intended for students who successfully complete MATH 0308 and decide to switch to an algebra-intensive pathway. The course includes the study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

**MATH 0300 BASIC MATHEMATICS**

**(3-2) Credit: 3**

Prerequisites: None.  
Review of basic mathematics including arithmetic operations, fractions, mixed numbers, decimals, percent, ratios, proportions, and applications of geometry concepts, with an introduction to basic concepts of algebra.

**MATH 0303 INTRODUCTORY ALGEBRA**

**(3-2) Credit: 3**

Prerequisites: MATH 0300.  
A study of variable expressions, linear equations and inequalities, the rectangular coordinate system, linear equations and inequalities in two variables, functions, and polynomials.

**MATH 0304 INTERMEDIATE ALGEBRA**

**(3-1) Credit: 3**

Prerequisites: INRW 0302, MATH 0303.  
A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

**MATH 0308 FOUNDATIONS OF STATISTICS****(3-1) Credit: 3**

Prerequisites: INRW 0302, MATH 0303.

A study of percentage, visual representations of data, frequency distributions, histograms, statistical graphics, mean, median, mode, sets, counting, multiplication principle, permutations, combinations, and linear regression. This course is designed specifically for students whose degree plan does not require an algebra-intensive college-level math course. Students whose career path requires an algebra-intensive college-level math course should take Intermediate Algebra, MATH 0304.

**MATH 1314 COLLEGE ALGEBRA****(3-1) Credit: 3**

Prerequisites: TSI Satisfied in Math.

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

**MATH 1324 MATH FOR BUSINESS & SOCIAL SCIENCES****(3-1) Credit: 3**

Prerequisites: TSI Satisfied in Math.

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics and business.

**MATH 1325 CALCULUS FOR BUSINESS & SOCIAL SCIENCES****(3-1) Credit: 3**

Prerequisites: MATH 1314 (recommended) or MATH 1324.

Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business.

**MATH 1332 CONTEMPORARY MATH I****(3-1) Credit: 3**

Prerequisites: TSI Satisfied or Math 0308

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****(3-1) Credit: 3**

Prerequisites: TSI Satisfied or Math 0308

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

**MATH 1350 MATH FOR TEACHERS I****(3-1) Credit: 3**

Prerequisites: 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****(3-1) Credit: 3**

Prerequisites: 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 2305 DISCRETE MATHEMATICS****(3-1) Credit: 3**

Prerequisites: MATH 2413/2313.

A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, count ability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques.

**MATH 2312 PRECALCULUS MATHEMATICS****(3-1) Credit: 3**

Prerequisites: MATH 1314.

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 3**

Prerequisites: MATH 2312.

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

**MATH 2414 CALCULUS II****(3-3) Credit: 3**

Prerequisites: MATH 2413.

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

**MATH 2415 CALCULUS III****(3-3) Credit: 3**

Prerequisites: MATH 2414.

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

**MATH 2318 LINEAR ALGEBRA****(3-1) Credit: 3**

Prerequisites: MATH 2413.

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

**MATH 2320 DIFFERENTIAL EQUATIONS****(3-1) Credit: 3**

Prerequisites: MATH 2414.

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

**MATH 2321 DIFFERENTIAL EQUATIONS AND LINEAR ALGEBRA**

**(3-1) Credit: 3**

Prerequisites: MATH 2414.

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, vector spaces, linear transformations, matrix/vector algebra. Eigenvectors, Laplace transform, and systems of equations, and boundary value problems; application of differential equations to real-world problems.

**MDCA 1309 ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS**

**(3-0) Credit: 3**

Prerequisites: INRW 0302.

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

**MRIT 1170 MAGNETIC RESONANCE IMAGING SAFETY**

**(1-0) Credit: 1**

Prerequisites: TSI Satisfied, certification in a Radiologic Health Sciences program, and enrollment in the post-associate Magnetic Resonance Imaging Technology program. This course covers in depth the principles of Magnetic Resonance (MR) Safety and the basic concepts of patient management; educating patients and ancillary staff on magnet safety also is presented. This is a Local Need course.

**MRIT 1191 SPECIAL TOPICS IN MRI (PATHOLOGY)**

**(1-0) Credit: 1**

Prerequisites: TSI Satisfied, certification in a Radiologic Health Sciences program, and enrollment in the post-associate Magnetic Resonance Imaging Technology program.

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 (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: TSI Satisfied, 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: TSI Satisfied, 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: TSI Satisfied, 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**

**(0-20) Credit: 5**

Prerequisites: TSI Satisfied. 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**

**(0-20) Credit: 5**

Prerequisites: TSI Satisfied. 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.

**MRIT 2562 CLINICAL III**

**(0-20) Credit: 5**

Prerequisites: TSI Satisfied. 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.

**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-1105 Viola

MUAP-1113 Bass

MUAP-1117 Flute

MUAP-1121 Oboe

MUAP-1125 Bassoon

MUAP-1129 Clarinet

MUAP-1133 Saxophone

MUAP-1137 Trumpet

MUAP-1141 French Horn

MUAP-1145 Trombone

MUAP-1149 Euphonium/Baritone

MUAP-1153 Tuba

MUAP-1157 Percussion

MUAP-1161 Guitar

MUAP-1165 Organ

MUAP-1169 Piano

MUAP-1185 Voice

MUAP-1187 Harpsichord

**MUAP-12XX – PRINCIPAL INSTRUMENT****(2-1) Credit: 2**

Prerequisites: None.

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: TSI Satisfied in literacy.

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.

**MUSI 1181 PIANO CLASS I****(1-1) Credit: 1**

Prerequisites: None.

Class instruction in the fundamentals of keyboard technique for beginning piano.

**MUSI 1182 PIANO CLASS II****(1-1) Credit: 1**

Prerequisites: MUSI 1181.

Class instruction in the fundamentals of keyboard technique for beginning piano.

**MUSI 1183 VOICE CLASS I****(1-1) 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 VOICE CLASS II****(1-1) 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 GUITAR CLASS I****(1-1) Credit: 1**

Prerequisites: None.

Class instruction in the fundamental techniques of playing and teaching guitar.

**MUSI 1193 GUITAR CLASS II****(1-1) 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: TSI Satisfied in literacy.

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: TSI Satisfied in literacy.

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

**MUSI 2181 PIANO CLASS III****(1-1) Credit: 1**

Prerequisites: MUSI 1182.

Class instruction in the fundamentals of keyboard technique for beginning piano students.

**MUSI 2182 PIANO CLASS IV****(1-1) Credit: 1**

Prerequisites: MUSI 2181.

Class instruction in the fundamentals of keyboard technique for beginning piano students.

**NMTT 1162 CLINICAL-NUCLEAR MEDICAL TECHNOLOGY****(0-3) Credit: 1**

Prerequisite: TSI Satisfied 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 1201 INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY****(2-1) Credit: 2**

Prerequisites: TSI Satisfied 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 1203 RADIATION BIOLOGY AND SAFETY****(2-0) Credit: 2**

Prerequisites: TSI Satisfied 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 1211 NUCLEAR MEDICINE PATIENT CARE****(2-1) Credit: 2**

Prerequisites: TSI Satisfied and enrollment in the Nuclear Medicine Technology Program. Introduction to medical terminology, health care ethics and legal issues, communication and patient interaction skills, patient assessment, and procedures involving transport, infection control, emergency, safety, phlebotomy and injections.

**NMTT 1309 NUCLEAR MEDICINE INSTRUMENTATION**  
**(3-1) Credit: 3**

Prerequisites: TSI Satisfied 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 2233 POSITRON EMISSION TOMOGRAPHY (PET) AND FUSION TECHNOLOGY**  
**(2-0) Credit: 2**

Prerequisites: TSI Satisfied and enrollment in the Nuclear Medicine Technology Program Advanced study in the field of positron emission tomography and fusion technology.

**NMTT 2235 NUCLEAR MEDICINE TECHNOLOGY SEMINAR**  
**(2-1) Credit: 2**

Prerequisites: TSI Satisfied 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 2201 RADIOCHEMISTRY AND RADIOPHARMACY**  
**(2-1) Credit: 2**

Prerequisites: TSI Satisfied and enrollment in the Nuclear Medicine Technology Program.  
Includes radioactive decay and production of radionuclides. Emphasis on radiopharmaceuticals and their ideal characteristics, bio distribution, and clinical applications. Incorporates quality control tests and mathematical equations.

**NMTT 2309 NUCLEAR MEDICINE METHODOLOGY I**  
**(3-0) Credit: 3**

Prerequisites: TSI Satisfied 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 II**  
**(3-0) Credit: 3**

Prerequisites: TSI Satisfied 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 PRACTICUM I- NUCLEAR MEDICAL TECHNOLOGY**  
**(0-24) Credit: 3**

Prerequisites: TSI Satisfied 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 2466 PRACTICUM II-NUCLEAR MEDICAL TECHNOLOGY**  
**(0-32) Credit: 4**

Prerequisites: TSI Satisfied 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 2467 PRACTICUM III-NUCLEAR MEDICAL TECHNOLOGY**  
**(0-32) Credit: 4**

Prerequisites: TSI Satisfied 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.

**PHED 1100 AEROBICS: DANCE**  
**(1-2) Credit: 1**

Prerequisites: None.  
Provides knowledge of aerobic conditioning and techniques.

**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 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 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 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 1306 FIRST AID** (3-0) Credit: 3

Prerequisites: TSI Satisfied in literacy.  
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 1331 PHYSICAL EDUCATION FOR ELEMENTARY EDUCATION MAJORS** (3-0) Credit: 3

Prerequisites: TSI Satisfied in literacy.  
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 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.

**PHIL 1301 INTRODUCTION TO PHILOSOPHY**  
**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

**PHIL 2303 INTRODUCTION TO LOGIC**  
**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.

**PHIL 2306 INTRODUCTION TO ETHICS**  
**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
The systematic evaluation of classical and /or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

**PHIL 2307 INTRO TO SOCIAL & POLITICAL PHILOSOPHY**  
**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
A study of major issues in social and political theory and/or the work of major philosophical figures in this area.

**PHYS 1401 COLLEGE PHYSICS I**  
**(3-3) Credit: 4**

Prerequisites: TSI Satisfied.  
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving.

**PHYS 1402 COLLEGE PHYSICS II**  
**(3-3) Credit: 4**

Prerequisites: TSI Satisfied.  
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.

**PHYS 2425 UNIVERSITY PHYSICS I**  
**(3-3) Credit: 4**

Prerequisites: Credit for or registration in MATH 2413.  
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving.

**PHYS 2426 UNIVERSITY PHYSICS II**  
**(3-3) Credit: 4**

Prerequisites: PHYS 2425.  
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics.

**POFM 1317 MEDICAL ADMINISTRATIVE SUPPORT**  
**(2-2) Credit: 3**

Prerequisites: HITT 1305, MDCA 1309 or BIOL 2401.  
Instruction on medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third-party reimbursement.

**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.

**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: TSI Satisfied in literacy.  
A survey of the major topics in psychology topics, theories and approaches to the scientific study of behavior and mental processes.

**PSYC 2306 HUMAN SEXUALITY**  
**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
This course provides an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside the classroom. This course offered in the fall semester.

**PSYC 2308 CHILD PSYCHOLOGY**  
**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
This course addresses psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development.

**PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT**  
**(3-0) Credit: 3**

Prerequisites: PSYC 2301.  
Study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

**PSYC 2315 PSYCHOLOGY OF ADJUSTMENT**  
**(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
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: TSI Satisfied.  
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. This course offered in the spring semester only.

**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. This course offered only in the fall semester.

**RADR 1301 INTRODUCTION TO RADIOGRAPHY**  
**(3-0) Credit: 3**

Prerequisites: TSI Satisfied and enrollment in the Radiography program.  
Corequisites: RADR 1411, RADR 2313, 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 1203 PATIENT CARE**  
**(2-0) Credit: 2**

Prerequisites: TSI Satisfied and enrollment in the radiation therapy program. This course is designed to provide the student with foundation concepts and competencies in assessment and evaluation of the patient for service delivery. Psychological and physical needs and factors affecting treatment outcomes will be presented and examined. Routine and emergency care procedures will be presented.

**RADR 1303 PATIENT CARE**  
**(2-2) Credit: 3**

Prerequisites: TSI Satisfied and enrollment in Radiologic Health Science program.  
Corequisites RADR 1411, NMTT 1303, RADR 2313 and RADR 1301.  
An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication

**RADR 1313 PRINCIPLES OF RADIOGRAPHIC IMAGING I**  
**(3-0) Credit: 3**

Prerequisites: RADR 1411, RADR 1301, RADR 2313, RADR 1303, and enrollment in the Radiography program.  
Corequisites: RADR 2401.  
Radiographic image quality and the effects of exposure variables.

**RADR 1367 PRACTICUM I**  
**(0-21) Credit: 3**

Prerequisites: RADR 1313, RADR 2401 and enrollment in the Radiography program.  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RADR 1411 BASIC RADIOGRAPHIC PROCEDURES**  
**(3-3) Credit: 4**

Prerequisites: TSI Satisfied and enrollment in the Radiography program.  
Corequisites: RADR 1301, RADR 1303, and RADR 2313  
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 2466.  
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 2466.  
Radiographic imaging technique formulation. Includes equipment, quality control, imaging quality assurance, and the synthesis of all variables in image production.

**RADR 2313 RADIATION BIOLOGY AND SAFETY**  
**(3-0) Credit: 3**

Prerequisites: TSI Satisfied and enrollment in RADR  
Principles of radiation biology and safety. Includes the effects of radiation on biologic systems, genetic and subcellular interactions, and occupational exposure of radiologic personnel

**RADR 2333 ADVANCED MEDICAL IMAGING**  
**(3-0) Credit: 3**

Prerequisites: RADR 2305, RADR 2217, RADR 2466 and enrollment in the Radiography program.  
Corequisites: RADR 2467 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 2466, HITT 1211 and enrollment in the Radiography program.  
Corequisites: RADR 2467 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: TSI Satisfied, 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.



**RADR 2466 PRACTICUM II****(0-28) Credit: 4**

Prerequisites 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 2467 PRACTICUM III****(0-28) Credit: 4**

Prerequisites: RADR 2305, RADR 2217, RADR 2466, 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: TSI Satisfied 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 1205 Technical Procedures****(2-0) Credit 2**

Prerequisites: TSI satisfied and enrollment in the Radiation Therapy Program. Co-requisites: RADT 2407, RADT 2309.  
This course is designed to provide the student with advanced knowledge in treatment planning procedures. Student will learn how to apply generated computer treatment plan to actual clinical applications and procedures. Emphasis will be placed on emerging trends in the field of radiation therapy. Technological advances and new emerging treatment procedures will be introduced.

**RADT 1266 PRACTICUM I****(0-14) Credit: 2**

Prerequisites: TSI Satisfied, 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: TSI Satisfied 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: TSI Satisfied and enrollment in the Radiation Therapy Technology program, and successful completion of the first semester courses.  
Co requisite: RADR 1203, 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: 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 1467 PRACTICUM II****(0-32) Credit: 4**

Prerequisites: 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 2401 ONCOLOGY I****(4-0) Credit: 4**

Prerequisites: TSI Satisfied 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: TSI Satisfied 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 2407 DOSIMETRY I****(4-0) Credit: 4**

Prerequisites: TSI Satisfied 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: TSI Satisfied.  
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.  
AAS Degree Program only.

**RADT 2466 PRACTICUM III****(0-32) Credit: 4**

Prerequisites: TSI Satisfied 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.

**RNSG 1105 NURSING SKILLS I****(0-4) Credit: 1**

Prerequisites: TSI Satisfied and admission to the Associate Degree Nursing program.  
Corequisites: RNSG 1160, 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: TSI Satisfied 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: TSI Satisfied enrollment in the Associate Degree Nursing program.  
Corequisites: RNSG1443, RNSG 2262.  
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: TSI Satisfied, BIOL 2401 and HPRS 1206.  
Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework.

**RNSG 1160 CLINICAL (FOUNDATIONS)****(0-6) Credit: 1**

Prerequisites: TSI Satisfied 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 1161 CLINICAL (PSYC/MENTAL HEALTH)****(0-6) Credit: 1**

Prerequisites: TSI Satisfied 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: TSI Satisfied 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: TSI Satisfied and BIOL 2401 or VNSG 1320.  
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 1360 CLINICAL (COMMON CONCEPTS)****(0-15) Credit: 3**

Prerequisites: TSI Satisfied 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: TSI Satisfied and admission to the Associate Degree Nursing program.  
Corequisites: Enrollment in RNSG 1160, 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: TSI Satisfied 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: TSI Satisfied and enrollment in the Associate Degree Nursing program.  
Corequisites: RNSG 2262, 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: TSI Satisfied and enrollment in the Associate Degree Nursing program.

Corequisites: RNSG 1162.

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: TSI Satisfied and enrollment in the Associate Degree Nursing program.

Corequisites: RNSG 1161.

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

**RNSG 1162 CLINICAL (PEDIATRICS)****(0-6) Credit: 1**

Prerequisites: TSI Satisfied 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 1163 CLINICAL (MATERNAL/NEWBORN CHILD)****(0-6) Credit: 1**

Prerequisites: TSI Satisfied and enrollment in the Associate Degree Nursing program.

Corequisites: RNSG 2208.

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: TSI Satisfied 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 2208 MATERNAL/NEWBORN NURSING & WOMEN'S HEALTH****(1-3) Credit: 2**

Prerequisites: TSI Satisfied and enrollment in the Associate Degree Nursing program.

Corequisites: RNSG 1163.

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 2262 CLINICAL (COMPLEX CONCEPTS)****(0-12) Credit: 2**

Prerequisites: TSI Satisfied 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.

**RSTO 1313 HOSPITALITY SUPERVISION****(3-0) Credit: 3****Prerequisite: None**

Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, applicable personnel laws and regulations. Emphasis on leadership development. Discuss the role of the supervisor including obligations to owners, customers, and employees; apply management theories and principles to the hospitality environment; identify and discuss principles of communication; develop effective job descriptions, training plans, and evaluation instruments; and relate principles of leadership.

**RSTO 1325 PURCHASING FOR HOSPITALITY OPERATIONS****(3-0) Credit: 3****Prerequisite: IFWA 1217**

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

**RSTO 2301 PRINCIPLES OF FOOD & BEVERAGE COST CONTROLS****(3-0) Credit: 3****Prerequisite: IFWA 1217**

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. Calculate food, beverage, labor, cost, and all other pertinent cost percentages; develop and construct food service financial statements and other relevant management and government reports; conduct financial analysis of operating statements, costs, and percentages; explain procedures and controls used in food service operations; and demonstrate ability to use technology in financial applications.

**SCIT 1320 PHYSICS FOR ALLIED HEALTH****(3-0) Credit: 3**

Prerequisites: TSI Satisfied and enrollment in the Nuclear Medicine Technology Program

An introduction to physics with emphasis on applications to health related fields of study. Topics include forces, motion, work and energy, fluids, heat, electricity and magnetism, wave motion, sound, electromagnetic radiation, and nuclear radiation.

**SOCI 1301 INTRODUCTORY SOCIOLOGY****(3-0) Credit: 3**

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

**SOCI 1306 SOCIAL PROBLEMS****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Application of sociological principles and theoretical perspectives to major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems. This course offered only in the spring semester.

**SOCI 2301 MARRIAGE AND THE FAMILY****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. Course offered fall semester only.

**SOCI 2319 MULTICULTURAL STUDIES****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
The study of minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice and discrimination. Particular minority groups may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion. This course offered in the spring semester only.

**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 processes. Course offered in fall semester only.

**SOCI 2336 CRIMINOLOGY****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques of measuring crime as a social phenomenon and the characteristics of criminal are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime.

**SPAN 1411 BEGINNING SPANISH I****(4-0) Credit: 4**

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

**SPAN 1412 BEGINNING SPANISH II****(4-0) Credit: 4**

Prerequisites: SPAN 1411.  
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

**SPAN 2311 INTERMEDIATE SPANISH I****(3-0) Credit: 3**

Prerequisites: SPAN 1412.  
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

**SPAN 2312 INTERMEDIATE SPANISH II****(3-0) Credit: 3**

Prerequisites: SPAN 2311.  
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

**SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

**SPCH 1315 PUBLIC SPEAKING****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

**SPCH 1318 INTERPERSONAL COMMUNICATION****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

**SPCH 1321 BUSINESS AND PROFESSIONAL COMMUNICATION****(3-0) Credit: 3**

Prerequisites: TSI Satisfied in literacy.  
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

**SPCH 2333 DISCUSSION AND SMALL GROUP COMMUNICATION****(3-0) Credit: 3**

Prerequisites: One of the following: 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: One of the following: 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: One of the following: 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.

**SRGT 1260 CLINICAL I****(0-8) Credit: 2**

Prerequisites: TSI Satisfied in Reading and Writing: MATH 0303. 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.

**SRGT 1405 INTRO TO SURGICAL TECHNOLOGY****(3-4) Credit: 4**

Prerequisites: TSI Satisfied in Reading and Writing: MATH 0303. Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts.

**SRGT 1409 FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES.****(3-4) Credit: 4**

Prerequisites: TSI Satisfied in Reading and Writing: MATH 0303. In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field.

**SRGT 1541 SURGICAL PROCEDURES I****4-4) Credit: 5**

Prerequisites: TSI Satisfied in Reading and Writing: MATH 0303. Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, otorhinolaryngology, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

**SRGT 1542 SURGICAL PROCEDURES II****(4-4) Credit: 5**

Prerequisites: TSI Satisfied in Reading and Writing: MATH 0303. Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

**SRGT 1561 CLINICAL II****(0-21) Credit: 5**

Prerequisites: TSI Satisfied in Reading and Writing: MATH 0303. 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.

**SRGT 1562 CLINICAL III****(0-16) Credit: 5**

Prerequisites: TSI Satisfied in Reading and Writing: MATH 0303. 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.

**SRGT 2130 PROFESSIONAL READINESS****(1-0) Credit: 1**

Prerequisites: TSI Satisfied in Reading and Writing: MATH 0303. Overview of professional readiness for employment, attaining certification, and maintaining certification status.

**VNSG 1122 VOCATIONAL NURSING CONCEPTS****(0-3) Credit: 1**

Prerequisites: TSI Satisfied and admission into the Vocational Nursing program or administrative approval. Corequisites: VNSG 1216, VNSG 1400, VNSG 1402, VNSG 1231. 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 1136 MENTAL HEALTH****(0-3) Credit: 1**

Prerequisites: TSI Satisfied and enrollment in the Vocational Nursing program. Corequisites: VNSG 1234, VNSG 1161, VNSG 1409, VNSG 1262, 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 1161 CLINICAL (PEDIATRICS)****(0-5) Credit: 1**

Prerequisites: TSI Satisfied and enrollment in the Vocational Nursing program. Corequisites: VNSG 1236, VNSG 1234, VNSG 1409, VNSG 1262, 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: TSI Satisfied and enrollment in the Vocational Nursing program. Corequisites: VNSG 1230, VNSG 2410, VNSG 2262, 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)****(0-3) Credit: 1**

Prerequisites: TSI Satisfied and enrollment in the Vocational Nursing Program. Corequisites: VNSG 2410, VNSG 2262, 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: TSI Satisfied 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 1227 ESSENTIALS OF MEDICATION ADMINISTRATION****(1-2) Credit: 2**

Prerequisites: TSI Satisfied.  
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****(1-2) Credit: 2**

Prerequisites: TSI Satisfied and enrollment in the Vocational Nursing program.  
Corequisites: VNSG 1162, VNSG 2410, VNSG 2262, 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****(1-2) Credit: 2**

Prerequisites: TSI Satisfied and BIOL 2401 or VNSG 1320.  
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

**VNSG 1234 PEDIATRICS****(1-2) Credit: 2**

Prerequisites: TSI Satisfied and enrollment in the Vocational Nursing program.  
Corequisites: VNSG 1136, VNSG 1161, VNSG 1409, VNSG 1262, 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 1262 CLINICAL (MEDICAL-SURGICAL NURSING I)****(0-9) Credit: 2**

Prerequisites: TSI Satisfied and enrollment in the Vocational Nursing program and the successful completion of 1<sup>st</sup> semester courses.  
Corequisites: VNSG 1136, 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 1320 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH****(2-3) Credit: 3**

Prerequisites: TSI Satisfied.  
Introduction to the normal structure and function of the body, including an understanding of the relationship of body systems in maintaining homeostasis.

**VNSG 1400 NURSING IN HEALTH AND ILLNESS I****(3-2) Credit: 4**

Prerequisites: TSI Satisfied and admission into the Vocational Nursing program.  
Corequisites: VNSG 1222, VNSG 1402, and VNSG 2313.  
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****(2-4) Credit: 4**

Prerequisites: TSI Satisfied and admission to the Vocational Nursing Program.  
Corequisites: VNSG 1122, 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****(3-2) Credit: 4**

Prerequisites: TSI Satisfied and enrollment in the Vocational Nursing program.  
Corequisites: VNSG 1136, VNSG 1234, VNSG 1161, VNSG 2214, and VNSG 1262.  
Introduction to common health problems requiring medical and surgical interventions.

**VNSG 2214 APPLIED NURSING SKILLS III****(1-3) Credit: 2**

Prerequisites: TSI Satisfied and enrollment in the Vocational Nursing program and the successful completion of (1st) semester Vocational Nursing Courses.  
Co-requisites: VNSG 1234, VNSG 1136, VNSG 1161, VNSG 1409, and VNSG 1262.  
Continuation of Applied Nursing Skills II. Application of nursing skills to meet complex client needs utilizing the nursing process and related scientific principles.

**VNSG 2262 CLINICAL (MEDICAL-SURGICAL NURSING II)****(0-13) Credit: 2**

Prerequisites: TSI Satisfied and enrollment in the Vocational Nursing program.  
Corequisites: VNSG 1230, VNSG 1162, VNSG 2410, 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 2313 APPLIED NURSING SKILLS II****(2-3) Credit: 3**

Prerequisites: TSI Satisfied 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 2410 NURSING IN HEALTH AND ILLNESS III****(3-2) Credit: 4**

Prerequisites: TSI Satisfied and enrollment in the Vocational Nursing program.  
Corequisites: VNSG 1162, VNSG 2262, 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.

**WLDG 1313 INTRODUCTION TO BLUEPRINT READING FOR WELDERS**

**(3-1) Credit: 3**

Prerequisites: None.

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 1317 INTRODUCTION TO LAYOUT AND FABRICATION**

**(2-4) Credit: 3**

Prerequisites: WLDG1313.

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

**WLDG 1323 WELDING SAFETY, TOOLS AND EQUIPMENT**

**(3-1) Credit: 3**

Prerequisites: None

An introduction to welding careers, equipment and safety practices, including OSHA standards for industry.

**WLDG 1327 WELDING CODES AND STANDARDS**

**(3-1) Credit: 3**

Prerequisites: TSI Satisfied and WLDG 1417.

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, and destructive and nondestructive test methods.

**WLDG 1327 WELDING CODES AND STANDARDS**

**(3-1) Credit: 3**

Prerequisites: TSI Satisfied and WLDG 1417.

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, and destructive and nondestructive test methods.

**WLDG 1407 INTRODUCTION TO WELDING USING MULTIPLE PROCESSES**

**(2-4) Credit: 4**

Prerequisites: None.

Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW), flux cored arc welding (FCAW).

**WLDG 1428 INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW)**

**(2-6) 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 1434 INTRODUCTION TO GAS TUNGSTEN ARC (GTAW) WELDING**

**(2-6) Credit: 4**

Prerequisites: None.

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 1435 INTRODUCTION TO PIPE WELDING**

**(2-6) Credit: 4**

Prerequisites: WLDG 1428, 1434, 1407

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

**WLDG 1437 INTRODUCTION TO WELDING METALURGY**

**(3-1) Credit: 4**

Prerequisites: TSI Satisfied in Literacy.

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

**WLDG 2413 INTERMEDIATE WELDING USING MULTIPLE PROCESSES**

**(2-4) Credit: 4**

Prerequisites: WLDG 1407

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

**WLDG 2435 ADVANCED LAYOUT AND FABRICATION**

**(2-6) Credit: 4**

Prerequisites: TSI Satisfied and WLDG 1417.

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills.

**WLDG 2443 ADVANCED SHIELDED METAL ARC WELDING (SMAW)**

**(2-6) Credit: 4**

Prerequisites: WLDG 1428 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 2451 ADVANCED GAS TUNGSTEN ARC WELDING (GTAW)**

**(2-6) Credit: 4**

Prerequisites: TSI Satisfied and WLDG 1434.

Advanced topics in gas tungsten arc welding (GTAW) welding, including welding in various positions and directions.

**WLDG 2453 ADVANCED PIPE WELDING**

**(2-6) Credit: 4**

Prerequisites: TSI Satisfied and WLDG 2443.

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

Sandra Brannan, Director of Nursing  
B.S.N. University of Texas Medical Branch  
M.S.N. University of Texas Health Science Center  
Ph.D. Texas Woman's University

Scott Branum, Registrar/Director of Admissions  
A.S. Paris Junior College  
B.S.W. Texas A&M University Commerce  
M.S. Texas A&M University Commerce

Ron Crumedy, Acting Vice President of  
Student Services and Director of Financial Aid  
B.A. Grambling State University  
M.A. Texas Southern University

Jeff Engbrock, Director of Business Services  
B.B.A. Texas A&M University  
M.B.A. Texas A&M University, Corpus Christi

Gaynelle Hayes, Vice President for Community  
Engagement and Special Projects  
B.A. Lamar University  
M.Ed. University of Houston  
Ed.D. Nova University

Joseph E. Huff III, Director of Public Affairs  
B.A. Emory and Henry College

Kelly Klimpt, Director of Information Technology  
B.B.A. Stephen F. Austin University

Mary Jan Lantz, Director of Human Resources and  
Risk Management  
B.A. Southwest Texas State University  
M.S. Southwest Texas State University  
Ed.D. Northcentral University

Vera Lewis-Jasper, Dean of Technical and  
Professional Education  
B.S.E.E. Prairie View A&M University  
M.S.M. Indiana Wesleyan University

Cissy Matthews, Vice President of Instruction  
B.B.A. University of Houston  
M.B.A. University of Houston-Clear Lake  
Ed.D. University of Houston

Larry Root, Director of Institutional Effectiveness  
and Research  
B.A. Houston Baptist University  
M.A. University of Houston-Clear Lake  
Ed.D. University of Houston

Tim Setzer, Director of Facilities and Security

Maria Tripovich, Director of Development and  
Galveston College Foundation  
B.A. Loyola University

Alan Uyehara, Director of Library and Learning  
Resources  
B.A. Church College of Hawaii  
M.A. Brigham Young University  
M.L.S. University of Hawaii  
Ph.D. The University of London

## FACULTY

Michael Berberich, Instructor, English  
B.A. University of Notre Dame  
M.A. University of Nevada

Kristopher Blackmon, Instructor, Developmental  
Math  
A.S. Houston Community College  
B.S. Houston Baptist University  
M.Ed. Concordia University

Larry Blomstedt, History and Government Program  
Coordinator; Associate Professor, History  
A.A. Del Mar College  
B.S. Texas State University  
M.S. Texas A&M University-Kingsville  
Ph.D. Texas A&M University

Leslie Braniger, English and Humanities Program  
Coordinator; Instructor, English  
B.A. The University of Memphis  
M.A. The University of Memphis

Conrad Breitbach, Physical Education Program  
Coordinator; Associate Professor, Physical Education  
B.G.S. University of Idaho  
M.S. University of Idaho

Pamela Britton, Nursing Coordinator; Assistant  
Professor, Vocational Nursing  
A.S. Alvin Community College  
B.S. University of Texas Medical Branch at  
Galveston  
M.S. University of Texas Medical Branch at  
Galveston

Laimutis Bytautas, Assistant Professor, Chemistry  
B.S. Vilnius University  
Ph.D. Vanderbilt University

Hubert D. Callahan, Allied Health Division Director;  
Radiation Therapy Program Director; Instructor,  
Radiation Therapy  
B.S. University of Oklahoma  
M.S. Midwestern State University

Edoardo Cerani, MRI Program Director; Assistant  
Professor, Radiography  
A.A. Galveston College  
B.S. University of Milan  
M.S. University of Milan

Don Davison, Business Administration and  
Management Program Coordinator; Professor,  
Accounting  
B.S. Southern Methodist University  
M.B.A. Southern Methodist University  
M.A. University of Texas at Austin

L. Janene Davison, Communications Program  
Coordinator; Assistant Professor, Speech  
B.A. Texas A&M University  
M.A. University of Houston

Jeffery Eubank, Instructor, Associate Degree Nursing  
B.S. University of Houston  
M.S. Lubbock Christian University  
M.B.A. Our Lady of the Lake University

Shelia Fields, Instructor, Associate Degree Nursing  
A.A. Alvin Community College  
B.S. University of Texas Tyler  
M.S. University of Texas Tyler

Daniel Fink, Computerized Tomography Program  
Director; Instructor, CT  
A.A.S. Galveston College  
B.S. University of Houston-Clear Lake  
M.B.A. Our Lady of the Lake University

Ronald Foster, Instructor, HVAC  
A.A. Lee College  
A.A.S. Lee College  
A.A.S. Phillips College

Daniel Gebreselasie, Professor, Physics  
B. S. Asmara University  
M. S. Baylor University  
Ph.D. Baylor University

Connie Gomez, Engineering Curriculum Specialist  
B.S. Drexel University  
Ph.D. Drexel University

Carolyn Harnsberry, Developmental Mathematics  
Program Coordinator; Title V Activity  
Coordinator/Curriculum Specialist  
A.A. College of the Mainland  
B.A. University of Houston-Clear Lake  
M.S. University of Houston-Clear Lake

Kristin Harris, Instructor, Cosmetology  
A.A.S. San Jacinto College

Judy Hembd, Instructor, Associate Degree Nursing  
B.S.N. Montana State University-Northern  
M.S.N. University of South Alabama

Vicki Jernigan, Instructor, Associate Degree Nursing  
A.D.N. Galveston College  
B.S.N. Medical College of Virginia  
M.S.N. University of Connecticut

Elizabeth M. Johnson, Science and Business Division  
Director; Instructor, Biology  
B.S. Marquette University  
M.S. University of Houston

Clint A. Jones, Instructor, Developmental Math  
B.S. Lamar University  
M.S. University of Houston-Clear Lake

Fred Khoury, Math Curriculum Specialist  
B.S. University of Houston  
M.S. University of Houston-Clear Lake

Liz. Lacy, Performing Arts Program Coordinator;  
Instructor, Drama/Theatre  
A.A. San Jacinto College-South  
B.F.A. Sam Houston State University  
M.F.A. University of Houston

Darin Larkin, Instructor, History  
B.A. Sam Houston State University  
M.A. Sam Houston State University

Sandra L. Martinez, Instructor, Radiography  
A.A.S. Galveston College  
B.S. Midwestern State University

Paul Mendoza, Culinary Arts Program Director;  
Instructor, Culinary Arts  
A.A.S. The Art Institute of Houston  
B.B.A. Lamar University

Rebecca Montz, Nuclear Medicine Program Director;  
Instructor, Nuclear Medicine,  
A.A. Chipola Junior College  
B.S. Jacksonville University  
E.M.B.A. Texas Woman's University

Joan Moss, Instructor, Associate Degree Nursing  
A.A.S. Galveston College  
B.S. University of Texas Medical Branch at  
Galveston  
M.S. University of Texas Medical Branch at  
Galveston

Patricia Perry, Nursing Coordinator; Instructor,  
Associate Degree Nursing  
B.S. University of Texas  
M.S. University of Phoenix

Erma M. Phillips, Assistant Professor,  
Developmental Reading/English  
A.A. Galveston College  
A.A.S. Galveston College  
B.A. University of Houston-Clear Lake  
M.A. University of Houston-Clear Lake

Phillip Presswood, Developmental Literacy Program  
Coordinator; Assistant Professor, Developmental  
Reading/Writing  
B.A. University of Houston-Clear Lake  
M.A. University of Houston-Clear Lake

Rory Prue, EMS Program Director; Assistant  
Professor, EMS  
A.A.S. Kankakee Community College  
B.S. University of Phoenix  
M.A. University of Phoenix

Mary E. Pyle, Criminal Justice Program Director;  
Instructor of Criminal Justice  
B.S. Kaplan University  
M.S. Kaplan University  
M.S. Kaplan University

Aaron Ramirez, Welding Program Director;  
Instructor, Welding  
B.S. University of Houston  
M.S. Texas A&M University

Crystal Reppert, Instructor, English  
B.A. University of Houston-Clear Lake  
M.A. University of Houston-Clear Lake

John C. Rimar, Assistant Professor, Mathematics and  
Computer Science  
B.S. Texas Tech University  
M.S. Texas Tech University

Srirajya Rudrabhatla, Instructor, Biology  
B.S. Osmania University  
M.S. University of Hyderabad  
Ph.D. Osmania University

James J. Salazar, Life Sciences Program Coordinator;  
Associate Professor, Biology  
B.A. Quindio University  
M.S. Javeriana University  
Ph.D. University of Antioquia

Ana M. Sanchez, Physical Sciences Program  
Coordinator; Associate Professor, Chemistry  
B.S. Universidad Nacional de Cordoba  
Ph.D. Universidad Nacional de Cordoba

Rodrigo Santoyo, Instructor, Developmental  
Mathematics  
B.S. University of Houston-Clear Lake  
Athena M. Sempe, Surgical Technology Program  
Director; Instructor, Surgical Technology.  
A.A.S. San Jacinto College

Susan M. Shea, Nursing Coordinator; Associate  
Professor, Degree Nursing  
B.S. St. Louis University  
M.S. Texas Woman's University  
Ph.D. University of Texas Health Science Center at  
Houston

Robert J. Shields, Electrical and Electronics  
Technology Program Director; Instructor, Electrical  
and Electronics Technology  
A.A.S. Houston Community College  
B.S. University of Houston

John C. Stovall, Fine Arts Program Coordinator;  
Associate Professor, Fine Arts  
B.F.A. University of Texas at Austin  
M.F.A. University of Texas at Austin

Donna Swartz, Industrial and Applied Technology  
Division Director; Medical Administration Program  
Director; Instructor, Medical Administration  
A.A. Galveston College  
B.A. University of Houston-Clear Lake  
M.A. University of Houston-Clear Lake

Elizabeth A. Tapp, Psychology and Sociology  
Program Coordinator; Associate Professor,  
Psychology/Sociology  
B.S. Trenton State College  
M.A. University of Houston-Clear Lake

Beth A. Thomas, Associate Professor, Fine Arts  
B.F.A. Wichita State University  
M.F.A. University of North Texas

Sandra Villarreal, Cosmetology Program Director;  
Instructor, Cosmetology  
A.A.S. San Jacinto Community College District

M. Theron Waddell, Arts and Humanities Division  
Director; Professor, Government  
B.S. University of Texas at Austin  
M.A. University of Texas at Austin

D. Shane Wallace, Associate Professor, English  
A.B.J. University of Georgia  
B.A. Kennesaw State University  
M.A. University of Tennessee  
Ph.D. Louisiana State University

Jesse T. Warren, Mathematics Program Coordinator;  
Instructor, Mathematics  
B.A. University of Houston-Clear Lake  
M.A. University of Houston-Clear Lake

Arlinda Washington, Associate Professor, Associate  
Degree Nursing  
A.A.S. Alvin Community College  
B.S. University of Texas Medical Branch at  
Galveston  
M.S. University of Portland

Wayne Way, Computer Sciences Program  
Coordinator; Assistant Professor, Computer Science  
B.S. University of Houston  
M.M.I.S. Friends University

Dragoslava Zivadinovic, STEM Curriculum  
Specialist  
B.S. University of Belgrade  
M.S. University of Belgrade  
Ph.D. University of Belgrade

## PROFESSIONAL/TECHNICAL STAFF

Gideon Botha, Director of Advising and Counseling  
B.A. University of the Free State  
B.A. University of the Free State  
M.M.F.T. Abilene Christian University

Jeremy Conn, Technology Specialist

Priscilla Culver, Student Success Advisor for Dual  
Credit  
B. S. Southwest Texas State University  
M.A. University of Houston-Clear Lake

Kenneth Delcambre, Athletic Director/Head Coach  
B.S. University of Houston-Clear Lake  
M.S. University of Houston-Clear Lake

Ann Dickens, STEM Grant /Title V Project Director  
B.S. University of Houston-Clear Lake  
M.S. University of Houston-Clear Lake  
Ed.D. Lamar University

Kimberly Ellis, Coordinator of Student Activities  
B.A. University of California, Santa Barbara  
M.S. University of Southern California  
Ed.D. George Washington University

Garland Good, Professional Trainer/Instructional  
Technology Specialist

Lance Greenfield, Digital Communications & Web  
Services Manager  
B.A. Abilene Christian University

Valerie Guidry, Accountant II  
A.A. Galveston College  
B.S. California State University Bakersfield

Mary Lee Guthier, Director of Building Bridges to  
Success  
B.A. Trinity University  
M.A. Trinity University

Veronica Henries, Purchasing Coordinator  
A.A. Wharton County Junior College  
B.A. Sam Houston State University

Christopher Joblin, Head Baseball Coach  
A.A. Lamar Community College  
B.S. University of Central Missouri

Linda Kelley, Articulation/Graduation Specialist  
A.A.S. Galveston College

Abijah Kratochvil, Admissions Coordinator  
B.S. Arkansas State University-Mountain Home  
M.B.A. Arkansas State University-Mountain Home

Kevin Lallman, Assistant Baseball Coach  
B.S. University of Central Oklahoma

Amy Leuchtag, Student Success Advisor  
B.S. Texas A&M University

Geisu Springer Lewis, Student Success Advisor  
B.S. Iowa State University  
M.Ed. Iowa State University

Amanda Lozano, Student Success Specialist  
A.A. Galveston College  
B.S. University of Houston-Clear Lake

Michelle Mackey, Assessment Coordinator  
A.A. San Jacinto College  
B.S. University of Houston

Molly Mackey, Assistant Softball Coach  
A.A. Kilgore Junior College  
B.A. University of Louisiana at Monroe

Chandra Matthews, Student Success Center  
Coordinator  
B.S.W. University of Texas El Paso  
M.A. Webster University

Sandra Metoyer, Grant Writer  
B.S. University of Texas Arlington  
M.S. Texas A&M University  
Ph.D. Texas A&M University

Latoya Mills, Student Success Advisor  
B.S.W. Our Lady of the Lake University  
M.S.W. Our Lady of the Lake University

Meghann Nash, Financial Aid Coordinator  
A.A. Galveston College  
B.S. Texas A & M University  
M.M.A.L. Texas A & M University

JoeAnn Nicholas, Customer Account Executive  
B.A. Alverno College  
M.A. Argosy University

Gracie Otin, Librarian  
M.L.S. Case Western Reserve University

Priselda Perez, Director of Upward Bound  
A.A. Galveston College  
B.S. University of Houston-Clear Lake  
M.A. University of Houston-Clear Lake

Patricia Reyes, Distance Education Coordinator  
/Instructional Design Specialist  
A.A. Angelina College  
B. S.H.S. Trident University

Elvia Segura, Developmental Education Student  
Success Advisor  
B.B.A. University of Texas Pan American  
M.S. Texas Woman's University

Jason Smith, Network/Server Administrator  
B.B.A. University of Houston-Clear Lake

Rebecca Stout, Director of Continuing Education  
B.A. University of Houston-Clear Lake  
M.A. University of Houston-Clear Lake  
Ed. D. University of Houston-Clear Lake

Bill Vaughan, Accountant II  
B.S. Harding College  
M.P.A. Corpus Christi State University

Eugene Walker, Network/Server Specialist  
A.A.S. Galveston College

Jonathan Walker, Systems Analyst  
B.S. University of Southern Mississippi

Andrea Wiste, Upward Bound Academic Coordinator  
B.A. University of Texas at San Antonio

Jayne Withers, Student Success Advisor  
B.S. Sam Houston State University  
M.A. Sam Houston State University

**CLASSIFIED STAFF**

Arlo Adolphs, Custodian

Valencia Allen, Facilities Clerk

Carla Biggers, Executive Assistant to the President  
A.A.S. Galveston College

David Bowers, Maintenance Specialist

Anthony Brisick, Security Officer

Jo Ann Buentello, Institutional Research  
Administrative Assistant  
A.A.S. Galveston College

Tia Campbell, Human Resource Specialist -  
Payroll/Benefits  
A.A. Galveston College

Laura Clouser, Fiscal Support Specialist

Renee Cushman, Library Technical Assistant  
B.S. University of Houston-Clear Lake

Elizabeth Dizon, Security Officer

Ward Felts, Maintenance Specialist  
B.S. Old Dominion University

Jose García, Custodial Foreperson

María García, Administrative Assistant III, Vice  
President of Instruction

Elizabeth Iles, Administrative Assistant I, Allied  
Health

Resa Jones, Administrative Assistant I, Continuing  
Education

Cordetta Knatt, Custodian

Diane Laine, Administrative Assistant I, Counseling

Joyce Landry, Human Resource Specialist -  
Payroll/Benefits  
A.A. Galveston College

Rachel Leyva, Financial Aid Specialist  
A.A. Galveston College

Shirley Lockett, Enrollment Services Assistant  
A.A.S. Galveston College

Mari Macias, Administrative Assistant II, Dean of  
Professional and Technical Programs

Polly Martin, Lead Enrollment Services Specialist

Miguel Martinez, Custodian

Michelle Medina, Administrative Assistant III, VP  
Community Engagement and Special Projects  
A.A. Galveston College  
B.B.A. University of Houston

Carmen Mendez, Administrative Assistant I,  
Athletics  
A.A. Tarrant County College

Bernardo Mendez, Custodian

Gloria Milton, Administrative Assistant II  
B.S. University of Houston

James Mitchell, Security Officer

Nikki Montoya, Financial Aid & Veterans Affairs  
Assistant  
A.A. Galveston College

Shirley M. Newell, Enrollment Services Specialist  
A.A.S. Galveston College

Sylvia Ojeda, Graphics Specialist

Jose Ortiz, Custodial Lead

Eva Osorio, Phone Operator/Dispatcher

Justo Osorio, Custodian

Pastor Paguada, Custodian

Jo Ann Palomo, Administrative Assistant II,  
Academic Programs  
A.A.S. Galveston College

Scott Pearse, Maintenance Specialist Assistant  
A.A.S. Galveston College

Richard Ramos, Custodian

Kay Reagan, Administrative Assistant III, VP of  
Student Services  
A.A. Galveston College

Brenda Reeves, Fiscal Support Assistant

Rebecca Roark, Enrollment Services Specialist

Cathy Rodriguez, Help Desk Technician

Beatriz Sanchez, Financial Aid Assistant  
A.A. Galveston College

Nick Saum, Media/Print Specialist

Christa Staub, Administrative Assistant I, Nursing  
B.F.A. Stephen F. Austin State University

Steve Stuchlik, Desktop Support Technician

Dawn Uyehara, Human Resource Specialist –  
Employment

A.A. St. Louis Community College

B.A. Brigham Young University Hawaii



## CHAPTER XII INDEX



# Index Pages

<b>A</b>	<b>D</b>
Academic Calendar .....9	Degree Programs..... 88
Academic Fresh Start .....27	Directions to Galveston College ..... 4
Academic Recognition .....79	Directory Information ..... 35
Academic Standards .....65	Discrimination and/or Harassment ..... 63
Academic Standards of Progress (Probation/Suspension) ....78	Drama/Theatre..... 99
Academic/Transfer Degree Plans.....91	
Accreditation .....3	<b>E</b>
Admission and Registration .....25	Education/Teaching..... 100
Admissions to Specific Courses or Programs of Study .....26	Electrical & Electronics Technology..... 130
Advisement and Counseling .....55	Emergency Medical Services ..... 134
Application for Degree/Certificate.....81	Engineering ..... 103
Art .....93	Enrollment in Professional/Technical Education Programs 119
Articulation Agreements.....89	Examinations ..... 66
Associate of Applied Science (A.A.S.).....88	
Associate of Arts (A.A.) and Associate of Science (A.S.)....88	<b>F</b>
Athletics .....54	Facilities and Services..... 17
	Faculty Advisement System..... 56
<b>B</b>	Financial Aid Academic Standards of Progress..... 48
Bacterial Meningitis .....28	Financial Aid General Information..... 44
Biology .....94	
Board of Regents .....7	<b>G</b>
Building Bridges to Success.....56	Galveston College Foundation ..... 16
Business Administration .....95	Galveston College Security ..... 23
	General Information..... 13, 21
<b>C</b>	General Studies ..... 91, 92
Campus Motor Vehicle Rules and Regulations .....60	Goals..... 13
Cell Phone Use .....59	Grade Appeal..... 78
Certificate Programs .....89	Grade Point Average (GPA) ..... 76
Chemistry.....96	Grade Reports ..... 79
Class Attendance .....66	Grading System ..... 75
Classification of Students.....65	Graduate Guarantee for Transfer Credit ..... 85
College Administration .....216	Graduation Information ..... 81
College Maps .....4	Graduation Requirements ..... 81, 83
College Organization.....215	Graduation Under a Particular Catalog/Degree Plan ..... 81
Computer Science.....97	Graduation with Honors..... 86
Computer Usage Policies .....59	Guarantee for Job Competency ..... 86
Computerized Tomography .....172	
Concurrent Institutional Enrollment.....39	<b>H</b>
Core Curriculum .....82	Health and Physical Education ..... 106
Core Curriculum Requirements .....186	Health Sciences ..... 107
Cosmetology .....120	Heating, Ventilation, and Air Conditioning..... 140
Course Descriptions .....186	History ..... 110
Course Load .....65	History of Galveston College ..... 15
Course Prerequisites.....186	
Credit by Examination.....69	<b>I</b>
Criminal Justice .....98, 125	Installment Payment Options..... 40
Culinary Arts .....127	Institutional Scholarships ..... 47

<b>J</b>	
Jeanne Clery Act.....	36

<b>M</b>	
Magnetic Resonance Imaging Technology.....	175
Mathematics / Statistics .....	111
Medical Administration .....	144
Medical Coding Certificate.....	145
Medical Records Technician .....	146
Mission.....	13
Mission and Goals.....	13

<b>N</b>	
Nuclear Medicine Technology .....	163
Nursing.....	147

<b>P</b>	
Payment of Tuition and Fees .....	38
Physics .....	112
Political Science .....	113
Pre-Professional Health .....	114
President’s Message .....	6
Priority Dates .....	45
Professional/Personal Liability Insurance for Allied Health and Nursing Students .....	40
Programs.....	14
Psychology .....	115, 116
Purposes .....	13

<b>R</b>	
Radiation Therapy.....	166
Radiography.....	169
Radiologic Health Science Programs.....	163
Refund Policy .....	41
Register Using your Whitecaps Portal .....	34
Registration and Records.....	34
Registration Procedures.....	32
Resident Status .....	30
Resolution of Transfer Disputes.....	68
Return of Title IV Funds: .....	42

<b>S</b>	
Scholastic Integrity.....	67
Second Associate Degree.....	82
Semester Credit Hour .....	65
Senior Citizen Discount .....	40

Services .....	14
Sex Offender Registration .....	36
Sociology / Social Work .....	117
Speech / Speech Communications .....	118
State Tuition Exemption Programs.....	48
Student Absence on Religious Holy Day.....	66
Student Activities .....	53
Student Affairs Committee.....	63
Student Code of Conduct .....	58
Student Complaint and Grievance Process .....	61
Student Disciplinary Process .....	61
Student Financial Aid Refunds:.....	42
Student Life .....	53
Student Records .....	34, 35
Student Rights Under FERPA .....	35
Student Services.....	55
Students Rights and Responsibilities.....	57
Suggested Courses of Study - Transfer Programs.....	89
Surgical Technology.....	179

<b>T</b>	
Table of Contents .....	5
Technical and Professional Education Programs.....	119
Telephone Directory.....	227
Texas Success Initiative .....	29
Transcripts.....	34
Transfer Courses .....	186
Transfer of Credit .....	67
Tuition and Fees .....	38
Tuition and Fees Table .....	38
Tuition Rebate.....	40
Types of Degrees and Certificates .....	81
Types of Financial Aid and Scholarships .....	45

<b>U</b>	
Undergraduate Limit .....	40
Universal Access.....	47
Updating Student Information .....	34
Upward Bound .....	56

<b>V</b>	
Values.....	13
Veterans Information .....	27
Vision.....	13
Vocational Nursing .....	158

<b>W</b>	
Welding Technology .....	181

## TELEPHONE DIRECTORY

*These offices may be reached directly by dialing:*

Academics.....	(409) 944-1317
Admissions.....	(409) 944-1230
Allied Health .....	(409) 944-1490
Applied Technology Center (ATC).....	(409) 944-1404
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) 944-1263
Culinary Arts.....	(409) 944-1304
Distance Learning and Virtual College of Texas (VCT).....	(409) 944-1324
Emergency Medical Services.....	(409) 944-1494
Financial Aid.....	(409) 944-1235
Fitness Center .....	(409) 944-1308
Development / G.C. Foundation .....	(409) 944-1303
Home Plate.....	(409) 944-1284
Hospitality Management.....	(409) 944-1344
Human Resources .....	(409) 944-1209
Information Technology .....	(409) 944-1352
Institutional Advancement and GC Foundation .....	(409) 944-1302
Institutional Effectiveness and Research .....	(409) 944-1207
Intercollegiate Athletics .....	(409) 944-1202
Learning Resource Center.....	(409) 944-1240
Media .....	(409) 944-1249
Nursing Programs .....	(409) 944-1396
President's Office.....	(409) 944-1200
Print Center .....	(409) 944-1249
Public Affairs.....	(409) 944-1302
Security .....	(409) 944-1364 or 0
Special Services .....	(409) 944-1223
Student Activities.....	(409) 944-1234
Student Success Center.....	(409) 944-1399
Technical & Professional Education.....	(409) 944-1404
Testing Center.....	(409) 944-1290
Upward Bound .....	(409) 944-1254
Vice President for Administrative Services .....	(409) 944-1205
Vice President of Instruction .....	(409) 944-1203
Vice President of Student Services.....	(409) 944-1237

Visit our website at [www.gc.edu](http://www.gc.edu)