

# RANGER COLLEGE



## ACADEMIC CATALOG 2018-2019

# RANGER COLLEGE ACADEMIC CATALOG

## 2018-2019

Ranger College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates and associate degrees. For questions about the College's accreditation status, contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500.

### APPROVED BY

Texas Higher Education Coordinating Board  
Texas State Board of Nursing  
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This Catalog represents a flexible program of the curricula, educational plans, offerings, and requirements which may be altered from time to time to carry out the mission and objectives of the College. The provisions of this Catalog do not constitute an offer for a contract which may be accepted by students through registration and enrollment in the College. The College reserves the right to change any provision, offering, or requirement at any time within the student's period of study at the College. The College further reserves the right to require a student to withdraw from the College for cause at any time.

**Consumer Information: Ranger College Accreditation Documentation.** Anyone may inspect the College's 2013 decennial reaffirmation documents in the Golemon Library. Requests for additional information may be directed to the President's Office.

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<b>FOREWORD</b>	<b>8</b>
<b>INSTITUTIONAL MISSION AND VISION</b>	<b>8</b>
<b>CORE VALUES</b>	<b>9</b>
<b>GENERAL INFORMATION</b>	<b>10</b>
LOCATIONS	10
HISTORY OF THE COLLEGE	10
RANGER COLLEGE PRESIDENTS	10
<b>ACADEMIC CALENDAR</b>	<b>12</b>
<b>ADMISSION REQUIREMENTS</b>	<b>14</b>
ACADEMIC FRESH START	16
DISTANCE EDUCATION	17
HOW TO ENROLL	17
STUDENT CLASSIFICATION	17
STUDENT LOAD	18
STUDENT ID CARDS	18
<b>INTELLECTUAL PROPERTY RIGHTS</b>	<b>19</b>
INTELLECTUAL PROPERTY RIGHTS OF EMPLOYEES	19
INTELLECTUAL PROPERTY RIGHTS OF STUDENTS	19
<b>RESIDENCY</b>	<b>20</b>
TYPE AND CITATION	20
REQUIREMENTS FOR RESIDENT CLASSIFICATION	20
EVIDENCE OF DOMICILE	21
OTHERS WHO PAY FEES AND TUITION EQUAL TO TEXAS RESIDENT FEES	22
NONRESIDENT, FOREIGN AND NONIMMIGRANT ALIEN STUDENTS	22
OTHERS	22
TEMPORARY ABSENCE FROM THE STATE	23
<b>TUITION AND FEES</b>	<b>24</b>
TUITION AND FEES PER SEMESTER CREDIT HOUR	24
OTHER FEES	25
COURSE REPEAT FEE	26
EDUCATIONAL SERVICE FEE	26
CONTINUING EDUCATION TUITION AND FEES	26
PAYMENT OF TUITION AND FEES THROUGH INSTALLMENT	26
ELIGIBILITY	27
INSTALLMENT PAYMENT PLAN TERMS	27
OVERDUE FINANCIAL OBLIGATIONS	27
AUDIT	28
ROOM AND MEALS	28

<b>RANGER COLLEGE POLICY REGARDING OFF-SETTING DROPS AND ADDS</b>	<b>28</b>
<b>ADDING AND DROPPING COURSES</b>	<b>28</b>
<b>EXPERIENTIAL LEARNING</b>	<b>29</b>
<b>CREDIT-BY-EXAMINATION</b>	<b>29</b>
<b>CE TO CREDIT POLICY</b>	<b>31</b>
<b>TRANSFERS, WITHDRAWALS, AND REFUNDS</b>	<b>35</b>
<b>TRANSFER POLICY</b>	<b>35</b>
<b>WITHDRAWAL FROM THE COLLEGE</b>	<b>35</b>
<b>REQUESTING A TRANSCRIPT</b>	<b>35</b>
<b>REFUND POLICY</b>	<b>36</b>
<b>RETURN OF TITLE IV FUNDS POLICY</b>	<b>37</b>
<b>CONTINUING EDUCATION REFUND POLICY</b>	<b>38</b>
<b>ACADEMICS</b>	<b>39</b>
<b>ABSENCE POLICY</b>	<b>39</b>
<b>SYSTEM OF GRADING</b>	<b>39</b>
<b>MONITORING GRADES</b>	<b>40</b>
<b>REPEATING A COURSE</b>	<b>40</b>
<b>ACADEMIC PROBATION AND SUSPENSION</b>	<b>40</b>
<b>ACADEMIC GRIEVANCE</b>	<b>41</b>
<b>SERVICEMEMBERS OPPORTUNITY COLLEGES CONSORTIUM (SOC)</b>	<b>41</b>
<b>THE HONORS PROGRAM</b>	<b>42</b>
<b>ACADEMIC HONORS</b>	<b>42</b>
<b>GRADUATION WITH HONORS</b>	<b>43</b>
<b>MANDATORY TESTING: TEXAS SUCCESS INITIATIVE (TSI)</b>	<b>43</b>
<b>DEVELOPMENTAL STUDIES PROGRAM</b>	<b>43</b>
<b>GRADUATION UNDER A PARTICULAR CATALOG</b>	<b>44</b>
<b>CORE CURRICULUM FOR ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES</b>	<b>44</b>
<b>REQUIREMENTS FOR GRADUATION</b>	<b>46</b>
ASSOCIATE OF ARTS IN GENERAL STUDIES	46
ASSOCIATE OF ARTS IN TEACHING DEGREE	46
ASSOCIATE OF SCIENCE IN GENERAL STUDIES	47
ADDITIONAL ASSOCIATE DEGREES	48
CERTIFICATE OF COMPLETION	48
<b>GRADUATE GUARANTEE PROGRAM FOR AAS OR CERTIFICATE OF COMPLETION</b>	<b>48</b>
<b>INTENT TO GRADUATE</b>	<b>49</b>
<b>ATTENDANCE AT COMMENCEMENT</b>	<b>49</b>
<b>CODE OF STUDENT CONDUCT AND DISCIPLINE</b>	<b>50</b>
<b>RESPONSIBILITY FOR KNOWLEDGE OF POLICIES, RULES, AND REGULATIONS</b>	<b>50</b>
<b>STUDENT MISCONDUCT</b>	<b>50</b>

<b>STUDENT SERVICES</b>	<b>51</b>
<b>LIVING AND DINING ACCOMMODATIONS</b>	<b>51</b>
<b>STUDENT HEALTH SERVICES AND INSURANCE</b>	<b>51</b>
<b>STUDENT LEAVE OF ABSENCE</b>	<b>52</b>
<b>COUNSELING AND ADVISING</b>	<b>52</b>
<b>STUDENTS WITH DISABILITIES</b>	<b>52</b>
<b>JOB PLACEMENT SERVICES</b>	<b>52</b>
<b>TRIO STUDENT SUPPORT SERVICES</b>	<b>52</b>
<b>LIBRARY SERVICES</b>	<b>53</b>
<b>STUDENT FINANCIAL AID</b>	<b>53</b>
APPLICATION PROCEDURES	53
IMPORTANT DATES FOR FINANCIAL AID	54
PROGRAMS OFFERED BY THE FINANCIAL AID OFFICE	54
EQUITY IN ATHLETICS DISCLOSURE ACT	57
STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS	57
REQUIREMENTS FOR MAINTAINING SATISFACTORY ACADEMIC PROGRESS:	57
CONSEQUENCES OF FAILING TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS	59
ADDITIONAL INFORMATION	61
METHODS OF DISBURSEMENT FOR PELL GRANTS	62
VETERANS BENEFITS AND SERVICES	62
ELIGIBILITY FOR NEED-BASED FINANCIAL AID	62
STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES	62
DETERMINATION OF FINANCIAL NEED AND ELIGIBILITY	63
CRITERIA FOR DETERMINING AID	63
ESTIMATED STUDENT CHARGES PER SEMESTER: ACADEMIC YEAR 2018-2019	64
<b>STUDENT LIFE</b>	<b>65</b>
<b>STUDENT ORGANIZATIONS AND ACTIVITIES</b>	<b>65</b>
ATHLETICS	65
MUSIC ACTIVITIES	65
PHI THETA KAPPA	65
RANGER COLLEGE STUDENT GOVERNMENT ASSOCIATION	65
<b>STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT</b>	<b>66</b>
SECURITY CAMERAS	66
<b>POLICY ON STUDENT RECORDS</b>	<b>66</b>
<b>TRANSFER CURRICULA</b>	<b>67</b>
<b>REVERSE TRANSFER</b>	<b>67</b>
<b>GENERAL TRANSFER PROVISIONS</b>	<b>67</b>
<b>REQUIREMENTS AND LIMITATIONS</b>	<b>68</b>
<b>RESOLUTION OF TRANSFER DISPUTES</b>	<b>68</b>
<b>COURSE DESCRIPTIONS</b>	<b>70</b>
<b>ACADEMIC TRANSFER PROGRAMS</b>	<b>100</b>
<b>WORKFORCE EDUCATION PROGRAMS</b>	<b>101</b>
<b>ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES</b>	<b>101</b>

<b>WELDING</b>	<b>102</b>
CERTIFICATE OF COMPLETION (ONE SEMESTER/16 HOURS)	102
CERTIFICATE OF COMPLETION (ONE YEAR/32 HOURS)	102
ASSOCIATE OF APPLIED SCIENCE IN WELDING	103
<b>MACHINING</b>	<b>104</b>
MACHINING TECHNOLOGY CERTIFICATE	104
ASSOCIATE OF APPLIED SCIENCE IN MACHINING TECHNOLOGY	105
<b>ASSOCIATE DEGREE NURSING PROGRAM (REGISTERED NURSING)</b>	<b>106</b>
ADMISSION CRITERIA	106
HOW TO APPLY	106
ASSOCIATE DEGREE NURSING CURRICULUM	108
LVN TO RN BRIDGE PROGRAM	109
<b>VOCATIONAL NURSING PROGRAM</b>	<b>110</b>
VOCATIONAL NURSING CURRICULUM	111
<b>COSMETOLOGY</b>	<b>112</b>
COSMETOLOGY OPERATOR CERTIFICATE	112
COSMETOLOGY INSTRUCTOR CERTIFICATE	112
<b>EARLY CHILDHOOD EDUCATION</b>	<b>114</b>
MARKETABLE SKILLS CERTIFICATE	114
CERTIFICATE OF COMPLETION	114
ASSOCIATE OF APPLIED SCIENCE IN EARLY CHILDHOOD EDUCATION	115
<b>EMERGENCY MEDICAL SERVICES</b>	<b>116</b>
EMT BASIC CERTIFICATE	116
<b>CONTINUING EDUCATION</b>	<b>117</b>
<b>PAST CATALOGS</b>	<b>117</b>



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## FOREWORD

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Ranger College welcomes all students. Recent developments in post-secondary education have eliminated practically all barriers to training beyond high school. Ranger College offers programs and individual courses in both academic and workforce education.

This catalog details the precise areas offered, and each prospective student is urged to examine the list of courses. Students currently enrolled are encouraged to check the list of degree and certificate requirements so that these may be acquired with a minimum of time and effort.

At Ranger College, faculty and administration emphasize personal attention to individual student needs. The student is recognized and treated as a person, not a number.

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## INSTITUTIONAL MISSION AND VISION

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The mission of Ranger College is to transform lives and give students the skills to be a positive influence in their communities. The vision of the college is to be the trusted leader in meeting current and emerging needs for training and education that transforms lives, inspires hope, and builds communities.

1. To provide academic college courses at the freshman and sophomore levels leading to associate degrees and/or transferable college credit;
2. To provide workforce education courses and programs that includes training leading to employment, licensure, certificates, or associate degrees;
3. To provide developmental education which enables students to successfully advance to freshman-level academic coursework;
4. To provide continuing education short courses and activities for occupational, recreational, or cultural upgrading;
5. To provide a program of student services and of educational support services designed to contribute to the cultural, social, moral, and intellectual development of students in a safe environment;
6. To provide administrative, financial, and auxiliary services in support of college programs;
7. To provide a program of distance learning instruction which is equivalent in quality to main-campus instruction; and
8. To provide other programs to meet purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education.

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## CORE VALUES

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Ranger College shall be a dynamic public community college that is dedicated to fostering student success through excellence in educational instruction, quality support services, and responsible governance within the framework of the following values, which are listed and numbered in their order of importance:

- 1. Integrity:** We commit to remaining fair, honest, ethical, and transparent in all of our dealings. We hold ourselves accountable to the communities we serve, and we diligently strive to ensure that what we say is always fully aligned and coherent with what we do.
- 2. Excellence:** We strive to deliver programs, teaching, and service that are of the highest quality, and we commit to the continuous pursuit of improvement.
- 3. Community:** We are committed to the cultivation of positive relationships and valuable common experiences among students, faculty, and staff. We are also committed to the cultivation of constructive partnerships and positive relationships with the communities we serve. We recognize both types of community-building as crucial to the fulfillment of our mission.
- 4. Diversity:** We recognize and value diversity in its many forms as a representation of the richness of human experience. We respect the inherent worth and dignity of every person, and we therefore seek to foster inclusive working and learning environments that promote respect and appreciation for our varied cultures, beliefs, lifestyles, and perspectives.
- 5. Leadership:** We value the unique strengths of our students, faculty, and staff, and we encourage all members of our community to lead from where they are by seeking opportunities to create positive change.
- 6. Self-fulfillment:** We believe it is important for all members of our community to achieve their maximum personal potential. Within the framework of the five preceding values, we encourage and support our members in pursuing self-fulfillment based on service to others; preparation for future work and study; realization of personal, professional, and educational goals; enjoyment of present challenges and accomplishments; and pursuit of life-long learning.

Admissions, employment, and program policies of Ranger College are nondiscriminatory in regard to race, creed, color, sex, age, disability, veteran's status, and national origin. All recruitment and admissions materials comply with Section 504 and the ADA.

Ranger College is an equal opportunity provider and employer. Individuals wishing to file a Civil Rights program complaint of discrimination should complete the USDA Program Discrimination Complaint form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call 866.632.9992 to request the form. A letter containing all the information requested in the form may also be written. Completed complaint forms or letters should be mailed to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

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## GENERAL INFORMATION

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### LOCATIONS

Ranger College occupies a 50-acre campus within the city limits of Ranger, an Eastland County community of approximately 3,000 people located just north of Interstate 20 between Fort Worth and Abilene. The beautifully wooded rolling hills and several lakes provide ample opportunities for hunting, fishing and outdoor recreation, while the city of Ranger has excellent schools and churches and a congenial, supportive citizenry. Proximity to the Dallas/Fort Worth Metroplex is another advantage. Our Brown County Center serves Brownwood, Early, and the surrounding area. At this center currently offer general education, continuing education, nursing, and cosmetology courses. Our Erath County Center serves Stephenville and the surrounding area. At this center we currently offer general education, early childhood education, machining, welding, EMS, continuing education, nursing, and cosmetology courses.

### HISTORY OF THE COLLEGE

Ranger College is one of the oldest public two-year colleges in continuous operation in the state of Texas. Its history actually predates the legislation authorizing and establishing junior colleges in the state. In August 1925, the Board of Education of the Ranger Public Schools voted to proceed with plans for establishment of a junior college. On September 13, 1926, Ranger College opened with thirty students enrolled. The College operated under supervision of a College Council composed of three members of the Board of Education and nine other Ranger citizens. The College was recognized by the State Department of Education on March 23, 1927. The first State statute authorizing junior colleges was passed by the 41st Legislature in 1929.

The College operated under this statute until the passage of the “Validation of Junior College District Acts” by the 45th Legislature in 1937. The College continued to operate as part of the public school system until August 18, 1950. On this date, the Board of Education voted to separate the Junior College and the public schools. As a result of this action, Ranger Junior College, after 24 years of joint operation with the public school system, became a unit within itself. In this separate unit, Dr. G. C. Boswell became the first official President of the College. The College has operated continuously as an autonomous educational institution overseen by a Board of Regents since that date.

By 1973, Ranger College had expanded its basic university-parallel curriculum to encompass a variety of terminal workforce education programs. These programs include training in cosmetology, licensed vocational nursing, Associate Degree Nursing, and welding. As in the past, the College continues to offer accredited, high quality instruction and makes every effort to identify and meet additional needs of present and prospective students.

### RANGER COLLEGE PRESIDENTS

Dr. G. C. Boswell	1950 to 1952
W. W. Smith, Acting President	(Jan) 1953 to (Mar) 1953
R. N. Cluck	(Mar) 1953 to (Aug) 1953
Dr. Price R. Ashton	1953 to 1959
Dr. Theodore Nicksick, Jr.	1959 to 1966
Dr. W. W. Mince	1966 to 1971
Dr. Jack M. Elsom	1971 to 1990
Dr. Joe Mills	1990 to 2005
James McDonald, Interim President	2005 to 2006

Dr. Ken Tunstall  
James McDonald, Interim President  
Dr. William Campion

2006 to 2008  
(May) 2008 to 2009  
2009 to Present

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**ACADEMIC CALENDAR**


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<b>FALL SEMESTER 2018</b>	
August 20	Faculty and staff in-service meetings
August 26	100 percent tuition refund deadline
August 27	Classes begin
September 3	Labor Day holiday
September 11	Fall census date
September 17	70% tuition refund deadline
September 24	25% tuition refund deadline
September 28	Faculty professional development meeting
October 12	Deadline to apply for fall graduation
October 20	Day of Champions
October 28	PTK Induction
October 31	Last day to drop a class with "W"
November 2	Faculty professional development meeting
November 19-23	Thanksgiving Break
December 7	Graduation
December 10	Last day to withdraw from all courses with "Q"
December 10-12	Final Exams (online classes)
December 11-13	Final Exams (face-to-face classes)
December 14	Instructor grades due (noon)
December 17-18	Faculty and staff in-service meetings
December 19-January 4	Ranger College offices closed for Winter Break

<b>WINTERMESTER 2018</b>	
December 17	Classes begin
January 4	Final Exams / Wintermester ends
January 7	Instructor grades due

<b>SPRING SEMESTER 2019</b>	
January 21	100% tuition refund deadline Ranger College offices closed for Martin Luther King Jr. Day
January 22	Classes begin
February 5	Spring census date
February 11	70% tuition refund deadline
February 18	25% tuition refund deadline
February 22	Faculty professional development meeting
March 8	Deadline to apply for spring graduation
March 11-15	Spring Break
March 29	Last day to drop a class with a "W"
March 31	PTK Induction

April 19	Ranger College offices closed for Good Friday
April 26	Faculty professional development meeting
May 3	Graduation
May 6	Last day to withdraw from all classes with "Q"
May 6-8	Final Exams (online classes)
May 7-9	Final Exams (face-to-face classes)
May 10	Instructor grades due (noon)

<b>MAYMESTER 2019</b>	
May 13	Classes begin
May 31	Final Exams / Maymester ends
June 3	Instructor grades due (noon)

<b>SUMMER A, B, and C 2019</b>	
June 3	100% tuition refund deadline Summer A and C classes begin
June 6	Summer A census date
June 7	70% tuition refund deadline for Summer A
June 11	25% tuition refund deadline for Summer A
June 13	Summer C census date
June 14	Deadline to apply for summer graduation
June 21	70% tuition refund deadline for Summer C
June 28	25% tuition refund deadline for Summer C
July 8	Summer A: Last day for "W" or "Q" drops
July 9	Summer A Final Exams 100% tuition refund deadline for Summer B
July 10	Summer B classes begin Instructor grades due for Summer A (noon)
July 15	Summer B census date
July 16	70% tuition refund deadline for Summer B
July 18	25% tuition refund deadline for Summer B
August 9	Graduation
August 13	Summer B and C: Last day for "W" or "Q" drops
August 14-15	Summer B and C Final Exams
August 16	Instructor grades due for Summer B & C (noon)

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## ADMISSION REQUIREMENTS

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Applications for admission and other documents necessary for admission should be addressed to the Registrar's Office. Admission requirements to Ranger College are the same for all students. All students seeking admission to Ranger College must meet one of the following requirements:

### 1. High School Graduation

Graduates of accredited high schools satisfy minimum entrance requirements. A high school transcript indicating a date of graduation **MUST** be provided.

### 2. College Transfer

An individual who is a transfer from another regionally accredited college or university must be eligible for readmission to the institution in which he/she was last enrolled. Official transcripts of previous college work must be provided.

### 3. General Education Development Test

A person who has not graduated from high school will be admitted if he/she has passed the General Education Development Test (G.E.D.).

### 4. Individual Approval

A person at least 18 years of age who did not graduate from an accredited high school may be admitted on an individual approval basis. Students able to benefit from Title IV funds must have obtained a high school diploma, GED, or its equivalency. A complete list of the approved standardized tests and the minimum scores required can be obtained in the Office of the Director of Financial Aid or from the Director of Testing. A person under 18 years of age who is not a graduate of an accredited high school or who has attended a non-accredited public or private high school, or who was schooled in a non-traditional setting may be admitted on the basis of written examinations or upon the recommendation of the principal or superintendent of the last high school attended.

Content of the written examinations shall reflect high school equivalency and shall be consistent with the minimums for high school completion established by the Texas Education Agency. The form and type of these examinations and the procedure for administering them are to be determined by the Registrar. A notarized record of the high school equivalent work with the date(s) of successful completion must also be submitted.

### 5. Bacterial Meningitis

Beginning January 2014, Texas State law (SB 62) mandates that all entering students under the age of 22 provide a certificate signed by a healthcare provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis, or has received a booster during the five years prior to registration. Students may also submit proof of approved conscience exemption from the Texas Department of State Health Services. There is a cost associated with this vaccination that can range from as low as \$8 for individuals under 18 years of age up to \$120 for individuals above 18 years of age. Individuals should check with their local health department for details. Questions concerning the required bacterial meningitis vaccination should be directed to the Ranger College Registrar's Office at 254.647.3234.

## 6. Early Admissions Programs

- a. A qualified high school student may attend Ranger College following the successful completion of the eighth-grade year on a part-time basis, provided the student has written permission and recommendation from the high school principal and written permission from the student's parent/guardian. The student must have passed the required area of the TSI, (Reading, Writing or Mathematics), which relates to the course or courses in which the student desires to enroll, or the student must have a qualified exemption (STAAR, PLAN, PSAT, SAT or ACT score). The student load may not exceed eight (8) credit hours each semester (7 during the summer) or the Student Load Policy of the College. Students seeking admission under this provision are required by state law to comply with the Texas Success Initiative requirements.
- b. Qualifying Scores – College Readiness Standard (for students entering 10th grade in academic year 2003- 2004 and beyond) Sophomores who score 2200 on the 10th grade STAAR math and/or ELA (with writing sub score of 3) may use those scores to enroll in dual credit courses without taking a state-mandated TSI assessment through their senior year. (Keep in mind that by law this is not an exemption) - 10th grade scores give students permission to enroll in dual credit classes without testing. The true exemption is based on exit-level STAAR scores). Sophomores who meet the standard in one area may take dual credit courses related to the area of the test they passed. If the qualifying standard isn't met on either section of the 10th grade STAAR, but the student wants to take college-level courses in his or her 9<sup>th</sup>-12<sup>th</sup> grade years, the student must take one of the assessment instruments approved for TSI purposes. Once again, the student may take college-level courses related to the area(s) of the test he or she passed. There may also be institutional requirements students must meet.

**Note:** Students should be aware that they are enrolling in college-level courses taught by college-level faculty and will not receive special consideration because they are still in high school.

## 7. International Students

To be eligible for admission, an international student must meet requirements 1 or 2 outlined above. In addition to these requirements, an international student must:

- a. Submit a non-refundable \$100.00 application fee.
- b. Furnish a TOEFL (Test of English as a Foreign Language) score sheet with a minimum score of 500.00 for the paper based score, 173 for the computer based score or 34 for the internet based score. Ranger College's institution code is 6608. Should TOEFL be unavailable, the applicant may substitute the ACT or SAT or an IELTS (International English Language Testing System) of 4.5 for evaluation.
- c. In unusual cases an appeals committee appointed by the President will consider individual cases regarding the admission of international students whose TOEFL scores are not available.
- d. Deposit the sum of \$10,738.00\* with the Ranger College business office to cover the approximate cost of attendance for one year.
- e. Provide proof of medical insurance.
- f. Students who do not meet the above criteria may appeal for admission to the admitting officer.
- g. Student's (I-20) will be mailed only to the home address.
- h. Provide all official transcripts to the Registrar's Office.



\* NOTE: This amount may be less depending on whether the student receives scholastic assistance from the college (based upon an award letter).

### 8. International Students who want to Transfer to Ranger College

An individual who is a transfer from another accredited college or university:

- a. Must be eligible for readmission to the institution in which he/she was last enrolled. Official transcripts of previous college work must be provided.
- b. The student must meet requirement 6 outlined above.
- c. Student must contact the DSO officer of the college they wish to transfer from and ask them to transfer the record to Ranger College (only upon approval of the DSO officer of Ranger College).
- d. Upon arrival to Ranger College, the student must report to the DSO officer (Registrar's Office).

\*Note: an international student who wishes to transfer from Ranger College to another institution has to notify the DSO officer (Registrar's Office) of the intent to transfer in writing. The request must include all information for the receiving institution and the institution's actual date of transfer.

### 9. Transient Students

A transient student is one who has a home institution, will attend Ranger College for one semester or summer semester, and will then return to the same home institution. The student must complete the following forms for Ranger College:

- Transient Form
- Transcript from the home institution
- Transcript Request Form
- TSI Waiver Form (if required). If the student's home institution is private or out-of-state, the student must complete the TSI waiver form.

Students must be in good standing with their home institution to enroll at Ranger College as a transient student. Financial aid is not available for transient students. Transient students are responsible for any applicable fees.

If a student chooses to continue with enrollment at Ranger College after one semester, the student must submit a new application and official transcripts from all schools previously attended before the student will be allowed to register for any subsequent semester.

### ACADEMIC FRESH START

- Senate Bill 1321, passed by the Texas Legislature, permits Texas residents to seek admission to public institutions of higher education without consideration of courses taken ten or more years prior to enrollment. Students **may not** pick and choose what is to be ignored and what is not. Either **all** college courses ten or more years older are ignored, or they are all counted. Students who have earned three or more college-level credit hours prior to Fall 1989, and subsequently completed a minimum of three credits of college-level coursework between the fall of 1989 and the fall of 2003, are exempt from the Texas Success Initiative regardless of whether they elect to take advantage of Academic Fresh Start.
- For courses taken at Ranger College for which Academic Fresh Start is applied, the official transcript will continue to show all courses taken. Grades and grade point will be shown; however, the credit hours attempted and cumulative grade points will total zero for the Academic Fresh Start Courses and will not

reflect on the overall GPA. A notation will be placed on the transcript showing the semester that the student began to take courses under the Academic Fresh Start.

- All requests for Academic Fresh Start must be made in writing to the Registrar.

### **DISTANCE EDUCATION**

Ranger College offers several courses through Interactive Television (ITV) and Virtual College of Texas (VCT). Distance learning courses are equivalent in content and credit to courses taken through traditional methods. Students may enroll in the courses through the normal registration process.

### **HOW TO ENROLL**

1. Complete the Application for Admission and return it to the Office of the Registrar. If a resident student, please return completed Dormitory/Room Application to the Campus Support Office with a \$50.00 non-refundable reservation fee. This fee covers both the Fall and Spring semesters.
2. Request the high school from which you graduated or each college you have attended to send a complete transcript of your credits directly to the Registrar at Ranger College. A personally delivered transcript will not be accepted as an official record. If you are not a high school graduate, send your G.E.D. scores. Contact the Registrar's office if you have neither scores nor transcripts.
3. Although not required for admission, if you have taken the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT), request that your scores be forwarded to the Registrar at Ranger College.
4. Although not required for admission, it is recommended that you take the TSI or approved alternate test before registration at Ranger College. Further information on mandatory testing may be found in this catalog.
5. Tests for placement and/or admission into a specific program may be required of an entering student.
6. Report to the College on the day of Registration and pay all tuition and fees. In order to use a PELL GRANT to pay registration costs, the completed and correct APPLICATION FOR FEDERAL STUDENT AID must be turned in to the Financial Aid Office no later than July 20<sup>th</sup>. A schedule of registration and pre-registration times may be found in the College Calendar of this catalog.
7. The 81<sup>st</sup> Texas Legislature (2009) requires all first-time students of an institution of higher education, including transfer students, who reside in on-campus housing to show evidence of being immunized against Bacterial Meningitis. Early notification of receipt of the Meningitis vaccination is preferred, but Ranger College must have confirmation of vaccination within the first two months of the student's first enrollment at the college.

### **STUDENT CLASSIFICATION**

- A student who is enrolled for 12 or more semester hours is classified as a full-time student. One who is enrolled for less than 12 semester hours is classified as a part-time student.
- A student who has earned fewer than 30 semester hours of college credit is classified as a freshman. One who has earned 30 hours or more is classified as a sophomore.

### STUDENT LOAD

- No student may enroll for more than five courses of three to four hours' credit each (including concurrent enrollment at Ranger College, another college, distance learning through telecommunications, and/or correspondence) without the approval of the Sr. Vice President for Instruction. Normally, approval for an overload is given only if the student has completed a minimum of 12 semester hours with a GPA of 3.0 for the previous semester. Special consideration may be given to students who can complete graduation requirements during their last semester.
- No student may enroll in more than two (2) developmental courses per semester.
- Any exceptions must be approved by the Sr. Vice President for Instruction.
- During a summer term, no student may enroll for more than seven semester hours without the approval of the Sr. Vice President for Instruction.

### STUDENT ID CARDS

Ranger College is proud to present the Ranger ID Card. The Ranger ID Card is a MasterCard debit student ID that allows free access to Herring Bank ATMs. Students can make no-fee purchases anywhere that MasterCard or pin-based transactions are accepted, both on and off campus.

Students can use their Ranger ID Card in the following ways:

- To receive financial aid disbursements
- For purchases at retailers accepting MasterCard

To obtain a Ranger ID Card, students should visit one of the following:

- Office of the Vice President of Student Services in the Library Building on the main campus in Ranger
- Main Office at the Brown County Center
- Main Office at the Erath County Center

**Reporting a lost or stolen card:** Contact Herring Bank at 1-866-348-3435. In addition to reporting the card to Herring Bank, please visit one of the three locations above to replace a lost/stolen card.

The cost for the initial card is \$10.00. A replacement card costs \$10.00.

**Locations of ATMs:** Main Campus library, Brown County lobby, Erath County Walgreen's in Stephenville

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## INTELLECTUAL PROPERTY RIGHTS

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### INTELLECTUAL PROPERTY RIGHTS OF EMPLOYEES

It is assumed that Ranger College shall retain intellectual property rights to all work created by Ranger College employees for use at the College.

Works related to an employee's job responsibilities, even if he or she is not specifically requested to create them, shall belong to the College as "works-made-for-hire". The work should be performed substantially at work using work facilities, but use of personal time or other facilities to create the work shall not change its basic nature if it is related to the employee's job.

"Works-made-for-hire" include but are not limited to: syllabi, curriculum, lectures, notes, tests, reports, documents, materials, ideas, concepts, designs, text, images, data, audiovisual works, information, pictures, specifications, plans, drawings, information and other items, expressions, works of authorship or work product of any kind that was authored, produced, created, conceived, collected, developed, discovered or made in connection with the Work or which relates in any manner to the Work Product.

In any instance when an employee wishes to retain intellectual property rights for newly developed material, an agreement of intellectual property rights must be made between the employee and the College **before** a course is developed. Any additional compensation for use of these materials must be stipulated in the agreement prior to the start of the course.

An employee who develops new material exclusively on his or her own personal time and uses only his or her personal equipment, software, and materials, may retain intellectual property rights to such course work. All costs incurred in filing for copyright or patent shall be borne by the faculty member.

### INTELLECTUAL PROPERTY RIGHTS OF STUDENTS

Intellectual property produced by a currently enrolled Ranger College student as a part of coursework or research shall be owned by the student and not the College.

It is the responsibility of the student having ownership of the intellectual property, including, but not limited to inventions, discoveries, trade secrets, computer software, creative works, materials, and processes, to secure any licenses, copyrights, or patents.

Intellectual property created by a student in the course of employment by Ranger College shall be covered by intellectual property rights of employees.

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## RESIDENCY

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*The following information was obtained from THECB and the University of Texas-Austin. Ranger College requests that applicants contact the Registrar directly for information.*

### TYPE AND CITATION

Statutory. TEX.EDUC.CODE, TITLE 3, 54.052 *et seq.* The Texas Higher Education Coordinating Board (THECB) promulgates residency classification rules and regulations based on legislative statutes. These apply to all TX public junior, community and senior colleges and universities, public health service centers and Technical Institutes.

### REQUIREMENTS FOR RESIDENT CLASSIFICATION

Independent individuals aged 18 years and older who are gainfully employed in Texas for twelve months before registration in a public institution of higher learning are entitled to resident status while maintaining legal Texas residence. An Oath of Residency may be required before registering.

Minors and dependents receive resident status if their parents or court-appointed legal guardians have resided in Texas for 12 months prior to registration. Minors are unmarried and under 18 years of age; dependents are those claimed as a dependent for federal income tax purposes by the parent or legal guardian in the year of enrollment and in the tax year prior to enrollment. This rule applies even if students become legal wards of or adopted by Texas residents while attending an educational institution there, or within 12 months before they begin attending a Texas educational institution, or under circumstances indicating that the guardianship or adoption was for the purpose of obtaining resident student status.

In the case of divorce, a minor or dependent student assumes the residence of the parent 1) who has custody at the time of enrollment, 2) who has claimed the dependent for federal income tax purposes both at enrollment and for the previous tax year, or 3) with whom the dependent has resided for the 12 months before enrollment. In cases where custody is legally granted to someone other than the parent, the residence of that person will prevail, provided that such custody was not ordered during or within a year before enrollment and was not granted for the purpose of receiving in-state tuition.

In the case of abandoned children, the residence of those who stand *in loco parentis* may determine the residence classification. The fact of abandonment must be clearly established and must not be for the purpose of affecting a minor's residency. Minors must actually reside with and receive substantially all support from those who stand *in loco parentis* for 2 years before enrollment, although the 2-year requirement may be waived in unusual hardship cases, e.g., death of both parents.

Minors who are enrolled as resident students when their parents move their legal residence from the state will be classified as nonresidents, but are entitled to pay resident tuition fees while continuously enrolled in a regular session in a TX public higher education institution. A minor who has been legally emancipated may establish his or her own claim to residency following the rules applicable to independent individuals 18 years of age or older.

Nonresidents who marry Texas residents must establish their own residency by meeting the standard requirements. TX residents who marry nonresidents keep resident status until they take steps to change their legal residence.

Under Texas House Bill 1403 (effective 2001) addressing the issue of undocumented students qualifying for resident status for tuition purposes, international students who meet all of the following requirements and do not establish a residence outside Texas will qualify for Texas residency regardless of INS status: 1) graduate

from a Texas high school (public or private) or receive a GED after attending for three consecutive years; 2) live with a parent, legal guardian or conservator during that time; 3) register as an entering student in a higher education institution *not earlier than* the Fall 2001 semester; and 4) sign an affidavit stating that they meet the above qualifications and will apply for permanent residency at the earliest opportunity they are eligible to do so.

An alien living in the U.S. under a visa permitting permanent residence or who is permitted by U.S. law to establish a domicile in this country has the same privileges of qualifying for resident status as a U.S. citizen. These categories include: holders of asylum or parolee/refugee status; students who have applied for adjustment of status to permanent residency (green card application); and holders of specific A, E, G, H, K, L, O, R, V and NATO visas.

### EVIDENCE OF DOMICILE

Nonresident students who seek reclassification as residents must withdraw from school and be gainfully employed in Texas for 12 months before reentry into an educational institution. Accumulation of summer and other vacation periods will not satisfy the 12-month requirement. They may also be reclassified if they present facts which unequivocally indicate a fixed intention to reside permanently in the state, such as full-time employment in Texas and the nature of such employment while a student; purchase of a Texas homestead with a substantial down payment; and dependency upon a parent/guardian who has resided in Texas for at least 12 months before enrollment. All such facts are weighed in light of the fact that a student's residence while in school is primarily for the purpose of education and not to establish residence.

Military members who entered service from another state are presumed to maintain legal domicile there unless they show abandonment of the Evidence of Domicile. Nonresident students who seek reclassification as residents must withdraw from school and be gainfully employed in Texas for 12 months before reentry into an educational institution. Accumulation of summer and other vacation periods will not satisfy the 12-month requirement. They may also be reclassified if they present facts which unequivocally indicate a fixed intention to reside permanently in the state, such as full-time employment in Texas and the nature of such employment while a student; purchase of a Texas homestead with a substantial down payment; and dependency upon a parent/guardian who has resided in Texas for at least 12 months before enrollment. All such facts are weighed in light of the fact that a student's residence while in school is primarily for the purpose of education and not to establish residence.

Military members who entered service from another state are presumed to maintain legal domicile there unless they show abandonment of the previous domicile and establishment of a new Texas domicile during the term of active service, along with clear and unequivocal proof of such intent. The following is considered: abandonment of domicile of original entry, as evidenced by establishment of Texas domicile; and proof that Texas has remained the person's domicile when stationed outside of Texas after having established Texas as his or her domicile.

Establishment of Texas domicile requires first the filing of a State of Legal Residence Certificate with the military, declaring Texas as state of legal residence, followed by 12 months physical presence in the state. Four of the following additional actions are required to prove Texas domicile, both initially and during subsequent duty station outside Texas: 1) purchasing a residence and claiming it as a homestead; 2) registering to vote and voting in local elections; 3) registering automobiles in Texas and paying personal property taxes thereon; 4) maintaining a Texas driver's license; 5) maintaining checking or savings accounts or safety deposit boxes in

Texas; 6) having wills or other legal documents indicating Texas residence; 7) having membership in professional or other state organizations; and/or 8) establishing a business in Texas.

#### **OTHERS WHO PAY FEES AND TUITION EQUAL TO TEXAS RESIDENT FEES**

- Military personnel who are assigned to permanent duty in Texas and are not in Texas only for training, their spouses and dependent children.
- The spouse and children of a military member assigned to duty elsewhere immediately following an assignment in Texas if they continue to reside in Texas. (In order for the member's dependent children to qualify, the other parent must remain in Texas.)
- Spouses and children of military personnel stationed outside of Texas who reside in Texas and file a letter of intent to establish Texas residence with the institution of higher education they plan to attend.
- The spouse and children of an armed forces member who dies or is killed, if they become Texas residents within sixty days of the member's death. For additional provisions affecting U.S. or Texas military personnel, consult the College for Texans website.

#### **NONRESIDENT, FOREIGN AND NONIMMIGRANT ALIEN STUDENTS**

- Nonresident and foreign students holding competitive academic scholarships of at least \$1000 for the academic year or summer for which they are enrolled.\*
- Non-immigrant aliens, their spouses/children, residing in Texas under NATO agreements.
- Residents of bordering states (AR, LA, NM or OK) who enroll in a Texas public junior or technical college situated in counties immediately adjacent to the state(s) where they reside, or in any Texas public higher education institution with reciprocity agreements for resident tuition.
- Residents of Mexico who register in general academic teaching institutions in Texas counties immediately adjacent to Mexico and who show financial need.

\* NOTE: Such students must have competed with Texas residents and been awarded a scholarship by a scholarship committee officially recognized by the administration and approved by the THECB

#### **OTHERS**

- Nonresidents whose families have been transferred to Texas by a company in keeping with the state's Economic Development and Diversification Program are entitled to pay resident tuition as soon as they move to Texas if they show intent to establish Texas domicile.
- Teachers or professors at institutions of higher learning who are employed at least half-time on a regular monthly salary basis, their spouses and children. (This also applies to teaching/research assistants and their spouses and children who are employed in positions which relate to their degree programs.)
- Beneficiaries of the Texas Tomorrow Fund (fees covered by prepaid tuition contracts).
- Foreign Service Officers assigned to a U.S. Department of State office located in Mexico who are enrolled in a higher education institution.
- Registered Nurses enrolled in postgraduate nursing degree programs who intend to teach in a Texas licensure program.

### **TEMPORARY ABSENCE FROM THE STATE**

- Minors whose parents move to another state or country and continue to claim legal residence in Texas may be classified as residents if they show conclusive evidence of the parents' legal claims to residence status and their intent to return to the state.
- Persons who leave Texas and return within one year may reestablish Texas residency and pay resident tuition if they have lived in Texas at least 5 years before moving. Minors and dependents also receive resident status if their parents qualify under this rule.



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## TUITION AND FEES

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- Arrangement for payment of all tuition and fees must be made at time of registration. Tuition and fee amounts are set by the Ranger College Board of Regents and are subject to change at the beginning of any enrollment period.
- For the 2018-2019 academic year the cost of tuition per credit hour is as follows:
  - **In-district students:** \$50 per credit hour
  - **Out-of-district students:** \$98 per credit hour
  - **Out-of-state and international students** will pay \$140/semester credit hour with a \$250 minimum.
- All students will pay the following fees:
  - General Service Fee of \$10 per semester credit hour
  - Registration Fee of \$10 per semester credit hour
  - Technology Fee of \$10 per semester credit hour
  - Records Fee of \$30 per registration
  - Variable IncludEd fee per IncludEd course\*
  - Educational Service Fee at each registration. The Educational Service Fee charges are listed separately.
- Lab fees may be required. Other fees, such as those for change of course, graduation, parking, room reservations, and so on, follow below or are listed elsewhere.

\* NOTE: Programs that are excluded from the IncludEd fee include nursing, cosmetology, welding, machining, and dual enrollment (during the Academic Year).

### TUITION AND FEES PER SEMESTER CREDIT HOUR

(Due and payable at time of registration)

Semester Hours	In-District	Out-of-District (In-State)	Out-of-State (International)
1	175	223	265
2	255	351	435
3	335	479	605
4	415	607	775
5	495	735	945
6	575	863	1,115
7	655	991	1,285
8	735	1,119	1,455
9	815	1,247	1,625
10	895	1,375	1,795
11	975	1,503	1,965
12	1,055	1,631	2,135
13	1,135	1,759	2,305
14	1,215	1,887	2,475
15	1,295	2,015	2,645
16	1,375	2,143	2,815
17	1,455	2,271	2,985
18	1,535	2,399	3,155
19	1,615	2,527	3,325
20	1,695	2,655	3,495
21	1,775	2,783	3,665

<b>OTHER FEES</b>	
Building Use Fee (per semester hour; not charged in college tax district)	\$15.00
Change of Course Fee	\$5.00
Parking Fee (per academic year)	\$25.00
Housing Administration Fee (per academic year/non-refundable)	\$50.00
ID/Debit Card Fee and Replacement Fee	\$10.00
Returned Check Fee	\$50.00
On-Line Course Fee (per course)	\$50.00
Emergency Loan Processing Fee	\$100.00
A.D.N. Lab Fees	\$250.00
A.D.N Testing Fee	\$575.00
LVN Lab Fee	\$300.00
LVN Testing Fee	\$575.00
Machining Lab Fee (per course)	\$200.00
Welding Lab Fee (per course)	\$65.00
Flex Core Lab fee (per course)	\$100.00
IncludEd Fee (per IncludEd course)	Varies by course
Chemistry Fee (per course)	\$30.00
Biology Fee (per course)	\$30.00
Computer Info. Technology Fee (COSC, per course)	\$16.00
Developmental Course Fee (ENGL 0300, ENGL 0301, MATH 0314, MATH 0342)	\$60.00
Course Materials Fee	Varies by course

**The following charges are not covered by Pell Grant or scholarship and must be paid by the student at the time the cost is incurred:**

- TSI assessment fees
- Change of Course fee
- Dorm damages
- Emergency Loan Processing fee
- Graduation Fees
- Housing administrative fees
- Most bookstore supplies and clothing (except textbooks)
- Ranger ID card fee
- Returned check fee

- TSI or ASSET Test fees
- Parking permit fees
- Parking or traffic violation fines
- Associate Degree Nursing testing fee
- Vocational Nursing testing fee
- Proctoring and associated fees
  - ➔ Ranger College's Testing Center provides free test proctoring services for online students who can attend specific testing sessions at one of the college's locations in Ranger, Stephenville, or Early. Fees associated with online courses are embedded in tuition costs. Students enrolled in online courses can also opt to use ProctorU, an organization that offers online proctoring services for a fee, and that enables students to take examinations online at any time, anywhere, in a secure testing environment. For information on ProctorU, visit [www.proctoru.com](http://www.proctoru.com).

### **COURSE REPEAT FEE**

The Texas Legislature has eliminated funding to higher education for courses that are attempted three or more times. An attempted course is defined as any course in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of "W."

In order to compensate for this loss of state funding, students attempting a course for the third or more time will be charged a course repeat fee of \$294.00 per semester credit hour for each repeated course. The fee is subject to change each year upon action of the Texas Higher Education Coordinating Board. This fee will be assessed for courses attempted at Ranger College as of the fall semester 2002 or later. This assessment does not include courses attempted at other colleges.

### **EDUCATIONAL SERVICE FEE**

- Vocational nursing: \$10.00 per semester (plus \$10.00 per registration) for VNSG 1115, 1116, 1126, 1138, 1263, 1304, 1320, 1323, 1327, 1231, 1234, 1330, 1429 and 1660
- EMS: \$80.00 per semester hour
- Students not enrolled in vocational nursing, EMS, or dual credit: \$65 per semester

### **CONTINUING EDUCATION TUITION AND FEES**

Ranger College may charge a tuition ranging from \$0-\$16 per hour. Out-of-state tuition is charged at a rate of at least \$4 per hour, or double the in-state tuition, whichever is greater. If textbooks or materials are required for the course, they will be available at registration for an additional fee. Fees are an additional charge and are assessed per course according to what the market will bear.

### **PAYMENT OF TUITION AND FEES THROUGH INSTALLMENT**

A student enrolling at Ranger College during the fall and spring semesters has the option to pay tuition and fees by installment. A student desiring to pay using the installment plan must meet with the designated business office representative prior to or inclusive of the established deadline to request the program.

### **ELIGIBILITY**

- A student enrolling at Ranger College for any number of credit hours during the fall and spring semesters can pay tuition and fees in the following manner: one-half payment of the tuition and fees by the first class day, followed by one-fourth payment by October 1<sup>st</sup> and one-fourth payment by November 1<sup>st</sup> (Fall Semester); one-half payment of the tuition and fees by the first class day, followed by one-fourth payment by March 1<sup>st</sup> and one-fourth payment by April 1<sup>st</sup> (Spring Semester). The student must have a payment plan set up in the Herring Bank Payment Plan system, which is available at [www.rangercollege.edu](http://www.rangercollege.edu).
- If a student receives assistance through the Pell Grant or other grant and scholarship programs, this assistance will be applied to tuition and fees before initiation of the installment plan is authorized. In instances where the Pell Grant or other grant and scholarship programs do not cover the full amount of tuition and fees, the installment plan will be provided as an option to cover the difference.
- Students receiving any type of financial aid that will cover one-half payment of tuition and fees by the first class day and processed by the Ranger College Financial Aid Office may make the remainder of the payments in thirds by the first days of October, November, and December in the Fall, and by the first days of March, April, and May in the Spring).

### **INSTALLMENT PAYMENT PLAN TERMS**

- Failure to make any subsequent installment payments by the end of the semester shall not cancel the obligation to pay the total installment payments and late payment fees.
- A student who fails to make full payment of tuition, fees, room and board, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester.
- A student seeking readmission to Ranger College after withdrawing without paying the full amount of tuition, fees, room, and board shall pay all past due installment payments and late payment fees less applicable refunds before readmission will be processed.
- A student completing the semester without meeting the full monetary obligation of the promissory note will have records withheld until full payment is made. Further, the student will be barred from registration, transcript transactions, graduation, and processing of documents.

### **OVERDUE FINANCIAL OBLIGATIONS**

- All accounts must be paid when due. Before the end of each semester or term each student should determine that all accounts are paid. Non-payment of any such accounts will be entered on the student's record and the Registrar's Office will withhold transcripts until the obligation is discharged.
- The student may be dropped from the class rolls for non-payment of any financial obligation.
- Checks returned by the bank for any reason may constitute the student's automatic withdrawal from all classes. Ranger College reserves the right to require payment in cash from individuals with a history of returned checks. Stop payment and closed accounts will be considered the same as returned checks. Ranger College also reserves the right to hold all records until an adequate amount of time has elapsed to ensure the processing and payment of any checks written to clear students' accounts.

- Any fees and/or expenses incurred during the collection of an outstanding or overdue account will be the responsibility of the student.

### AUDIT

A lecture course only may be audited on a space-available basis. An audit fee of \$50 is charged for each course. Senior Citizens (65 or older) residing in the Ranger College District may audit on a space-available basis without paying the audit fee.

### ROOM AND MEALS

- The charge for room and meals for each semester is \$2,115.50. This may be paid in three installments. One-third payment is due by the first day of October, November, and December in the fall, and by the first day of March, April, and May in the Spring). Room and meal rates are subject to change by action of the Board of Regents.
- If a student obtains an official withdrawal from the Office of the Registrar, charges for living in the dorm and the meal plan will be refunded on a pro-rated basis. The refund will be computed to the end of the billing week during which the student officially withdraws. The College billing cycle begins on Thursdays and ends on Wednesdays for the room and meal plan.

### RANGER COLLEGE POLICY REGARDING OFF-SETTING DROPS AND ADDS

Ranger College, prior to the class census date, will allow hours to be dropped and re-added without penalty to the student if the exchange is an equal one. When the charges for dropped hours are greater than for the hours added, the refund policy as adopted by THECB and outlined in Section 21.5 of the Texas Education Code will be applied to the net charges being dropped. If the charges for hours being added exceed the charges for the hours dropped, the student will pay the net additional charges.

### ADDING AND DROPPING COURSES

- A student who wishes to add and drop a course at the beginning of a semester may do so only during the period indicated in the College Calendar. A fee of \$5.00 will be charged during this time period for courses added. A fee of \$5.00 will be charged for classes dropped.
- To drop a course during the semester, a student must initiate the procedure with his or her advisor. A Class Drop Form must be signed by the advisor, instructor **involved**, Bursar, and sent to the Registrar's Office.
- A course may be dropped on or before the specified date in the College Calendar with a grade of W. A course may be dropped after the specified date only by administrative authorization.
- A student in the developmental education program must remain enrolled in it continually until it has been determined that the student is complete in all Texas Success Initiative (TSI) areas.
- A student must submit a written request to the Registrar's office to drop a course.
- **The State of Texas allows only a total of six drops during an individual's total four-year undergraduate enrollment.**

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## EXPERIENTIAL LEARNING

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Experiential learning allows students to receive college credit for equivalent educational experiences acquired through earlier schooling situations, work/on-the-job training or life experiences. Upon enrolling in Ranger College, a student may petition for a review of their experiential learning experiences.

Experiential learning credits may be earned through a portfolio assessment:

- through enrollment in an existing section of a course (after consultation with the instructor) and development of an individualized plan for participation and testing based on the instructor's evaluation of skill and experience levels (Departmental Exam).
- Through recommendations of the College Credit Recommendation Service of the Council for Adult and Experiential Learning (CAEL).

Offered via Virtual College of Texas and CAEL/LearningCounts, “Developing Your Portfolio for College Credit” is a self-paced course that guides students step-by-step through the preparation and compilation of components required for prior learning assessment portfolio evaluation through LearningCounts.org. After completing the course and their portfolio, students submit their portfolio for assessment by CAEL-trained faculty assessors with the appropriate subject matter expertise (additional cost for portfolio assessment).

The number of equivalent credits awarded may not exceed 25% of the total number of credits required for the specific degree or certificate. No graduation, residency, degree or certificate program requirements will be waived as a result of credits earned through this process.

### CREDIT-BY-EXAMINATION

Under certain circumstances, Ranger College grants credit for non-traditionally demonstrated competencies. The student must be enrolled full-time on the official count day and have satisfactorily completed twelve (12) semester credit hours at Ranger College to be eligible for Credit-By-Examination. Students may earn credit in one of the following ways:

1. A minimum score of 3 on the College Entrance Examination Board (CEEB) Advanced Placement Exam (APE), for the following courses:

AP Test Title	Required Score	Course	Hours
Art History	3	ARTS 1301	3
Biology	3	BIOL 1406 and 1407	8
Calculus	3	MATH 2314	3
Chemistry	3	CHEM 1411	3
English Language/Composition	3	ENGL 1301	4
English Literature/Composition	3	ENGL 1301 and 1302	6
Physics B	3	PHYS 1401 and 1402	8
Spanish Language and Culture	3	SPAN 1411 and 1412	8
Statistics	3	MATH 1342	3
US Government & Politics	3	GOVT 2305	3
US History	3	HIST 1301 and 1302	6
World History	3	HIST 2321 and 2322	6

2. A minimum score on the American College Testing Proficiency Examination Program (ACT-PEP) or the Scholastic Aptitude Test (SAT). To receive credit the students must have the following scores or higher.

English 1301	ACT Composite 23 and English 26 OR SAT (before March 2015) Composite 1070 and Critical Reading 550 OR SAT (beginning March 2015) Critical Reading 530
English 1302	ACT Composite 23 and English 28 or SAT Composite (before March 2015) 1070 and Critical Reading 600 OR SAT (beginning March 2015) Critical Reading 580
Math 1314	ACT Composite 23 and Math 26 OR SAT (before March 2015) Composite 1070 and Math 550 OR SAT (beginning March 2015) Math 580
Math 1316 or Math 1342	ACT Composite 23 and Math 28 OR SAT (before March 2015) Composite 1070 and Math 600 OR SAT (beginning March 2015) Math 630

3. A satisfactory score on the College Level Examination Program (CLEP) for certain subjects (not the general examination), as listed below:

CLEP Exam	Required Score	Course	Hours
American Government	50	GOVT 2305	3
American Literature	50	ENGL 2327 and 2328	6
Biology	50	BIOL 1406 and 1407	8
Calculus	50	MATH 2413	4
Chemistry	50	CHEM 1411	4
College Algebra	50	MATH 1314	3
English Literature	50	ENGL 2322 and 2323	6
Financial Accounting	50	ACCT 2301	3
History of the United States I	50	HIST 1301	3
History of the United States II	50	HIST 1302	3
Human Growth and Development	50	PSYC 2314	3
Introduction to Sociology	50	SOCI 1301	3
Introductory Psychology	50	PSYC 2301	3
Principles of Macroeconomics	50	ECON 2301	3
Principles of Microeconomics	50	ECON 2302	3
Precalculus	50	MATH 2412	4
Spanish Language	50	SPAN 1411, 1412	8
Western Civilization I	50	HIST 2321	3
Western Civilization II	50	HIST 2302	3

4. Academic credit may be awarded for certain subjects based on courses completed in the Armed Forces, USAFI, DANTES, or military experience. Credit will be based on recommendations in the ACE (American Council on Education) Guide.
5. Departmental Examination.

- To receive Credit-By-Examination, a student must submit a written request to the Vice President of Instruction setting forth the reasons for the request. The Sr. VP of Instruction will consider the validity of the request and may grant credit or arrange for a departmental examination for the student. Such course credit will not be granted until a student has earned twelve (12) semester credit hours in residency at Ranger College. Upon completion of these requirements, the course will be listed on the student's transcript with the grade of "CR" (Credit-By-Examination). Texas Success Initiative guidelines will be followed.
- To be eligible for a departmental examination, the student, in addition to meeting the general requirements outlined above, must have completed two units with no grade below "B" in the area of testing during high school. In order for the grade earned in a departmental examination to be recorded on the official transcript, the student must have been enrolled in the course on the official count day or pay an examination and recording fee of \$10.00 per credit hour prior to taking the examination. The student must earn a minimum grade of "C" on the departmental exam in order to have the course listed on the transcript. A letter grade will be recorded for a student enrolled in the course and a grade of "P" (Credit-By-Examination) for students who do not enroll.
- **The deadline for filing a departmental examination is within 30 days after the first class meeting during the fall and spring semester and the equivalence during other semesters or terms.**
- Credit earned by examination may be used for graduation or as prerequisites at Ranger College. No more than twelve (12) semester credit hours of Credit-By-Examination may be counted toward a degree at Ranger College. Hours earned by examination will not be included in computing grade point averages, scholastic honors, or residence requirements for graduation.
- A complete list of the approved standardized tests and the minimum scores required for credit at Ranger College is available in the office of the Sr. VP of Instruction and in the Registrar's Office. **Students should be aware that other colleges have their individual regulations regarding the transfer of non-traditional credits.**

### CE TO CREDIT POLICY

Ranger College will award semester course credit for internal and external assessments and for non-traditional training and experience.

The institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer, experiential learning, credit by examination, advanced placement, professional certification and professional course work, and learning outcomes that are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.

SACSCOC Standards also include a requirement that "The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a designated credit experience." This SACSCOC Standard is addressed in the "Credit Award for Non-Traditional Assessment and Training" section of the accreditation guidelines.



## Operating Requirements

Ranger College awards credit for courses based on credit from a non-traditional external agency organization. This is available to students who plan to enroll at RC and to currently enrolled students. RC also awards credit for training received while in the United States Armed Services.

Additional non-traditional educational training such as Ranger College training credit (CEU), corporate or industry certifications and trainings, professional certifications, and life experiences may also be considered for Ranger College credit award based on appropriate and consistent criteria.

## Procedure

1. The total number of semester credit hours awarded for Credit Awards may vary depending upon the student's program of study; however, the total credit awarded (including transfer credits) cannot exceed 50% of the total credits required for the student's declared program of study. At least 25% of the total credits in a Ranger College student's certificate or AAS degree plan must be earned through regular semester credit hours (SCH) instruction at Ranger College.
2. To receive Credit Awards, students must be enrolled at Ranger College and must meet qualification of residency. New students who request and meet the standards for Credit Award will be granted credit pending completion of qualification of residency. Credit accepted, but pending, will be considered in advising and scheduling classes.
3. While credit may be awarded by Ranger College for external exams and training, this credit may not satisfy requirements for a specific program of study. Students should check with program advisors to determine if accepted Credit Awards will meet program requirements.
4. Credit Awards which result in course credit will be reflected on the student's transcript with the Ranger College course number. Credit Awards resulting in Ranger College course credit will satisfy degree requirements when the specific course is listed in the degree plan.
5. A grade of CR (credit) will be assigned for any course in which Credit Awards are received. This grade is not computed in the grade point average, and the credit does not count toward calculation of student load for a term.
6. The student is responsible for obtaining documentation of external training and submitting it to the Registrar's Office at Ranger College. Credit Award documentation should be received prior to enrollment for use in course advisement and placement.
7. Credit Awards based on subjective, qualitative evaluation require the approval of the appropriate college administrator(s) as specified for the Credit Award type.

## Ranger College Semester Credit for Continuing Education Credits

Ranger College students who have successfully completed continuing education (CEU) courses offered by Ranger College are eligible to apply for a semester credit hour (SCH) course credit. CEU courses from other accredited colleges may be considered, under special circumstances. Only CEU courses approved as workforce education courses in the Workforce Education Course Manual (<http://www.theccb.state.tx.us/apps/workforceed/wecm>) that are offered by Ranger College are eligible for a SCH credit.

CEU coursework must be demonstrated to be substantially the same as the equivalent SCH coursework. SCH equivalencies for CEU courses must be fully documented to show that individual continuing education

students have met the same or similar objectives, rigor, course evaluation process, and course competencies. Faculty qualification standards are the same as would be required in the equivalent SCH course.

Once a student has submitted a Continuing Education Hours (CEUs) to Semester Credit Hours Evaluation Form to the division head, the college evaluation procedure will include the following requirements:

1. The division head will ensure that the following required criteria are evaluated and documented prior to recommending an SCH course equivalency for CEU coursework:
  - a. The actual number of class/lab (contact) hours in the CEU course is comparable to the approved number of contact hours for the SCH WECM equivalent course.
  - b. The instructor of the CEU class holds the credentials/experience that would be required of an instructor teaching the SCH equivalent of the WECM course, as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
  - c. The course tasks, competencies, and learning outcomes for the CEU course are equivalent to those of the SCH version of the WECM course.
  - d. The course requirements for satisfactory completion of the CEU course are equivalent to those of the SCH version of the WECM course.
  - e. Students in the CEU course are evaluated/assessed comparably to students in the equivalent SCH version of the WECM course.
  - f. The student has received a satisfactory (passing) final grade for the CEU course.
2. Division chairs may consider additional criteria, such as results from formal certification or licensure exams taken as part of or at the conclusion of the CEU course. Appropriate documentation of any additional criteria considered by the division head must be included with the Continuing Education Hours (CEUs) to Semester Credit Hours Evaluation Form.
3. In documenting the equivalency of CEU coursework to SCH coursework, the division head may utilize any of the following to establish sufficient justification for recommending a SCH equivalency for a CEU course:
  - a. Written documentation provided by the student and/or instructor of a course syllabus, lesson plans, assignments, attendance records, test scores, and final grade.
  - a. Interview with student and/or instructor of record.
  - b. Written documentation of instructor credentials including official transcripts, resumes, and/or work experience for the instructor of record.
  - c. Written documentation from and/or interview with the provider institution of the CEU course.
4. Based on the documentation and evaluation of the CEU coursework, the division head may (1) recommend approval of equivalent SCH course credit to the appropriate director or dean or (2) close the request with no recommendation for approval. The division head will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.
5. When a director or dean receives a recommendation from a division head for equivalent SCH course credit for a CEU course, the director or dean may (1) recommend approval of equivalent SCH course credit to the Vice President of Instruction or designee or (2) close the request with no recommendation

for approval. The director or dean will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.

6. When the Vice President or designee receives a recommendation from a director or dean for equivalent SCH course credit for a CEU course, the Vice President or designee may (1) approve the equivalent SCH course credit or (2) close the request with no approval. The Vice President or designee will notify the student promptly when the request for SCH equivalent course credit is either approved or not approved.
7. When the Vice President or designee approves an equivalent SCH course, the approved form and related documentation are submitted the Registrar's Office for processing. The Vice President or designee has final authority for awarding equivalent SCH credit of CEU coursework.
8. Additional fees as approved by the Board of Regents may apply for evaluation of CEU coursework for SCH course credit.
9. Students who are not awarded SCH equivalent credit for CEU coursework are eligible to earn credit through departmental exams.

### **Responsibilities**

- A. Students
  1. Request and /or submit all official documents to begin evaluation of credit award.
  2. Pay any additional fees required, if applicable, as approved by the Board of Regents for the SCH Credit Award.
- B. Division Chair
  1. Evaluate and document submitted materials to ensure equivalency of CEU coursework to SCH coursework.
  2. Recommend approval of equivalent SCH course credit to the appropriate director or dean or close the request with no recommendation for approval
  3. Notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.
- C. Vice President of Instruction (or Designee): Review all documentation and submit forms and documentation to the Registrar's Office approving or declining credit award.
- D. Registrar's Office: Review all documentation and enter all approved credit on the student's transcript.

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## TRANSFERS, WITHDRAWALS, AND REFUNDS

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### TRANSFER POLICY

Ranger College accepts students by transfer from any regionally accredited junior/community college, college, or university as long as the applicant is eligible for readmission to the institution in which he/she was last enrolled. Full credit is given for courses listed in the “Community College General Academic Course Guide Manual” or for equivalent courses from regionally-accredited public or private junior or senior colleges. Credit for courses in which a passing grade (D or better) has been earned may be transferred to Ranger College from a post-secondary institution that is accredited by one of the regional accrediting bodies.

To be admitted by transfer to Ranger College the student must follow this procedure:

1. File an application for admission.
2. Have official transcripts sent from all institutions of higher education previously attended to the Registrar’s Office by the granting institution.

The Registrar at Ranger College will evaluate each transcript with assistance from the Vice President of Instruction, Counselor, or faculty members as needed. Acceptance of transfer courses does not imply full applicability toward graduation requirements, including grade point average and residency.

Certain exceptions to the requirement that the institution from which credits are transferred be accredited are allowed, and will be considered by Ranger College on an individual basis. Additional information about this is available in the offices of the Registrar or the Vice President of Instruction.

### WITHDRAWAL FROM THE COLLEGE

A student may apply to the Registrar to withdraw from the College. The application to withdraw may be honored if the student’s records with the College are clear. The following steps must be completed:

1. Obtain official withdrawal form from the Office of the Registrar.
2. Obtain the signatures of each person listed on the form.
3. Return the official withdrawal form to the Office of the Registrar.
4. A student must submit a request in writing to completely withdraw from Ranger College. This request must be sent to the Registrar’s Office.

A student who stops attending class and who fails to officially withdraw is subject to a grade of “F” in each course. All steps requesting a withdrawal must be completed before the last class day prior to the beginning of final examinations.

### REQUESTING A TRANSCRIPT

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential, and may be released only with the student’s **written authorization and signature**.

In order to request a transcript, a student must submit an online transcript request and pay the required fee through their Campus Connect.

Students who attended Ranger College before the Fall of 1988 must:

- Print out a Transcript Request Form from the Ranger College website.
- Fill out the form with the requested information.
- Fax or mail it to the fax number or mailing address provided on the form.
- Make payment to the Ranger College Bursar's Office.

Requests will be honored as quickly as possible. During peak periods (i.e., registration, commencement) there will be a delay. Transcripts should be requested a minimum of one week in advance of these events. The transcript fee is \$5.00 per transcript. The fee includes delivery by standard U.S. or International mail. Expedited or tracked delivery services may incur an additional cost. New graduates will receive two free transcripts sent by standard mail (within 30 days of graduation).

### REFUND POLICY

1. The guidelines listed below are followed when a request for a refund is received.
  - A. The first class day refers to the day on which the semester is designated to begin according to the Ranger College catalog.
  - B. Class days are the number of calendar days the institution normally meets for classes, not the days a particular course meets.
  - C. Students who register late will have the time already lapsed in the semester counted against them.
  - D. A withdrawal or drop is not considered to be official until the proper notification is received in the Office of the Registrar.
  
2. Students who officially drop a course or courses or officially withdraw from Ranger College (or who are officially dismissed from Ranger College) and are enrolled in semester-length courses shall receive refunds of mandatory tuition and fees in excess of the minimum tuition as follows:
  - A. *Fall and Spring Semesters*

Prior to the first class day	100%
During the first fifteen class days	70%
During class days sixteen through twenty	25%
After the twentieth class day	NONE
  - B. *Summer Semesters*

Prior to the first class day	100%
During the first five class days	70%
During the sixth and seventh class days	25%
After the seventh class day	NONE
  
3. Students who officially drop a course or courses or officially withdraw from Ranger College (or who are officially dismissed from Ranger College) and are enrolled in flex entry and/or non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester) shall receive refunds of mandatory tuition and fees in excess of the minimum tuition as follows:

<b>Prior to first class day</b>	100%
<b>After classes begin</b>	Refer to table below

<b>Length of Class Term</b>	<b>Last Day for</b>	<b>Last Day for</b>
<b>In Weeks</b>	<b>70% Refund</b>	<b>25% Refund</b>
2 or Less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or Longer	15	20

4. Tuition and fees paid directly to the institution by a sponsor, donor, grant or scholarship shall be refunded to the source rather than directly to the student who has withdrawn if the funds were made available through the institution. Certain fees are not refundable.
5. Immediate refunds are not issued at time of withdrawal but will be mailed to the address left by the student with the Business Office. Refunds will not be made until after the last day for refunds. All claims for loss or damage, loans, returned checks or other debts will be considered before refunds are processed.
6. If a student withdraws because the student is called into active military service, the institution, at the student's option, shall:
  - a. refund the tuition and fees paid by the student for the semester in which the student withdraws;
  - b. grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
  - c. as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.
7. Examples of refund calculations are available upon request.

### **RETURN OF TITLE IV FUNDS POLICY**

In Accordance with the Higher Education Amendments of 1998, institutions are now required to calculate a "Return of Title IV Funds" for all students who:

- Receive Title IV financial aid, AND
- Withdraw before completing at least 61% of the enrollment period.

The Return of Title IV funds policy is simply a calculation determining what portion of financial aid must be returned to the Title IV HEA program(s). The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar

days are used, but breaks of at least five consecutive days are excluded from both the numerator and denominator. The College will calculate the State Refund Policy to determine if the student will owe the institution any funds once the “Return of Title IV Funds” calculation has been completed. Returns must be distributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Other Student Financial Aid Programs
7. Other Federal, State, Private or Institutional sources of aid
8. The student

The college will use the official withdrawal date as it appears on the clearance sheet from the Registrar’s Office. If the student does not officially withdraw, the college will contact instructors to determine the student’s last attendance in class or at a school sponsored function to determine last date of attendance.

The college must return unearned funds for which it is responsible to Title IV programs as soon as possible, but no later than 45 days from the determination of a student’s withdrawal.

If a student did not receive all the aid that was earned prior to withdrawal, the student may be eligible to receive a post-withdrawal disbursement. The college must notify the student of post-withdrawal disbursement eligibility no later than 30 days after the college determines that the student withdrew. The student will have 14 business days to contact the college regarding the disbursement or the college will return the funds to the appropriate Title IV programs.

Early withdrawal from Ranger College may result in a student owing money to the college or the federal government or both. If a student completes over 60% of the program length, the student is considered to have completed 100% for Return to Title IV purposes.

### **CONTINUING EDUCATION REFUND POLICY**

A community/junior college or technical college must follow the applicable refund policy outlined in subsection (a) (1) and (2) of this section for courses associated with any program which is approved for Title IV federal funding. The refund policy for Continuing Education is: 100% refund prior to the first day of class if Ranger College cancels the class. If the student officially drops during the first class day, there will be an 80% refund of tuition. There is no refund after the first class day. Refunds will be mailed to the student’s permanent address two to four weeks after the class is officially dropped. The institution may determine a refund policy for another program. Therefore, regarding online continuing education classes provided by a proprietor vendor, the refund policy will be the following: Once the program curriculum is accessed online or through submission of a material shipment confirmation, refunds cannot be issued.

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## ACADEMICS

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### ABSENCE POLICY

- Regular and punctual attendance in all classes and labs is considered essential for optimum academic success. If the student has the equivalence of three weeks of unofficial absences in a course in which he/she is currently enrolled, the instructor may drop the student from the course with a grade of “F”. It is the responsibility of the instructor to keep an accurate and comprehensive record of attendance.
- Unofficial absences are counted from the first day of class as listed in the College Calendar, regardless of the date of the student’s registration.
- The only official absence is an authorized College activity. All work and/or assignments missed because of an official absence must be completed within one week or the official absence may count as unofficial. An official absence during the one-week period does not extend the deadline for the completion of assignments. A student in the developmental education program must remain enrolled in it continually until it has been determined that the student is complete in all TSI areas.

Attendance policies for nursing and cosmetology programs are detailed in their respective program handbooks.

#### Student Absences on Religious Holy Days

A religious holy day is a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code 11.20. In accordance with the Texas Education Code 51.911, Ranger College will excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day and travel for that purpose. A student whose absence is excused may not be penalized for that absence and will be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Policies and procedures for absences due to religious holy days will be consistent with the College’s policies and procedures related to other excused absences.

If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined above, or if there is a similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of the College or his or her designee. The student and the instructor shall abide by the decision of the President or his or her designee.

### SYSTEM OF GRADING

The letters A, B, C, D, F, I, W, Q, L and P are used in the grading system of the College. These letters have the following significance:

A	Indicates excellent work (4.00)
B	Indicates good work (3.00)
C	Indicates satisfactory work (2.00)
D	Indicates passing work (1.00)
F	Indicates failure. This grade is also given if a student ceases to attend any class without going through the official drop procedure. (0.00)



- I\* Indicates that the student has finished satisfactorily the work of the semester except for an examination or some similar requirement. A grade of I will become F if the required work is not completed by the end of the following long semester.
- W\* Indicates that the student has requested to be officially withdrawn from a course on or before the drop date listed in the College Calendar. The process must be completed by the student in the Registrar's Office on or before this date.
- Q\* Indicates that the student has totally withdrawn from College. The last day to receive a grade of Q' is the last class day prior to the beginning of final exams as listed in the College Calendar.
- L\* Indicates Leave of Absence. A student may request a Leave of Absence (LOA) from the college under certain circumstances. Students requesting an LOA must make the request by completing the Ranger College Leave of Absence Request Form, available in the Office of the Senior Vice President of Instruction. The Ranger College Leave of Absence Policy is available by contacting the Office of the Senior Vice President of Instruction.
- P Indicates Credit-By-Examination. Hours earned by examination will not be included in computing grade point averages, scholastic honors, or residence requirements for graduation.

The grading systems for the vocational nursing and cosmetology programs are detailed in their respective handbooks.

\* NOTE: Grades marked with an asterisk are not included when computing a student's grade point average.

### MONITORING GRADES

Students are able to monitor their academic progress through the Blackboard grade center, and may also login through Campus Connect to check on their Early Alert System reports, which summarize grade or absence information. Final grades will be available at the end of the semester in Campus Connect.

### REPEATING A COURSE

A course may be repeated at Ranger College or another institution if a student desires to attempt to improve a grade received in a course. *However, the last grade received will be recognized as the permanent grade.* When a course is repeated, the first course enrollment will not be included in calculating grade point averages or in calculating total hours for graduation at Ranger College. A course that is repeated does not remove the earlier course from the permanent record.

### ACADEMIC PROBATION AND SUSPENSION

All students must maintain a satisfactory level of academic achievement in order to remain in good standing at Ranger College. This level of academic achievement is determined on the basis of each student's cumulative grade point average, calculated on the basis of all academic work attempted at Ranger College and/or presented for transfer. Developmental coursework is included.

**Probation:** Any student failing to maintain the minimum academic requirements listed below will be placed on academic probation.

- On 15 semester hours or less attempted, a student must have a cumulative grade point average of not less than 1.50.
- On 16 to 30 semester hours attempted, a student must have a cumulative grade point average of not less than 1.75.

- On 31 semester hours or more attempted, a student must have a cumulative grade point average of not less than 2.00.

**A 2.00 cumulative grade point average is required on all courses presented for graduation.**

**Probation Continued:** Any student who is placed on probation may remain in school on a status of “probation continued” if they make a 2.0 grade point average in the previous term even if the cumulative is not at the academic requirements below.

- On 15 semester hours or less attempted, a student must have a cumulative grade point average of not less than 1.50.
- On 16 to 30 semester hours attempted, a student must have a cumulative grade point average of not less than 1.75.
- On 31 semester hours or more attempted, a student must have a cumulative grade point average of not less than 2.00.

**A student on probation will remain on probation until that student’s grade point average for the previous semester has raised his or her cumulative grade point average to a 2.00 or above.**

**Suspension:** Students who are on academic probation and do not meet the requirements for “probation continued” status will be placed on academic suspension.

A student placed on academic suspension by Ranger College or any other institution will not be permitted to enroll or re-enroll until one long semester (Fall or Spring) has transpired.

**Students returning from academic suspension will be admitted on academic probation.** Athletic eligibility and financial aid requirements are different in some cases from academic progress requirements. Athletic eligibility questions should be referred to the head coach or Athletic Director. Financial aid eligibility questions should be referred to the Financial Aid Director.

Vocational nursing students should consult the **Vocational Nursing Handbook** for scholastic requirements of the vocational nursing program.

Veterans should consult the Registrar for scholastic requirements of the Veterans Administration. Veterans not making satisfactory progress will be reported to the Veterans Administration at the end of the semester. Veterans who drop a course or withdraw from school will be reported immediately to the Veterans Administration.

### **ACADEMIC GRIEVANCE**

All academic grievances must be filed before the end of the following long semester after the assignment of a disputed grade or grades. This includes the denial of credit from another institution of higher education. The Academic Grievance Procedure is outlined in detail in the Student Handbook.

### **SERVICEMEMBERS OPPORTUNITY COLLEGES CONSORTIUM (SOC)**

The Ranger College District is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System. Established in 1972, SOC is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family

members, civilian employees of the Department of Defense (DOD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at <http://www.soc.aascu.org>.

### SOC Degree Network System

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate and bachelor's degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station. SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCAST). Refer to the SOC Degree Network System -2 and -4 Handbooks to view associate and bachelor's degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC website, <http://www.soc.aascu.org>, on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages.

## **THE HONORS PROGRAM**

Ranger College offers intellectually capable academic achievers the opportunity to participate in the college Honors Program. Students must have the approval of the Vice President of Instruction and the college President to enroll in the Honors Program.

Students are expected to take four (4) honors courses during their time at Ranger College (one honors course per semester). These honors courses must include the following:

- Humanities 1301: Leadership through the Humanities

The remainder must be chosen from the following:

- HIST 2323: World Civilization I
- HIST 2324: World Civilization II
- ENGL 2307: Creative Writing
- ENGL 2323: British Literature II
- ENGL 2341: Forms of Literature: Film Studies

Active participation in Phi Theta Kappa and other college service activities is required. Upon graduation, students who successfully complete the Honors Program will have such accomplishment duly noted on their official transcripts.

## **ACADEMIC HONORS**

As early as possible after the end of each long semester, the Registrar will compile the President's and Dean's List. The criteria for these honors include a student who was full-time during the previous long semester in residence with the following grade point average:

- President's List: 4.0
- Dean's List: 3.0 to 3.99

The system of grade points used to indicate the quality of work of the student follows:

- Grade A - 4 grade points for each semester hour
- Grade B - 3 grade points for each semester hour
- Grade C - 2 grade points for each semester hour
- Grade D - 1 grade point for each semester hour
- No grade points are allowed for grade F, I, W, Q, L and CR.

No grade points are allowed for developmental courses for graduation or honors.

### **GRADUATION WITH HONORS**

Those members of a graduating class receiving an Associate Degree who have an average of at least 3.8 grade points per semester hour on all work taken at Ranger College are graduated with High Honors, and those students who complete their work with an average of at least 3.5 grade points but less than an average of 3.8 grade points per semester hour are graduated with Honors. To be considered for graduation with honors, a student must have completed at least thirty semester hours in residence at Ranger College. Only grades earned at Ranger College will be considered.

### **MANDATORY TESTING: TEXAS SUCCESS INITIATIVE (TSI)**

- The Texas Higher Education Coordinating Board implemented the Texas Success Initiative in the fall of 2003. This program requires institutions to assess the academic skills of entering undergraduate students prior to enrollment. This requirement applies to all full-time and part-time students enrolled in a degree program or a certificate program containing 42 or more hours.\*
- The TSI Assessment is accepted at Ranger College for placement purposes for those students not already exempt. Previously accepted tests such as ASSET, COMPASS, ACCUPLACER, and the TSI (formerly the TASP Test) are no longer accepted for new college students after August 2013. Any student who has not taken the TSI assessment instrument will not be permitted to enroll in courses other than non-credit, developmental, or pre-collegiate courses until he or she has taken this assessment.
- Under the Texas Success Initiative, a student who fails to meet the minimum passing standard will be required to participate in a developmental program. Each student will have an individualized plan which will include the appropriate developmental education necessary to ensure readiness of the student to perform freshman-level academic coursework.
- A student in the developmental education program must remain enrolled in it continually until it has been determined that the student is complete in all TSI areas.
- Grade points and semester hour credits attained in developmental courses are counted toward financial aid eligibility and athletic eligibility, but are not counted toward graduation.

Performance on the TSI/alternative tests will not be used as a condition for admission.

\* NOTE: The cosmetology, vocational nursing, welding, machining, and EMT certificate programs are exempt from TSI requirements. See a Ranger College counselor or advisor for information on TSI exemptions.

### **DEVELOPMENTAL STUDIES PROGRAM**

The developmental studies program at Ranger College is designed to help students who need to improve their basic skills in reading, writing, and mathematics. The program has two major goals: (1) to help the student

prepare to meet the requirements of the Texas Success Initiative, and (2) to help the student gain the skills necessary to be successful in academic classes at the college level.

Students who are identified as possessing skills below college level in reading, mathematics, and/or writing will be required to take developmental courses in the particular subject area. Students are placed in developmental coursework based on holistic placement procedures using both quantitative and qualitative data, including, but not limited to: TSI scores, high school GPA, prior coursework, motivation, and TSI diagnostic profiles. Developmental courses are non-transferable college credit and may not be counted or used as hours towards graduation. These courses are open to all students.

In accordance with requirements established by the Texas Higher Education Coordinating Board, Ranger College's developmental studies program employs a corequisite model in which students who are placed in a developmental course are simultaneously enrolled in their first college-level course in the same subject. Academic advisors guide students through the enrollment process to ensure the correct selection and alignment of developmental and corequisite college-level courses, as well as the correct route of advancement through the program.

Developmental courses at Ranger College include:

- ENGL 0300: Beginning Reading and Writing I
- ENGL 0302: Beginning Reading and Writing II
- MATH 0342: Resource Mathematics I
- MATH 0314: Resource Mathematics II

### **GRADUATION UNDER A PARTICULAR CATALOG**

Candidates for any degree or certificate must meet the graduation requirements as set forth in the catalog for the year of first enrollment, provided that more than five years have not elapsed since that enrollment, or they may choose to graduate under the current catalog. If more than five years have elapsed since initial enrollment, candidates must graduate under the current catalog.

### **CORE CURRICULUM FOR ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES**

The degree requirements for the Associate of Arts (A.A.) in general studies, the Associate of Arts in Teaching (A.A.T.), and the Associate of Science (A.S.) in general studies include a 42-hour core of general education courses emphasizing the need for basic intellectual competencies—reading, writing, speaking, critical thinking—as well as broad intellectual perspectives including historical and political consciousness; multicultural awareness; numerical comprehension and analysis; and concern for ethics, aesthetics, and personal and social values. These courses are designed not only to help students understand and appreciate their heritage, but to prepare them for responsible citizenship in a rapidly changing world. Competency in each of the core components is established by successful completion of the appropriate courses. The general education courses in the core curriculum for the A.A., A.A.T., and A.S. Degrees are as follows.

<b>Ranger College Core Curriculum</b>		
<b>CORE COMPONENT</b>	<b>COURSE SELECTION</b>	<b>CREDIT HOURS</b>
Communication	ENGL 1301 and 1302	6
Mathematics	Choose one of the following: MATH 1314, 1316, 1332, 1342, 2312, 2313	3
Life and Physical Science	Select two of the following: BIOL 1406, 1407, 2401, 2402, 2421 CHEM 1411, 1412 GEOL 1403, 1404 PHYS 1401, 1402	8
Language, Philosophy and Culture	Choose one of the following: ENGL 2322, 2323, 2326, 2327, 2328, 2332, 2333	3
Creative Arts	Choose one of the following: ARTS 1301 DRAM 1310 MUSI 1306, 1310	3
American History	Take both of the following: HIST 1301, 1302	6
Government/Political Science	Take both of the following: GOVT 2305 and 2306	6
Social and Behavioral Sciences	Choose one of the following: PSYC 2301, 2314 SOC1 1301 ECON 2301 HIST 2321 HIST 2322	3
Component Area Option	Take both of the following: EDUC 1100 or PSYC 1100 SPCH 1315	4
		<b>TOTAL 42</b>

## REQUIREMENTS FOR GRADUATION

### Associate of Arts in General Studies

The Associate of Arts Degree will be awarded to students who meet the following requirements:

1. Successful completion of sixty semester hours of college-level work.
2. Successful completion of the core curriculum as listed above, which includes the following courses:
  - Six semester hours of Communication.
  - Three semester hours of Math.
  - Eight semester hours of Life and Physical Science.
  - Three semester hours of Language, Philosophy and Culture.
  - Three semester hours of Creative Arts.
  - Six semester hours of American History.
  - Six semester hours of Government/Political Science.
  - Three semester hours of Social and Behavioral Sciences
  - Four semester hours of the Component Area. Either EDUC 1100 or PSYC 1100, plus SPCH 1315.

In addition to the core:

- Three additional semester hours to be chosen from the following: ENGL 2311, 2322, 2323, 2326, 2327, 2328, 2332, 2333, 2341
  - Fifteen hours of electives.
3. A minimum cumulative grade point average of 2.00 on all college-level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.
  4. Successful completion of twenty-five percent (25%) of the required hours from Ranger College to graduate with the Associate of Arts degree.
  5. Not in excess of fifteen semester hours by correspondence and twelve semester hours by Credit-By-Examination.
  6. Successful completion of all Texas Success Initiative requirements. (Developmental courses may not be counted or used as hours towards graduation.)
  7. Satisfactory settlement of all business accounts.
  8. All disciplinary matters must be resolved with the Office of the Vice President for Student Services.

### Associate of Arts in Teaching Degree

The Associate of Arts Degree will be awarded to students who meet the following requirements:

1. Successful completion of sixty semester hours of college-level work.
2. Successful completion of the core curriculum as listed above, which includes the following courses:
  - Six semester hours of Communication.
  - Three semester hours of Math.
  - Eight semester hours of Life and Physical Science.
  - Three semester hours of Language, Philosophy and Culture.
  - Three semester hours of Creative Arts.
  - Six semester hours of American History.

- Six semester hours of Government/Political Science.
- Three semester hours of Social and Behavioral Sciences
- Four semester hours of the Component Area. Either EDUC 1100 or PSYC 1100, plus SPCH 1315.

In addition to the core:

- Three additional semester hours to be chosen from the following: ENGL 2311, 2322, 2323, 2326, 2327, 2328, 2332, 2333, 2341
  - Three additional hours of mathematics
  - Three additional hours of science chosen from the following: BIOL 1322, 2301, 2302
  - EDUC 1301 and 2301
  - One elective class consisting of three semester hours.
3. A minimum cumulative grade point average of 2.00 on all college-level courses completed at Ranger College and a minimum cumulative grade point average of 2.00 in all courses presented for graduation.
  4. Successful completion of twenty-five percent (25%) of the required hours from Ranger College to graduate with the Associate of Arts degree.
  5. Not in excess of fifteen semester hours by correspondence and twelve semester hours by Credit-By-Examination.
  6. Successful completion of all Texas Success Initiative requirements. (Developmental courses may not be counted or used as hours towards graduation.)
  7. Satisfactory settlement of all business accounts.
  8. All disciplinary matters must be resolved with the Office of the Vice President for Student Services.

### **Associate of Science in General Studies**

The Associate of Science Degree will be awarded to students who meet the following requirements:

1. Successful completion of sixty semester hours of college-level work.
2. Successful completion of the core curriculum as listed above, which includes the following courses:
  - Six semester hours of Communication.
  - Three semester hours of Math.
  - Eight semester hours of Life and Physical Science.
  - Three semester hours of Language, Philosophy and Culture.
  - Three semester hours of Creative Arts.
  - Six semester hours of American History.
  - Six semester hours of Government/Political Science.
  - Three semester hours of Social and Behavioral Sciences
  - Four semester hours of the Component Area. Either EDUC 1100 or PSYC 1100, plus SPCH 1315.

In addition to the core:



- Three additional semester hours of mathematics OR four additional semester hours of life and physical science.
  - Fifteen hours of electives.
3. A minimum cumulative grade point average of 2.00 on all college-level courses completed at Ranger College and minimum cumulative grade point average of 2.00 in all courses presented for graduation.
  4. Successful completion of twenty-five percent (25%) of the required hours from Ranger College to graduate with the Associate of Science degree.
  5. Not in excess of fifteen semester hours by correspondence and twelve semester hours by Credit-By-Examination.
  6. Successful completion of all Texas Success requirements. (Developmental courses may not be counted or used as hours towards graduation.)
  7. Satisfactory settlement of all business accounts.
  8. All disciplinary matters must be resolved with the Office of the Vice President for Student Services.

### **Additional Associate Degrees**

In order to receive multiple degrees from Ranger College, a student must complete the specific requirements for the additional degree. A minimum of 15 credit hours of work in addition to those applied to previous degrees is required. These hours must be completed at Ranger College.

### **Certificate of Completion**

1. Successful completion of an approved program of study.
2. A minimum cumulative grade point average of 2.00 for courses which apply to the certificate and have been completed at Ranger College. The licensed vocational nursing program requires an 80% passage rate on all course work.
3. Successfully complete at least one half of the credit hours required for the certificate at Ranger College.
4. Satisfactory settlement of all business accounts.
5. All disciplinary matters must be resolved with the Office of the Vice President for Student Services.

## **GRADUATE GUARANTEE PROGRAM FOR AAS OR CERTIFICATE OF COMPLETION**

### **Guarantee for Job Competency**

If a recipient of an Associate of Applied Science or certificate of completion is judged by his or her employer to be lacking in technical job skills identified as exit competencies for his or her specific degree program, the graduate will be provided tuition-free credit hours of additional skill training by Ranger College under the conditions of the guarantee policy. This guarantee includes the number of tuition-free credit hours as defined here:

**Degree or Certificate Tuition-free Credit Hours:** Certificate of completion (15-29 hours) up to 3 credit hours, certificate of completion (30-42 hours) up to 6 credit hours, Associate of Applied Science Degree up to 9 credit hours.

Special conditions that apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree or certificate of completion beginning September 1993, or thereafter in a technical, vocational or occupational program identified in the college's General Catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or certificate of completion with Ranger College as stated in the requirements for graduation in the college's General Catalog. The degree or certificate must have been completed within three years.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Senior 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 Ranger College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, department head, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to credit hours related to the identified skills deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time agreed upon for the educational plan.
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 graduate will pass any licensing or qualifying examination for a particular career.
11. A student's sole remedy against Ranger College and its employees for skill deficiencies will be limited to 3, 6, or 9 credit hours of tuition-free education under the conditions described above.
12. Activation of the "Graduate Guarantee Program" may be initiated by contacting the Senior Vice President of Instruction within 90 days of the graduate's initial employment.

### **INTENT TO GRADUATE**

Students intending to graduate must submit an Application for Degree form, located at [www.rangercollege.edu](http://www.rangercollege.edu) on the Student Information page. The application must be submitted by the eighth week of the semester upon which the student intends to graduate. The fee to graduate is built into the tuition and fees charged to students, so there is no charge to walk at the ceremony.

Students walking at the graduation ceremony will receive a cap, gown, tassel, and cords (if applicable). Students will also receive a diploma and diploma cover. Each additional diploma costs \$10.

### **ATTENDANCE AT COMMENCEMENT**

Candidates for a certificate or degree are expected to attend commencement exercises. In unusual circumstances, a candidate may be excused by the Registrar. Students who receive any form of financial aid or scholarship assistance from Ranger College are expected to participate in commencement exercises. Students who participate in commencement exercises will be exempt (unless they otherwise wish to improve their grade) from the traditional final examinations during the appropriate semester of graduation.

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## **CODE OF STUDENT CONDUCT AND DISCIPLINE**

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Admission to the College confers special benefits not available to all citizens, but acceptance of the benefits imposes additional responsibilities. When a student enters Ranger College, it is assumed that he/she has a serious purpose and a sincere interest in his or her development.

It is the intent of the College to grant the student as much freedom as is compatible with the ordinary rules of society governing the proper conduct of ladies and gentlemen.

Definite disciplinary regulations are, therefore, kept to a minimum. Enrollment at Ranger College signifies that a student recognizes the authority of the College, and he/she agrees to abide by the policies and regulations of the College or its representatives.

### **RESPONSIBILITY FOR KNOWLEDGE OF POLICIES, RULES, AND REGULATIONS**

The Code of Student Conduct is subject to change by action of the Board of Regents. Each student should be familiar with all published policies, rules and regulations of the college. Copies of such documents will be available to the student for inspection in the Campus Support Services offices and on the Ranger College webpage ([www.rangercollege.edu](http://www.rangercollege.edu)). The student is responsible for obtaining published materials to update the items in this code. Each student is expected to comply with the college's established policies, rules and regulations as well as federal, state, and local laws. This principle extends to conduct off campus which is likely to have adverse effect on the college, or on the educational process, or which characterizes the offender as an unfit associate for other students.

### **STUDENT MISCONDUCT**

Each student is expected to act in a manner consistent with a college student attending an educational institution. Any individual or student organization guilty of misconduct while enrolled at Ranger College is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Actions and behavior constituting misconduct or prohibited behavior are detailed in the Student Handbook in the section on student misconduct.

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## STUDENT SERVICES

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### LIVING AND DINING ACCOMMODATIONS

An important aspect of the total educational experience while attending college is the students' living situation. Daily experiences in the residence hall have a profound influence on the individual's growth and development which cannot be obtained in the classroom. All single undergraduate students who do not live with their parents and carry 12 or more semester hours on the Ranger campus are required to reside in a college residence hall. Any deviation from this policy must have written approval from the Vice President of Student Services prior to the time of registration. A student whose academic course load falls below 12 semester hours may be asked to move from a residence hall.

The College maintains four residence halls for men: Ranger Hall, which will accommodate 96; Nicksick Hall, which will accommodate 48; Meyerson Hall, which will accommodate 68 and Regents Hall, which will accommodate 32.

The College maintains two residence halls for women: Wagley Hall, which will accommodate 96; and Kuykendall Hall, which will accommodate 48.

A Housing Administration Fee of \$50.00 is required of each dormitory resident, which will cover both the Fall and Spring semesters, and is due and payable prior to his or her occupancy in a dormitory room. Application, accompanied by the \$50.00 application fee, is submitted to the office of the Campus Support Services. Room assignments are made by the Vice President of Student Services. The \$50.00 fee is non-refundable.

In the cafeteria, capable personnel prepare and serve well-balanced, nutritional meals at a minimal cost. **All resident students are required to purchase the college meal plan.** A student requiring a special diet may make a formal request to the cafeteria manager for special diet considerations.

The cafeteria and all residence halls will be closed during Thanksgiving and Christmas Holidays, Spring Break, and between semesters. As necessary repairs and cleaning will be done during these periods, the residence halls must be vacated.

### STUDENT HEALTH SERVICES AND INSURANCE

Good health is conducive to learning. For this reason, Ranger College has elected to make available to students, at their option and expense, a sickness and accident insurance policy. This policy is made available through an independent insurance company and is not provided by Ranger College. Student may inquire about this service in the Office of Student Services for a brochure.

Ranger College encourages each student to undergo a medical examination prior to initial enrollment. The College does not provide medicine, hospitalization, or surgical services, nor does it assume responsibility for injuries incurred by students when taking part in any college activity or any other activity related to the college, including, but not limited to, athletic programs, intramural sports programs, physical activity courses or programs, student activities, dormitory life, or general classes and programs. Student athletes are required to undergo a physical exam. Any medical doctor, dentist, clinic, or hospital is available to students for diagnosis and treatment. Such off-campus medical and dental services are to be used at the expense of the student.

### **STUDENT LEAVE OF ABSENCE**

A student may request a Leave of Absence (LOA) from the college under certain circumstances. Students requesting a LOA must make the request by completing the Ranger College Leave of Absence Request Form, available in the Office of the Sr. Vice President for Instruction. The Ranger College Leave of Absence Policy is available by contacting the Office of the Sr. Vice President for Instruction.

### **COUNSELING AND ADVISING**

Counseling services are maintained for the benefit of all students. These services include such areas as educational, vocational, and personal-social counseling. The Counseling Service office is staffed by professional counselors who offer assistance to those who are undecided on a field of study or career, who wish to improve study habits, or who need help in any problem area. Counseling services are available on a voluntary basis, and students need not be referred by anyone in order to receive counseling. Interviews are confidential, and no information is released to anyone without the student's permission. The Counseling Services office is located in Golemon Library Building.

Ranger College also provides academic advising to assist students with course selection, transferability of courses, career choices, and other pertinent concerns. Students meet with an advisor prior to the beginning of each semester to assist them in reaching their educational goals. Advising Centers are located on the Ranger campus and at the Erath and Brown County Centers.

### **STUDENTS WITH DISABILITIES**

Ranger College responds dynamically to the multi-cultural student body and community it serves and takes pride in advocating equal educational opportunities for all students by providing information and assistance to people with disabilities who wish to pursue their higher education at Ranger College. A student (or employee) with a disability has a right to an equal opportunity to participate in and benefit from programs offered at Ranger College. The rights and responsibilities of students with disabilities are specified in the Ranger College ADA Plan (Americans with Disabilities Act). To obtain information concerning disability services, please contact the ADA coordinator in the Counseling Services office.

### **JOB PLACEMENT SERVICES**

Ranger College provides placement services to assist students in obtaining part-time and full-time employment. Students should contact the Counselor's office located in the Golemon Library to fill out a Job Placement Request form so that a file can be set up containing information such as job interests, skills, and additional contact information. Assistance and information are available for writing resumes, preparing for interviews, and completing employment applications.

### **TRIO STUDENT SUPPORT SERVICES**

Ranger College participates in the grant-funded TRIO Student Support Services program, which is available to students on the main campus. This is a federal program that helps students stay in college. Its basic strategy is to enhance students' academic skills through a combination of academic advising and tutoring, accompanied by training and assistance in such things as applying for financial aid, transferring to a four-year institution, researching possible career directions, and improving study skills, time management, and financial literacy. The program strives to make the transition to college as smooth as possible for participating students. To be eligible for TRIO SSS, a student must be enrolled full-time, show a need for academic

support, and be classified as either low-income, first-generation college student, or disabled. Students interested in this program can find out more by visiting the Student Support Services office in the Business Building on the main campus or accessing its webpage at <https://www.rangercollege.edu/student-support-services>.

## LIBRARY SERVICES

- The Golemon Library and Learning Resources Center provides educational support to the students, faculty, and staff of Ranger College and to the surrounding community. The library is located on the Ranger Campus and is a center of college activity.
- There are also library/media resource centers located at the Brown and Erath County Centers.
- Ranger College is a TexShare partner. “TexShare is a consortium of Texas libraries joining together to share print and electronic materials, purchase online resources, and combine staff expertise. TexShare services are available to patrons of participating member libraries all across Texas, regardless of institution type, size, or location. The consortium is administered by the Texas State Library and Archives Commission” (<https://www.tsl.state.tx.us/texshare/index.html>).
- The library houses a book collection of over 24,000 volumes. An extensive reference section is available for in-house use. Subscriptions are maintained on approximately 90 periodicals and journals, with back issues open for perusal. An interlibrary loan agreement with OCLC First Search supplements the collection.
- In addition to print resources, patrons have the use of 28 computer stations. Library computers provide access to the Internet, word processing, and over 51 on-line databases. The library’s automated catalog is also available from these computers.
- Other services offered at the Golemon Library and Learning Resources Center include photocopying, laminating, and printing at no cost. Because independent study and research are encouraged at Ranger College, study areas are located throughout the library.
- The Golemon Library and Learning Resources Center supports the Ranger College programs at all locations. Materials owned by the Golemon Library are available for use by students, faculty, and staff at any location where the College offers courses. Students and faculty at distance locations have access to the collection through the library’s on-line catalog. Items may be requested by email, phone, text, and via the TexShare program. Additional resources are available from local municipal libraries where Ranger College has cooperative agreements in place.

## STUDENT FINANCIAL AID

### Application Procedures

There are 3 options to apply for financial aid at Ranger College. On all applications Ranger College must be identified as one of the schools that is eligible to receive the information. The Ranger College school code is 003603.

- **Option 1: FAFSA on the Web:** Ranger College recommends that any student who has access to the Internet complete the Free Application for Federal Student Aid via the web at [www.fafsa.gov](http://www.fafsa.gov). This process allows the student to enter new applications, corrections, or renewals applications. The process takes approximately 1 week.

- **Option 2: Mail FAFSA to the Federal Processor:** Students can mail the Free Application for Federal Student Aid to the federal processor per the directions in the packet. All students should receive a Student Aid Report (SAR) in approximately 4 to 6 weeks.
- **Option 3: Complete a PDF form on the web:** Students can access the Free Application for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and click the link for FAFSA filing options to complete a PDF FAFSA. The PDF FAFSA is available to print and fill out manually. It is also screen-fillable. This means data can be entered on the screen before printing. Students choosing this option will not be able to save the data to their computer. They will need to print the signature page and mail to the address it shows. The form takes about 10 days to process.

Once the Financial Aid Office receives the Student Aid Report from the student or the federal processor, the office will review the application and determine whether additional documents are required. These documents can include, but are not limited to, copies of IRS tax return transcripts and W-2's, as well as a verification worksheet required by the Department of Education. The student will be notified by mail of any further documentation requirements. Once the required documentation has been received in the Financial Aid Office, a notification of award eligibility will be sent to the student. The time frame from receipt of verification documents in the Financial Aid Office to award letter origination is approximately one week.

**Important Dates for Financial Aid**

Students should apply for financial aid as early as possible before the academic period for which they are requesting assistance. Student aid funds are limited, and the demand is usually greater than funds available. Financial Aid awards are made by the academic year (Fall and Spring). It is necessary that students reapply each academic year.

**Priority Dates and Deadline for Registration**

Students wishing to use their financial aid to pay for registration must have their files completed by the following dates. Priority is given to students who have submitted to the Financial Aid Office all requested and required documentation prior to these dates:

- July 20.....Fall/Spring semester
- December 14 .....Spring semester only
- April 15.....Summer semesters\*
- April 15.....Summer semesters\*

\* Note that Ranger College does not process aid for transient students.

**Programs Offered by the Financial Aid Office**

**Federal Pell Grants**

A Federal Pell Grant is awarded based on each student's financial need. Need is primarily based on Adjusted Gross Income (AGI) and family size, but other factors such as assets and the number of family members in college are also taken into account. The exact eligibility amount is calculated when the College receives and processes an Institutional Student Information Report (ISIR) from the U.S. Department of Education. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. The annual maximum and minimum awards are set by federal regulations. Pell Grant funds are based on the

number of hours enrolled when the funds are received. **All** other sources of aid will be given in addition to the Pell Grant.

### **Federal Supplemental Educational Opportunity Grants**

FSEOG is awarded to undergraduates with exceptional financial need, with priority given to Federal Pell Grants recipients with the lowest Expected Family Contributions (EFC). Students will be awarded FSEOG based on the availability of funds at the College on a first-come, first-served basis until funds are depleted. The College cannot guarantee that every eligible student will receive an FSEOG award. The annual maximum and minimum awards are set by federal regulations.

### **Federal Work Study Opportunities**

Ranger College participates in the Federal College Work-Study Program which is sponsored jointly by the federal government and Ranger College. Students must submit a FAFSA and have unmet financial need to be eligible for work-study. Student assistants are employed in faculty and administrative offices, laboratories, the library, student services and community service jobs. Because all wages are on an hourly basis, work schedules are arranged around class schedules. Funds are awarded on a first-come, first-served basis until funds are depleted. Students must request work-study by FAFSA or in person.

### **Subsidized Stafford Loans**

Awards are available to students enrolled at least  $\frac{1}{2}$  time with established financial need as determined by submission of a Free Application for Student Financial Aid (FAFSA). Award amounts are determined by federal regulations. Repayment and accrual of interest begins 6 months after ceasing to attend at least  $\frac{1}{2}$  time. The government pays the loan interest while the student is enrolled at least  $\frac{1}{2}$  time.

**Note:** Due to federal law, funds for first-time borrowers at Ranger College may not be disbursed until 31 days after the beginning of the semester.

### **Unsubsidized Stafford Loan**

Awards are available to students enrolled at least  $\frac{1}{2}$  time regardless of financial need. Maximum eligible amounts include awards for the same period through the Subsidized Stafford Loan program and are determined by federal regulations. Interest accrual begins at the time loan funds are received.

**Note:** Due to federal law, funds for first-time borrowers at Ranger College may not be disbursed until 31 days after the beginning of the semester.

### **Parent Plus Loan**

Funds are available to parents of dependent students that are enrolled at least  $\frac{1}{2}$  time regardless of financial need. Borrowers must be US citizens or permanent residents. Parents may borrow up to the cost of attendance minus other aid received by the student. Interest accrues upon receipt of loan funds. Repayment begins within 60 days of receipt of funds.

### **The Texas Public Education Grant**

This grant was established by the Texas State Legislature for Texas residents based on need. The annual maximum and minimum awards are set by state regulations and are awarded on a first-come, first-served basis until funds are depleted.



### **Texas Educational Opportunity Grant (TEOG)**

This grant was established by the Texas State Legislature to help needy students who complete high school with advanced curriculum and are pursuing an Associate Degree. These funds will be awarded on a first-come, first-served basis until all funds are depleted. This grant is only available to full-time students who are Texas residents. **HARDSHIP POLICY:** In the event of a hardship or other good cause, the Financial Aid Director may allow an otherwise eligible person who is awarded a Texas Grant or TEOG to receive the funds while enrolled for less than ½ time or if the student falls below student academic progress requirements. Requests will be reviewed on a case-by-case basis. The policy is available in writing in the Financial Aid Office for public review upon request.

### **Texas Exemptions and Waivers**

The state of Texas and Ranger College provide and fund several tuition exemptions and/or waivers. Interested students should contact the Office of Student Financial Aid or the Texas Higher Education Coordinating Board at 1-800-242-3062 or [www.collegeforalltexas.com](http://www.collegeforalltexas.com) for additional information. Exemptions and waivers include, but are not limited to, the following:

- AFDC or TANF
- Blind and Deaf Students
- Certified Education Aides
- Certified Fire Fighters
- Children of Disabled Fireman and Police Officers
- Dependents of Texas Veterans killed in action
- Early High School Graduates
- Hazelwood Act
- High School Valedictorians
- Senior Citizen (65 and over)
- Students in Foster Care or other residential care

### **Scholarships**

The Ranger College policy on awarding financial aid and scholarships is that students who receive grant money and Ranger College scholarships cannot exceed Ranger College's total direct costs equal to the on-campus costs for full-time. A full Ranger College scholarship is considered the difference between grant funds and total direct costs. NO grant funds or Ranger College scholarship funds will be given directly to a student that are over the on-campus total direct school costs. ("Total direct school costs" are charges which come directly from the school.)

A limited number of Ranger College scholarships are awarded through a variety of individual divisions to students who perform service in activities such as athletics, communicative arts, drama, band, drill team, and honors program. To compete for or maintain one of these Ranger College scholarships, a student must be in good academic standing and meet the required standards of Ranger College and the governing rules. Students are only eligible to receive on Ranger College Scholarship in any given semester. Other scholarships that are available are:

- A. Purple and White Award- This award is available to ANY dorm resident student who is not receiving any other institutional scholarship or award. If you are interested in applying for the Purple and White award, fill out the application in its entirety and send it to the attention of the Financial Aid Office at

Ranger College, 1100 College Circle, Ranger, TX 76470. The application will be reviewed and if granted, you will be notified. The deadline for applying for this award is September 1 of each school year, however to enhance your chance of receiving this award, you are advised to apply as soon as possible. The amount of this award is \$250 per semester.

- B. Presidential scholarship – This scholarship is offered by the President of Ranger College and covers tuition, fees and dorm fees. Students who receive the Presidential Scholarship must work 12 hours a week (two hours Monday through Thursday and four hours on Friday mornings) in a capacity assigned by the President. The Presidential scholarship is based on superior academic qualifications. If you are interested in receiving the Presidential Scholarship, please contact the President at 254.647.3234, ext. 7034.

Other scholarship information is available in the Financial Aid Office. Please contact Financial Aid at 254.647.3234, ext. 7008.

### Equity in Athletics Disclosure Act

Ranger College is in compliance with the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382. Information is available to the public in the Office of the President.

### Student Financial Aid Standards of Academic Progress

Federal regulations require that all recipients of student financial assistance make **satisfactory academic progress (SAP)** toward a degree or eligible certificate in order to be eligible to receive Title IV, HEA funds. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, Texas Educational Opportunity Grant, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, and Direct Parent PLUS Loan programs must meet THREE requirements to maintain their financial aid eligibility at Ranger College. Rules are applied uniformly to all students whether or not aid has been received previously.

- **First**, students are required to maintain a minimum cumulative grade point average.
- **Second**, students are required to complete (pass) a certain percentage of hours they attempt.
- **Third**, students must complete their degree within a timely manner. These three requirements are summarized in the following charts.

Failure to meet any or all of these minimum academic standards will result in the loss of financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress policy, when they may be placed on financial aid warning, probation, or suspension. Satisfactory academic progress is reviewed at the end of each academic semester (Fall, Spring, and Summer) once grades have been posted.

### Requirements for Maintaining Satisfactory Academic Progress:

To maintain SAP, a student must meet both Qualitative and Quantitative requirements.

**I. Grade point average (GPA) requirement.** Each student must meet a minimum cumulative grade point average to remain eligible for federal student aid. A grade point average of a 2.0 is equivalent to a C average. The minimum GPA required for SAP, based on a 4.0 scale, is as follows:

<b>Credits Attempted</b>	20 or less	21 or more
<b>Minimum GPA</b>	1.75	2.00

Regardless of the number of attempted hours, a student who has attended four semesters must have a 2.00 GPA.

## II. Satisfactory completion of semester hours requirement

Students must also successfully complete and pass sixty-seven percent (67%) of all courses they attempt, even during periods when they are not receiving financial aid. General rounding rules will apply in calculating the completion rate. For example, if a student who has attempted a total of 12 credit hours only earns 8 credit hours, for a completion rate of 66.6%, this will be rounded 67%. All attempted credits resulting in either an academic grade or administrative transcript notation will be included in this calculation, including final grades, incomplete courses, course withdrawals, course repetitions, noncredit remedial courses, and transfer credits. Grades of A, B, C, D, F, P, I, W, Q are all considered attempted hours. All transfer hours are included in this calculation. All F's, W's, Q's, and I's will affect your eligibility.

At the end of each semester, the Financial Aid Office will review all students attempted hours, completed hours, and cumulative GPA. This is what is used to determine SAP. Academic progress will be reviewed at the end of each semester to determine future eligibility. SAP will also be reviewed after the 12<sup>th</sup> day of class at the beginning of each year to determine if student is sufficiently working towards the completion of a degree in the 150% maximum allowable time frame.

Only classes a student is enrolled in after the twelfth day of class will be considered. Ranger College may disburse a Pell grant, loan, etc., to an eligible student only after determining that the student has met SAP for the payment period. Students not meeting these requirements after one academic year will lose future aid eligibility. If a student fails to meet SAP, they will receive a letter from the Financial Aid Office stating they have lost future eligibility.

<b>Credited Attempted</b>	1-6	7-8	9	12	15	30	45	60
<b>Minimum credits completed</b>	All	6	7	9	11	21	31	41

## III. Maximum Time Frame for Degree Completion

Students must complete their degree program within an allotted period to remain eligible for financial aid. Hour limits are cumulative; therefore, all hours from all institutions attended will be included, even if a student did not receive federal student aid. The Financial Aid Office recommends that students who have attempted 30 or more hours have a degree check completed by an Academic Advisor to ensure they are taking the courses necessary for their degree. For financial aid purposes, grades of A, B, C, D, F, P, W, Q, and I are all considered attempted hours and will be counted towards maximum time frame. Developmental classes will not be counted towards the 150% maximum allowable time frame, and will be considered in the review of SAP. Once students reach their maximum period for their specified degree, they are no longer eligible for federal student aid.

- **For transfer students:** The number of transfer hours accepted at the point of admission will be used to calculate the student's remaining eligibility under the 150 percent rule and will be included in the quantitative calculation.

- **Developmental classes:** Developmental classes do not count toward the one hundred fifty percent (150%) percent maximum time frame.
- **For second-degree students:** Second-degree students will be given 150 percent of stated credit hours required for the second-degree program.
- **Withdrawal:** A “W” grade which is recorded on the student’s transcript will be included as credits attempted and will have an adverse effect on the student’s ability to maintain satisfactory academic progress. Students who officially withdraw from Ranger College must make up the deficit hours and are encouraged to attend summer school to remove the deficient hours. The successful completion of a course is defined as receiving one of the following grades: A, B, C or D. Courses with grades of F, I, W, and Q will not qualify in meeting the minimum standard.
- **Incomplete (I) grade:** An incomplete grade indicates that a student has not finished all course-work required for a grade and is included in the cumulative credits attempted. An incomplete will count toward maximum attempted hours but not as hours passed until a final grade is posted in the Registrar’s Office.
- **Repeated courses:** A student who has received a failing grade in a course may repeat the course and receive financial aid. Students may only receive federal financial aid for one repetition (repeat) of a previously passed course. Students who have already passed a course with a grade of D or better may only repeat the class one additional time and receive financial aid for that course. All repeated courses are included in the total maximum attempted hours for SAP evaluation.
- **Change of Major:** A student may change from one major to another during attendance at Ranger College. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the coursework within the time frame or hour limitation stated unless an appeal is approved. All attempted hours from a prior major are included in the total maximum attempted hours.
- **Audited courses:** Courses audited are not eligible for financial aid and are not counted as attempted or earned hours.

### **Consequences of Failing to Maintain Satisfactory Academic Progress**

SAP is evaluated at the conclusion of each academic semester after grades have been posted. All attempted and transfer hours are counted during this evaluation. Students who fail to meet SAP may be placed on financial aid warning, suspension, or probation. (**Note that financial aid probation and suspension are not the same as academic probation and suspension.** For information on those academic statuses, see the section that describes them in the Academics chapter of this catalog.)

#### **Title IV, HEA Financial Aid Warning**

Title IV, HEA financial aid warning occurs the first time when a student fails to meet SAP within one semester. Students who fail to meet minimum requirements at the end of a semester will be placed on a financial aid warning the first time. Any student on financial aid warning may continue to receive assistance under the Title IV, HEA programs for one payment period only. At the end of that semester, if the student has met the minimum grade and attendance requirement, then the student is considered to be meeting SAP. Alternatively, suspension will occur if a student fails to meet any of the SAP requirements and cannot reestablish SAP within one semester.

### Title IV, HEA Financial Aid Suspension

If the student is not meeting SAP at the end of the financial aid warning period, there will be a loss of Title IV, HEA eligibility. Suspension also occurs if a student fails to meet the terms of his or her financial aid probation (see the section describing this below) and/or academic plan. Students cannot receive funds from the aid programs listed above while suspended. They lose all Title IV, HEA funding and will be required to meet specific criteria of an academic plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period (semester), although the student will not be eligible to receive Title IV, HEA funds, he/she may continue on a cash-pay basis with an approved payment plan. Arrangements for payment should be completed on or before the first day of the semester.

### Title IV, HEA Appeal Procedures

Students who fail to meet SAP may appeal the suspension of their student financial aid. Letters of appeal should be based on a mitigating circumstance that negatively impacted the student's ability to meet the minimum required standards. Examples of such circumstance may include, but are not limited to:

- death or prolonged illness of an immediate family member
- medical illness by the student that created undue hardship
- natural disasters beyond the control of the student or other personal or family matters/situations that may have negatively impacted the student's ability to meet the minimum required standards

Examples of circumstances that may not be used for consideration include, but are not limited to:

- Personal issues with family, friends, or roommates
- Financial issues with family, friends, or roommates

### **The steps in the appeal process are as follows:**

1. To be considered for an appeal review, the student must submit an appeal package to the Ranger College Financial Aid Office that includes the following:
  - SAP Appeal Form (available in the Financial Aid Office)
  - Typed statement of circumstance that accounts why satisfactory academic progress was not met. This statement must include specific information that outlines reasons for not making SAP, and steps the student will take to improve.
  - Supporting documentation (e.g., proof of grade change, current academic transcript, doctor's statement, death certificate, accident report, etc.)
2. After the committee review, the student will be notified by postal mail and College email of the appeal decision.
3. Retroactive Change: If errors are made within the grading process and the student is eligible for a grade change that affects satisfactory academic progress, the Financial Aid Office will allow restoration of federal aid. Students will be allowed one semester of federal aid while grade change process occurs provided a letter from the department head or dean certifying that a grade change has been submitted or approved.

In most cases only one appeal will be allowed, although additional appeals may be accepted on a case-by-case basis if there are extenuating circumstances during the probation period (see below). Late appeals will not be reviewed. The committee will review the appeal and supporting documentation to determine if the student's financial aid should be reinstated or remain in suspension.

1. **Appeal Denial:** All decisions that are rendered by the SAP Appeals Committee will be final and not subject to further review. A student whose appeal is denied will remain on financial aid suspension until he or she is back in good standing.
2. **Appeal Approval:** If the SAP Appeals Committee determines that the student is eligible for reinstatement of financial aid, he or she will be required to sign an agreement stating the hours and GPA that must be completed to regain SAP. Once the signed agreement has been returned to the Financial Aid Office, the student will be considered for aid available at the time of reinstatement and will be placed on financial aid probation.

### Financial Aid Probation

Any student who prevails upon the appeal process shall be placed on financial aid probation. The student will be required to sign a financial aid agreement that outlines the student's academic plan with his or her financial aid counselor before federal aid is reinstated for the semester specified in the agreement. Students on financial aid probation shall be eligible to receive Title IV, HEA funds during that specified semester. Upon completion of the financial aid agreement, the student will be required to meet all of its stipulations. Failure to do so will result in suspension of financial aid until the student is back in good standing. While on Title IV, HEA financial aid probation, the student must meet the institution's SAP standards by the end of the semester.

Students placed on financial aid probation with an academic plan must complete the requirements of an academic improvement plan by the end of the semester. The academic improvement plan shall be developed by the institution to assist the student in regaining their Title IV, HEA eligibility by regaining SAP. The student's agreement will explain all requirements that must be met during the probationary period.

NOTE: If the student does not enroll for the semester of financial aid probation, the approval stands for the following semester. A student can be placed on financial aid probation for one semester only. A student who fails to complete a single course or has a complete withdrawal from Ranger College after receiving financial aid may be automatically placed on suspension.

### Student Responsibility for SAP

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements described above, and for knowing their status at the end of each semester. If questions arise, students should contact the Financial Aid Office of at 254.267.7008.

### Additional Information

- A. Financial Aid will not be provided for: credit hours earned by placement tests; non-credit coursework; any course registered for after the last official day of late registration; or a course attempted by the student for the third time. The most recent grade is counted for qualitative standards. Repeated courses will be considered in the hours attempted.
- B. Grades of W, Q, and I will be treated as attempted but not completed coursework.
- C. A grade of an F is a completed grade and will be taken into consideration when calculating the number of hours completed and Cumulative GPA.
- D. Developmental coursework may receive funding up to a maximum of 27 credit hours according to Federal Regulations. Remedial courses will be counted as hours attempted.

- E. Many support services are available at each college location to help students attain academic success. The services include counseling, testing, tutoring, health services, and placement. Information on such services shall be made available to all financial aid students.
- F. Hours taken during summer semesters will be evaluated to determine attempted and completed credits.
- G. Only hours recorded on the official Ranger College grade transcript will be used in determining progression.
- H. Students with unequal enrollment status will be pro-rated accordingly.

#### **Methods of Disbursement for Pell Grants**

Title IV funds may be used to pay tuition and fees for all students at the time of registration. After registration, Title IV funds will be requested from the Department of Education for only the amount of tuition and fees applied to student accounts. The balance of Title IV funds will be credited to all student accounts as applicable beginning with the fifth week of the semester. Student refunds of Title IV funds will be made in accordance with the Department of Education's requirement of fourteen days after a credit balance appears on the students' accounts. This calculation is based on calendar days, not including breaks with five consecutive calendar days or more.

#### **Veterans Benefits and Services**

Ranger College is approved to train Veterans. The Financial Aid Office serves as the VA Official and is prepared to render assistance to the veteran in applying for his or her educational benefits.

##### **Benefits for Texas Veterans**

Honorably discharged Texas veterans whose educational benefits from the Veterans Administration have been exhausted or lapsed may be entitled to free tuition under the state law. Texas Veterans who have exhausted their educational benefits may attend Ranger College under the Hazelwood Act. All students qualifying for the Hazelwood Veteran's benefits will be exempt from tuition and educational related fees up to a minimum of 150 credit hours.

#### **Eligibility for Need-Based Financial Aid**

To be eligible for federal and state funded financial aid, an applicant must meet the following general requirements:

1. Be a United States citizen or eligible non-citizen. Applicants with a student visa are not eligible for federal student aid.
2. Be registered with Selective Service (males only).
3. Have a high school diploma or its equivalent (GED).
4. Be enrolled as a regular student in an eligible program and working toward a degree, or certificate.
5. Be in good standing and/or maintaining satisfactory progress in the course of study pursued.
6. Demonstrate financial aid need for assistance documented by the Free Application for Federal Student Aid (FAFSA), and
7. Not be in default on any federal loan or owe a refund on a federal/state grant

#### **Student Financial Aid Rights and Responsibilities**

**Students have the right to know:**

1. What financial aid programs are available

2. The deadline for submitting the application for each of the programs
3. How financial aid is distributed
4. Costs of attending the institution
5. What resources are considered in the calculation of financial need
6. The institution's refund policy
7. The Satisfactory Academic Progress standards for aid recipients.

**Students are responsible for:**

1. Completing forms accurately and by the published deadlines
2. Submitting information requested by Financial Aid Office staff in a timely manner.
3. Keeping the Financial Aid Office informed of any changes in address, name, marital status, or financial situations, or any change in student status.
4. Reporting to the Financial Aid Office any additional assistance from non-institutional sources such as scholarships or educational benefits.
5. Notifying the Financial Aid Office of a change in enrollment status.
6. Maintaining Satisfactory Academic Progress.
7. Re-applying each year for aid.

**Determination of Financial Need and Eligibility**

The amount of financial aid that a student is eligible to receive will be determined by the Estimated Family Contribution (EFC) that is calculated by the Federal processor and which appears on the Student Aid Report (SAR) and/or Institutional Student Information Report (ISIR). This is the amount that a student and/or his or her family is expected to contribute towards the cost of meeting their educational expenses. Another factor that determines the amount of aid that will be received is the Cost of Education. This is the amount, as determined by federal and state guidelines, that it will cost the average student to attend Ranger College. Student who feel they may have extenuating circumstances that might warrant a professional judgment decision by the Financial Aid Director should contact the Financial Aid Office.

**Criteria for Determining Aid**

- The amount of the Pell Grant to be awarded is determined by the "Cost of Attendance," the EFC, the number of hours of enrollment, and the Pell payment chart published each year by the United States Department of Education. Once the Pell Grant amount has been determined, other campus-based awards such as FSEOG, FEDERAL WORK-STUDY, TPEG, and scholarships may be award-ed. Financial Aid (including scholarships) cannot exceed the limits established by federal regulations and/or Ranger College's policy.
- The campus-based programs have limited funds available, and the majority of the funds are awarded to those neediest applicants who have the earliest completed files. The institution does, however, have the policy of allocating work-study funds on a per program basis. This means each program at Ranger College has a first-come, first served allocation to each program such as baseball, track, band, cheerleading, and etc. This is done to ensure that all students in all programs have equal and fair access to the Ranger College funding allocation criteria.



Estimated Student Charges Per Semester: Academic Year 2018-2019

	In State	Out of State	In District
Tuition and Fees (average cost – Texas resident) 15 credit hours	2495.00	\$3125.00	\$1,855.00
Lab Fees (average cost)	\$100.00	\$100.00	\$100.00
Residence Hall	\$600.00	\$600.00	\$600.00
Meal Plan	\$1,400.00	\$1,400.00	\$1,400.00
Meal Plan Tax	\$115.50	\$115.50	\$115.50
Textbooks (IncludED average cost)	\$800.00	\$800.00	\$800.00
Miscellaneous (e.g. Parking Fee, change of course fee, ID Card, Graduation Fee)	\$80.00	80.00	\$80.00
<b>TOTAL</b> (approximate cost for one semester)	<b>\$5590.50</b>	<b>\$6220.50</b>	<b>\$4,950.50</b>

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## STUDENT LIFE

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### STUDENT ORGANIZATIONS AND ACTIVITIES

The College provides a varied program of extracurricular activities designed to make maximum use of the facilities and organizations available. The College sponsors events and activities such as receptions, athletic contests, movies, and dances to provide recreation for students.

#### Athletics

Ranger College is a member of the National Junior College Athletic Association, the Northern Texas Junior College Athletic Conference, and the National Intercollegiate Rodeo Association. Ranger College teams have won national championships, and individuals have earned national recognition. Many athletes at Ranger College have received scholarships from senior colleges and universities, and many former Ranger College athletes have signed professional contracts.

Information regarding the Equity in Athletics Disclosure Act (Section 360B of Public Law 103-382) is available for inspection upon request from the Ranger College Financial Aid Office.

Scholarships are available in all offered sports. For additional information, contact the Athletics Director or Head Coach. Admission requirements to Ranger College are the same for all students.

Ranger College hosts the following sports: baseball, men's and women's basketball, men's and women's golf, men's and women's rodeo, men's and women's soccer, softball, volleyball, cross country, and half-marathon.

#### Music Activities

Ranger College offers opportunities for students to pursue musical interests through participation in musical groups. Scholarships are available to many participants and two hour of college credit per semester is earned for membership in choir.

#### Phi Theta Kappa

Phi Theta Kappa is an international honor society for two-year college students. The Delta Tau chapter was established at Ranger College in 1945. The purpose of the society is to recognize and encourage academic achievement among students. It provides members with the opportunity to develop leadership, character, and integrity. To be eligible for membership, a student must have completed at least twelve hours of course work and have a grade point average of 3.5 or higher. Each spring semester, faculty members review a list of prospective members and approve the final selection. Invitations to join are then sent to those students selected for membership. Any student who thinks he or she is eligible and has not received an invitation to join Phi Theta Kappa should contact the sponsor.

#### Ranger College Student Government Association

The Ranger College Student Government Association has as its objective the coordination of and responsibility for student government affairs and the direction of regular student activities. The membership is composed of

representatives of the various classes, organizations, and other groups on the campus. Council members represent the students on committees that have a part in formulating policies and handling student problems.

### **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The Student Right-To-Know and Campus Security Act require institutions of higher education to collect statistics concerning the incidence of certain crimes on campus. At Ranger College this data is reported annually and is available from the office of the Vice President for Student Services. In addition, this information is disseminated to new students during orientation and is published in the [Ranger College Student Handbook](#).

#### **Security Cameras**

Security cameras are located throughout the college dormitories and in certain other locations within the college. These cameras have been installed for student security and exist solely to make the campus a safe and secure facility. Tampering with or disabling cameras in any way is a most serious offense punishable by fines and/or dismissal. Interfering with the operation of security cameras may endanger other students and well-being of the college.

### **POLICY ON STUDENT RECORDS**

Ranger College accords all the rights under the Family Educational Rights and Privacy Act of 1974, as amended, to students who are declared independent. The College will neither provide access to nor disclose information from students' educational records without written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.

Within the College only those members individually or collectively acting in the student's educational interest are allowed access to student educational records. These members include personnel in the Registrar's Office, Business Office, and Financial Aid Office, and other administrative personnel seeking the information in the discharge of their official duties. Academic personnel shall have access within the limitations of their need to know as it relates to students enrolled in their classes or in their capacity as student advisors.

At its discretion Ranger College may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members in athletic teams.

Students may withhold Directory Information by notifying the Vice President of Student Services in writing within two weeks after the first day of class for the full term. Requests for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information from general release must be filed annually in the Office of the Vice President of Student Services.

Students shall have the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. Students wishing to review their education records must make written requests to the Vice President of Student Services listing the item or items of interest. Only records covered by the Act will be

made available within forty-five days of the request. Students may have copies made of their records with certain exceptions.

Students who believe their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their concerns informally with the Vice President of Student Services. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and the student will be informed of his/her right to a formal hearing. Student requests for a formal hearing must be made to the Vice President of Student Services, who within a reasonable period of time after receiving such a request will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student's expense.

Decisions of the hearing grievance officer will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The records will be corrected or amended in accordance with the decisions of the hearing panel if the decision requires such. If the decision is unsatisfactory to the student, he/she may place within the education records statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the records, and released whenever the records in question are disclosed.

Students who believe the adjudication of their challenge was unfair or not in keeping with the provision of the Act may request, in writing, assistance from the President of the College, and he shall aid them in filing complaints with the Family Educational Rights and Privacy Act Office, Dept. of Education, Washington, D.C.

### **TRANSFER CURRICULA**

Ranger College will follow the guidelines of the Texas Higher Education Coordinating Board related to the transfer of lower division course credit.

### **REVERSE TRANSFER**

The Reverse Transfer process was established by the Texas Legislature in 2011 to help students who transfer from a public community college to a public university receive an Associate Degree as they successfully complete coursework. Texas public universities are required to identify, track, and follow up with each student who has (1) earned at least 30 SCH at a community college and (2) completed a total of 60 SCH. Once a student meets these requirements, the university – with the student's permission – sends the community college the student's course completion transcript. The community college reviews the transcript information and determines whether the student completed sufficient credits to qualify for an associate degree. Reverse transfer benefits students by allowing them to complete their associate degree if they transfer to a university prior to graduation from a community college.

### **GENERAL TRANSFER PROVISIONS**

All lower division academic courses shall be fully transferable among public institutions and must count toward the same degree at any public college or university in Texas.

### REQUIREMENTS AND LIMITATIONS

- A. Each institution of higher education shall identify in its undergraduate catalog each lower division course that is substantially equivalent to an academic course listed in the current edition of the “Community College General Academic Course Guide Manual.”
- B. Each university must identify at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the “Community College General Academic Course Guide Manual” including those that fulfill the lower-division portion of the institution’s core curriculum.
- C. All public colleges and universities must accept transfer credit for successfully completed courses identified in (a) and (b) above as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.
- D. Each institution shall be required to accept in transfer into a baccalaureate degree the number of lower division credit hours in a major which are allowed for their non-transfer students in that major; however,
  - (1) No institution shall be required to accept in transfer more credit hours in any major than the number set out in the applicable Coordinating Board approved Transfer Curriculum for the major, as prescribed by the current issue of the Coordinating Board’s guide to transfer curricula and transfer of credit, Transfer of Credit Policies and Curricula.
  - (2) In any major for which there is no Coordinating Board approved Transfer Curriculum, no institution shall be required to accept in transfer more lower division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in that major.
  - (3) A university may deny the transfer of credit in courses with a grade of “D” as applicable to the student’s major.
- E. All senior institutions of higher education in Texas shall provide support services for transfer students’ equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer student’s equivalent to that provided for entering freshman enrollees.
- F. No university shall be required to accept in transfer or toward a degree, more than sixty-six (66) semester credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

### RESOLUTION OF TRANSFER DISPUTES

The following procedures shall be followed by public institutions of higher education in the resolution of transfer disputes involving lower division courses:

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 shall give written notice to the student and to the sending institution that the transfer of the course credit is denied. A receiving institution shall 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 notice as specified in Subsection (1) may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
4. 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 that denies the course credit for transfer shall notify the Commissioner of its denial and the reasons for the denial.

5. The Commissioner of Higher Education or the Commissioner's designee shall 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 shall 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 its quality is found to be unacceptable, the Board may discontinue funding for the course.

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## COURSE DESCRIPTIONS

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For each course listing, the first number in parentheses indicates lecture hours and the second number represents laboratory hours each week.

**Note:** To facilitate the transfer of courses, Ranger College began using Texas Common Course Numbers in the fall of 1994. Courses that are equivalent have been designated a common number for use by participating colleges and universities. The common course number is comprised of a four-letter prefix identifying subject area, followed by a four-digit number. The digits in the number correspond to the following: first, course level; second, credit hour value; third and fourth, sequence. In the current catalog, the common course number precedes the name of the course. Not all courses are offered at all locations.

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### ACCOUNTING (ACCT)

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#### **2301 – Principles of Accounting I – Financial (3-3) 52.0301.51 04**

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 that 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). Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent.

#### **2302 – Principles of Accounting II – Managerial (3-3) 52.0301.51 04**

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; an asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing.

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### AGRICULTURE (AGRI)

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#### **1307 – Agronomy (3-0) 01.1102.51 01**

Principles and practices in the development, production, and management of field crops including plant breeding, plant disease, soils, insect control, and weed control. Credit 3 semester hours.

#### **1311 – Dairy Science (3-0) 01.0905.51 01**

Survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology, and health maintenance. Food value for milk, test for composition and quality, and use and processing of market milk and dairy products. Credit 3 semester hours.

#### **1319 – Introductory Animal Science (3-0) 01.0901.51 01**

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses. Credit 3 semester hours.

**1325 – Marketing of Agricultural Products (3-0) 01.0102.51 01**

Essential marketing functions in the movement of agricultural commodities and products from producer to consumer. Credit 3 semester hours.

**2301 – Agricultural Power Units (3-0) 01.0204.51 01**

Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery.

**2317 – Introduction to Agricultural Economics (3-0) 01.0103.51 01**

Fundamental economic principles and their applications to the problems of the industry of agriculture. Credit 3 semester hours. (Offered on an irregular basis.)

**2330 – Wildlife Conservation and Management (3-0) 03.0601.51 01**

Principles and practices used in the production and improvement of wildlife resources for aesthetic, ecological, and recreational uses of public and private lands. Credit 3 semester hours.

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**ART (ARTS)**

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**1301 – Art Appreciation (3-0) 50.0703.51 26**

Exploration of purposes and processes in the visual arts including evaluation of selected works. Credit 3 semester hours.

**1316 – Drawing I (3-0) 50.0705.52 26**

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. Credit 3 semester hours.

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**BIOLOGY (BIOL)**

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**1322 – Biology Nutrition & Diet Therapy I (3-0) 19.0501.51 09**

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Credit 3 semester hours.

**1406 – Biology for Science Majors I (3-3) 26.0101.51 03**

Fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours.



**1407 – Biology for Science Majors II (3-3) 26.0101.51 03**

A continuation of Biology 1406- Fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours.

**1408 – Biology for Non-Science Majors I (3-3) 26.0101.51 03**

Fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours.

**1409 – Biology for Non-Science Majors II (3-3) 26.0101.51 03**

A continuation of Biology 1408- Fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Credit 4 semester hours.

**2301 – Anatomy and Physiology (3-0) 26.0707.51 03**

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. Credit 3 semester hours. No lab.

**2401 – Anatomy and Physiology I (3-3) 26.0707.51 03**

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. Credit 4 semester hours. Recommended prerequisite: BIOL 1406.

**2402 – Anatomy and Physiology II (3-3) 26.0707.51 03**

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. Credit 4 semester hours. Recommended prerequisite: BIOL 2401, or approval of instructor.

**2420 – Microbiology for Non-Science Majors (3-3) 26.0503.51 03**

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. Credit 4 semester hours.

**2421 – Microbiology for Science Majors (3-3) 26.0503.51 03** 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. Credit 4 semester hours. Prerequisites: BIOL 1406 and BIOL 1407 and CHEM 1411.

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**BUSINESS (BUSI)**

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**1301 – Business Principles (3-0) 52.0101.51 04**

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. Credit 3 semester hours.

**2301 – Business Law (3-0) 22.0101.51 24**

This course provides the student with the 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. Credit 3 semester hours. Prerequisite: High school coursework in U.S. History and government, or equivalent.

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**CHEMISTRY (CHEM)**

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**1411 – General Chemistry I (3-3) 40.0501.54 03**

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. Recommended for pre-professional and science majors. Prerequisite: MATH 1314 College Algebra (3 SCH version) or equivalent academic preparation. Credit 4 semester hours.

**1412 – General Chemistry II (3-3) 40.0501.57 03**

A continuation of Chemistry 1411. Prerequisite: Chemistry 1411. Credit 4 semester hours.

**2423 – Organic Chemistry I (3-3) 40.0504.52 03**

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Prerequisites: two units of high school algebra and a passing score on the math section of the TSI or equivalent alternative test; CHEM 1411 and 1412.

**2425 – Organic Chemistry II (3-3) 40.0504.52 03**

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Prerequisites: two units of high school algebra and a passing score on the math section of the TSI or equivalent alternative test; CHEM 1411, 1412, 2423.

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**CHILDHOOD EDUCATION (CDEC and TECA)**

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**CDEC 1313 – Curriculum Resources for Early Childhood Programs (3-0) 19.0709**

A study of the fundamentals developmentally appropriate curriculum design and implementation in early care and education programs for children.

**CDEC 1317 – Child Development Associate Training I (3-0) 19.0709**

Based on the requirements for the Child Development Associate credential (CDA). Topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication.

**CDEC 1318 – Wellness of the Young Child (3-0) 13.1210**

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

**CDEC 1321 – The Infant and Toddler (3-0) 19.0709**

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.

**CDEC 1335 – Early Childhood Development: 3-5 Years (3-0) 19.0706**

Principles of typical growth and development from three to five years. Emphasizes physical, cognitive, emotional, and social development.

**CDEC 1358 – Creative Arts for Early Childhood (3-0) 19.0709**

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

**CDEC 1359 – Children with Special Needs (3-0) 19.0709**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

**CDEC 2322 – Child Development Associate Training II (3-0) 19.0709**

A continuation of the study of the requirements for the Child Development Associate credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.

**CDEC 2324 – Child Development Associate Training III (3-0) 19.0709**

Continuation of the requirements for the Child Development Associate credential (CDA). The three functional areas of study include family, program management and professionalism.

**CDEC 2326 – Administration of Programs for Children I (3-0) 19.0708**

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

**CDEC 2386 – Internship (3-0) 19.0709**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

**TECA – 1303 Families, Schools, and Community (3-0) 13.0101.52.09**

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues; course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and course includes a minimum of 16 hours of field experiences.

**TECA – 1311 Educating Young Children (3-0) 13.1202.51.09**

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues; course content must be aligned as applicable with State Board for Educator Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in varied and diverse populations; course includes a minimum of 16 hours of field experiences.

**TECA – 1318 Wellness of the Young Child (3-0) 13.0101.53.09**

A study of the factors that impact the well-being of the young child including health behavior, food, nutrition, fitness and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations; course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

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**COMPUTER INFORMATION TECHNOLOGY (COSC)**


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**1301 – Introduction to Computing (2-2) 11.0101.51 07**

Overview of computer information systems – hardware, operating systems, and microcomputer application software, including Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. Credit 4 semester hours. Prerequisite: Keyboarding Proficiency.

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**COSMETOLOGY (CSME)**


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**1310 – Introduction to Hair Cutting and Related Theory (1-8) 12.0407**

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, section hair cutting and finishing techniques. Credit 3 semester hours.

**1401 – Orientation to Cosmetology (2-6) 12.0401**

An overview of the skills and knowledge necessary for the field of cosmetology. Credit 4 semester hours.

**1405 – Fundamentals of Cosmetology (2-6) 12.0401**

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, comb out, and salon management. Credit 4 semester hours.

**1434 – Cosmetology Instructor I (2-7) 12.0413**

The fundamentals of instruction of cosmetology students. Prerequisite: Valid operator license, Texas Department of Licensing and Regulations. Credit 4 semester hours.

**1435 – Orientation to the Instruction of Cosmetology (2-6) 12.0413**

An overview of the skills and knowledge necessary for the instruction of cosmetology students. Prerequisite: Valid operator license, Texas Department of Licensing and Regulations. Credit 4 semester hours.

**1443 – Manicuring and Related Theory (2-7) 12.0410**

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Pre/co-requisite: Orientation to Cosmetology. Credit 4 semester hours.

**1447 – Principles of Skin Care/Facials and Related Theory (2-7) 12.0409**

In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Pre/co-requisite: Orientation to Cosmetology. Credit 4 semester hours.

**1451 – Artistry of Hair, Theory and Practice (2-6) 12.0407**

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Pre/co-requisite: Orientation to Cosmetology. Credit 4 semester hours.

**1553 – Chemical Reformation and Related Theory (2-8) 12.0407**

Presentation of the theory and practice of chemical reformation. Topics include terminology, application, and workplace competencies related to chemical reformation. Pre/co-requisite: Orientation to Cosmetology. Credit 5 semester hours.

**2237 – Advanced Cosmetology Techniques (2-6) 12.0401**

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. Pre/co-requisite: Fundamentals of Cosmetology. Credit 2 semester hours.

**2343 – Salon Development (1-5) 12.0412**

Exploration of salon development. Topics include professional ethics and goals, salon operation, and record keeping. Pre/co-requisite: CSME 1405. Credit 3 semester hours.

**2414 – Cosmetology Instructor II (2-6) 12.0413**

A continuation of the fundamentals of instruction of cosmetology students. Prerequisite: Valid operator license, Texas Department of Licensing and Regulations. Credit 4 semester hours.

**2441 – Preparation for the Texas Department of Licensing and Regulations Examination (2-6) 12.0401**

Preparation for the Texas Department of Licensing and Regulations Operator Examination. Pre/co-requisite: Orientation to Cosmetology. Credit 4 semester hours.

**2444 – Cosmetology Instructor IV (2-6) 12.0413**

Advanced concepts of instruction in a cosmetology program. Topics include demonstration and implementation of advanced evaluation and assessment of techniques. Prerequisite: Valid operator license, Texas Cosmetology Commission. Credit 4 semester hours.

**2445 – Instructional Theory and Clinic Operation (2-6) 12.0413**

An overview of the objectives required by the Texas Department of Licensing and Regulations Instructor Examination. Prerequisite: Valid operator license, Texas Cosmetology Commission. Credit 4 semester hours.

**2449 – Cosmetology Instructor III (2-6) 12.0413**

Presentation of lesson plan assignments and evaluation techniques. Prerequisite: Valid operator license, Texas Department of Licensing and Regulations. Credit 4 semester hours.

**2501 – The Principles of Hair Coloring Related Theory (2-9) 12.0407**

Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. Pre/co-requisite: Orientation to Cosmetology. Credit 5 semester hours.

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**CRIMINAL JUSTICE (CRIJ)**

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**1301 – Introduction to Criminal Justice (3-0) 43.0104.51.24**

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime, criminal law, and justice agencies and processes.

**2328 – Police Systems and Practices (3-0) 43.0104.57 24**

This course examines the establishment, role, and function of police in a democratic society. It focuses on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

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**DRAMA (DRAM)**

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**1310 – Introduction to Theater (3-0) 50.0501.51 26**

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

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**ECONOMICS (ECON)**

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**2301 – Principles of Macroeconomics (3-0) 45.0601.51 25**

History, development, and application of macroeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems,

international economics, and economics systems. Attention given to the application of economic principles to economic problems. Prerequisite: Sophomore standing or consent of instructor. Credit 3 semester hours.

**2302 – Principles of Microeconomics (3-0) 45.0601.51 25**

A continuation of Economics 2301. Prerequisite: Economics 2301 and sophomore standing or consent of instructor. Credit 3 semester hours.

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**EDUCATION (EDUC)**

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**1100 – Learning Framework (1-0) 42.2701.51 25**

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 student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed with PSYC 1100) Credit 1 semester hour.

**1301 – Introduction to the Teaching Profession (3-0) 13.0101.51 09**

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. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and 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 should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

**2301 – Introduction to Special Populations (3-0) 13.1001.51 09**

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations..

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**EMERGENCY MEDICAL SERVICES (EMSP)**

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**1160 – Clinical - Emergency Medical Technology (1-6) 51.0904**

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.

**1166 – Practicum – EMT (1-7) 51.0904**

EMT Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**1338 – Introduction to Advanced Practice (3-3) 51.0904**

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

**1355 – Trauma Management (3-4) 51.0904**

Knowledge and skills in the assessment and management of patients with traumatic injuries.

**1356 – Patient Assessment and Airway Management (3-3) 51.0904**

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation.

**1401 – Emergency Medical Technician - Basic (4-8) 51.0904**

Basic preparation for certification as an Emergency Medical Technician.

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**ENGLISH (ENGL)**

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**0300 – Beginning Reading and Writing I (3-0) 32.0108.59 12**

The purpose of this course is to help students prepare to meet the requirements of the Texas Success Initiative, and to help students gain the skills necessary to be successful in classes that involve reading and writing at the college level. Students are placed in ENGL 0300 based on holistic placement procedures involving both quantitative and qualitative data, including, but not limited to: TSI scores, high school GPA, prior coursework, motivation, and TSI diagnostic profiles. This course is non-transferable college credit and may not be counted or used as hours towards graduation. Course content includes strategies for building vocabulary, increasing reading rates, and improving comprehension. The course also includes instruction in active reading strategies using text structure to improve comprehension and the interpretation and evaluation of reading materials. Basic grammar concepts of standard American usage, mechanics, writing in diverse sentence structure and paragraphs, and evaluating problem areas common to college students will be analyzed for adequate application toward college-level writing. Credit 3 semester hours.

**0301 – Beginning Reading and Writing II (3-0) 32.0108.59 12**

The purpose of this course is to help students prepare to meet the requirements of the Texas Success Initiative, and to help students gain the skills necessary to be successful in classes that involve reading and writing at the college level. Students are placed in ENGL 0301 based on holistic placement procedures involving both quantitative and qualitative data, including, but not limited to: TSI scores, high school GPA, prior coursework, motivation, and TSI diagnostic profiles. This course is non-transferable college credit and may not be counted or used as hours towards graduation. Students enrolled in ENGL 0301 are advised to enroll concurrently in ENGL 1301 (for students whose TSI writing score is below college level) or a college-level reading course (for students whose TSI reading score is below college level) such as HIST 1301 or PSYC 2301. Course content includes strategies for advancing reading comprehension and facilitating critical analysis of text. The course will also include instruction on active reading strategies using text structure to improve comprehension and the



interpretation and evaluation of reading materials. It will integrate critical analysis of text into writing instruction focused on the composition of essays, including pre-writing, drafting, organization, focus, unity, editing, and revision. Credit 3 semester hours.

**1301 – Composition I (3-0) or (3-1) 23.1301.51 12**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Credit 3 semester hours.

**1302 – Composition II (3-0) or (3-1) 23.1301.51 12**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: English 1301. Credit 3 semester hours.

**2307 – Creative Writing (3-0) 23.1302.51 12**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, drama or oral histories. Prerequisite: English 1301. Credit 3 semester hours.

**2308 – Creative Writing II (3-0) 23.1302.51 12**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, drama or oral histories. Prerequisite: English 1301. Credit 3 semester hours.

**2311 – Technical and Business Writing (3-0) 23.1303.51 12**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: ENGL 1301. Credit 3 semester hours.

**2322 – British Literature I (3-0) 23.1404.51 12**

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. Prerequisite: English 1301. Credit 3 semester hours.

**2323 – British Literature II (3-0) 23.1404.51 12**

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. Prerequisite: English 1301. Credit 3 semester hours.

**2326 – American Literature (single-semester course) (3-0) 23.1402.51 12**

A survey of American literature from the period of exploration and settlement 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. Prerequisite: English 1301. Credit 3 semester hours.

**2327 – American Literature I (3-0) 23.1402.51 12**

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. Prerequisite: English 1301. Credit 3 semester hours.

**2328 – American Literature II (3-0) 23.14.51 12**

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. Prerequisite: English 1301. Credit 3 semester hours.

**2332 – World Literature I (3-0) 16.0104.52 13**

Selected significant works of world literature. May include study of movements, schools, or periods. Prerequisite: English 1301. Credit 3 semester hours.

**2333 – World Literature II (3-0) 16.0104.52 13**

Selected significant works of world literature. May include study of movements, schools, or periods. Prerequisite: English 1301. Credit 3 semester hours.

**2341 – Forms of Literature: Film Studies (3-0) 16.0104.51 13**

This course explores the American Myth as told through the medium of film. Students gain an appreciation for film as a type of literature and a better understanding of the world around them. The course studies relationships between American history, social movements, cultural bias, and storytelling. Prerequisite: English 1301. Credit 3 semester hours.

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**ENVIRONMENTAL SCIENCE (ENVR)**

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**1401 Environmental Science I (3-3) 03.0103.52 01**

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Lab activities will cover methods used to collect and analyze environmental data. Credit 4 semester hours.

**1402 Environmental Science II (3-3) 03.0103.52 01**

General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment.

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### **GEOLOGY (GEOL)**

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#### **1403 – Physical Geology (3-3) 40.0601.54 03**

Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Lab exercises, formation identification. Field trips may be required. Credit 4 semester hours. Lab Fee \$12. (Offered on an irregular basis).

#### **1404 – Historical Geology (3-3) 40.0601.54 03**

Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Field trips may be required. Credit 4 semester hours. (Offered on an irregular basis).

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### **GOVERNMENT (GOVT)**

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#### **2305 – Federal Government (3-0) 45.1002.51 25**

A study of the federal constitution; the organization and administration of the federal system; political participation by the individual, and the principles which underlie American democracy. Credit 3 semester hours.

#### **2306 – Texas Government (3-0) 45.1002.51 25**

A study of the organization of state and local governments with particular emphasis on the constitution and governmental system of Texas. Credit 3 semester hours.

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### **HEALTH SERVICES (HITT)**

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#### **1205 – Medical Terminology I (2-2-0) 51.0707**

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Students will identify, pronounce, and spell medical terms; use terms in context; utilize prefixes, suffixes, root words, and plurals to construct medical terms; analyze medical terms; translate abbreviations; and interpret symbols. Credit 2 semester hours.

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### **HISTORY (HIST)**

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#### **1301 – United States History I (3-0) 54.0102.51 25**

This is a course in United States history stressing the planning and development of the English Colonies in America, the struggle for independence and the establishment of the Constitution, national territorial expansion, the rise of Jacksonian Democracy, the slavery controversy, the Civil War and Reconstruction. Credit 3 semester hours

#### **1302 – United States History II (3-0) 54.0102.51 25**

This course is a continuation of United States History 1301. Emphasis is placed on new social and industrial problems, rise of the progressive movement, the United States as a world power, World War I, depression and the New Deal, World War II, and contemporary America. Credit 3 semester hours.

**2301- Texas History (3-0) 54.0102.52 25**

Survey of Texas from the Spanish exploration to the present. Credit 3 semester hours. (Offered on an irregular basis). Credit 3 semester hours.

**2321 – World Civilizations I (3-0) 54.0101.53 25**

A survey of the political, religious, social, and intellectual development of world history prior to 1600. This course includes ancient and medieval history, the development of empires, the rise of religious and political struggles, and the social, economic and political interaction among Europe, Africa, Asia and the Americas. Credit 3 semester hours.

**2322 – World Civilizations II (3-0) 54.0101.53 25**

A survey of the political, religious, social, economic and intellectual development of world history from 1600 to the present. This course includes the Industrial Revolution, Enlightenment, the Rise of Colonial Empires, the two World Wars, the Cold War, 3rd World Independence Movements, the Post-Cold War World and their impact on Europe, Asia, Africa and the Americas. Credit 3 semester hours.

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**HUMANITIES (HUMA)**

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**1301 – Introduction to the Humanities I (3-0) 24.0103.51 12**

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. Credit 3 semester hours.

**1302 – Introduction to the Humanities II (3-0) 24.0103.51 12**

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. Credit 3 semester hours.

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**MACHINING (MACH and DFTG)**

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**MACH 1300 – Beginning Machine Shop (2-2) 48.0501**

Fundamental machine shop safety, math, and measurement. Credit 3 semester hours.

**MACH 1302 – Print Reading for Machining Trades (2-2) 40.0501**

A study of blueprints for machining trades with emphasis on machine drawings. Credit 3 semester hours.

**MACH 1319 – Manufacturing Materials and Processes (2-2) 40.0501**

A basic study of various materials used in the manufacturing industry and the chemical, physical, and mechanical properties of various materials. Emphasis on manufacturing processes, including casting, forming and machining. Credit 3 semester hours.

**MACH 1320 – Precision Tools and Measurement (2-2) 40.0501**

An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools. Credit 3 semester hours.

**MACH 1326 – Introduction to Computer-Aided Manufacturing (2-4) (CAM) 40.0501**

A study of Computer-Aided Manufacturing (CAM) software which is used to develop applications for manufacturing. Emphasis on tool geometry, tool selection, and the tool library. Credit 3 semester hours.

**MACH 1343 – Machine Shop Mathematics (2-2) 40.0501**

Designed to prepare the student with technical, applied mathematics necessary in future machine shop-related courses. Credit 3 semester hours.

**MACH 1438 – Basic Machine Shop I (1-4) 40.0501**

A course that introduces the student to machining fundamentals. The student will use basic machine tools including the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance. Credit 4 semester hours.

**MACH 1452 – Intermediate Machining I (1-3) 40.0501**

Operation of drilling machines, milling machines, lathes, and power saws. Select and use appropriate precision measuring tools. Credit 4 semester hours.

**MACH 2403 – Fundamentals of Computer Numerical Controlled (CNC) Machine Controls (2-4)**

Programming and operation of Computer Numerical Controlled (CNC) machine shop equipment. Credit 4 semester hours.

**MACH 2344 – Computerized Numerical Control Programming (2-2) 40.0501**

An introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines. Credit 3 semester hours.

**MACH 2435 – Advanced CNC Machining (2-4) 40.0501**

Advanced CNC operation with an emphasis on programming and operations of machining and turning centers. Credit 4 semester hours.

**MACH 2438 – Advanced Computer-Aided Manufacturing (CAM) (2-4) 40.0501**

Advanced techniques in Computer-Aided Manufacturing (CAM). Credit 4 semester hours.

**MACH 2441 – Advanced Machining I (1-3) 40.0501**

Advanced lathe and milling operations. Emphasis on advanced cutting operations of the lathe and milling machines, including the use of special tooling, bench assembly, and materials identification. Credit 4 semester hours.

**DFTG 2319 – Intermediate Computer-Aided Drafting (CAD) 15.1302**

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Credit 3 semester hours.

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**MATHEMATICS (MATH)**

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**0342 – Resource Mathematics I (3-1) 32.0104.52 19**

This course is an academic resource for students enrolled in the STAT path or college literacy path. Its purpose is to help the student prepare to meet the requirements of the Texas Success Initiative, and to help the student gain the skills necessary to be successful in mathematics classes at the college level. Students are placed in it based on holistic placement procedures of both quantitative and qualitative data, including, but not limited to: TSI scores, high school GPA, prior coursework, motivation, and TSI diagnostic profiles. Students in this course are advised to enroll concurrently in MATH 1332 or 1342. This course is non-transferable college credit and may not be counted or used as hours towards graduation. Course content includes: reviewing of factoring and special structures; functions and equations as followings; rational, radical, root, and quadratics; systems of linear equations and inequalities in two and three variables; and non-linear inequalities. Credit 3 semester hours.

**0314 – Resource Mathematics II (3-0) 32.0104.51 19**

This course is an academic resource for students enrolled in the STEM path. Its purpose is to help the student prepare to meet the requirements of the Texas Success Initiative, and to help the student gain the skills necessary to be successful in mathematics classes at the college level. Students are placed in it based on holistic placement procedures of both quantitative and qualitative data, including, but not limited to: TSI scores, high school GPA, prior coursework, motivation, and TSI diagnostic profiles. Students in this course are advised to enroll concurrently in MATH 1314. This course is non-transferable college credit and may not be counted or used as hours towards graduation. Course content includes: the Real Numbers and their properties and operations; introduction to functions and notation; solving and graphing linear equations and inequalities and applications; systems of linear equations and inequalities; exponents and polynomials; and factoring techniques including special structures. Credit 3 semester hours.

**1314 – College Algebra (3-0) or (3-1) 27.0101.54 19**

Study of Quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; conic sections; and matrices and determinants. Prerequisite: two years of high school algebra or a grade of C or better in DMAT 0323 or the equivalent. Credit 3 semester hours.

**1316 – Plane Trigonometry (3-0) 27.0101.53 19**

Trigonometric functions, identities, equations, and applications. Use of hand-held calculators in solving application problems. Prerequisite: MATH 1314 or concurrent enrollment. Credit 3 semester hours.

**1324 – Mathematics for Business & Social Sciences (3-0) 27.0301.52 19**

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include

mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Credit 3 semester hours.

**1325 – Calculus for Business & Social Sciences (3-0) 27.0301.53 19**

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2313: Calculus I. Prerequisite: MATH 1314 or 1324. Credit 3 semester hours

**1332 – Contemporary Mathematics I (3-0) 27.0101.51 19**

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Prerequisite: Two years of high school algebra and one year of high school geometry or a grade of C or better in DMAT 0323 or the equivalent. This course does not satisfy the math requirement for the Associate of Science Degree. Credit 3 semester hours.

**1342 – Elementary Statistical Methods (3-0) 27.0501.51 19**

Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software. Credit 3 semester hours.

**1350 – Mathematics for Teachers I (Fundamentals of Mathematics I) (3-0) 27.0101.56 19**

This course is intended to build or reinforce a foundation in fundamental mathematical concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314. Credit 3 semester hours.

**1351 – Mathematics for Teachers II (Fundamentals of Mathematics II) (3-0) 27.0101.57 19**

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314. Credit 3 semester hours.

**2312 – Pre-Calculus Math (3-0) 27.0101.58 19**

Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May include topics from analytical geometry. Prerequisite: MATH 1314. Credit 3 semester hours

**2313 – Calculus I (3-3) 27.0101.59 19**

Functions, limits, continuity, differentiation, implicit differentiation, integration, applications, and topics in analytic geometry. Use of computer technology and lab assignments will be required in this course. Prerequisite: MATH 1314 and 1316. Credit 3 semester hours.

**2314 – Calculus II (3-3) 27.0101.60 19**

Logarithmic, exponential, and hyperbolic functions; techniques of integration, approximate integration, improper integrals, sequences, series, topics in analytic geometry. Use of computer technology and lab assignments will be required in this course. Prerequisite: MATH 2313. Credit 3 semester hours.

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**MUSIC (MUSI) (MUAP) (MUEN)**

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**MUAP 1183 – Individual Instruction (0-2) 50.0903.54 26**

Individual instruction in voice, instrument, composition, or conducting.

**MUEN 1241, 1242 – College Choir (0-6) 50.0903.57 26**

A mixed singing organization open to students interested in choral singing. Public concerts. Credit 2 semester hour.

**MUEN 2241, 2242 – College Choir (0-6) 50.0903.57 26**

A continuation of Music 1241-1242. Credit 2 semester hour each semester.

**MUSI 1116 Elementary Sight-Singing and Ear Training I (0-2) 50.0904.56 26**

Singing in treble and bass clefs; introduction to alto and tenor clefs; major and minor modes and melodies with harmonic backgrounds of principal chords. Aural study of beat divisions and intervals. Prerequisite: Concurrent enrollment in Music 1311. Credit 1 semester hour.

**MUSI 1117 Elementary Sight-Singing and Ear Training II (0-2) 50.0904.56 26**

Singing in other modes and melodies with and melodies with harmonic backgrounds of secondary chords and minor changes of key center. Aural study of beat divisions and intervals including compound and complex meters. Prerequisite: Completion of MUSI 1116 and concurrent enrollment in MUSI 1312. Credit 1 semester hour.

**MUSI 1303 – Fundamentals of Music I (3-0) 50.0904.55 26**

Introduction to the elements of music theory; scales, intervals, keys, triads, keyboard harmony, notation, meter, and rhythm. Credit 3 semester hours.

**MUSI 1306 – Music Appreciation (3-0) 50.0902.51 26**

Understanding music through the study of cultural periods, major composers, and musical elements; illustrated with audio recording and/or live performance. Credit 3 semester hours. Does not apply to music major degree.

**MUSI 1310 – American Music (3-0) 50.0902.53 26**

The general survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. Credit 3 semester hours.

**MUSI 1311 – Music Theory I (3-0) 50.0904.51 26**

The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7<sup>th</sup> chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

**MUSI 1312 – Music Theory II (3-0) 50.0904.51 26**

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Prerequisite: Music 1311, with concurrent enrollment in Music 1117. Credit 3 semester hours.



**MUSI 2116 – Advanced Sight-Singing and Ear Training I (0-2) 50.0904.57 26**

Singing more difficult tonal and beginning atonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Prerequisite: Completion of MUSI 1117 and concurrent enrollment in Music 2311. Credit 1 semester hour.

**MUSI 2117 – Advanced Sight-Singing and Ear Training II (0-2) 50.0904.57 26**

Singing more difficult tonal/atonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures and modulations. Prerequisite: Completion of MUSI 2116 and concurrent enrollment in MUSI 2312. Credit 1 semester hour.

**MUSI 2311 – Music Theory III (3-0) 50.0904.52 26**

Advanced harmony part-writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Prerequisite completion of MUSI 1312. Companion course with MUSI 2116. Credit 3 semester hours.

**MUSI 2312 – Music Theory IV (3-0) 50.0904.52 26**

Continuation of MUSI 2311. Study of mixed chords, ninths, elevenths, etc. Original compositions in two and three-part song forms are required. Survey of harmonic techniques of the nineteenth and twentieth centuries. Continued study of keyboard harmony. Prerequisite: Completion of MUSI 2311. Companion course with MUSI 2118. Credit 3 semester hours.

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**PHILOSOPHY AND RELIGION (PHIL)**

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**1304 – Introduction to World Religions (3-0) 38.0201.52 12**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. Credit 3 semester hours.

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**PHYSICAL EDUCATION (PHED)**

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**1101, 1102, 2101, 2102 – Required Physical Education (0-3) 36.0108.51 23**

Instruction and participation in physical and recreational activities. Course designed to meet activity requirements in physical education. Credit 1 semester hour each semester.

**1105, 1106, 2105, 2106 – Athletics (0-3) 36.0108.51 23**

Students will participate in varsity or junior varsity sports. Course designed to meet activity requirements in physical education. Credit 1 semester hour each semester.

**1107, 1108, 2107, 2108 – Weight Training (0-3) 36.0108.51 23**

Weight training for students who participate in varsity or junior varsity sports. Credit 1 semester hour each semester.

**1301 – Foundations of Kinesiology (3-0) 31.0501.52 23**

A course designed to orient the student in the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. Credit 3 semester hours.

**1304 – Personal/Community Health I (3-0) 51.1504.51 16**

Investigation of the principles and practices in relation to personal and community health. Credit 3 semester hours.

**1306 – First Aid (3-0) 51.1504.53 16**

Instruction in and practice of first aid techniques. Credit 3 semester hours.

**1308 – Sports Officiating I (Basketball or Football) (3-1) 31.0101.51 23**

This course includes a study of the rules, interpretations, and mechanics of officiating. The course is designed to develop the skills and knowledge required in the officiating of basketball or football (focus will be on one sport or the other depending on available instructors). Credit 3 semester hours.

**1309 – Sports Officiating II (Baseball) (3-1) 31.0101.51 23**

This course includes a study of the rules, interpretations, and mechanics of officiating. The course is designed to develop the skills and knowledge required in the officiating of baseball. Credit 3 semester hours.

**1321 – Coaching/Sports/Athletics (3-1) 31.0505.51 23**

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques. Credit 3 semester hours.

**1331 – Physical Education for Elementary Education Majors (3-1) 31.0501.52 23**

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. Credit 3 semester hours.

**1336 – Introduction to Recreation (3-0) 31.0101.51.23**

Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership.

**1346 – Drug Use and Abuse (3-0) 51.1504.52 16**

Study of the use and abuse of drugs in today's society. Emphasizes physiological, sociological, and psychological factors involved. Legal and ethical implications are considered. Credit 3 semester hours.

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**PHYSICS (PHYS)**

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**1401 – College Physics I (3-3) 40.0801.53 03**

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. Prerequisite: MATH 1314 College Algebra (3 SCH version) and Math 1316 Plane Trigonometry or 2312 Pre-Calculus Math (3 SCH version) (Math 2412 Pre-Calculus may substitute for 2312). Credit 4 semester hours.

**1402 – College Physics II (3-3) 40.0801.53 03**

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. Prerequisite: PHYS 1401 College Physics I (lecture + lab). Credit 4 semester hours.

**2425 – University Physics I (3-3) 40.0101.54 03**

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. Prerequisite: MATH 2413 and Calculus I (4 SCH version). Credit 4 semester hours.

**2426 – University Physics II (3-3) 40.0101.57 03**

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. Prerequisite: PHYS 2425 University Physics I (lecture & Lab) and MATH 2414 Calculus II (4 SCH version). Credit 4 semester hours.

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**PSYCHOLOGY (PSYC)**

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**1100 – Learning Framework (1-0) 42.2701.51 25**

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 student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed with EDUC 1100) Credit 1 semester hour.

**2301 – General Psychology (3-0) 42.0101.51 25**

A survey of the major principles derived from research on human and animal behavior. Topics studied include heredity and environment, intelligence, emotions, motivation, learning, personality, the senses, perception, and the form and functions of the nervous system. Credit 3 semester hours.

**2308 – Child Psychology (3-0) 42.2703.51 25**

This course will address 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. Prerequisite: Psychology 2301 or permission of the instructor. Credit 3 semester hours.

**2314 – Lifespan Growth and Development (3-0) 42.2703.51 25**

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan. Prerequisite: Psychology 2301 or approval of the instructor. Credit 3 semester hours. (Offered on an irregular basis).

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**REGISTERED NURSING (RNSG)**

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**1125 – Professional Nursing Concepts I (2-8) 51.3801**

Introduction to professional nursing concepts and exemplars within the professional nursing roles: Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Content includes clinical judgment, communication, ethical-legal, evidenced-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, and team/collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach. Credit 2 semester hours (8 hours of lab/week).

**1126 – Professional Nursing Concepts II (1) 51.3801**

Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, and team/collaboration to the exemplars presented in the Health Care Concepts II course. Introduces concept of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach. Prerequisites: RNSG 1125, 1128, 1161, 1216, 1430. Credit 1 semester hour.

**1128 – Introduction to Health Care Concepts (1) 51.3801**

An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping, and tissue integrity. Credit 1 semester hour.

**1137 – Professional Nursing Concepts III (1) 51.3801**

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, and teamwork and collaboration. Introduces the concept of quality improvement, health information technology and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. Prerequisites: RNSG 1126, 1533, 2362. Credit 1 semester hour.

**1161 – Clinical Nursing I/RN (1-4) 51.3801**

A health-related work-based learning experience that enabled the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Nursing process is utilized in the care of individuals in acute and transitional care settings. Focus is on health promotion/disease prevention, basic pharmacological concepts, caring, ethical/legal aspects, and decision-making. Emphasis is on

beginning assessment, psychomotor; and communication skills. Content includes applicable competencies in basic workplace skills. Credit 1 semester hour (with 4 clinical hours/week).

**1216 – Professional Nursing Competencies Semester I (2-8) 51.3801**

Development of professional nursing competencies in the care of patients throughout the lifespan. Emphasizes psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach. Credit 2 semester hours (with 8 hours clinical/week).

**1430 Health Care Concepts I (3-1) 51.3801**

In-depth coverage of foundational health care concepts with application through selected exemplars. Concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, thermoregulation, grief, and tissue integrity. Emphasizes development of clinical judgment skills in the beginning nurse. This course lends itself to a concept-based approach. Credit 4 semester hours (with 1 hour lab/week).

**1533 – Health Care Concepts II (4-1) 51.3801**

In-depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base balance, coping, clotting, cognition, fluid and electrolytes, gas exchange, immunity, metabolism, nutrition, comfort, and perfusion. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach. Prerequisites: RNSG 1125, 1128, 1161, 1216, 1430. Credit 5 semester hours (with 1 hour lab/week).

**1538 – Health Care Concepts III (4-1) 51.3801**

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach. Prerequisites: RNSG 1126, 1533, 2362. Credit 5 semester hours (with 1 hour lab/week).

**2138 – Professional Nursing Concepts IV (1) 51.3801**

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidenced-based practice, leadership and management, patient-centered care, professionalism, safety, and teamwork and collaboration through exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. Prerequisites: RNSG 1137, 1538, 2363. Credit 1 semester hour.

**2360 – Clinical – Registered Nursing/Registered Nurse (3-12) 51.3801**

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. Nursing process is utilized to provide patient care. Prerequisites: RNSG 1538, 1137, 2363, and PSYC 2314. Corequisites: RNSG 2539 and 2138. Credit 3 semester hours (with 12 clinical hours/week).

**2362 – Clinical Nursing II (3-12) 51.3801**

A health-related work-based learning experience that enabled the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Nursing process is utilized in the care of individuals in acute and transitional care settings. Focus is on health promotion/disease prevention, basic pharmacological concepts, caring, ethical/legal aspects, and decision-making. Emphasis is on beginning assessment, psychomotor; and communication skills. Content includes applicable competencies in basic workplace skills. Prerequisites: RNSG 1125, 1128, 1161, 1216, 1430. Credit 3 semester hours (with 12 hours clinical/week).

**2363 – Clinical – Registered Nursing/Registered Nurse (3-12) 51.3801**

Prereq: RNSG 1533, 1126, 2362RNSG 2363 Clinical III

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. Nursing process is utilized to provide patient care. Prerequisites: RNSG 1538, 1137, 2363, and PSYC 2314. Corequisites: RNSG 2539 and 2138. Credit Hours 3 (with 12 clinical hours/week).

**2539 – Health Care Concepts IV (4-1) 51.3801**

In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. The course lends itself to a concept-based approach. Prerequisites: RNSG 1137, 1538, 2363. Credit 5 semester hour (with 1 hour of lab/week).

**LVN to ADN Bridge****1118 Transition to Professional Nursing Competencies (1-4) 51.3801**

Transition to professional nursing competencies in the care of patients throughout the lifespan. Validates proficiency in psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach. Prerequisites: Vocational nursing license and acceptance to the professional nursing program via transition. Credit 1 semester hour (4 lab hours/week).

**1128 Introduction to Health Care Concepts (1) 51.3801**

An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping and tissue integrity. This course lends itself to a concept-based approach. Prerequisites: BIOL 2401, PSYC 2301, and ENGL 1301. Acceptance into the Associate Degree Nursing program. Credit 1 semester hour.

**1137 Professional Nursing Concepts III (1) 51.3801**

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, teamwork and collaboration. Introduces the concepts of quality improvement, health information technology, and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. Prerequisites: RNSG 1126, 1533, 2362, and BIOL 2420. Credit 1 semester hour.

### **1163 LVN Transition Clinical (1) (4) 51.3801**

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. Prerequisites: BIOL 2401, ENGL 1301 and PSYC 2314. Corequisite: RNSG 1128, RNSG 1118, RNSG 1324, and RNSG 1163 must be passed concurrently in order for the student to progress to the Level III nursing courses. Student must have previously taken, or must be currently enrolled in, BIOL 2402. Credit 1 semester hour (4 clinical hours/week).

### **1324 Concept Based Transition to Professional Nursing (2-4) 51.3801**

Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety, advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, grief, and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, teamwork and collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach. Prerequisite: Vocational nursing license and acceptance to the professional nursing program. Semester Hours: 3 (2 lecture/4 lab)

### **1538 Health Care Concepts III (4-4) 51.3801**

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach. Prerequisites: RNSG 1126, 1533, 2362, and BIOL 2420. Credit 5 semester hours (4 lecture/4 lab).

### **2138 Professional Nursing Concepts IV (1) 51.3801**

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidenced-based practice, leadership and management, patient-centered care, professionalism, teamwork and collaboration through exemplars presented in the HCC IV course. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. Prerequisites: RNSG 1137, 1538, 2362, and PSYC 2314. Credit 1 semester hour.

### **2363 Clinical III (3-12) 51.3801**

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. Nursing process is

utilized to provide patient care. Prerequisites: RNSG 1126, RNSG 1533, and RNSG 2362. Corequisites: RNSG 1137 and RNSG 1538. Previously taken or currently enrolled in PSYC 2314. Credit 3 semester hours (12 clinical hours/week).

**2360 Clinical IV (3-12) 51.3801**

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. Nursing process is utilized to provide patient care. Prerequisites: RNSG 1538, RNSG 1137, RNSG 2363 and PSYC 2314. Corequisites: RNSG 2539; RNSG 2138. Credit 3 semester hours (12 clinical hours/week).

**2539 Health Care Concepts IV (4-4) 51.3801**

In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all healthcare concepts. This course lends itself to a concept-based approach. Prerequisites: RNSG 1137, 1538, 2363, and PSYC 2314. Credit 5 semester hours (4 lecture/4 lab).

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**SOCIOLOGY (SOCI)**

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**1301 – Introductory Sociology (3-0) 45.1101.51 25**

The study of the basic elements of human society; human behavior, culture, personality, social groups, social institutions, the social processes as a product of group and community organization. Credit 3 semester hours.

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**SPANISH (SPAN)**

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**1411 – Beginning Spanish I (3-3) 16.0905.51 13**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. No prerequisite. Credit 4 semester hours.

**1412 – Beginning Spanish II (3-3) 16.0905.51 13**

A continuation of SPAN 1411. Prerequisite: SPAN 1411 or equivalent. Credit 4 semester hours.

**2311 – Intermediate Spanish I (3-3) 16.0905.52 13**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1412. Credit 4 semester hours.

**2312 – Intermediate Spanish II (3-3) 16.0905.52 13**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2311. Credit 4 semester hours.

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**SPEECH (SPCH)**

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**1144 – Forensic Activities I (0-3) 23.1304.60 12**



Laboratory experience for students who participate in forensic activities. Credit 1 semester hours.

**1145 – Forensic Activities II (0-3) 23.1304.60 12**

Continuation of the laboratory experience for students who participate in forensic activities. Credit 1 semester hours.

**2144 – Forensic Activities III (0-3) 23.1304.60 12**

Laboratory experience for students who participate in forensic activities. Credit 1 semester hours. Prerequisite SPCH 1144 and 1145.

**2145 – Forensic Activities IV (0-3) 23.1304.60 12**

Continuation of the laboratory experience for students who participate in forensic activities. Credit 1 semester hours. Prerequisite SPCH 2144.

**1315 – Public Speaking (3-0) 23.1304.53 12**

A systematic study of the basic principles of effective oral communication. Provides experience in public speaking and listener analysis. Emphasis is placed on speech construction for extemporaneous speaking. Credit 3 semester hours.

**2333 – Discussion and Small Group Communication (3-0) 23.1304.56 12**

Discussion and small group theories and techniques as they relate to group process and interaction. Credit 3 semester hours.

**2335 – Argumentation and Debate (3-0) 23.1304.59 12**

This course introduces various argumentation techniques. The student will learn basic research skills and methods of cataloging evidence. The student will learn to organize and present ideas in effective communication paradigms. Individual debate and team formats will be demonstrated. Credit 3 semester hours.

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**VOCATIONAL NURSING (VNSG)**

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**1115 – Disease Control and Prevention (1-0) 51.3901**

Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions. Credit 1 semester hour.

**1116 – Nutrition (1-1) 51.3901**

Introduction to nutrients and their role in proper growth and development and the maintenance of health. Credit 1 semester hour.

**1126 – Gerontology (1-1) 51.3901**

Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the older adult. Credit 1 semester hour.

**1263 – Clinical I (0-7) 51.3901**

A method of instruction providing detailed education, training and work based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Credit 2 semester hours.

**1138 – Mental Illness (1-0) 51.3901**

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Credit 1 semester hour.

**1304 – Foundations of Nursing (3-0) 51.3901**

Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. Credit 3 semester hours.

**1320 – Anatomy and Physiology for Allied Health (2-2) 51.3901**

Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. Credit 3 semester hours.

**1323 – Basic Nursing Skills (2-4) 51.3901**

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions. Communication skills, medical terminology, CPR and emergency first aid will be included. Legal and ethical responsibilities of the vocational nurse are emphasized. Basic IV therapy skills. Credit 3 semester hours.

**1327 – Essentials of Medication Administration (2-3) 51.3901**

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. Credit 3 semester hours.

**1231 – Pharmacology (2-0) 51.3901**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process. Credit 2 semester hours.

**1234 – Pediatrics (2-0) 51.3901**

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. Credit 2 semester hours.

**1330 – Maternal-Neonatal Nursing (3-0) 51.3901**

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. Credit 3 semester hours.

**1429 – Medical-Surgical Nursing I (4-1) 51.3901**

Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Credit 4 semester hours.

**1660 – Clinical II (0-24) 51.3901**

A method of instruction providing detailed education, training and work based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Credit 6 semester hours.

**1432 – Medical-Surgical Nursing II (4-1) 51.3901**

Continuation of Medical-Surgical Nursing I with application of the nursing process of the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings. Credit 4 semester hours.

**1661 – Clinical III (0-24) 51.3901**

A method of instruction providing detailed education, training and work based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Credit 6 semester hours.

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**WELDING (WLDG)**

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**1412 – Introduction to Flux Cored Arc Welding (2-4) 48.0508**

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding (FCAW) equipment. Credit 4 semester hours.

**1421 – Introduction to Welding Fundamentals (2-4) 48.0508**

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxy-acetylene welding and cutting, basic arc welding processes and basic metallurgy. Credit 4 semester hours.

**1413 – Introduction to Blueprint Reading for Welders (2-4) 48.0508**

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry. Credit 4 semester hours.

**1428 – Introduction to Shielded Metal Arc Welding (2-4) 48.0508**

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. Credit 4 semester hours.

**2406 – Intermediate Pipe Welding (2-4) 48.0508**

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practice. Credit 4 semester hours.

**1417 – Introduction to Layout and Fabrication (2-4) 48.0508**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Credit 4 semester hours.

**2435 – Advanced Layout and Fabrication (2-4) 48.0508**

A continuation of the Intermediate Layout and Fabrication course which covers production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Credit 4 semester hours.

**1430 – Introduction to Gas Metal Arc Welding (2-4) 48.0508**

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction on various joint designs. Credit 4 semester hours.

**1434 – Introduction to Gas Tungsten Arc Welding (2-4) 48.0508**

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint design. Credit 4 semester hours.

**2413 – Intermediate Welding in Using Multiple Processes (2-4) 48.0508**

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, gas metal arc welding, flux-cored arc welding, gas tungsten arc welding, or any other approved welding process. Credit 4 semester hours.

**2439 – Advanced Oxy-fuel Welding and Cutting (2-4) 48.0508**

A study of all position welding on ferrous and nonferrous metals using oxy-acetylene welding process, including welding and cutting, brazing and soldering operations. Credit 4 semester hours.

**2447 – Advanced Gas Metal Arc (MIG) Welding (2-4) 48.0508**

Advanced topics in GMAW welding, including welding in various positions and directions. Credit 4 semester hours.

**2451 – Advanced Gas Tungsten Arc (TIG) Welding (2-4) 48.0508**

Advanced topics in GTAW welding, including welding in various positions and directions. Credit 4 semester hours.

**2452 – Advanced Flux Core Arc Welding (2-4) 48.0508**

Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and v-groove welding.

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## ACADEMIC TRANSFER PROGRAMS

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### Suggested Transfer Curricula

- Ranger College does not offer a major or an area of concentration in the Academic Transfer Program. Ranger College does provide upon request specific degree plans for students interested in various fields of study for students whose educational goals include transfer to a four-year college or university.
- In general, all students planning to transfer to a senior college or university to earn a Bachelor's Degree will need basically the same courses in the first two years with a few selected electives. All students should follow either the Associate of Arts or the Associate of Science Degree plans.
- Students planning a Bachelor's Degree, and especially those students who are undecided about a major field, are advised to follow a "liberal arts curriculum" and complete the requirements of the core curriculum.
- Since requirements for a specific degree vary among institutions, each student preparing for transfer would be wise to select a particular college for transfer as early as possible in his or her college career and review that institution's catalog and specific requirements for a major and graduation so that the program of studies at Ranger College can be adjusted to the student's specific educational plans. Students desiring assistance with degree program planning are urged to consult the Sr. Vice President for Instruction, Registrar, or Counselor. Some programs qualify students for the Associate of Arts Degree or Associate of Science Degree and junior standing at a four-year college or university. A student who plans to graduate with an Associate of Arts Degree or Associate of Science Degree from Ranger College should review the Graduation and core curriculum requirements in this catalog.

### Curricula

Curricula have been arranged to provide students a general guide for selecting their courses of study. Advisors will assist the student at registration to design a program that is appropriate to the student's educational objective.

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## WORKFORCE EDUCATION PROGRAMS

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### ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

The following approved programs are intended to prepare the student for employment upon completion or to further the vocational and technical skills of those already employed. Some of the curricula as listed lead to certificates of completion, while others lead to the Associate of Applied Science Degree. The student is encouraged to determine his or her educational goal and pursue the curriculum that leads to that goal. Faculty advisors will assist the student at registration to select the program that is appropriate for the student's educational objective. These programs are not planned with transfer as the desired objective, but some of the courses may be accepted by senior colleges if the student desires to pursue a bachelor's degree at a later time.

**Majors.** Students who wish to pursue a degree or certificate in a workforce education program should declare a major in one of these areas: ADN, welding technology, machining technology, vocational nursing, cosmetology, EMS, or early childhood development. To declare a major, students should consult with an advisor or instructor in the program of interest.

**SCANS.** The Secretary's Commission on Achieving Necessary Skills (SCANS) is a joint project of the U.S. Department of Labor and U.S. Department of Education. The purpose is to encourage a high-performance economy with high-skill, high-wage employment. This project has produced a list of SCANS skills that were determined to be needed in present-day occupations. All workforce education programs at Ranger College teach SCANS skills. The SCANS skills include foundational skills of reading, writing, mathematics, listening, and speaking. Also included are the competencies of allocating resources, acquiring and using information, interpersonal skills, understanding and designing systems, and using technology.

## WELDING

Certificate of Completion (one semester/16 hours)

Courses		Semester Hours
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1413	Introduction to Blueprint Reading for Welders	4
WLDG 1428	Introduction to Shielded Metal Arc Welding	4
WLDG 1412	Introduction to Flux Cored Arc Welding	4
		<b>TOTAL HOURS</b>
		<b>16</b>

CAPSTONE EXPERIENCE – Student will participate in a comprehensive capstone experience during the semester in which they complete their course work.

*This certificate program is not subject to the requirements of the Texas Success Initiative.*

Certificate of Completion (one year/32 hours)

Semester 1 Courses		Semester Hours
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1413	Introduction to Blueprint Reading for Welders	4
WLDG 1428	Introduction to Shielded Metal Arc Welding	4
WLDG 1412	Introduction to Flux Cored Arc Welding	4
<b>Total Semester Hours</b>		<b>16</b>
Semester 2 Courses		Semester Hours
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1430	Introduction to Gas Metal Arc Welding	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding	4
WLDG 2413	Welding in Using Multiple Processes	4
<b>Total Semester Hours</b>		<b>16</b>
		<b>TOTAL HOURS</b>
		<b>32</b>

CAPSTONE EXPERIENCE – Student will participate in a comprehensive capstone experience during the semester in which they complete their course work.

*This certificate program is not subject to the requirements of the Texas Success Initiative.*

**Associate of Applied Science in Welding**

<b>Semester 1 Courses</b>		<b>Semester Hours</b>
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1413	Introduction to Blueprint Reading for Welders	4
WLDG 1428	Introduction to Shielded Metal Arc Welding	4
WLDG 1412	Introduction to Flux Cored Arc Welding	4
<b>Total Semester Hours</b>		16
<b>Semester 2 Courses</b>		<b>Semester Hours</b>
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1430	Introduction to Gas Metal Arc Welding	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding	4
WLDG 2413	Welding in Using Multiple Processes	4
<b>Total Semester Hours</b>		16
<b>Semester 3 Courses</b>		<b>Semester Hours</b>
SPCH 1315	Fundamentals of Speech	3
COSC 1301	Introduction to Computing	3
EDUC 1100 or PSYC 1100	Learning Framework	1
Two Approved Welding Electives	(see below)	8
WLDG 2406	Intermediate Pipe Welding	4
WLDG 2435	Advanced Fabrication and Layout	4
WLDG 2447	Advance Gas Metal Arc Welding	4
<b>Total Semester Hours</b>		15
<b>Semester 4 Courses</b>		<b>Semester Hours</b>
ENGL 1301	Composition and Rhetoric	3
MATH 1314	College Algebra	3
Social Science Elective		3
<b>One Approved Welding Elective</b>	<b>See below</b>	4
WLDG 2451	Advanced Gas Tungsten Arc Welding	
WLDG 2452	Advanced Flux Cored Arc Welding	
WLDG 2439	Advanced Oxy-Fuel Welding and Cutting	
<b>Total Semester Hours</b>		13
		<b>TOTAL HOURS 60</b>

CAPSTONE EXPERIENCE – Student will participate in a comprehensive capstone experience during the semester in which they complete their course work.

*This program is subject to the requirements of the Texas Success Initiative*



## MACHINING

Machining Technology Certificate

<b>Semester 1 Courses</b>		<b>Semester Hours</b>
MCHN 1320	Precision Tools and Measurement	3
MCHN 1300	Beginning Machine Shop	3
MCHN 1302	Print Reading for Machining Trades	3
MCHN 1343	Machine Shop Mathematics	3
<b>Total Semester Hours</b>		12
<b>Semester 2 Courses</b>		<b>Semester Hours</b>
MCHN 1438	Basic Machine Shop I	4
DFTG 2319	Intermedia Computer-Aided Drafting	3
MCHN 2344	Computerized Numerical Control Programming	3
MCHN 2403	Fundamentals of CNC	4
<b>Total Semester Hours</b>		14
<b>Semester 3 Courses</b>		<b>Semester Hours</b>
MCHN 1326	Intro to Computer-Aided Manufacturing (CAM)	3
MCHN 1452	Intermediate Machining I	4
MCHN 1319	Manufacturing Materials and Processes	3
MCHN 2435	Advanced CNC Machining	4
<b>Total Semester Hours</b>		14
		<b>TOTAL HOURS</b>
		<b>40</b>

CAPSTONE EXPERIENCE – Student will participate in a comprehensive capstone experience during the semester in which they complete their course work.

*This program is subject to the requirements of the Texas Success Initiative*

**Associate of Applied Science in Machining Technology**

<b>Semester 1 Courses</b>		<b>Semester Hours</b>
MCHN 1320	Precision Tools and Measurement	3
MCHN 1300	Beginning Machine Shop	3
MCHN 1302	Print Reading for Machining Trades	3
MATH 1314	College Algebra	3
Social/Behavioral Science Elective		3
<b>Total Semester Hours</b>		<b>15</b>
<b>Semester 2 Courses</b>		<b>Semester Hours</b>
MCHN 1438	Basic Machine Shop I	4
MCHN 1319	Manufacturing Materials and Processes	3
MCHN 2344	Computerized Numerical Control Programming	3
DFTG 2319	Intermedia Computer-Aided Drafting	3
MATH 1316	Plane Trigonometry	3
<b>Total Semester Hours</b>		<b>16</b>
<b>Semester 3 Courses</b>		<b>Semester Hours</b>
MCHN 1326	Intro to Computer-Aided Manufacturing (CAM)	3
MCHN 1452	Intermediate Machining I	4
MCHN 2403	Fundamentals of CNC	4
ENGL 1301	Composition and Rhetoric	3
<b>Total Semester Hours</b>		<b>14</b>
<b>Semester 4 Courses</b>		<b>Semester Hours</b>
MCHN 2438	Advanced Computer-Aided Manufacturing (CAM)	4
MCHN 2441	Advanced Machining I	4
MCHN 2435	Advanced CNC Machining	4
Fine Arts Elective		3
<b>Total Semester Hours</b>		<b>15</b>
		<b>TOTAL HOURS</b>
		<b>60</b>

CAPSTONE EXPERIENCE – Student will participate in a comprehensive capstone experience during the semester in which they complete their course work.

*This program is subject to the requirements of the Texas Success Initiative*

## ASSOCIATE DEGREE NURSING PROGRAM (REGISTERED NURSING)

Ranger College, in cooperation with Brownwood Regional Medical Center, developed a Registered Nurse (AASN) Program in October 2010 to address the critical shortage of professional nurses in Brown County and the surrounding counties. The college and the Texas State Board of Nursing worked closely together with accreditation in accordance with Texas Board of Nursing degree requirements. The first class began in January of 2011.

The ADN program is a two-year program available in Brownwood/Early (Brown County Center/Nursing Education Center). Upon satisfactory completion of this program, the student will be awarded an Associate of Applied Science in Nursing (AASN) degree, which entitles the student to take the registered nursing licensing examination given by the National Council of State Boards of Nursing (NCSBN). The Texas State Board of Nursing (TBON) will license graduates who pass this exam to practice as a registered nurse (RN). Candidates must apply to Ranger College online. Financial aid is available to those who qualify. Total estimated cost of the program is approximately \$10,000.00, which includes tuition, books, uniforms, shoes, watch, stethoscope, insurance, NCLEX review, and miscellaneous supplies.

### Admission Criteria

Admissions criteria change constantly. Students shoulder the responsibility of remaining current with admissions requirements posted on the Ranger College website. Applications are considered via a point system that includes grade point average, grades in required courses, residence, and other criteria. Preference will be given to individuals residing in Brown, Eastland, Stephens, Graham, Comanche, and Erath counties.

Each class group begins in January. The admission period for the AASN program is late spring through August 1. Candidates must apply to Ranger College and successfully complete the ATI TEAS entrance exam during this time. The TEAS exam is offered at the Early, Texas campus each Thursday afternoon. Those successfully completing the exam must then email the Director of Nursing for an application to the nursing program. Candidates may begin gathering the documentation of vaccines and other requirements prior to testing. Prerequisite courses may be taken in the Fall semester prior to beginning the program. A grade of C or better is required in these prerequisites for acceptance into the nursing program.

### How to Apply

Requirements for **initial application** (subject to change):

1. Proof of high school graduation or completion of a GED. This must be verified by an official high school transcript or an original GED transcript.
2. Texas Success Initiative (TSI) scores meet Ranger College requirements.
3. Cumulative G.P.A. of 2.5 or better on pre-requisite course work.
4. A completed application to Ranger College.
5. Three (3) letters of reference from non-family members. (Forms are included in the application packet for the nursing program.)
6. Physical Exam. (Form included in the application packet.)
7. Anatomy and Physiology classes must be current within five years from the date of application.
8. Proof of immunization status via shot records.
9. Proof of TB skin test or chest x-ray if test is positive.
10. Proof that Hepatitis B series will be complete prior to the first clinical in March.

11. CPR training (a current American Heart Association Healthcare Provider CPR card only) is mandatory prior to beginning clinical rotations.
12. Completion of all prerequisite courses or evidence of enrollment in the semester preceding intended start of program. (Students must earn a C or better for consideration.)
13. Submission of application to the program on or before annual deadline of August 1.

Students will be accepted based on criteria established by the selection committee and a point system. A satisfactory FBI criminal background check is required by the Board of Nursing prior to final admission to the program and a drug test will be required annually. (See the Eligibility for Nursing Licensure in Texas information below). For more information, prospective students may call the Ranger College Brown County Center at 325-641-5726. **NOTE:** In order to be eligible for financial aid, ADN/RN nursing students must be enrolled in at least 12 credit hours each semester.

#### Point System for Selection

1. One point will be given for each of the prerequisite and general education courses in the ADN curriculum *completed* with a grade of C or better (see list under ADN curriculum). A&P courses will only receive one (1) point if taken in the last 5 years. Courses currently in progress will not receive any points. (Total of 8 points possible)
2. One point will be given if the student received a grade of A on the first attempt of Anatomy & Physiology I (BIOL 2401).
3. Three points will be given if the student currently resides in one of the following counties: Brown, Comanche, Erath, Young, Stephens and Palo Pinto. Proof of current residency must be provided with application. (Proof may include driver's license, state issued identification card, or current utility bill for residence in the applicant's name.)
4. One point will be given if at least 15 semester credit hours have been successfully completed at Ranger College. This does not include CLEP hours.
5. Points given for GPA will be equivalent to the student's GPA for the completed pre-requisite courses.
6. One point will be given if the applicant is currently employed at a health care facility located in the college service area. (This includes acute care, long term care and physician offices, etc.).
8. One point will be given if the applicant is a member of Phi Theta Kappa.

The maximum number of points for selection is 22. Note that this point system is subject to change.

Associate Degree Nursing Curriculum

<b>PREREQUISITE COURSES</b>		<b>Semester Hours</b>
<b>BIOL 2401</b>	Anatomy & Physiology I	4
<b>ENGL 1301</b>	Composition I	3
<b>PSYC 2301</b>	General Psychology	3
	Semester Total	10
<b>TOTAL PREREQUISITE HOURS</b>		<b>20</b>
<b>Semester I</b>		
<b>BIOL2402</b>	Anatomy & Physiology II	4
<b>RNSG1216</b>	Professional Nursing Competencies	2
<b>RNSG1128</b>	Introduction to Health Care Concepts	1
<b>RNSG 1430</b>	Health Care Concepts I	4
<b>RNSG 1125</b>	Professional Nursing Concepts I	1
<b>RNSG 1161</b>	Clinical-Registered Nursing/Registered Nurse	1
<b>Total Semester Hours</b>		<b>13</b>
<b>Semester II</b>		
<b>PSYC 2314</b>	Lifespan Growth and Development	3
<b>BIOL 2420 or 2421</b>	Microbiology for Non-Science Majors or Microbiology for Science Majors	4
<b>RNSG 1533</b>	Health Care Concepts II	5
<b>RNSG 1126</b>	Professional Nursing Concepts II	1
<b>RNSG 2362</b>	Clinical-Registered Nursing/Registered Nurse	3
<b>Total Semester Hours</b>		<b>16</b>
<b>Semester III</b>		
<b>RNSG 1538</b>	Health Care Concepts III	5
<b>RNSG 1137</b>	Professional Nursing Concepts III	1
<b>RNSG 2363</b>	Clinical-Registered Nursing/Registered Nurse	3
<b>Elective</b>	Humanities/Fine Arts	3
<b>Total Semester Hours</b>		<b>12</b>
<b>Semester IV</b>		
<b>RNSG 2539</b>	Health Care Concepts IV	5
<b>RNSG 2138</b>	Professional Nursing Concepts IV	1
<b>RNSG 2360</b>	Clinical-Registered Nursing/Registered Nurse	3
<b>Total Semester Hours</b>		<b>9</b>
		<b>TOTAL HOURS</b>
		<b>60</b>

**LVN to RN Bridge Program**

Ranger also offers a licensed vocational nurse (LVN) to registered nurse (RN) Bridge program at its Brown County Center. This track begins each year in August with an annual enrollment deadline of May 1. It combines the first two semesters of the AASN track, with students joining their AASN colleagues in the third semester.

<b>PREREQUISITE COURSES</b>		<b>Semester Hours</b>
<b>BIOL 2401</b>	Anatomy & Physiology I	4
<b>ENGL 1301</b>	Composition I	3
<b>PSYC 2301</b>	General Psychology	3
<b>PSYC 2314</b>	Lifespan Growth and Development	3
	Semester Total	13
<b>TOTAL PREREQUISITE COURSES</b>		<b>26</b>
<b>LVN Transition Semester – Fall</b>		
<b>BIOL 2402</b>	Anatomy & Physiology II	4
<b>RNSG 1324</b>	Concept Based Transition to Professional Nursing	3
<b>RNSG 1118</b>	Transition to Professional Nursing Competencies	1
<b>RNSG 1128</b>	Intro to Health Care Concepts	1
<b>RNSG 1161</b>	LVN Transition Clinical	1
<b>Total Semester Hours</b>		<b>10</b>
<b>Upon successful completion of transition courses</b>	Prerequisite for Level III: Students may enroll in Semester III courses if they successfully complete the Transition courses with a grade of “C” or better and credit for the clinical course. Successful completion of the transition courses gives LVN students credit for 12 semester hours of nursing from Semester I and Semester II. See the section entitled Advance Standing for Licensed Vocational Nurses in the General College Catalogue for details regarding this path for entry into Semester III.	12
<b>Semester III – Spring</b>		
<b>BIOL 2420 or 2421</b>	Microbiology for Non-Science Majors or Microbiology for Science Majors	4
<b>RNSG 1538</b>	Health Care Concepts III	5
<b>RNSG 1137</b>	Professional Nursing Concepts III	1
<b>RNSG 2363</b>	Clinical-Registered Nursing/Registered Nurse	3
<b>Total Semester Hours</b>		<b>13</b>
<b>Semester IV – Fall</b>		
<b>Elective</b>	Humanities/Fine Arts	3
<b>RNSG 2539</b>	Health Care Concepts IV	5
<b>RNSG 2138</b>	Professional Nursing Concepts IV	1
<b>RNSG 2360</b>	Clinical-Registered Nursing/Registered Nurse	3
<b>Total Semester Hours</b>		<b>12</b>
		<b>TOTAL HOURS</b>
		<b>60</b>

## VOCATIONAL NURSING PROGRAM

Ranger College offers a one-year vocational nursing (VN) program with approval from the Texas Higher Education Coordinating Board and the Texas State Board of Nursing (TBON). The program is available at the college's Brown County and Erath County Centers. The total cost of the program is approximately \$10,000, including tuition, books, uniforms, shoes, watch, stethoscope, insurance and miscellaneous supplies. Financial aid is available to those who qualify.\* The program begins each August, or Fall semester, and progresses through the Spring and Summer semesters, completing in the subsequent August. Applications for classes beginning in August will be accepted from October 1st to April 30th. Acceptance is based on pre-entrance exam scores, interview, completion of required documents and prerequisite courses.

\*Students must be enrolled in at least 12 hours of coursework per semester to be considered for financial aid.

**Admission Requirements:** Admission requirements for Vocational Nursing are posted on the Ranger College website. Questions may be directed to the college's Director of Nursing.

### **Prerequisites:**

- Anatomy & Physiology I (Credit) – passing score of C or better \$600 (estimated)
- OR**
- Basic Anatomy and Physiology (A&P) (Non-credit) \$200
- Apply to Ranger College
- Schedule the TEAS admission exam with atitesting.com
- Upon successful completion of the exam, Email the Dean for an application to the nursing program
- Collect all required documents
- Email the Dean for an interview appointment.

### **Items required at the interview: All required documents are due by April 29th.**

1. Transcripts: HS or GED, college transcripts
2. Letters of Recommendation (use the form in the application packet, no family relations)
3. Physical Exam (Use form provided in the application)
4. Proof of Immunizations
  - a. Hep B (series of 3)
  - b. Varicella (Chicken Pox – proof of illness by physician or vaccine series of 2)
  - c. MMR (series of 2)
  - d. TB (within last 12 months) or Chest X-ray (within last 2 years)
  - e. Tdap (within last 10 years)
  - f. Meningitis (if under 30 years of age)
5. CPR – American Heart Association – Healthcare Provider – ONLY

Upon satisfactory completion of the program, the student will be awarded a certificate of completion. Once the TBON receives an affidavit of graduation (AOG), they will issue graduates a temporary license (graduate nurse or GVN) and an authorization to test (ATT). The ATT entitles the student to take the licensing NCLEX examination. Graduates who pass the NCLEX will be licensed as a Vocational Nurse by the TBON.

Vocational Nursing Curriculum

PREREQUISITE COURSES		Semester Hours
BIOL 2401	Anatomy & Physiology I	4
OR	Anatomy & Physiology Continuing Education	Certificate
Semester I – Fall		
VNSG 1115	Disease Control & Prevention	1
VNSG 1116	Nutrition	1
VNSG 1126	Gerontology	1
VNSG 1304	Foundations of Nursing	3
VNSG 1320	Anatomy & Physiology for Allied Health	3
VNSG 1323	Basic Nursing Skills	3
VNSG 1327	Essentials of Medication Administration	3
VNSG 1263	Clinical I	2
	<b>Total Semester Hours</b>	<b>17</b>
Semester II – Spring		
VNSG 1231	Pharmacology	2
VNSG 1330	Maternal/Neonatal Nursing	3
VNSG 1429	Medical Surgical I	4
VNSG 1660	Clinical II	6
	<b>Total Semester Hours</b>	<b>15</b>
Semester III – Summer		
VNSG 1138	Mental Illness	1
VNSG 1234	Pediatrics	2
VNSG 1432	Medical Surgical II	4
VNSG 1661	Clinical III	6
	<b>Total semester Hours</b>	<b>13</b>
		<b>TOTAL HOURS 45</b>



## COSMETOLOGY

**Admission Requirements:** Cosmetology class sizes are limited; therefore, in addition to completing the general admission requirements for Ranger College, applicants to the cosmetology program must take the following steps and meet the following requirements:

1. Schedule an appointment for an orientation meeting with a Ranger College cosmetology faculty member.
2. Be a high school graduate or have completed a GED. This must be verified by an official high school transcript or official GED transcript. Official transcripts of any previous college work must be provided.
3. Applicants must be able to work gross and fine motor skills for long periods of time.
4. Upon acceptance into the cosmetology program, applicants must provide and meet all requirements listed in the Texas Department of Licensing and Regulation (TDLR) handbook.
5. All students must enroll full-time.

### Cosmetology Operator Certificate

*Operator Certificate is not subject to the requirements of the Texas Success Initiative.*

Classes		Contact	Credit
CSME 1310	Introduction to Haircutting and Related Theory	144	3
CSME 1401	Orientation to Cosmetology	128	4
CSME 1405	Fundamentals of Cosmetology	128	4
CSME 1443	Manicuring and Related Theory	144	4
CSME 1447	Principles of Skin Care/Facials and Related Theory	144	4
CSME 1451	Artistry of Hair, Theory and Practice	128	4
CSME 1553	Chemical Reformation and Related Theory	160	5
CSME 2237	Advanced Cosmetology Techniques	128	2
CSME 2343	Salon Development	96	3
CSME 2441	Preparation of Texas Dept. of Licensing and Regulations Examination	128	4
CSME 2501	The Principles of Hair Coloring Related Theory	176	5
<b>TOTAL HOURS</b>		<b>1504</b>	<b>42</b>

### Cosmetology Instructor Certificate

*Instructor Certificate is not subject to the requirements of the Texas Success Initiative.*

Classes		Contact	Credit
CSME 1434	Cosmetology Instructor I	144	4
CSME 1435	Orientation to the Instruction of Cosmetology	128	4
CSME 2414	Cosmetology Instructor II	128	4

CSME 2415	Cosmetology Instructor III	128	4
CSME 2444	Cosmetology Instructor IV	112	4
CMSE 2445	Instructional Theory and Clinic Operation	112	4
		<b>TOTAL HOURS</b>	<b>752      24</b>

**NOTE:** A student who wishes to apply for the Cosmetology Instructor Certificate must first be a state-certified cosmetologist.

## EARLY CHILDHOOD EDUCATION

### Occupational Skills Award

Classes		Semester Hours
CDEC 1317	Child Development Associate I	3
CDEC 2322	Child Development Associate II	3
CDEC 2324	Child Development Associate III	3
<b>TOTAL HOURS</b>		<b>9</b>

### Certificate of Completion

Semester I		Semester Hours
TECA 1311	Educating Young Children	3
COSC 1301	Introduction to Computing	3
CDEC 1313	Curriculum Resources for Early Childhood Program	3
CDEC 1319	Child Guidance	3
CDEC 1358	Creative Arts for Early Childhood	3
<b>Total Semester Hours</b>		<b>15</b>
Semester II		Semester Hours
ENGL 1301	Composition I	3
TECA 1318	Wellness of the Young Child	3
CDEC 1321	The Infant & Toddler	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2307	Math & Science Early Childhood	3
PSYC 2314	Lifespan Growth and Development	3
<b>Total Semester Hours</b>		<b>18</b>
<b>TOTAL HOURS</b>		<b>33</b>

**Associate of Applied Science in Early Childhood Education**

<b>Semester I</b>		<b>Semester Hours</b>
TECA 1311	Educating Young Children	3
COSC 1301	Introduction to Computing	3
CDEC 1313	Curriculum Resources for Early Childhood Program	3
CDEC 1319	Child Guidance	3
CDEC 1358	Creative Arts for Early Childhood	3
<b>Total Semester Hours</b>		<b>15</b>
<b>Semester II</b>		<b>Semester Hours</b>
ENGL 1301	Composition I	3
TECA 1318	Wellness of the Young Child	3
CDEC 1321	The Infant & Toddler	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2307	Math & Science Early Childhood	3
<b>Total Semester Hours</b>		<b>15</b>
<b>Semester III</b>		<b>Semester Hours</b>
ENGL 1302	Composition II	3
TECA 1303	Families, School, and Community	3
PSYC 2314	Lifespan Growth & Development	3
PSYC 2301	General Psychology	3
CDEC 1359	Children with Special Needs	3
<b>Total Semester Hours</b>		<b>15</b>
<b>Semester IV</b>		<b>Semester Hours</b>
CDEC 2341	The School-Age Child	3
CDEC 2364	Practicum in Child Development	3
	Creative Arts Elective	3
	Speech Elective	3
	Math Elective	3
<b>Total Semester Hours</b>		<b>15</b>
		<b>TOTAL HOURS</b>
		<b>60</b>

**EMERGENCY MEDICAL SERVICES****EMT Basic Certificate**

<b>Classes</b>		<b>Semester Hours</b>
EMSP 1401	Emergency Medical Technician – Basic	4
EMSP 1160	Clinical – Emergency Medical Technology	1
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1166	Practicum – EMT	1
EMSP 1355	Trauma Management	3
		<b>TOTAL HOURS</b> <b>15</b>

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## CONTINUING EDUCATION

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Ranger College recognizes that learning is a life-long process. Opportunity is thus provided for adults to assume or resume intellectual interests, increase vocational competence, develop worthwhile hobbies and improve the general quality of their lives. The College strives to serve the interests of the community and meet the needs of those who seek further education.

- The College offers two types of continuing education courses: vocational and/or hobby courses. Vocational courses offered at night or in short course format carry Continuing Education Unit (C.E.U.) credits, but not college credit. Courses of this type are used for securing or renewing occupational certificates, upgrading job skills, or acquiring new job skills. These courses are offered when there is a need and demand and when instructors and facilities are available. Vocational or hobby courses designed for enrichment or leisure time activities are not graded and carry no credit. Courses and programs of general interest to the community are provided when an instructor, facilities, and resources are available.
- Admission to the Continuing Education courses are normally on a “space available” basis and fees are set for each individual course. For information regarding currently offered Continuing Education courses, enrollment, or fees, the student should contact the Director of Continuing Education at 254.965.8875.

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## PAST CATALOGS

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Past annual editions of the college catalog are housed in the Office of the Registrar. Individuals wishing to access these catalogs should contact the Registrar at 254.267.7057.