

# Mid-South

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## Community College

### **2010-2011 Catalog**

2000 West Broadway  
West Memphis, AR 72301

866-733-6722 (toll-free number)  
870-733-6722

# Academic Calendar 2010–2011

## Summer Semester 2010 *(NOTE: College is closed on Fridays in June and July)*

Regular Registration .....	May 24
Late registration .....	May 26
Memorial Day Holiday (College is closed) .....	May 31
First day of classes .....	June 1
Last day for schedule changes .....	June 3
Last day to drop a class with 80% refund <sup>1</sup> .....	June 7
Official enrollment report day .....	June 8
Last day to drop a class or withdraw from the College .....	July 1
Early Advising/registration for Fall 2010 .....	July 12-July 15
Last day of classes .....	July 19
Final examinations .....	July 20-21
Grades due in Registrar's Office .....	July 22

<sup>1</sup> The 80% refund date for dropped courses that begin after the official 5th day of classes is five (5) days after the first class meeting for that particular course.

## Fall Semester 2010

Last day to pay for Early Registration for Fall 2010 <sup>1</sup> .....	July 28, 4:30 p.m.
Ten-Month faculty report .....	Aug. 2
Concurrent Student Orientation/Advising .....	Aug. 3, 5, 10
New Student Orientation/Advising .....	Aug. 12
Regular Registration .....	Aug. 16-17
Late Registration .....	Aug. 19
First day of classes .....	Aug. 23
Last day for schedule changes .....	Aug. 27
Last day to drop a class with 80% refund <sup>2</sup> .....	Sept. 3
Labor Day (College is closed) .....	Sept. 6
Official enrollment report day .....	Sept. 7
Mid-term examination week .....	Oct. 11-16
Fall Break (No classes; College is open) .....	Oct. 18-19
Mid-term grades posted .....	Oct. 21
Last day to drop a class or withdraw from the College .....	Nov. 1
Graduates' End of Program Assessments .....	Nov. 10, 11, 13
Early Advising/Online Registration for Spring 2011 .....	Nov. 15-Dec. 2
Thanksgiving Break (No classes; College is open) .....	Nov. 24
Thanksgiving (College is closed) .....	Nov. 25-28
Last day to apply for Spring 2011 Capstone/Internship Courses .....	Dec. 2
Intent to Graduate/Degree audit deadline for Spring 2011 graduates <sup>3</sup> .....	Dec. 2
Last day of classes .....	Dec. 6
Final examinations .....	Dec. 7-13
Last day to pay for Spring 2011 Early Registration classes <sup>4</sup> .....	Dec. 10
Grades due in Registrar's Office .....	Dec. 14
Last day for Ten-Month Faculty .....	Dec. 17
Christmas break (College is closed) .....	Dec. 22-Jan. 2

<sup>1</sup> Payment is due upon enrollment on or after this date.

<sup>2</sup> The 80% refund date for dropped courses that begin after the official 11th day of class is five (5) class days after the first class meeting for that particular course.

<sup>3</sup> Students planning to graduate in spring 2011 must have a degree audit completed by their advisor and submitted to the Registrar for approval.

<sup>4</sup> Payment is due upon enrollment on or after this date.

## Spring Semester 2011

All employees report .....	Jan. 3
New Student Orientation/Advising .....	Jan. 6
Regular Registration .....	Jan. 10
Late Registration .....	Jan. 12
Dr. Martin Luther King Jr. Holiday (College is closed) .....	Jan. 17
First day of classes .....	Jan. 18
Last day for schedule changes .....	Jan. 24
Last day to drop a class with 80% refund <sup>1</sup> .....	Jan. 31
Official enrollment report day .....	Feb. 1
Mid-term examination week .....	March 7-11
Mid-term grades posted .....	March 16
Spring Break (No classes; College is open) <sup>2</sup> .....	March 21-26
Last day to drop a class or withdraw from the College .....	March 29
Graduates' End of Program Assessments.....	April 6, 7, 9
President's Reception honoring Goldsby Scholarship Recipients .....	April 14
Early Advising/On-line Registration for Summer/Fall 2011 .....	April 18-28
Last day to apply for Fall 2011 Capstone/Internship Courses .....	April 27
Last day of classes .....	May 2
Final examinations .....	May 3-9
Grades due in Registrar's Office .....	May 10
Graduation .....	May 12
Last day to pay for Early Registration for Summer 2011 <sup>3</sup> .....	May 13
Last day for ten-month faculty.....	May 27

<sup>1</sup> The 80% refund date for dropped courses that begin after the official 11th day of classes is five (5) days after the first class meeting for that particular course.

<sup>2</sup> High school students taking college classes are expected to follow MSCC's holiday schedule. Ten-month faculty do not report.

<sup>3</sup> Payment for Summer 2011 Early Registration classes is due at the time of enrollment on or after this date.

## Summer Semester 2011

Calendar to be announced in March 2011

# President's Message

With credit enrollment that has surpassed 2,100 students, new programs in Renewable Energy Technology and Pharmacy Technology, and a grant to establish a much-needed Aviation Technology program in partnership with FedEx®, Mid-South Community College continues to blaze a trail in meeting the higher educational needs of its region.

For an institution that is less than two decades old, MSCC has enjoyed phenomenal growth. Starting as a vocational school with only 136 students in August 1992, the institution has become one of the fastest-evolving comprehensive community colleges in the state and region. Based on figures from the Arkansas Department of Higher Education, Mid-South Community College ranked No. 1 among public two- and four-year schools in enrollment percentage increase (29.3%) for the fall 2009 semester.

But whereas the number of students has changed dramatically, our focus remains the same – to provide accessible, affordable, employment-relevant, world-class education. In conjunction with the award-winning Arkansas Delta Training and Education Consortium (ADTEC), MSCC has established a “career pathways” model that offers a series of logical employment “stop-out points” along a comprehensive training continuum. ADTEC has earned recognition for four consecutive years as a workforce training model. It most recently received the prestigious 2010 Bellwether Award from the Community College Futures Assembly.

We are continuing our aggressive assessment of the employment needs of our region to provide education and training programs that will prepare our students for the jobs of today and tomorrow. Included in that effort is a partnership with the Memphis Bioworks Foundation that will focus on training workers for jobs in energy-efficiency and renewable energy occupations. The project leverages existing curricula, coupled with input from employers, to produce new training programs in agricultural production for biomass crops, sustainable design and construction, chemical processing, plant process operations, and solar installation. The training program developed at our College will be used as a model for the development of similar efforts at institutions in western Tennessee.

In another new venture, we have begun construction of the \$7 million ADTEC BioDiesel Technology Center on our North Campus. The 31,000 square foot facility will include a biofuel engine testing facility and fuel and oil analysis laboratories which will support adoption of biofuels by the transportation industry. It will be one the finest facilities of its kind in the region.

To put it simply, Mid-South Community College is uniquely positioned to take higher education and training to the next level. Our mission is to facilitate transformations in the lives of the people and in the economy of our region. Thank you for your interest in MSCC. We look forward to helping you reach your personal and professional goals.

Sincerely,



Dr. Glen Fenter, President

# Comments Welcome

The College welcomes evaluation of its programs and services. Comments may be shared with the college by addressing them to the Chairperson of the Planning and Institutional Effectiveness Committee, MSCC, 2000 W. Broadway, West Memphis, AR 72301, or to the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, 800-621-7440 or (312) 263-0456; Fax: (312) 263-7462.

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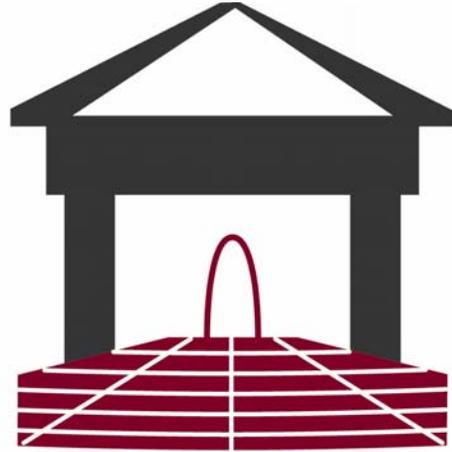
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This catalog is published for informational purposes only and does not constitute a contract between the College and any individual. MSCC reserves the right to change its policies, procedures, and programs. Such changes will be published in the next Schedule of Classes, in the electronic catalog on the College’s website and/or distributed to employees and students via email as appropriate. Revisions in degree requirements take effect as of fall semester registration of the year designated in the catalog. Students at Mid-South Community College will normally follow the degree requirements listed in the catalog in effect at the time of their admission. However, a student who changes majors or fails to earn at least 15 semester hours credit over a two-year period will be governed by the current catalog. Students may exercise the option of changing to a later catalog but must then fulfill all of its degree requirements.



# Mid-South

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## Community College

### **General Information**

### **Chapter 2**

# MSCC Degrees and Certificates

## Associate of Applied Science Degrees

Advanced Manufacturing Technology

Business Technology: Business Administration, Applications Specialist

General Technology

Information Systems Technology: Certified Internet Web Professional, Cisco Networking

Logistics and Supply Chain Technology

Medical Assistant Technology

Renewable Energy Technology

## Associate of Arts Degrees

General Education

Teaching, Middle School, P-4

## Certificates

Technical Certificate: Advanced Manufacturing Technology

Technical Certificate: Diesel Maintenance Technology

Technical Certificate: Pharmacy Technology

Technical Certificate: Renewable Energy Technology

Technical Certificate: Logistics and Supply Chain Technology

Certificate of Proficiency: Administrative Office Procedures

Certificate of Proficiency: Advanced Manufacturing

Certificate of Proficiency: Certified Nursing Assistant

Certificate of Proficiency: Cisco Certified Network Associate (CCNA)

Certificate of Proficiency: Emergency Medical Technician

Certificate of Proficiency: Heavy Truck Diesel

Certificate of Proficiency: Internet Web Professional

Certificate of Proficiency: Machine Technology (Machine Attendant)

Certificate of Proficiency: Machine Technology (Machinist I)

Certificate of Proficiency: Machine Technology (Machinist II)

Certificate of Proficiency: Microcomputer Upgrade and Repair

Certificate of Proficiency: Renewable Energy

Certificate of Proficiency: Warehousing and Distribution Center Operations

Certificate of Proficiency: Welding Technology

## Licensures/Certifications

Certified Nursing Assistant (CNA)

Child Development Associate (CDA)  
Cisco Certified Network Associate/Professional (CCNA/CCNP)  
CompTia A+  
Emergency Medical Technician (EMT)  
Master Certified Internet Web Professional  
Occupational Safety and Health Administration (OSHA)  
Truck Driving-Commercial Driver License (CDL)

## College Mission

Mid-South Community College is a public two-year institution of higher education with an open-door admission policy, serving Crittenden County, Arkansas, and the surrounding areas with a comprehensive educational program. The College is committed to economic development in the Arkansas Delta through the provision of high quality, affordable, and convenient learning opportunities and services consistent with identified student, community, and regional needs.

To meet these needs, the College provides quality academic and support programs, personnel, technology, administrative services, and facilities necessary to respond in a timely and effective manner.

## College Purposes

- To provide community college general education and technical curricula which prepare students for further education, employment, and lifelong learning.
- To provide academic resources, technology, and learning support programming to foster student success.
- To provide extra-curricular activities that promote wellness, leadership development, good citizenship, and cultural growth.
- To foster economic development by providing a training and educational link between the College and business and industry.
- To provide local access to baccalaureate and graduate education through partnerships with universities and four-year colleges.
- To support cultural and community events.

## College Vision Statement

**Leading:** acknowledged as an energetic, resourceful organization that is focused on carrying out clear plans for growth in programs, services, and a qualified workforce recognized for our quality and the range of programs and services responsive to our communities; and known for using technology to our greatest advantage in terms of equipment, technical support, educational programs, and learning strategies.

**Empowering:** known for our commitment to celebrating the strength and diversity of our people and our determination to help our students obtain knowledge, self-understanding, and autonomy.

**Nurturing:** recognized for consistently displaying compassion and concern for individuals and providing the learning resources and student support services necessary for those individuals to meet their educational goals.

**Serving:** seen by our communities as THE educational provider of choice for all ages, meeting the diverse educational and cultural needs of our communities; offering a diverse curriculum which both meets the needs of basic students and challenges the abilities of the most advanced; supporting student needs and interests through a range of organizations and activities; meeting the region's employment needs with a range of occupationally-oriented majors; and brokering services for educational programs beyond MSCC's mission and scope.

## MSCC Value Statements

Mid-South Community College employees are committed to:

**Access:** access, opportunity, and support for those who may benefit from its programs and services.

**Positive Campus Environment:** A working and learning environment that encourages freedom of inquiry and values integrity, courtesy, and involvement in decision making while respecting diversity and individual differences.

**Community and Civic Responsibility:** Civic responsibility through planned learning experiences and through collaboration with local organizations to enhance the quality of life for all citizens of the community.

**Quality and Accountability:** Quality instruction and effective use of technology, resources, and support services through continuous assessment of needs, programs and services.

**Responsiveness:** Economic, cultural, social, and human development by serving as a catalyst for community and educational improvements.

**Learning and Individual Goal Achievement:** Educational programs designed to motivate, challenge, and reward excellence in those who utilize and provide them.

## Strategic Goals for 2008–2011

### I. MSCC will expand access to learning by

- identifying ways we can improve access for the complete spectrum of learners in our communities of interest.

Goal: Develop new programs that address student interests and economic growth.

Goal: Strengthen partnerships with public schools to increase dual enrollment of high school students.

Goal: Expand flexible delivery systems that address the time constraints of adult students.

- recruiting, enrolling, and retaining increasing numbers of students.

Goal: Increase enrollment by an average of 5% a year until the total fall semester enrollment reaches and is maintained at a headcount of at least 2000.

## **II. MSCC will improve learning by**

- engaging in continuous improvement of student, faculty, and staff learning.

Goal: Increase professional growth opportunities for faculty and staff in support of student learning and retention to goal achievement.

- regularly and systematically evaluating and improving our processes.

Goal: Compare favorably with its peers as measured by national and/or state benchmarks.

Goal: Continue to improve the teaching/ learning process through assessing student learning.

- providing a comprehensive and responsive academic support system that recognizes students as central to the learning process.

Goal: Improve support services for under-prepared students.

Goal: Increase extracurricular options that enhance student academic success and engagement with the institution.

Goal: Expand and improve student use of tutorial services.

## **III. MSCC will support regional economic development by**

- providing more flexible training/education programs to meet the needs of business and industry.

Goal: Develop/strengthen career pathways with emphasis on student preparation for science, technology, engineering and math (STEM) careers.

- supporting and expanding partnerships with educational, philanthropic, and government agencies and other higher education institutions to increase breadth and depth in business/industry training.

Goal: Pursue stronger communication with area business/industry regarding programs and services provided by the college.

## **IV. MSCC will manage its resources effectively by**

- providing excellent human, physical, and fiscal resources that promote student learning.

Goal: Enhance use of technology to support student advising, and counseling and to improve institutional efficiency.

Goal: Obtain and effectively manage external resources to enhance facilities and programs

Goal: Increase MSCC Foundation resources

- promoting community on campus with an environment that encourages mutual respect and positive relationships.

Goal: Enhance morale, institutional loyalty, and positive relationships among employees.

## Accreditation

Mid-South Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, (800) 621-7440.

## Financial Information

Financial statements and other budgetary information are available upon written request to the Vice President for Finance and Administration.

## Freedom of Inquiry Statement

Mid-South Community College is committed to freedom of inquiry for both students and faculty.

## Nondiscrimination Statement

Mid-South Community College is committed to equal access and employment of all qualified persons regardless of race, color, religion, sex, national origin, age, disability, DNA information, or veteran status. Additional information is available from the Executive Vice President, 2000 West Broadway, West Memphis, Arkansas 72301. Telephone: (870) 733-6050.

# College Board of Trustees

Members of the Mid-South Community College Board of Trustees, who are appointed by the Governor, serve without compensation. The Board of Trustees establishes and reviews basic policies that govern the institution. Current board members are as follows:

Lynn Allen, Chair Marion	Phillip Neri, Vice Chair Marion	Solon Anthony, Secretary Proctor
Denny East Marion	Hershel Owens West Memphis	Alex Coulter West Memphis
Gary Masner West Memphis	Marvin Steele West Memphis	Mary M. Toney West Memphis

## MSCC Foundation

The Mid-South Community College Foundation was incorporated in 1992 as an independent entity charged with furthering the development and expansion of the College. The Foundation, a private, non-profit corporation organized under a tax exempt 501 (c)(3) status, secures funds — above and beyond state and local appropriations — to further enhance the efforts of the College. Funds raised and managed by the Foundation may support a wide variety of endeavors from individual scholarships to campus expansion.

The Foundation actively seeks outside funding for construction, renovation and educational enrichment projects. All contributions are tax deductible as allowed by law. Foundation Board members are as follows:

P. Michael Murphy, Chair West Memphis	Mike Ford West Memphis	David Rikard Marion
Phillip Brick, Vice Chair Marion	Matthew Glass Marion	Lance Russell West Memphis
Lynn Allen West Memphis	Sandy Goldsby West Memphis	Dr. Lance Scarbrough Marion
Ritter Arnold Marked Tree	James C. Hale III West Memphis	Llana Smith West Memphis
Jimmie Barham Earle	William H. Johnson, Jr. Earle	Murphy Smith West Memphis
Dr. Marian Barr West Memphis	Troy Keeping West Memphis	Caryl Sorrells West Memphis
Jeanne Boschert Marion	Paul Kelly Hughes	Toby Steele Marion
Grover Bowers West Memphis	Lannie Lancaster Marion	Charles Suiter, Jr. West Memphis
Jerri Catt Marion	Cindy Morrison Earle	Randy Sullivan West Memphis
Dr. Glen F. Fenter West Memphis	David Pike West Memphis	Bruce Williams Marion
Franklin Fogleman, Jr. Marion	Jack Poff West Memphis	

## College Profile

Mid-South Community College is a two-year public institution serving Crittenden and surrounding counties. Its founding marked the first local provision of higher education in a county which has lagged decades behind more prosperous areas in educational and economic development.

To address these deficits effectively, College personnel are committed to student learning, customer service, and an entrepreneurial approach to education. Consequently, the College is building a continuum of educational opportunities through alliances with both public schools and other institutions of higher education to increase college-preparedness and to provide local access to baccalaureate and graduate programs and professional training.

Mid-South Community College has emerged from a vocational technical school designed to serve a limited number of students to a comprehensive community college offering associate degree, technical certificate and certificate of proficiency programs; business and community education courses; and adult education. The College received state authority to offer its first

associate of applied science degree program in 1993 and approval to offer an Associate of Arts in the spring of 1994. Credit enrollment has increased from approximately 100 students in the fall of 1993 to 2,192 in the fall of 2009

Located on Broadway Street and College Boulevard in West Memphis, the campus includes approximately 84 acres. The centerpiece of the campus is the \$12 million Donald W. Reynolds Center for Educational Excellence which was funded primarily through an \$8 million grant from the Reynolds Foundation. The 64,000 sq.-foot facility includes state-of-the-art library media and learning centers, an award-winning multimedia conference room, a food service area, a testing room, computer labs, a bookstore, additional meeting rooms, and office space. The \$8 million Workforce Technology Center on the North Campus adds more than 38,000 square feet of high-tech multimedia classrooms, computer upgrade and repair stations, advanced manufacturing training area, and diesel maintenance technology work spaces. The \$7 million, 40,000-square-foot University Center, completed in Spring 2008, provides students in Eastern Arkansas with high-tech access to four-year degree opportunities through Arkansas State University-Jonesboro, Arkansas Tech University, Bethel University, Franklin University, Montana State University-Northern, the University of Arkansas–Fayetteville, the University of Arkansas – Fort Smith, and the University of Central Arkansas.

Partnerships with four-year institutions include associate and baccalaureate degrees in nursing and baccalaureate degrees in human resource development, applied science, education, and computer science. The implementation of the University Center has further expanded these opportunities.

The following statistics provide an enrollment profile of MSCC for Fall 2009:

<b>Credit Enrollment by Race, Gender for Fall 2009</b>			
	<b>Male</b>	<b>Female</b>	<b>Percentage</b>
Asian/Pacific Island	10	13	1%
Black (non-Hispanic)	354	832	54%
Native Hawaiian	5	3	.3%
Hispanic	14	17	1%
American Indian/Alaskan Native	11	9	.9%
White (non-Hispanic)	404	548	43%
Non-resident Alien	7	4	.5%
Totals	805 (36%)	1,426 (64%)	

<b>Credit Enrollment by Age, Fall 2009</b>			
<b>Age Range</b>	<b>Average Age</b>	<b>Modal Age*</b>	
14 - 77	27	18	*(219 students aged 18 were enrolled for Fall 2009, more than any other single age group)
<b>Under 18</b>	292		
<b>18-19</b>	405		
<b>20-21</b>	273		
<b>22-24</b>	228		
<b>25-29</b>	277		
<b>30-34</b>	193		
<b>35-44</b>	286		
<b>45-54</b>	166		
<b>55-64</b>	57		
<b>65 and over</b>	15		

### **Credit Enrollment Profile, Fall 2009**

Total Headcount.....	2,192
Full-Time Equivalent (FTE).....	1,208
Student Semester Credit Hours .....	18,116
Full-Time .....	738
Part-Time .....	1,454
First-Time Entering, Award-Seeking .....	386

### **Enrollment in Award Programs, Fall 2009**

Associate of Arts General .....	687
Associate of Arts Teaching .....	131
AAS Business Technology.....	120
AAS General Technology .....	335
AAS Information Systems Technology .....	74
AAS Advanced Manufacturing .....	41
TC Diesel Maintenance Technology .....	41
TC Advanced Manufacturing .....	8
TC Pharmacology Technician.....	3
TC Renewable Energy.....	2
CP Administrative Office Specialist.....	3
CP Advanced Manufacturing .....	3
CP Cisco Networking .....	4
CP Certified Nursing Assistant.....	8
CP Diesel Technology .....	5
CP Early Childhood Development .....	2
CP Emergency Medical Technician .....	8
CP Microcomputer Upgrade & Repair .....	2
CP Phlebotomy .....	9
CP Warehousing & Distribution .....	1
CP Website Design (Certified Internet Web Professional – CIW).....	4

## Graduation Rates

In accordance with federal guidelines, Mid-South Community College provides the following graduation rate information on first-time, full-time, degree seeking (cohort) students who began in the fall of 2006 and completed degrees or certificates by June 30, 2009:

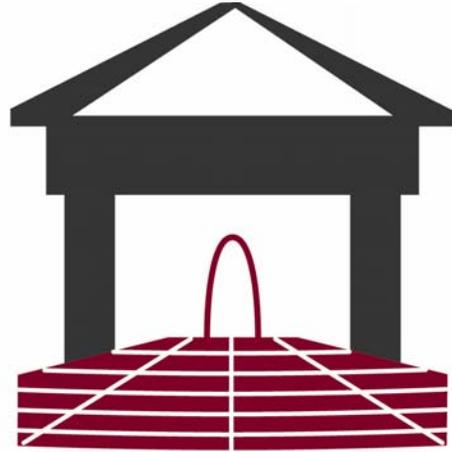
### Fall 2006

Full-time Cohort	143
Completers	6%
Documented Transfers	23%
Still Enrolled	22%

The group of students being reported to comply with federal student right-to-know regulations made up only 9% of the total Fall 2006 semester enrollment at Mid-South Community College. These rates do not represent the success rates for the other 91% of students who attended MSCC in Fall 2006.

## Crime Statistics

The Campus Security Act of 1994 requires MSCC to report campus crime statistics for the following categories: murder, sex offenses, robbery, aggravated assault, and property crimes, including burglary and motor vehicle theft. For 2008 seven thefts of property, one motor vehicle theft, eleven instances of disorderly conduct, one possession of illegal substances, and one firearms violation were reported on campus. For complete statistics for the most recent three-year period (2006-2008), see MSCC's website at [www.midsouthcc.edu](http://www.midsouthcc.edu); click on About MSCC and click on Consumer Info.



# Mid-South

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## Community College

### **Admissions and Placement**

### **Chapter 3**

# Open Admissions Policy

MSCC admits students without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran status. A high school transcript, high school diploma or certificate of General Educational Development (GED), and transcripts of previous college work are normally required. Special admissions requirements apply for concurrently enrolled high school students who have completed the eighth grade, for international students, and for students enrolling under the Ability to Benefit Act. In addition, some academic programs have specific admissions requirements which must be met.

**All new students are strongly encouraged to attend New Student Orientation sessions, which are offered prior to each fall and spring semester.** Dates and times are listed in the MSCC Schedule of Classes. Orientation sessions are designed to acquaint students with College regulations, procedures, programs, and services and to introduce them to College faculty and staff who can assist with academic planning and goal achievement.

## Admissions Requirements and Procedures

**Note:** The application for admission and any transcripts of credit become the property of Mid-South Community College and will not be returned or forwarded to another party or agency.

Students enrolling at MSCC for the first time may qualify for admission by any of the following methods:

1. Graduation from high school.
2. Satisfactory completion of the General Educational Development (GED) exam.
3. Approval of individual Ability to Benefit by the Admissions Office. Ability to benefit admission is available only to those students whose high school class has graduated but who hold neither a diploma nor GED.
4. Special enrollment as dual or concurrent high school students.
5. Transfer in good standing from another college or university.

**All new students should have the following information on file in the Registrar's Office prior to registration:**

1. A completed Application for Admission form.
2. Official high school or college transcripts from all previously attended institutions.
3. Documentation (required by Arkansas statute) of two doses of immunization for measles-rubeola and rubella if applicant was born after January 1, 1957. The immunizations must have been administered after the applicant's first birthday and after January 1, 1968. The second dose can be given 28 days after the first, OR the applicant may provide an authorized waiver (religious or health reasons only). Mid-South Community College recommends immunizations for all students. Immunization records may be obtained from the student's family physician, the student's high school records, or the county health department and must be submitted to MSCC within 30 days of enrollment.
4. Official Placement Test Scores: MSCC accepts ACT, SAT, COMPASS or ASSET scores to determine placement in English, reading, and mathematics. The COMPASS placement

test is offered on the MSCC campus for a nominal fee. In some cases, previous college coursework is sufficient to determine placement.

Students who do not provide official transcripts and/or proof of the required immunizations or a waiver within 30 days of registration will have their semester grades held and be prevented from registering for classes the next semester. Registration and grade holds will be released when the required documentation is presented.

MSCC supports on-line admission through its website as a service to students ([www.midsouthcc.edu](http://www.midsouthcc.edu)). On-line admission is not complete until all required documentation has been provided to the Admissions Office, including the application signature page with the applicant's signature.

Please check below for additional admissions requirements which apply to particular groups of students.

## Ability to Benefit Admissions

In compliance with the Omnibus Budget Reconciliation Act of 1990 and amended section 484(d) of the Higher Education Act of 1965, Mid-South Community College will conditionally admit, in an eligible degree or certificate program, a student over 18 years of age who does not have a high school diploma or its equivalent but who does have the ability to benefit from the education or training offered.

To be eligible for any grant, loan, or work assistance offered under Title IV of the Higher Education Act, the student, prior to enrollment, is required to pass independently-administered examinations approved by the Secretary of Education.

Students must meet or exceed the minimum required scores on a single administration of all three exams listed below. **Scores from different administrations may not be used to meet requirements.** Minimum Ability to Benefit scores accepted by the College are as follows:

	ASSET	COMPASS
Writing Skills	35	32
Reading Skills	35	62
Numerical Skills	33	25

Accepted ASSET tests include Writing, Reading, and Numerical, Forms B2, C2, D2, and E2; accepted COMPASS tests include Writing, Reading, Pre-Algebra/Numerical.

## Admission of Dually or Concurrently-Enrolled High School Students

High school students who have successfully completed the eighth grade are eligible to seek enrollment in college credit courses offered by Mid-South Community College. However, they may enroll in developmental courses on an audit (non-credit) basis only.

## Requirements for General Education/Transfer Courses

General education core courses are fully transferable to all Arkansas public institutions. Most other public and private institutions accept these courses as well; however, students should confirm course acceptance with their transfer institution.

In addition to the general admission requirements, high school or home-schooled students must have the following:

- A written recommendation from their high school principal prior to each semester of enrollment. (Home-schooled students should provide a written recommendation from their parent or guardian prior to each semester of enrollment and a notarized copy of their "Intent to Home School" document.)
- A high school GPA of 3.0 or higher. (Documentation of high school GPA must be presented prior to each semester of concurrent/dual enrollment. Home-schooled students must present copies of their home-school transcript, plus transcripts for any courses taken at a high school or other college.)
- ACT subject scores of 19+ in reading, English, and mathematics (or equivalent SAT, ASSET or COMPASS scores.)
- A high school GPA of 3.0 or higher in the related subject area when enrolling in college level English or math courses or other college courses with English or math prerequisites. (Exceptions must be approved by the Vice President for Learning and Instruction.)

## Requirements for Technical/Occupational Courses

High school students who enroll in technical/occupational courses leading toward a certificate of proficiency must have

- A written recommendation from their principal or counselor
- A high school GPA of 2.5 or higher
- Placement scores at or above the Ability to Benefit level as measured by a single test administration.
- Current high school transcripts on file at MSCC prior to each semester of enrollment.

Many occupational/technical courses offered by MSCC also apply toward technical certificates and associate of applied science degrees; in addition, a growing number of technical courses will transfer to a four-year college or university. Students who later want to apply technical credits earned while in high school toward a degree program at MSCC must satisfy all the requirements for admission as award-seeking students.

## Admission of International Students

International students must follow the regular admissions requirements of the College, including the provision of placement scores, transcripts of high school and/or college work attempted or completed in the United States, and immunization records. In addition, they must pay the admission fee for international students and provide completed application packets no later than eight weeks prior to regular registration for the semester of enrollment.

Application packets must include the following:

1. I-901 Student Exchange Visitor Processing Fee.
2. a copy of passport or visa.
3. evidence of tuberculosis screening and immunization for measles-rubeola and rubella MMR. Students with 30 credit hours or less must have two doses of MMR; those with 31 hours or more are required to have one dose of MMR.
4. evidence of continuous health insurance coverage which includes the summer months.
5. authenticated copies of academic records from their country of origin that describe the courses of instruction, years spent in school, types of subject matter covered, and grades earned in each subject. Evaluation of these transcripts must indicate that the student has an academic background at least equivalent to high school graduation in the U.S.
6. proof of English proficiency by one or more of the following means:
  - a. a score of 500 or higher on the TOEFL (173 on the computerized version)
  - b. a grade of "C" or better in two standard English composition courses at a United States accredited institution of higher education
  - c. successful completion of an intensive English program at a level of instruction that permits enrollment in college-level courses
  - d. an associate degree from a regionally accredited U.S. institution.
7. a letter of certification presented each academic year of planned attendance at the College (dated no more than six months prior to the desired enrollment date) from a reputable financial institution stating that the applicant possesses financial resources of at least \$18,000 (U.S.).
8. MSCC Supplemental Application.

No international student will be admitted who is "out of status" with the U.S. Immigration Service. International students who are not citizens of the U.S.A. must establish resident alien status to be eligible for college-based financial aid. **International students are subject to the College's academic probation and suspension policies which may limit enrollment to less than 12 credit hours per semester.**

## Admission of Non-Award Seeking Adult Students

Adult students who wish to take credit classes for self-improvement, but who do not wish to pursue a formal award at MSCC, are not eligible for financial aid; however, they are exempt from some admissions and enrollment requirements. They must submit a completed Application for Admission and should satisfy Ability to Benefit admission requirements, but they are not required to present high school or college transcripts unless a course has specific prerequisite requirements. Non-award seeking students who do not want to present transcripts or test scores may be required to demonstrate the necessary knowledge and skills stipulated by the course prerequisites prior to enrollment. If permitted to enroll without transcripts or test scores, students must sign a prerequisite refusal form to attest that they were informed about required prerequisites prior to enrollment, choose to enroll regardless, and understand the instructor is not obligated to change the pace of the course to accommodate their possible lack of preparation. Prerequisite refusal forms will not be approved when students have failed the prerequisite course(s).

Non-award seeking adult students are subject to the College's academic probation and suspension policies unless exemptions are approved by the Vice President for Learning and Instruction. These exemptions do not apply to dually or concurrently-enrolled high school students who are earning college credits but not seeking an award at MSCC.

## Admission of Transfer Students

Students who have previously attended other accredited colleges and wish to pursue an award at MSCC may apply for admission by submitting official transcripts from all colleges and universities attended. Transfer students are subject to the same academic requirements as native MSCC students; however, high school transcripts may be waived if an appropriate core of general education college credits has been earned. Students who do not provide official transcripts, as required, will have their semester grades held and be placed on registration hold until the documentation is provided. Students who are on academic probation or suspension from the preceding institution are subject to MSCC academic probation and suspension policies. Students should be aware that credits earned at MSCC may not transfer to the institution which placed them on probation or suspension should they later decide to reapply to that institution.

## Acceptance of Transfer Credits

Students who wish to transfer credits from another college or university toward a degree at MSCC should request that official transcripts of their academic records be sent to the Registrar's Office at MSCC. Student must complete a Transcript Credit Evaluation form in the Registrar's Office before credits are evaluated and accepted for placement on their MSCC Transcript. Students who are on academic probation at their initial institution at the time of transfer will have a similar status at Mid-South Community College.

Since the original source of documents received through a facsimile (FAX) transmission cannot always be accurately determined, the Registrar's Office may accept academic transcripts by FAX for conditional admission only, pending the receipt of an official transcript mailed from the student's previous institution.

MSCC accepts degree-related courses with an earned grade of "C" or above in transfer from other regionally-accredited colleges and universities if the courses are judged to have content and requirements equivalent to those offered by MSCC. Vocational or technical courses may be accepted when directly related to a particular applied science area and will be applicable only toward the appropriate degree or certificate program.

Students can obtain current information about the transferability of courses from other Arkansas public institutions by accessing the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of courses listed in ACTS and assured equitable treatment in the application of those credits for MSCC admissions and degree requirements.

Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course," and MSCC does not accept courses with grades below a "C." ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website (<http://adhe.edu>) and selecting Course Transfer.

Determinations of transferability of courses not listed in ACTS will be made by the Registrar's Office and the Vice President for Learning and Instruction. Transfer students may be asked to submit course descriptions in addition to their transcripts.

Transcripts from nonaccredited colleges will, in general, be evaluated on the same basis as that employed by the state university of the state in which the transfer college is located. Courses taken more than six years prior to the date of transfer must have the approval of the Vice President for Learning and Instruction.

## Admission of Transient Students

Students who are actively enrolled in other institutions of higher education and who wish to enroll for a semester at Mid-South Community College should submit a completed Application for Admission form and transcripts or letters from the home institution verifying their good academic standing and satisfaction of course prerequisites. **Transient students are required to meet the same course prerequisites as other MSCC students.** Enrollment in more than two consecutive semesters may require admission as a transfer student. Transient students should note that many colleges and universities will not accept transfer credits earned while students are on academic or disciplinary probation or suspension at the home institution.

## Readmission of MSCC Students

Students in good standing who do not enroll for two successive fall and spring terms must be readmitted to the College, which requires verification of student personal data and determination of applicable catalog requirements. Students previously dismissed from the College through disciplinary or academic suspension may be readmitted only with authorization from the Vice President for Student Affairs and/or the Executive Vice President as appropriate.

## Placement Testing

In accordance with Arkansas law, all entering award-seeking and concurrently-enrolled high school students must demonstrate mastery of basic skills in reading, writing, and mathematics. The placement process implemented by Mid-South Community College helps students evaluate their academic strengths and weaknesses. Students who require disability accommodations for placement testing should provide appropriate documentation and notify the Student Success Coordinator in the Sandra C. Goldsby Library at least 14 days prior to the test to ensure appropriate arrangements are made.

When test scores and other admissions documents indicate weaknesses, students will be placed in appropriate developmental courses. Students must complete these courses before enrolling in courses which satisfy degree or certificate requirements. MSCC recommends placement testing for **all** students. Exceptions may be made, however, when non-award-seeking students can demonstrate or otherwise validate prerequisite skills and knowledge for the courses in which they wish to enroll. When non-award seeking students wish to enroll without providing evidence of placement or other prerequisite requirements, they will be required to sign a prerequisite refusal form indicating that they have chosen to enroll without meeting course prerequisites, despite recommendations to do so, and may not successfully complete the course.

Placement may be determined by scores earned on the American College Test (ACT), the Computerized Placement Assessment and Support System (COMPASS) or the Assessment of Skills for Successful Entry (ASSET). Students with placement test scores more than three years old may be required to retest.

Academic advising guidelines for communications courses are as follows:

<b>Reading</b>	<b>ACT</b>	<b>COMPASS</b>	<b>ASSET</b>	<b>Course</b>
	0–14	0–60	23–34	Dev. Reading I
	15–18	61–81	35–42	Dev. Reading II
	19+	82+	43+	None required

<b>English</b>	<b>ACT</b>	<b>COMPASS</b>	<b>ASSET</b>	<b>Course</b>
	0–14	0–37	0–34	Dev. English I
	15–18	38–74	35–44	Dev. English II
	19+	75+	45+	Eng. Comp I

### Math

<b>ACT</b>	<b>COMPASS</b>	<b>COMPASS</b>	<b>ASSET</b>	<b>ASSET</b>	<b>Course</b>
<b>Math</b>	<b>Pre-Alg</b>	<b>Algebra</b>	<b>Numerical</b>	<b>Elem. Alg.</b>	
0–5	—	—	23-26	—	Adult Ed
6–15	0–59	0–21	27–43	—	Pre-Alg
16–17	60–100	22–45	44-55	23–42	Elem. Alg
18*	—	46–65	—	43–51	Inter. Alg
19–22**	—	66–100	—	52–55	Col Alg

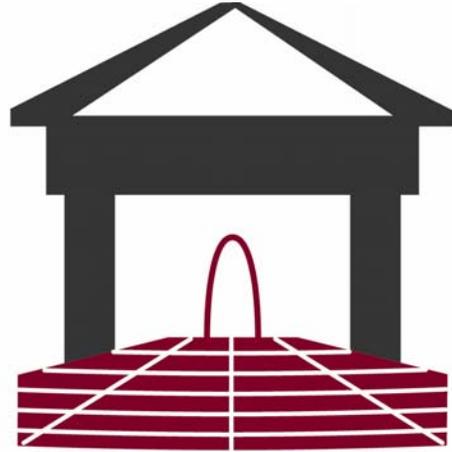
\* with one or more years of high school algebra with a grade of “C” or better; otherwise, Elementary Algebra

\*\* with two or more years of high school algebra with a grade of “C” or better; otherwise, Intermediate Algebra.

Students scoring 16-17 on the ACT or 44-55 on the ASSET Numerical Skills Test should also take the ASSET Elementary Algebra Test or COMPASS Algebra Test.

Students without ACT scores should take the COMPASS test, which is administered in the Admissions Office by appointment Monday through Thursday from 8:30am to 4:30pm, and on Friday from 8:30am to 2:00pm. To schedule a COMPASS test, please contact the Admissions Office at 870.733.6728 or [admissions@midsouthcc.edu](mailto:admissions@midsouthcc.edu). Additional testing times, offered prior to registration periods each semester, are listed in the MSCC Schedule of Classes and are posted on the College’s website and on campus plasma screens.

A testing fee is payable to the Finance Office in the Reynolds Center prior to the testing time. Students may take the COMPASS or ASSET tests only once per semester. Students may challenge their scores on one of these tests by also taking the other; however, only one challenge per semester is allowed, and a second testing fee must be paid. Students may not challenge their scores on the same day the initial test is taken. No fee is charged for subsequent administrations of the COMPASS placement tests which are administered as part of required course-level assessment during the semester in which the fee was paid. Students who place in developmental courses or who enroll part-time will not be able to complete program requirements within the traditional time limits.



# Mid-South

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## Community College

### **Registration and Enrollment**

### **Chapter 4**

# Registering for Classes

## Academic Advising

Academic advisement provides important guidance for students seeking a degree, certificate, or eventual transfer to a senior institution.

Academic advisors are assigned to new award-seeking students at the beginning of each semester. Students wishing to identify their assigned advisor may do so by visiting the Learning Success Center, Admissions Office, or accessing their student profile on Campus Cruiser.

Advisors assist students in planning programs and in selecting courses; however, students have the ultimate responsibility for correct scheduling and non-duplication of coursework.

## Course Availability

Mid-South Community College offers degree and certificate classes during the fall, spring, and summer semesters. The registration dates for these terms are listed in the Academic Calendar, pages 2-3, and in class schedules which are published and posted on the College's web site in advance of each term.

**Not all classes are offered every semester. Students should check the Course Descriptions on pages 179-223 of the catalog in planning their degree programs. The College also reserves the right to add, cancel, combine, or divide classes; to change the time, date, or location of class meetings; to reassign instructors; and to do so without incurring obligation.**

## Registration Procedures

New students must complete required admissions procedures prior to registering for classes. New students must indicate whether they are award-seeking, transient, concurrently-enrolled high school students or special status students (non-award seeking) on the Application for Admission. All award-seeking students must designate their choice of academic program upon admission.

Note: Non-award seeking adult students and students who have earned 12 or more hours toward their award may register on-line. Students should confer with their advisors to identify course selections. Once schedules are approved, students may register on-line by accessing Campus Cruiser on the College's website. Students should:

1. Check the printed or on-line schedule of classes for dates and times of registration.
2. Contact the Financial Aid Office, if they are scholarship or grant recipients or eligible for tuition waivers.
3. Take care of all outstanding financial obligations from prior semesters. Students with debts to the College, overdue library books, or missing admission documents will not be allowed to re-enroll until those obligations are met.

4. Confer with an academic advisor and either
  - a. complete a Class Schedule/Registration form, have the advisor enter the approved courses into the computer, and take the completed and signed Class Schedule/Registration form to the Registrar's Office to obtain a class schedule and tuition statement; or
  - b. obtain advisor approval to register on-line.
5. Pay all tuition and fees indicated on the tuition statement by the payment deadline.

## Prerequisites

A prerequisite is a requirement that must be fulfilled prior to enrolling in a specific course. Students should check the course descriptions on pages 179-223 of the catalog to be sure they have met course prerequisites prior to attempting to register for classes. Most courses at MSCC require students to complete Developmental English and Developmental Reading or to have placement scores which exempt them from these courses. Other prerequisites are listed in the course descriptions.

## Repeating a Course

A student who has received a grade of "D" or "F" for a course may repeat the course in an attempt to improve the grade. The grade earned the last time the course is taken will be the final grade. Only that grade will be considered in computing the grade-point average; however, previous grades will still appear on the student's transcript.

# Enrollment Procedures

## Adding Classes after the First Official Day of Class

Students may add classes within the period specified in the Academic Calendar. They must obtain an Add/Drop form from the Learning Success Center, obtain the required approvals listed on the form, take the approved form to the Registrar's Office for course entry, and pay the tuition charge for the additional hours as well as any associated course fees. **Students may not add courses on-line after the official first day of classes as listed in the Academic Calendar.**

## Changing Course Sections

Students who need to change sections of a course after the Last Day to Add, as listed in the Academic Calendar, must obtain an Add/Drop form from the Registrar's Office and obtain approvals from both the instructors of the section they wish to drop and of the section they wish to add, as well as the approval of the Vice President for Learning and Instruction. Schedule changes after the first official day of classes as listed in the Academic Calendar may not be completed on-line. Approved forms must be submitted to the Registrar's office to officially record the change, and the Course Schedule Change fee must be paid to the Finance Office for any schedule changes after the Official Enrollment Day as listed in the Academic Calendar. Generally changes in section are approved only for documented reasons such as changes in

work schedules or family emergencies. When such section changes are approved, grades earned in the first section of enrollment will be transferred to the new section.

## Changing Personal Data

Students must keep the Registrar's Office informed of any changes in name, address, telephone number, emergency contact or choice of academic program. Change of Information forms are available in the Registrar's Office.

Having current information on file ensures that notices are mailed to the correct address, that students can be contacted by instructors or other College personnel when necessary, and that their credits are being applied to the appropriate program.

## Enrollment Requirements for Award-Seeking Students

The Registrar's Office at Mid-South Community College will evaluate the transcripts of all students graduating after May 2002, from Arkansas high schools, out-of-state high schools, home schooling, and private high schools, as well as GED recipients, for the purpose of granting them conditional or unconditional enrollment status. The Registrar's Office will inform students of their enrollment status in writing prior to their initial enrollment in courses.

All award-seeking and transient students are required to provide official transcripts or other official notification of eligibility for MSCC courses to the Registrar's Office. Those who do not have official documents on file at the time of registration for classes may be conditionally enrolled pending receipt of this documentation within 30 days of enrollment.

## Unconditional Enrollment of Award-Seeking Students

Award-seeking students must have completed the Arkansas core high school curriculum with a minimum cumulative grade point average of 2.0 on a 4.0 scale and meet academic placement requirements to be granted unconditional enrollment status at Mid-South Community College. Students' grade point averages as computed by their high schools (converted to a 4.0 scale if necessary) will be used.

Students who receive a GED or who are graduates of home schooling or private high schools after May 1, 2002, must have a minimum composite score of 19 on the American College Test (ACT). Out-of-state students must have completed the equivalent of the Arkansas high school core curriculum with a minimum GPA of 2.0 on a 4.0 scale.

### Arkansas Core High School Curriculum

English	Four units with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.
Natural Science	Three units, with laboratories, chosen from Physical Science, Biology, Chemistry, or Physics. Only one unit may come from a Life Science.
Mathematics*	Four units, including Algebra I and II, Geometry, and an advanced math course. (*The fourth unit is not a requirement for students graduating prior to 2004.)

Social Studies Three units, including one of American History (not contemporary American History), one of World History (not World Cultures, World Geography, or Global Studies), and at least one-half unit of Civics or American Government (not to include courses in practical arts.)

A course unit is defined as the credit received for completion of one year of a course in high school or as the credit received for completion of one 3-credit hour semester college course. Science courses must include a lab, and no remedial/developmental course may apply. Only College Algebra or a higher-level college mathematics course will satisfy the math requirement for unconditional admission.

**Unconditional enrollment is further dependent upon students having the required placement test scores in reading, writing, and mathematics for college-level work.**

## Conditional Enrollment of Award-Seeking Students

Students requiring developmental coursework will be conditionally enrolled pending completion of their developmental requirements. The core curriculum and grade point average requirements will not apply to students enrolling in Certificate of Proficiency or non-credit courses, nor will it apply to students who are not seeking a degree or technical certificate. However, such students are expected to meet Ability to Benefit requirements for admission.

Conditionally admitted students must successfully complete any required developmental coursework within their first 30 hours of enrollment and designated core academic and technical courses within their first 30 hours of college-level coursework. Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

All first-time entering, award-seeking students at MSCC should enroll in CSUR 1101 College Survival during their first semester, and students placing in one or more developmental courses must also successfully complete DSTU 1102 College Study Skills within the first 12 hours of enrollment.

## Core Academic Requirements for the Associate of Arts

Students seeking an Associate of Arts who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113 English Composition I    POLS 1143 American Government **or**  
MATH 1113 College Algebra **or**    HIST 2123 U.S. History Before 1877 **or**  
MATH 1133 Math for Liberal Arts    HIST 2133 U.S. History After 1877  
ENGL 1123 English Composition II

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

## Core Academic, Technical Requirements for Technical Certificates and Associate of Applied Science Degrees

Students seeking a technical certificate or an associate of applied science degree, who are conditionally admitted, must successfully complete, with a cumulative 2.0 GPA, six (6) hours

of core academic courses and six (6) hours of technical courses required for the award within the first thirty (30) hours of college-level enrollment.

The required core academic courses are ENGL 1113 English Composition I and DMTH 1083 Intermediate Algebra or MATH 1113 College Algebra as required by the specific program.

Required technical courses are as follows:

**Associate of Applied Science in Advanced Manufacturing Technology**

MANF 1023 Design for Manufacturing & MANF 1033 Manufacturing Production Processes

**Associate of Applied Science in Business Technology**

BUSN 1143 Business Communication-& COMP 1113 Computer Fundamentals

**Associate of Applied Science in Information Systems Technology**

ISTC 1013 IT Principles and Practices & ISTC 1053 Introduction to Web Page Design

**Associate of Applied Science in General Technology**

Requirements vary depending upon the program of study. Students should consult with the Registrar.

**Associate of Applied Science in Renewable Energy Technology**

MANF 1033 Manufacturing Production Processes & ENER 1013 Introduction to Renewable Energy

**Associate of Applied Science in Logistics/Supply Chain Technology**

TRAN 1003 Introduction to Transportation, Distribution, & Logistics & TRAN 1013 Fundamentals of Transportation Operations

**Associate of Applied Science in Medical Assistant Technology**

MDAS 1003 Medical Assisting Administrative Procedures and MDAS 1033 Medical Law & Ethics

**Technical Certificate in Advanced Manufacturing Technology**

MANF 1023 Design for Manufacturing & MANF 1033 Manufacturing Production Processes

**Technical Certificate in Diesel Maintenance Technology**

HTDM 1013 Preventive Maintenance & HTDM 1023 Electrical Systems

**Technical Certificate in Pharmacy Technology**

MEDP 1043 Medical Terminology & PHAR 1003 Introduction to Pharmacy Operations

**Technical Certificate in Renewable Energy Technology**

MANF 1033 Manufacturing Production Processes & ENER 1013 Introduction to Renewable Energy Technology

**Technical Certificate in Logistics/Supply Chain Technology**

TRAN 1003 Introduction to Transportation, Distribution, & Logistics & TRAN 1013 Fundamentals of Transportation Operations

Enrollment in further courses will be barred until these requirements are met.

## Consequences of Conditional Enrollment

Students who successfully complete the core requirements within the first thirty (30) hours of enrollment in college-level courses will be reclassified as unconditionally enrolled.

Conditionally enrolled students who do not successfully complete developmental courses or required core academic or technical courses with a minimum overall GPA of 2.0 may not enroll in more than 12 credit hours for subsequent semesters until their overall GPA is 2.0 or higher. Those whose overall GPAs fall below 2.0 are also subject to the regular academic probation and suspension policies of the College.

Students on academic probation must meet with the Vice President for Student Affairs (or designee) to develop a plan of action to improve their grade point averages and to have their class schedules approved prior to registration for the next semester.

## Enrollment for Non-Award Seeking Students

Please refer to Admission of Non-Award Seeking Adult Students.

## Dropping Classes or Withdrawing from the College

**Please note that students may not drop classes after the Last Day for Schedule Changes or withdraw from the college on-line.** They must obtain an Add/Drop form from the Registrar's Office and obtain the following approvals listed on the form: instructor for the course, LSC counselor, Financial Aid, Finance Office, and Registrar's Office. Students who are unable to contact their instructor(s) should seek assistance from the Academic Affairs Office or the Learning Success Center. A fee for schedule changes made after the Official Enrollment Day as listed in the Academic Calendar is payable in the Finance Office in the Reynolds Center.

All students dropping a class or all classes are required to do a withdrawal survey before the form is processed in the Registrar's office. A drop or withdrawal is not official unless it is submitted by the student to the Registrar's Office and the fee is paid. Students who withdraw must turn in their student ID cards to the Registrar's Office.

Students who drop classes prior to the first official class day as listed in the Academic Calendar will receive a full refund of tuition and associated fees. Students may receive a partial refund of tuition for classes dropped by the 80 percent refund date as listed in the Academic Calendar. Those who drop after the 80 percent refund date will not receive any refund.

**Fees are not refundable on or after the first official class day.** An exception is made for fees assessed and paid at the time of enrollment for commercial examinations to be used as approved final examinations for specific courses. Students who paid such fees, but who drop without taking the examinations, can obtain refunds for the cost of the tests if they submit written requests for a refund at the time they submit their drop form. Students who do not officially drop or withdraw waive their rights to such refunds.

All classes dropped by the last day to drop as listed in the Academic Calendar will be listed as a "W" on students' transcripts. Dropping one or more classes or withdrawing from the College may negatively impact students' financial aid. Students receiving financial assistance should contact the Financial Aid Office before beginning the drop or withdrawal process.

**Students who fail to officially drop a class which they cease to attend will receive a grade of "F" on their transcripts for that class.** The College does not administratively drop students for non-attendance.

No class may be dropped after the last day to drop, as listed in the Academic Calendar. Students who are unable to drop because of unusual circumstances may submit an appeal to the Registrar's Office as outlined in the section that follows.

## Appeal Process for Drops or Withdrawals after the Official Deadline

Students who are unable to drop or withdraw by the deadline published in the Academic Calendar because of unusual circumstances may request an exception to this policy by submitting a written appeal with substantiating documentation no later than 30 days after the end of the semester for which the drop or withdrawal is requested. Appeals must include the following:

- Student's name and MSCC Identification Number or Social Security number
- Completed Add/Drop form, with necessary signatures
- The semester for which the policy is being appealed
- Detailed explanation of the reason for the appeal, including course names, numbers and sections, and instructors' names
- The student's signature
- Supporting documents

Supporting documentation is any information obtained from sources other than the student that may substantiate the student's appeal. This may include, but is not limited to, proof of hospitalization, copy of medical records, employer verification of employment change, and/or instructor certification of non-attendance.

Appeals should be dated and addressed to the Registrar, Mid-South Community College, 2000 West Broadway, West Memphis, AR 72301.

An appeals committee composed of three administrators and/or staff members will consider the request. Circumstances which warrant an appeal typically include critical illness, family emergency, or work-related travel of sufficient time spans that students have been unable to submit the required forms in a timely manner. Students will be sent written notification of the committee's decision within 10 working days from the time the appeal was received.

Students who are dissatisfied with the committee's decision may then appeal to the Executive Vice President.

## Enrollment in Electronically-Delivered Courses

Electronically-delivered courses may be provided via compressed video, cable television, or the internet. Prior to enrolling, students should consider whether they have the necessary self-discipline and study skills to succeed in these learning environments.

Interactive video classes generally follow the traditional format of regular weekly class meetings, but the instructor and some enrolled students may be located at remote sites with class presentations and discussions conducted through a two-way video/audio system.

On-line courses are delivered via the internet with course materials and student work posted on Course Cruiser. Instructor/student interaction is conducted through e-mail, discussion

boards, or chat sessions. Depending upon course structure, tests and examinations may either be provided on-line or on-campus at a specified time.

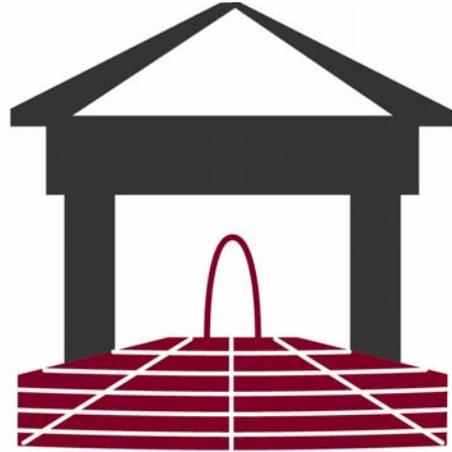
Hybrid courses combine traditional classroom instruction with some on-line components delivered through the internet. On-line assignments may either enhance course activities or replace some regularly scheduled class meetings.

Students who wish to enroll in compressed video or Internet courses offered by or through the College must have a high school or college GPA of a 2.50 or better. Students enrolling in Internet courses **must** have word processing and e-mail skills, access to the Internet, and successful completion of prior college hours. Exceptions to this policy must be approved by the instructor and the Vice President for Learning and Instruction.

## Grade Reports

Mid-term and final semester grades are available on-line each academic term through Campus Cruiser on the College's website. Instructions for using PIN numbers to access secure accounts are provided on the Campus Cruiser web page. However, final grade reports for students with missing transcripts and/or immunization records or with debts to the College are held pending resolution of the problem.

Mid-term grades are not recorded on students' transcripts, but students with grades below a "C" at mid-term should schedule a conference with their instructors to discuss how their performance can be improved.



# Mid-South

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## Community College

### **Tuition, Fees, and Financial Aid**

### **Chapter 5**

## Payment Procedures for Tuition and Fees

Students who register during Early Registration must pay tuition and fees by the final payment day for Early Registration as listed in the Academic Calendar unless they have approved Pell grants or scholarships awarded. Students may pay in full by cash, check, or credit card or utilize the FACTS-Nelnet Management payment plan. MSCC accepts MasterCard, Discover and American Express credit cards. A 2.5% convenience fee will be assessed for each transaction paid for with a credit card. Online payment is available by logging on to MyCruiser under My Account. Students with Pell grants or scholarships must check with the Finance Office at the time they register to ensure that all tuition and fees are covered.

Students who do not pay will lose their classes and must re-register during Regular Registration. Students who register during Regular and Late Registration must pay tuition/fees when they register. If payment is not received, students will be administratively dropped from their classes.

Students receiving institutional tuition waivers for classes must register for those classes during Late Registration. They may, however, register during Early or Regular Registration for classes for which they pay tuition or for which they have approved financial aid.

## Residency Determination

It is the responsibility of each student, at the time of registration, to seek the proper residency classification for tuition purposes. Students are classified for fee assessment purposes on the basis of their legal residence (or that of their parents, if minors).

Crittenden County, Arkansas residents qualify for in-county tuition rates. Mid-South Community College grants in-state status for tuition rates to eligible residents of other Arkansas counties, and to eligible residents of Shelby County, Tennessee, and DeSoto County, Mississippi. To be eligible for in-county or in-state tuition rates, a student must have resided in his/her qualifying county and/or state for at least six consecutive months prior to the beginning of the term/semester for which the tuition is to be paid.

All residency determinations are made by the Registrar's Office based on regulations and guidelines of the Arkansas Department of Higher Education.

Complete residency determination guidelines are on file in the Registrar's Office and are available for review upon request. Students who question their residency classification may submit a written appeal to the Registrar's Office.

The Registrar's Office may conduct hearings, receive evidence, and/or confirm information provided by students to make a decision. Students shall be informed in writing of the appeals process and of the final decision.

Changes of residency or appeals should be requested before registration for a particular semester. After registration, residency status will be changed for a future semester only. A written request and official documents showing legal residency are required.

## Tuition and Fees

The Mid-South Community College Board of Trustees has approved the following tuition rates. For the most updated tuition information, please consult the MSCC website at [www.midsouthcc.edu/admissions/fees.htm](http://www.midsouthcc.edu/admissions/fees.htm).

### Tuition

In-county per credit hour .....	\$60
Out-of-county per credit hour (also applies to Shelby and DeSoto county residents) .....	\$75
Out-of-state per credit hour .....	\$135
International students per credit hour .....	\$165

### Registration-Related Fees for All Students

Assessment fee .....	\$2 per semester hour
Student Activities Fee .....	\$10 per semester
Technology fee .....	\$8 per semester hour

### Course Fees

Students should check semester class schedules for course-related fees.

### Other Fees

Admissions processing for international students .....	\$25
Community patron card (Crittenden County resident) .....	\$10
Community patron card (Non-Crittenden County resident).....	\$15
COMPASS/ASSET placement testing .....	\$10
Credit by examination/portfolio* .....	\$25
Graduation** .....	\$50
Late registration .....	\$10
Official transcript .....	\$5
Replacement student ID .....	\$10
Returned check charge.....	\$10
Schedule change (drop/add after official enrollment day).....	\$5

\* Does not include the cost of commercial examinations.

\*\* Paid at the beginning of the semester in which the student intends to graduate. Includes cap and gown purchase.

## Tuition Waiver for Arkansas Residents Age 60 and Over Who Enroll in Credit Classes

As provided by Act 678, there is no tuition charge for Arkansas residents age 60 and older who wish to take credit courses. However, these students must register during Late Registration. They are required to pay all fees and to purchase textbooks. Proof of age may be required.

## Tuition Waiver for Crittenden County Law Enforcement Officers and Firefighters

Certified, paid full-time law enforcement officers or firefighters who live and work in Crittenden County may take up to three hours of credit courses during the fall and/or spring semesters free of charge. Eligible students must pay fees and purchase textbooks. Students

who utilize waivers must complete a Tuition Waiver form, provide evidence of current employment and residence, provide copy of official certification, and obtain necessary approvals prior to registering. Students may use waivers only during Late Registration.

## Refund of Tuition (Credit Courses)

When a student officially drops or withdraws from credit courses, tuition paid for such classes will be refunded on a prorated basis as follows:

- 100% during the first of classes as listed in the Academic Calendar
- 80% by 4:30 p.m. on the 80% refund date as listed in the Academic Calendar on the second class day for fast-track or other courses with a condensed schedule.
- No refund after the 80% refund period.

Course fees are not refunded unless a student drops or withdraws during the first week of classes as listed in the Academic Calendar. **Failure to attend class(es) does not constitute an official drop or withdrawal.**

## Refund of Tuition (Non-Credit Courses)

Registration fees for non-credit Business and Community Education classes are not refundable after the first class meeting.

## Refund Appeals

Students who believe that special circumstances warrant an exception to the MSCC refund policy may submit a written appeal **no later than 30 days after the end of the semester for which the refund is requested**. Appeals should be dated, supported by substantiating documentation, and sent to the Vice President for Finance and Administration, MSCC, 2000 West Broadway, West Memphis, AR 72301. Appeals must include the following:

- Student's name and social security number
- The semester for which the policy is being appealed
- Detailed explanation of the reason for the appeal, including course names, numbers and sections, and instructors' names
- The student's signature
- Supporting documents

Supporting documentation is any information obtained from sources other than the student that may substantiate the student's appeal. This may include, but is not limited to, proof of hospitalization, copy of medical records, employer verification of employment change, or instructor certification of non-attendance.

The Vice President for Finance and Administration will convene an appeals committee consisting of three administrative staff and one student to review the appeal and inform the student in writing of the committee's decision within 10 working days from the receipt of the

appeal. Typical cases for appeal include critical illness, work-related travel, or other emergencies which prevented a drop or withdrawal within the allotted timeframes.

# Financial Aid

Numerous financial resources are available for students who attend Mid-South Community College. Students who need financial assistance should start by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application explains which tax return students need for reference. No other documentation is necessary until the U.S. Department of Education processes the request. If it is necessary for the college to request more information from students, notifications will be sent to them by mail.

Applications for the next academic year (beginning in late August) are available January 2. The approval process may take several weeks, so students are encouraged to apply as soon as they make the decision to apply for admission to the College.

Students without a high school diploma or GED must prove Ability to Benefit (ATB) before they are eligible to receive financial aid. ATB can be met by taking and earning passing scores on the COMPASS placement tests. Students should contact the Mid-South Community College Admissions Office to schedule a testing appointment.

To learn more about financial aid programs, how aid is distributed, student rights and responsibilities, or policies and procedures, students may contact the Financial Aid Office in the Reynolds Center by calling (870) 733-6729 or emailing [FinAid@midsouthcc.edu](mailto:FinAid@midsouthcc.edu).

## Federal Financial Aid

To be eligible for financial aid, a student must be enrolled in an eligible award program. These include the Associate of Arts (AA) degree, the Associate of Arts in Teaching (AAT) degree, the associate of applied science (AAS) degrees, technical certificates (TC), and some certificates of proficiency (CP). Eligible programs must total at least 15 credit hours. Students enrolled in certificate of proficiency programs of 14 or fewer hours or who are non-degree seeking are not eligible for federal financial aid programs. Transient, unclassified, provisional, post-baccalaureate, and post-graduate students are also not eligible for federal or state financial aid.

All applicants for financial aid should complete the Free Application for Federal Student Aid (FAFSA) form. An application is required annually for each academic year.

The academic year for a Federal Pell grant is twenty-four (24) credit hours. Full-time enrollment is considered to be twelve or more credit hours per semester; three-quarter time enrollment is considered to be nine to eleven credit hours per semester; half-time enrollment is considered to be six to eight credit hours per semester; less-than-half-time enrollment is considered to be one to five credit hours per semester.

Students' official MSCC enrollment status is determined each fall and spring term on the eleventh day of classes (for summer, enrollment is determined on the fifth day of class). If students enroll in one or more classes and then drop before the 11th day official count, they are responsible for all associated course costs. If students drop class hours after the eleventh day, their financial aid will pay; however their future financial aid eligibility may be negatively affected.

Students must attend at least 60 percent of classes they enroll in or they must forfeit/return a portion of their Pell grant. If students withdraw from all courses during a semester, they will be placed on Financial Aid suspension and may be required to repay amounts of Pell grants for which they are no longer eligible. Students who receive a Pell grant and fail all of their classes during the term will also have to repay unearned awards. (See Policy for Return of Title IV Funds.)

MSCC reserves the right to review and cancel awards at any time if a student fails to meet the requirements of the Satisfactory Academic Progress Policy or because of changes in financial or academic status, academic program, enrollment status, etc.

All student financial aid awards are contingent upon the availability of funds.

**Any aid or scholarship a student receives or expects to receive from an outside source must be reported to the MSCC Financial Aid Office.**

MSCC participates in the following federal financial aid programs:

- The **Federal Pell Grant** is a federal grant provided to eligible students who demonstrate financial need as determined by completing the Free Application for Federal Student Aid (FAFSA). The Federal Pell Grant is awarded based on a combination of factors including the amount expected to be contributed by the individual or family, the cost of education, and the hours of enrollment. If a student enrolls in less than 12 hours each semester, the Federal Pell Grant will be prorated accordingly.
- The **Academic Competitiveness Grant** is a federal grant provided for the first and second year of undergraduate study to students who are eligible for a Federal Pell Grant and who have successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must maintain a cumulative grade point average (GPA) of at least 3.0. If a student enrolls in less than 12 hours each semester, the Academic Competitiveness Grant will be prorated accordingly.
- The **Federal Supplemental Educational Opportunity Grant (FSEOG)** is for Pell Grant recipients with the lowest expected family contributions (EFCs). Funding is limited, so awards are made to the first eligible students who complete their paperwork.
- The **Federal Work-Study Program (FWS)** gives students the chance to earn money to help with educational expenses. FWS positions may be on or off campus and include community service jobs, jobs assisting disabled individuals, and/or assisting with the America Reads program.

## **Disbursement of Federal Financial Aid Funds**

Financial aid awards are disbursed after the sixth week of the term. Students must have submitted all required paperwork by the published deadline to receive a disbursement. Once a year, students must attend a financial aid counseling session prior to disbursement of their Pell awards. Late applications will be processed and awarded weekly thereafter. Depending upon the date of receipt, students who submit late applications will be expected to pay their tuition and fees prior to receipt of their award.

## Policy for the Return of Title IV Funds

Students who have received federal aid (Federal Pell Grant, Academic Competitiveness Grant, and/or Federal Supplemental Educational Opportunity Grant) should be aware that a percentage of that money must be repaid if they withdraw from all classes during the first sixty percent (60%) of the semester. Students should carefully consider this repayment responsibility prior to withdrawal.

The Return of Title IV Funds Policy process will take place prior to initiating the institutional refund. If a student completely withdraws during a semester, MSCC must calculate, according to a specified formula, the portion of the total scheduled financial assistance the student has earned. If a student receives, or the College receives on his/her behalf, more assistance than has been earned, the unearned excess funds must be returned to the U.S. Department of Education.

Any funds earned at the time of withdrawal do not have to be returned. If the student has not yet received all earned funds, the College will calculate the amount due and mail a check within fourteen days to the student's address on record.

The portion of the federal grants a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days the student completed before withdrawal. Students who complete at least sixty percent (60%) of a semester will earn one hundred percent (100%) of their awards. Withdrawal date will be determined as:

1. the date a student began the College's withdrawal process (as described in the Schedule of Classes and College Catalog) **OR** the date the student officially notified the Admissions Office and/or Registrar's Office of the intent to withdraw; **OR** last day of actual class attendance will determine the withdrawal date; **OR**
2. the mid-point of the semester if the student withdrew without notifying the College. (If a student completes the semester with all Fs, it is assumed the student withdrew and did not notify the College. The student will be notified by mail of the Pell over-award and allowed 30 days to document continued class attendance or the completion of an assignment beyond the mid-point of the semester; this documentation could reduce or eliminate the over-award, which must be returned.)

The College shares the responsibility of returning excess funds. The College's portion of the excess funds to be returned is equal to the lesser of:

- the entire amount of the excess funds, or
- the total tuition and fee charges multiplied by the percentage of unearned funds

If the College is not required to return all of the excess funds, the student must return the remaining amount. If the student must return any grant funds, the law provides that the amount to be repaid is to be reduced by 50%. If the return of the unearned federal assistance causes any portion of the College's tuition and fees to become uncovered, the College will bill the student accordingly.

Any award money which a student must return is considered a federal grant overpayment. **The student must either repay that amount in full to the College and/or to the U.S. Department of Education within 45 days of notification of overpayment. Students who fail to do so risk losing their eligibility to receive further federal financial assistance at any school.**

## State Financial Aid Programs

Detailed, current information can be obtained from the Arkansas Department of Higher Education website, [www.adhe.edu](http://www.adhe.edu). Applications for state programs must be completed and returned to the state by scheduled deadlines. Please refer to the website for applications and dates. Beginning January 1, 2010, all grants and scholarships offered by the State of Arkansas use one unique on-line application. To apply for all financial aid programs from the state of Arkansas, please complete the state's Universal application at [https://.ark.org/adhe\\_financialaid/login.aspx](https://.ark.org/adhe_financialaid/login.aspx). To be eligible for any Arkansas grant funds, students must also complete a Free Application for Federal Student Aid (FAFSA) available on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Grants and scholarships of particular interest to students include, but are not limited to, the following:

**Academic Challenge Scholarship**—up to \$5,000 annually for graduating high school seniors who complete the pre-collegiate core curriculum, and who have the required grade point average and ACT scores. This award has no family income cap but is based on academic criteria. If a student enrolls in less than 12 hours the first semester or 15 hours each semester after that, the Arkansas Challenge Scholarship will be prorated accordingly. In addition the Arkansas Scholarship Lottery has funding provisions for non-traditional students to receive the Arkansas Challenge Scholarship. Scholarships for non-traditional students are limited and may be awarded to those who are nearest to degree completion and who meet other eligibility criteria. For eligibility, students must have graduated from an Arkansas high school and have a minimum 2.5 grade point average on their college work. To apply for this scholarship, please use the state's Universal application at the website listed above.

**Arkansas Geographic Critical Needs Minority Teachers Scholarship**—designed to provide scholarships to minorities who will be attending an accredited community college. Recipients may receive up to \$1,500 per academic year for full-time attendance; \$750 per academic year for half-time attendance. Scholars must agree to teach in the Delta or in a geographical area of the state in which exists a critical shortage of teachers, as designated by the State Board of Education. If a student enrolls less than full time, this award will be prorated. Applications are available from the MSCC Financial Aid Office.

**Arkansas Higher Education Opportunities Grant (GO! Grant)**— based on financial need to help low income students complete their college degrees. Eligibility is based on the family's adjusted gross income as reported on the Free Application for Federal Student Aid (FAFSA). If a student enrolls in less than 12 hours the first semester or 15 hours any subsequent, the GO! Grant will be prorated accordingly. To apply for this scholarship, please use the state's Universal application at the website listed above.

**Career Pathways Programs**—designed to provide assistance with tuition, fees, and books, childcare and transportation expenses for career training and college classes to current and potential students who qualify. Recipients must meet income criteria and have one or more

dependents under the age of 21. To be eligible, students must also complete a Free Application for Federal Student Aid (FAFSA) prior to the beginning of the term of enrollment. Program information and application dates are available from the Career Pathways office located on the MSCC campus.

**Governor's Scholars Program**—up to \$4,000 annually for graduating high school seniors based on academic achievement, test scores and leadership. The Governor's Distinguished Scholarship for those scoring 32 on the ACT or 1410 on the SAT, and a 3.50 academic grade point average, or are named National Merit Finalists or National Achievement Scholar pays tuition, mandatory fees, room and board up to \$10,000 per year. To apply for this scholarship, please use the state's Universal application at the website listed above.

**Law Enforcement Officers Dependents Scholarship Program**—waiver of tuition, fees, and room at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees, who were killed or permanently disabled in the line of duty.

**Military Dependents Scholarship Program**—waiver of tuition, fees, room and board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed or missing in action or who were prisoners of war.

**Second Effort Scholarship**—up to \$1000 annually to the individuals with the top 10 scores on the GED exam during the previous calendar year.

**Workforce Improvement Grant**—for individuals 24 and older who file a FAFSA, who are not eligible for a Pell grant or other state aid to cover educational expenses, and who have not yet earned a bachelor's degree. Eligible students may receive up to \$2,000 per year toward tuition and mandatory fees. Students must complete the FAFSA to be eligible for this program. Additional program information is available from the Financial Aid Office on the MSCC campus.

## **MSCC Scholarships**

Mid-South Community College is dedicated to offering affordable and convenient learning opportunities to all students. MSCC students invest in a challenging and valuable education, and the College is dedicated to fostering academic excellence.

MSCC offers four academic scholarships. These scholarships are available to eligible students pursuing their first credit certificate or associate degree. MSCC scholarships are awarded to eligible applicants as long as funds are available. Applications for MSCC academic scholarships must be received prior to the beginning of the term.

Academic scholarships will cover tuition (up to 15 hours each semester) at the current in-county rate unless otherwise specified. These scholarships do not cover fees or books. Students are not required to enroll full-time; however, students must enroll in a minimum of 6 hours each term to qualify. Scholarship eligibility is applicable toward a maximum of 70 attempted credit hours.

Academic scholarships are automatically renewed if the student maintains the required GPA and has no dropped or failed classes that change the student's enrollment status.

### **MSCC Academic Scholarship**

This scholarship is designed for recent high school graduates.

To qualify a student must have

- a high school GPA of 3.0 or better,
- a composite ACT score of 23 (or its equivalent), and
- college-level placement in two subject areas (ACT or equivalent of 19 in subject areas).

Students must earn a 2.75 GPA or better each term with a cumulative 3.0 GPA or better for automatic renewal.

To apply, students must submit an MSCC Academic Scholarship application and have high school GPA and placement scores available.

### **MSCC Presidential Excellence Scholarship**

MSCC awards a limited number of tuition scholarships to students who have demonstrated excellence in academic achievement. Preference is given to Crittenden County residents. Scholarships will cover tuition expenses for credit level classes; developmental classes are not covered.

To qualify a student must have

- completed twelve (12) credit hours from an accredited institution with a cumulative GPA of 3.5 or better.

Students must earn a 3.0 GPA or better each term with a cumulative 3.5 GPA or better for automatic renewal.

To apply, students must submit an MSCC Academic Scholarship application and have a copy of college transcripts available. College hours transferred from other colleges will be reviewed in the same manner as coursework completed at MSCC.

### **MSCC GED Scholarship**

Award seeking students who receive a GED may receive a tuition scholarship from MSCC.

To qualify a student must

- be a resident of Crittenden County,
- have a GED standard score of 550, and
- college-level placement in two subject areas (ACT or equivalent of 19 in subject areas).

Students must earn a 2.75 GPA or better each term with a cumulative 3.0 GPA or better for automatic renewal.

To apply, students must submit an MSCC Academic Scholarship application and have their GED scores and placement scores available.

### **Crittenden County Educational Opportunity Grant**

MSCC awards a limited number of grants to recent high school graduates who have the academic potential to succeed in college. The grant is a waiver of one-half tuition.

To qualify, a student must

- be a resident of Crittenden County,
- have a high school GPA of 3.0,
- a composite ACT score of 19 (or its equivalent) and
- college-level placement in two subject areas (ACT or equivalent of 19 in subject areas).

Students must earn a 2.75 GPA or better each term with a cumulative 3.0 GPA or better for automatic renewal.

To apply, students must submit an MSCC Academic Scholarship application and have high school GPA and placement scores available.

## **MSCC Scholarships Awarded by Nomination**

### **Arkansas Association of Two-Year College's Academic All-Star Scholarship**

This scholarship is awarded to one MSCC student who has completed at least 24 college credit hours in pursuit of an associate's degree with an overall GPA of at least 3.25 and who has demonstrated service and leadership. A specific selection date in late April or early May is announced each year.

The recipient, who is chosen by June, will receive a tuition waiver up to \$500 for the following fall semester and recognition at the Arkansas Association of Two-Year Colleges' fall conference.

### **MSCC Principal's Scholarship**

Designed for the student who demonstrates the ability to succeed but who does not qualify for other academic scholarship opportunities, this scholarship will be awarded to one student from each area high school. Recipients are selected by the high school principal and must enroll as an award-seeking student at MSCC no later than the fall term following their high school graduation.

The scholarship is a waiver of tuition for at least 6 but no more than 15 hours which count toward a certificate or degree. The award is based on the current in-county tuition rate and does not include fees or books. The MSCC Principal's Scholarship is renewable each semester the recipient earns a 2.75 GPA each term with a cumulative 3.0 GPA or better with no dropped or failed courses that change the student's enrollment status.

## **MSCC Foundation Scholarship Opportunities**

### **General Information**

Unless otherwise indicated, a completed scholarship application should include the following:

- an MSCC Foundation Scholarship Application;
- a typed statement of the student's educational plans and goals;
- a list of community service activities; and
- access to all previous high school and/or college transcripts and test scores.

In addition, all applicants must also complete a Free Application for Federal Student Aid (FAFSA). The MSCC Scholarship Committee will review only complete applications. All letters, essays, or other written materials required of applicants must be word processed and meet specific content requirements. Complete application packets should be submitted prior to early registration of the semester in which the award is sought. Priority will be given to applications received by the preferred deadline.

The MSCC Scholarship and Awards Committee will evaluate written documents and eliminate any application(s) not meeting the stated criteria. All applicants must agree to publicity releases and must attend the annual Scholarship Luncheon during the spring term.

Based on availability of funds, the Foundation awards more than 50 different scholarships each year: The most current listing is provided on the MSCC Foundation website: <http://www.midsouthcc.edu/foundation/scholarships.htm>

### **Goldsby Scholarship for Concurrently-Enrolled High School Students**

This scholarship supports increased access to higher education by providing funds to support the enrollment of qualified high school students from Crittenden and surrounding Arkansas counties in MSCC courses, which will also be counted as credits toward high school graduation. The scholarship may be applied to two courses each fall and spring semester for high school juniors and seniors. Students may choose from MSCC courses approved by their high school principal that will count toward high school graduation requirements.

Equal access to the Goldsby Scholarship will be provided to all students without regard to financial ability. Recipients must reapply for the scholarship each semester.

#### **Requirements**

- Be a resident of Crittenden or surrounding counties in Arkansas or be a student attending a public or private high school in Crittenden or surrounding counties in Arkansas.
- Maintain an overall high school GPA of 3.0. Students who have previously completed college courses must have a college GPA of 3.0 as well.
- Present ACT (or equivalent SAT, ASSET or COMPASS) subject area scores in English, reading, and/or math consistent with college-level placement in the subject areas of the course(s) in which they wish to enroll.

#### **Application Process**

- Present ACT (or equivalent SAT, ASSET or COMPASS) scores consistent with college-level placement. Students enrolling in English or mathematics or courses which have college English or math prerequisites must also have a high school GPA of 3.0 in the related subject area.
- Submit an official copy of high school transcript documenting the required GPA.
- Complete a Goldsby Scholarship Application, which must be signed by the student, his/her parent or legal guardian and turned in to the high school counselor.
- Obtain approval from the high school principal.

## Other Sources of Assistance

**Arkansas Rehabilitation Services** assists qualified students who have physical and/or mental disabilities. Rehabilitation Services may pay for tuition, books, and supplies or any part thereof for students while in attendance at an eligible institution. Contact: Arkansas Rehabilitation Services at 210 Shoppingway, West Memphis, AR 72301, (870) 735-4725, for additional information.

**Arkansas Workforce Centers** assist students through the **Workforce Investment Act (WIA)**, which is designed to provide training for unemployed individuals. Financial assistance may cover tuition, books, supplies, and transportation. Contact: Arkansas Workforce Center, 2003 West Broadway, West Memphis, AR 72301, (870) 735-6730 for additional information.

## Veterans Educational Benefits

The **Veterans Administration (VA)** communicates primarily through the utilization of VA benefit application forms. Most forms are available at the MSCC Financial Aid Office or on the internet at [www.vabenefits.va.gov/vonapp/about\\_vonapp.asp](http://www.vabenefits.va.gov/vonapp/about_vonapp.asp). Service members receive benefits by contributing to the VA educational fund while in military service (chapters 30, 32, 34), reenlisting for a specified period of time in a National Guard or Reserve unit (chapter 1606), being 100% disabled (chapter 31) or inheriting the benefits (chapter 35) from a disabled or deceased veteran.

Benefits are paid directly to the veteran/student and usually begin arriving at the veteran's home address approximately 6-8 weeks after the semester begins. VA students are electronically certified each semester for the number of credit hours and length of the term for which they are enrolled. VA students can only get paid for classes that are taken for credit (not audit) and count toward their degree requirements. The regional processing office (RPO) in Muskogee Oklahoma evaluates each claim and disburses VA checks to students within the RPO service area.

Transferring VA benefits from one college to another is very easy. Students just fill out the 22-5495 form and send it to the VA Certifying Official. The form can be obtained from the MSCC Financial Aid Office or online at [www.gibill.va.gov/GI\\_Bill\\_Info/education\\_forms.htm](http://www.gibill.va.gov/GI_Bill_Info/education_forms.htm).

Veterans who access VA benefits should be aware of VA regulations governing academic standards. The Veteran's Administration regulations (38 CFR Section 21.4253(d)(4)) requires all VA students to maintain Satisfactory Academic Progress (SAP) while attending an educational institution. The following chart is utilized to compute (SAP) for all students who receive financial aid and will be used to compute veteran's (SAP):

### Satisfactory Academic Progress Chart for Veterans

Hours Attempted:	0-15	16-29	30 or more
Minimum Cumulative GPA:	1.50	1.75	2.00

The VA Certifying Official on the MSCC campus offers personal issue counseling to all veterans who are currently enrolled or are seeking enrollment at the college. Counseling services are offered at no charge to military veteran students. Veterans may stop by the veteran's office for brief assistance or call for an appointment at (870) 733-6742 to schedule a session.

Service members can apply for disability compensation and rehabilitation benefits by filling out the form 28-1900 and forwarding it to the Veterans Administration. The form can be obtained at [www.gibill.va.gov/GI\\_Bill\\_Info/education\\_forms.htm](http://www.gibill.va.gov/GI_Bill_Info/education_forms.htm) or the MSCC Financial Aid Office.

VA benefit counseling is available at the MSCC Financial Aid Office. Students may walk in or make appointments. The office hours are 8-4:30 pm on Monday-Thursday.

Veteran students may have their benefit checks electronically deposited to their account. Students who prefer to receive their VA checks by direct deposit can call (877) 838-2778 with their account information.

Veteran students can access scholarship information by going to the internet at [www.military.com](http://www.military.com) and entering "scholarships" in the search block. Qualified veterans, spouses and children may be eligible for government, private or corporate sponsored scholarship funding.

Arrangements can be made to receive an advance payment for VA benefits. An advance payment consists of the first month and a partial month of benefits for the term registered. Students must complete an advance payment request at least 30 days, but no more than 120 days, prior to the start of the semester. The advance payment will be mailed to the MSCC Financial Aid Office, payable to the student. Advance payments may only be requested if there are more than 30 days between terms attended and if the student is enrolled at least half-time.

The **Guard Tuition Assistance Program (GTAP)** is sponsored by the student's National Guard Unit and the State of Arkansas. GTAP is administered by the appropriate unit and liaison officers at Camp Robinson, North Little Rock (NLR) Arkansas. National Guard personnel may obtain application forms at their guard unit or call the NLR office at (800) 648-4991 for benefit information or to inquire about the status of their GTAP claim.

The **Federal Tuition Assistance Program (FTAP)** is sponsored by the federal government. Reserve and National Guard personnel are eligible for FTAP funding and should contact their reserve or guard unit for the application forms. The FTAP administration office is located in Little Rock AR, and the telephone number is (501) 771-8705.

Kickers are bonus funds that are obtained while the veteran is on active duty. Kicker funds are part of the Montgomery GI Bill (MGIB) and are paid concurrently with the MGIB entitlement. Veterans may call the Regional Processing Office (RPO) in Muskogee Oklahoma at (888) 442-4551 to confirm their eligibility for a Kicker.

Appeals to the Veterans Administration may be initiated by utilizing form 9, Appeal to the Board of Veterans Appeals (BVA). Included in the form are instructions on how and when to fill out the form and where to submit it. The following is a summary of how to get started: Many of the instructions on the form may be vital, and students are encouraged to read the entire form 9 document.

1. Students who disagree with a decision the VA makes regarding their claim or interpretation of policy should first write a letter to the VA stating why they disagree. This step is called filing a "Notice Of Disagreement."
2. The VA will send a "Statement Of Case" (SOC), which describes how the VA arrived at their decision.

3. Veteran students will then need to decide if they want to move forward with an appeal process. To file an appeal to the BVA, students can complete the form 9, Appeal to the Board of Veteran Appeals. Assistance with an appeal may be found through the Veteran's Service Organizations (VSO) that will represent veteran students at no charge. Students may call 800-827-1000 for information on how to acquire VSO help. The appeal form may be sent to the Regional Processing Office (RPO). The RPO address for Arkansas, Oklahoma and Missouri as well as many other central and western states is: Department of Veterans Affairs, VA Regional Office, PO Box 888, Muskogee OK 74402-8888.

Students with questions may contact the MSCC Financial Aid Office for assistance.

## Financial Aid Policies

### Satisfactory Academic Progress

Students who receive federal financial aid are required to make and maintain satisfactory academic progress. Satisfactory Academic Progress (SAP) is defined as passing a required percentage of hours and maintaining a minimum grade point average (GPA) of 2.0 on a 4 point scale.

Students must be enrolled as an award-seeking student in an eligible program of study to receive financial aid. Students may receive financial aid while enrolled for a full-time or part-time course of study. Full-time students must enroll in at least twelve (12) semester hours each semester. Students on financial aid are advised to consult with the financial aid staff before making any adjustments to their program of study or course load.

Eligibility for a student cannot exceed the maximum of 150 percent of the total hours required for his/her program, as established by the U. S. Department of Education. The 150 percent limit applies even if a student decides to change his/her program. However, a student may also take up to 23 hours of developmental classes in addition to the 150 percent limit for his/her program.

Example: Students seeking a 60-credit-hour degree may be eligible for financial aid for up to 23 developmental education hours and up to 90 semester hours of attempted degree requirements as long as minimum requirements listed below are maintained. Similarly, students seeking a 30-hour certificate may be eligible for financial aid for up to 23 developmental education hours and up to 45 semester hours of attempted certification requirements as long as requirements listed below are maintained.

Hours Attempted	Completion Percentage of Hours Attempted	Required GPA
Up to 15 hours	55%	2.0
16-30 hours	60%	2.0
31 or more hours	67%	2.0

All courses attempted at MSCC and previously attended institutions will be counted in the determination of hours attempted. This includes grades of "F," "W," "I," and repeated courses.

A student's official enrollment status will be determined on the official enrollment date (the 11th day of the term for fall and spring, the 5th day of the term for summer) and aid will be awarded accordingly. A student who withdraws from the College on or before the official enrollment date is considered as not having enrolled for the semester and is not eligible for financial aid. A student who withdraws after the official enrollment date will be held responsible for the minimum percentage of hours for his/her official enrollment status.

SAP will be reviewed at the end of each regular term. In most instances, the first time a student fails to make SAP, he/she will be placed on *financial aid probation*. Students are eligible to receive financial aid while on financial aid probation. If a student fails to meet SAP a second time, or if a student fails or withdraws from all of his/her classes in a term, he/she will be placed on *financial aid suspension*.

Students on financial aid suspension will not be eligible to receive Title IV aid. Students may return to school and complete courses at their own expense until they meet the SAP policy, or the student may file a financial aid appeal. Appeals may be approved if a student's appeal is based on circumstances beyond his/her control.

## **Satisfactory Academic Progress Special Conditions**

### **Developmental Courses**

Enrollment in developmental courses will be considered when determining the student's enrollment status for financial aid awards. A student will be allowed to take as many as 23 hours of developmental courses beyond his/her program maximum.

### **"I," "W," and "F" Grades**

Courses where a grade of "I," "W," or "F" is assigned will count toward the credit hours attempted but will not count toward the hours earned. Students who withdraw from the college or earn all Fs during a semester will be suspended from financial aid eligibility. To regain eligibility, students must complete a minimum of 6 hours at their own expense with grades of "C" or better and with no dropped courses. Students who believe failure or withdrawal resulted from circumstances beyond their control may choose to file an SAP Petition.

Courses taken during the summer term count toward a students' maximum time frame in a manner similar to courses taken during the fall and spring terms. Summer courses are reviewed at the end of the term for Satisfactory Academic Progress (SAP). If students fail or withdraw from all of their courses during this term, they will be placed on financial aid suspension. Students may appeal if there were unusual circumstances which did not allow for completion of the term.

### **Repeating Courses**

The last grade recorded in repeated courses will be used in computing the student's GPA. For financial aid eligibility, both courses will count towards the number of hours attempted, but only the hours associated with the last grade will be counted in the number of hours earned.

### **Transfer Students**

Transfer students must submit an academic transcript to the Financial Aid Office if they are seeking financial aid at Mid-South. For financial aid eligibility, all courses attempted at

MSCC and at previously attended institutions are counted in the determination of hours attempted for meeting the requirements of Satisfactory Academic Progress.

### **Second Associate Degree**

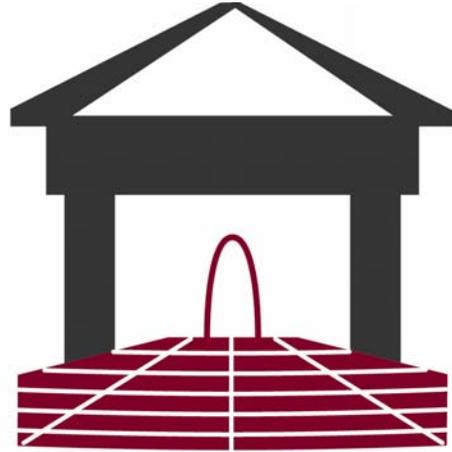
Students pursuing a second associate degree must submit a degree audit indicating the required coursework and present it to the Director of Financial Aid. If approved, a new maximum time frame for financial assistance will be established for that pursuit. Students seeking a degree beyond their first associate degree may be eligible for financial aid but must agree to only take courses required for the additional degree and complete them all with grades of "C" or better. For continued eligibility, students must have no dropped or failed courses.

## **Financial Aid Appeals**

Students have the right to appeal their financial aid status if they do not meet the requirements of this policy. All appeals must be submitted in writing to the Financial Aid Office with supporting documents. Individual appeals will be reviewed by the Financial Aid Appeals Committee to determine the student's eligibility. The student will be notified of the decision in writing, normally within ten days of the appeal.

If the student wishes to appeal the Director's decision, he/she can make a further appeal to the Financial Appeals Committee. Procedures for filing an appeal with the Financial Appeals Committee are found in the Tuition, Fees & Financial Aid section of the College Catalog under Refund Appeals.

**Note: Reinstatement to class by the Admissions Office does not reinstate a student's financial aid eligibility.**



# Mid-South

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## Community College

### **College Policies**

### **Chapter 6**

## Access to Campus Facilities

Most campus facilities are available to employees, students, and visitors during normal business hours and for designated periods during special events. Restrictions do apply to computer classrooms which are not open to unsupervised usage. Computer resources in the Learning Success Center and Sandra C. Goldsby Library and library privileges are available to students and to those who purchase a Community Patron card. Students will be asked to present student identification cards, and other users will be asked to present their community patron cards.

## Bloodborne Pathogens

Bloodborne pathogens are potentially infectious body fluids which include hepatitis B virus (HBV), human immunodeficiency virus (HIV), and other infectious diseases. Any person who encounters body fluid from another person should report to a College official immediately. Care should also be taken to prevent other persons in the area from contacting the body fluid.

## Chronic Communicable Diseases

Mid-South Community College places a high priority on the need to protect students and employees from the spread of chronic, communicable diseases on campus such as hepatitis, tuberculosis, and acquired immune deficiency syndrome (AIDS). The College does not intend to exclude students with a chronic, communicable disease from attending or using College facilities, provided there is no significant risk of transmission to others. However, students may be denied admission or dismissed from a particular program or course of study whenever the disease presents a significant risk of transmission or has an effect on their ability to perform effectively.

Students who have or who are carriers of a chronic, communicable disease may participate in programs and activities and/or use College facilities and services when reasonable accommodations provide no significant risk of transmission to others. Students should also notify the Executive Vice President when there is a risk of transmitting the disease.

Their notification will allow the College to evaluate their cases and take precautions necessary to reduce the risks of transmission. The medical condition of an affected person will be disclosed only to the extent necessary to minimize health risks to other students or employees.

Note: Willful or careless exposure of others to a known communicable disease is a reckless, inconsiderate, negligent act that endangers everyone. Students who have not taken precautions to prevent the transmission of the disease to others may be subject to dismissal.

## Children in Classes or Study Areas

Students may not bring children to classes. Children should never be left unattended at the College while parents are attending classes or programs. Children are not allowed in the Sandra C. Goldsby Library or Learning Success Center except when accompanying an adult during brief visits such as returning books or making an appointment. Public school students who are enrolled in college classes have the same access to College facilities and services as other students, and they are governed by the College Student Conduct Policy.

## Computer Usage

Computer/networking resources are provided by Mid-South Community College to enhance teaching, learning, service, and the activities which support them. MSCC is committed to a computing system which effectively meets the needs of users.

Individuals who are granted computing accounts or use the computer resources of the College accept responsibility with the access which is granted. Each user is expected to use accounts or resources for the educational or administrative purposes approved by the College. Activities beyond these stated purposes are prohibited. Violations may be reported to any instructor, administrator, or computer lab supervisor. Disciplinary procedures will follow established College judicial and administrative procedures and may result in a loss of access as well as other disciplinary or legal actions depending upon the nature of the infraction. Users may use the same procedures to challenge actions which restrict computer usage.

The Computer Use Policy for Mid-South Community College appears below. Violations of this directive will be reviewed through established College judicial and administrative procedures and may result in a loss of access as well as other disciplinary or legal actions. Users may use the same procedures to challenge actions which restrict computer usage.

- Users shall access only those computer resources which have been authorized for their use. Computer resources include but are not limited to computer equipment, software, operating systems, storage media, network accounts, e-mail, WWW browsing, FTP, and wireless access, and accessing them via Internet, Intranet, or Extranet..
- Users shall use computer resources only for authorized purposes, and not for private consulting or personal gain.
- Access to computer resources and the Internet is a privilege granted by MSCC; it is not an automatic right which accompanies the payment of tuition and/or fees.
- Users must login using their own approved usernames so that responsibility for the work can be determined and users can be contacted in unusual situations.
- Users are responsible for the maintenance and secrecy of their own passwords to prevent unauthorized usage of their accounts.
- This directive shall not prevent informal communication among students, faculty, and staff. However, recreational activities such as downloading music, video, and game files or joining in chat rooms are limited since priority is given to academic usage of College computer resources.
- Users shall not attempt to copy or destroy programs or files that belong to the College or other protected sources without prior authorization from the Director of Information Technologies.
  - a. Programs and data provided by the College may not be taken to other computer sites;
  - b. Individually owned programs and programs acquired at other computer sites cannot be used at the College without authorization.
- Users of software owned by the College must agree to abide by the limitations included in the copyright and license agreements entered into with vendors. Furthermore, it is the user's responsibility to become familiar with the specific copyrights and licensing

agreements for each product before using it. It is unlawful to copy most software products. If other arrangements are made with a vendor, users must abide by stated provisions.

- Intentional introduction of a computer virus is a serious offense subject to the strictest disciplinary regulations of the College. Any user who is notified that a virus was detected on a diskette must destroy the diskette or have an Information Systems staff member disinfect the diskette immediately. Portable media includes but is not limited to diskettes, CD's, DVD's, jump drives, and hard drives.
- Configurations of lab hardware and software shall not be altered including, but not limited to, the following:
  - a. Modifying backgrounds, wallpapers, icons, etc.;
  - b. Downloading and installing screen savers;
- Those users who have access to privileged or sensitive information may not disclose that information for any purposes other than approved official College business.
  - a. All sensitive information must be stored on authorized network devices.
- Students and guest users must log off at the end of each session.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will be private. If deemed necessary, certain types of transmission or websites might be blocked or severely limited.
- Students should be aware that Facebook and other similar sites are public forums. Information published on such sites is available to the general public including college faculty and staff and can be legally used in criminal or other investigations.
- Inappropriate use of computer resources includes but is not limited to the following:
  - a. Using someone else's account;
  - b. Harassing or insulting others;
  - c. Sending or displaying obscene or pornographic or offensive or defamatory or discriminatory messages, pictures, language, graphics, songs, etc.;
  - d. Forwarding messages that have been identified as 'virus infected';
  - e. Engaging in 'phishing', 'spamming', or other fraudulent activities;
  - f. Eating or drinking in the computer labs.
- Installing Yahoo Messenger, ICQ, or other programs.

## Discrimination and Harassment

MSCC does not tolerate discrimination or harassment on the basis of race, color, religion, sex, national origin, age, disability or veteran status. Furthermore, federal laws prohibit such discrimination or harassment in any activity or program receiving federal funds.

Discrimination is an improperly motivated personnel decision, an improperly motivated evaluation decision in the case of students, or adverse action taken against an individual on the basis of race, color, religion, gender national origin, age, disability, sexual orientation or veteran status. Discriminatory behavior can result in harassment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit the individual's ability to participate in or benefit from the services, activities or privileges provided by the College.

Investigation of discriminatory or harassing behavior is not contingent upon the filing of a formal complaint, and Complainants are protected from retaliation by the accused. Behavior which might be considered discriminatory or harassing should be reported to the Executive Vice President or to any College employee the victim feels comfortable approaching. All employees are responsible for informing the Executive Vice President of observed or reported problems.

## Sexual Harassment

All faculty, staff, and students have a right to work and/or attend college in an environment free of discrimination, including freedom from sexual harassment. Therefore, it is the policy of the College that no member of the College community may discriminate against or sexually harass another. Procedures for reporting discrimination and harassment complaints are provided in this catalog and on the College website. Any employee or student will be subject to disciplinary action including, but not limited to, dismissal for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

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

Sexual harassment may involve individuals of the same or different gender. Sexual harassment is most frequently associated with those situations in which a power differential exists between persons involved; however, it also may occur between individuals of the same College status, i.e., student-student and employee-employee.

Examples of conduct which may, if continued or repeated, constitute sexual harassment are as follows:

- unnecessary touching, patting, hugging or brushing against a person's body
- staring, ogling, leering, whistling
- sexually explicit statements, comments, questions, jokes, or anecdotes
- graphic comments about a person's clothing or body
- sexually suggestive objects or pictures in the work place
- harassing use of the electronic mail or telephone communication system
- other physical or verbal conduct of a sexual nature

Such conduct, whether intended or not, constitutes sexual harassment and is illegal under both state and federal law. Violations of this policy will not be permitted. Because sexual harassment is the subject of an ever-increasing number of lawsuits, employees should take care that they understand what can constitute sexual harassment.

All new employees are required to complete harassment training, and annual refresher workshops are provided for current personnel. The College will also provide student workshops on a periodic basis to ensure that students are equally aware.

## Resolution of Discrimination/Harassment Complaints

In order to provide an internal mechanism for employees and students to resolve complaints of discrimination or harassment, the College provides the following procedures. Throughout this process, wherever the role of the Executive Vice President is mentioned, the term “President” is implied if the Executive Vice President is the subject of a complaint. Use of these procedures does not preclude an employee or student from seeking recourse through appropriate state or federal agencies at any time. However, once one seeks recourse externally, internal procedures cease. No employee or student shall be subject to retaliatory action for participating in this complaint procedure. Words or behavior that punish a person for filing a complaint are illegal. Conversely, false accusations have a damaging effect on innocent people. False accusations will not be tolerated and may lead to disciplinary action.

## Reporting Procedure for Discrimination/Harassment

The College encourages any employee or student who feels that he/she has been a victim of discrimination/harassment to report such incidents to the Executive Vice President, who serves as a neutral party in investigating the facts and interests of the individuals involved as well as those of the College. **Complainants are urged to report discrimination/harassment incidents as soon as possible, since a delay in reporting may make it difficult to gather appropriate information and documentation.** Complainants should report such allegations within twenty (20) calendar days of the alleged conduct.

The Executive Vice President shall be responsible for maintaining and keeping all records and appropriate documentation during the investigation.

**Complaints will be kept in confidence to the extent practicable and appropriate under the circumstances.** An individual reporting discrimination/harassment, however, should be aware that confidentiality cannot be guaranteed should the College decide it is necessary to take action to address the discrimination/harassment beyond an informal discussion. The decision to do so shall be discussed with the Complainant in advance.

**The Complainant may elect to pursue the Informal or the Formal Procedure.** The Complainant reports the allegation of discrimination/harassment to the Executive Vice President and indicates whether he or she wants to proceed with the Informal or Formal investigative procedures.

### Informal Procedure

**Step I:** If the Complainant elects to pursue the informal procedure, the Executive Vice President will advise the alleged offender that a complaint of discrimination/harassment has been filed against him/her and explain the College’s prohibition against retaliation. The Executive Vice President will document the charge. The Executive Vice President will then conduct a preliminary investigation, and attempt to resolve the complaint within 20 calendar days through one or more mediation options. Examples of such options may include, but are not limited to, the following:

- a) A meeting between the Complainant and the alleged offender, mediated by the Executive Vice President, to discuss and resolve the perceived discriminatory or harassing behavior to the satisfaction of both parties.

- b) A meeting between the Executive Vice President and the alleged offender to discuss and resolve the perceived discriminatory or harassing behavior, if the Complainant does not wish to confront the alleged offender directly.
- c) A letter of agreement containing (a) a statement of the perceived discriminatory or harassing behavior and a request that said behavior will stop, signed by the Complainant, and (b) an acknowledgment of the complaint without admission of guilt and affirmation that the Complainant will not be the subject of discrimination or harassment in the future, signed by the alleged offender.

**Step II:** The Executive Vice President will conclude informal proceedings by preparing a written report of the outcome with copies to the Complainant and the alleged offender. After review by the Executive Vice President, the original written report and all other documentation shall be maintained by the Office of Human Resources in a separate case file when the alleged offender is an employee, or by the Vice President for Student Affairs when the alleged offender is a student.

**Step III:** The Complainant may choose to proceed to the Formal Procedure if the Complainant is not satisfied with the resolution of the Informal Procedure.

**Step IV:** The Executive Vice President will contact the Complainant 30-60 calendar days from the date of the written report to inquire if retaliatory actions have occurred as a result of reporting the complaint. In the event that retaliation has occurred, the Executive Vice President will investigate and prepare a written report of the actions. The Executive Vice President has the authority to discipline any employee or student for any such retaliatory actions in accordance with College disciplinary policy.

### **Formal Procedure**

**Step I:** If the Complainant elects to pursue the Formal Investigatory Procedure, the Complainant must file a written and signed complaint of discrimination or harassment, stating precisely and clearly the facts, with the Executive Vice President as soon as possible following the alleged discrimination/harassment incident. **Complaints should be filed within 20 calendar days of the alleged incident.** If the Informal Procedure was followed and a satisfactory resolution was not achieved, the complaint must be filed within ten (10) calendar days from the date of the Executive Vice President's written report.

**Step II:** The Executive Vice President shall immediately notify the alleged offender that the complaint has been filed, the charges as stated in the complaint, and the identity of the Complainant. In addition, the Executive Vice President will explain the College's prohibition against retaliation to the alleged offender. The alleged offender may submit a formal written response within ten (10) calendar days of receipt of the complaint.

**Step III:** The Executive Vice President shall promptly investigate the complaint. The investigation may include interviews with the parties involved and/or with individuals who may have observed the alleged conduct or may have relevant knowledge. The investigation may also involve reviewing written documents and observing the work site. The investigation will be handled with sensitivity, and confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

**Step IV:** The President shall appoint a three-member committee consisting of two employees, and the Human Resource Officer. The role of the committee shall be to hear and consider testimony and other relevant reliable evidence, to make findings of fact, to determine whether the College’s policy on discrimination and harassment has been violated, and if so, to recommend appropriate relief and disciplinary action(s). As part of the process, the Executive Vice President shall present to the committee his/her findings and a written report stating the chronology of events.

**Step V:** Within ten (10) calendar days of the close of the hearing, the committee shall submit to the Executive Vice President and the parties a written report including findings of fact, a determination as to whether a violation of the policy on discrimination/harassment has occurred, and, if so, a recommendation of relief and appropriate disciplinary action. The Executive Vice President shall implement the committee’s decision.

**Step VI:** If the problem is not resolved to the satisfaction of the parties involved or the Executive Vice President, either party or the Executive Vice President may appeal the decision in writing to the President. The President shall review all records and provide a written decision to both parties and the Executive Vice President within thirty (30) working days.

**Step VII:** The Executive Vice President will contact the Complainant 30-60 days from the date of the written report to inquire if retaliatory actions have occurred as a result of reporting the complaint. In the event that retaliation has occurred, the Executive Vice President will investigate and prepare a written report of the actions. The Executive Vice President has the authority to discipline any employee or student for any such retaliatory actions in accordance with College Disciplinary Policies.

If the student is accused of sexual assault or other violent crime against another person, the alleged victim will be informed of the outcome of the disciplinary process.

## Electronic Devices

Electronic devices such as cellular telephones, pagers, and radios are not permitted in classrooms, the Learning Success Center, and the Sandra C. Goldsby Library when their use is disruptive or annoying to the instructor or other students. Violations of this policy may result in disciplinary action.

## Emergency Procedures

Students should report any fire, medical emergency, or criminal activity to the nearest College official or to the appointed building marshal. If officials/marshals are not available, students should use the red emergency telephone located in the hallway of each building to make immediate contact with security personnel, who will provide assistance and instructions. Building marshals may be found in the following locations:

Allied Health Building and Trailers .....	AH103
Magruder Hall .....	MH102
Arkansas Workforce Center.....	South Reception Area
Reynolds Center .....	Learning Success Center and RC150
Southland Building .....	SG110

Maintenance Building.....	Maintenance Office
University Center .....	UC 100
Workforce Technology Center .....	Reception Area

Fire extinguishers, warning alarms, and first aid kits are located throughout the facilities, and evacuation maps are posted in each classroom and office area. In case of fire, tornado, or other life-threatening emergencies, building marshals will ensure that all occupants are moved to a place of safety. When facilities are evacuated, students may not re-enter buildings until so directed by emergency officials or building marshals.

See also **Safety Provisions, Regulations, and Crime Reporting**

## Inclement Weather Policy

If severe weather forces cancellation of classes at the beginning of the day, an announcement will be posted on the MSCC website, on Campus Announcements in Campus Cruiser, and made on Channel 5 (WMC-TV Memphis) and FM100 Radio between 6:00 and 7:00 a.m. In addition announcements will be sent via email and/or text messages to all students. Should bad weather occur during the day forcing the cancellation of evening classes, an announcement will be made before 5:00 p.m. Work study students are not expected to report for work when classes are cancelled.

## Mass Meetings

Individuals who wish to have parades or public demonstrations on campus premises must request permission from the Executive Vice President at least 48 hours before the event is to be held. Requests must be in writing and set forth the objectives of the event, the groups participating, and the area of the campus to be used.

## Parking and Traffic Regulations

MSCC provides free parking and open-access lots for students, employees, and visitors except in the lots adjacent to the Maintenance Building, in the area between the Reynolds Center and the Southland Building, and in the lot on the north end of the Workforce Technology Center. These areas are restricted to authorized personnel only. Students and employees should note that parking in handicapped spaces is a violation of federal and state law unless **the driver** holds a state-issued handicapped placard or license plate. Drivers occupying these spaces must produce official documentation when requested by MSCC security officers. The West Memphis Police regularly patrol college parking lots, and offenders are subject to vehicle towing and all applicable fines and penalties. Parking spaces marked as Authorized Vehicles Only are also off-limits except to designated MSCC personnel approved by the Executive Vice President.

All persons accessing the campus are expected to observe a 15 mph speed limit, parking restrictions, and directional arrows and to follow Arkansas traffic regulations. Students and employees who fail to do so are subject to disciplinary action.

The College is not responsible for vandalism or damage to any vehicles, motorcycles, or bicycles, etc., while they are parked on campus. Any such damages should be reported to the security officer on duty for assistance in filing the necessary reports.

Each student and employee is issued a free parking decal which grants them access to the campus. Decals must be displayed on the left side of a vehicle's rear window.

## Safety Provisions, Regulations, and Crime Reporting

MSCC's buildings, streets, and grounds are constructed according to the rules and laws of the State of Arkansas. MSCC also complies with the provisions, as appropriate, of the National Fire Protection Association (NFPA), the NFPA Life Safety Code, and Southern Standard Building codes.

Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Members of the campus are encouraged to report any exterior lighting outages to the Director of the Physical Plant at (870) 733-6750 or to the Learning Center (870) 733-6766.

Annually, the College sponsors workshops to provide students with information about personal safety topics including date rape, substance abuse, and blood-borne pathogens. Safety literature is also distributed.

The College's crime prevention program is based on the dual concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. Questions and requests for information may be made to the Executive Vice President, who is located in Magruder Hall.

Security personnel, who are licensed law enforcement officers, actively patrol facilities, parking lots and other areas of the campus. These officers, headed by the Director of Campus Safety, maintain a close working relationship with the West Memphis Police Department and county, state, and federal law enforcement agencies. When appropriate, crime-related reports and data are routinely exchanged.

### Accident, Emergency and Crime Reporting

Any student who needs to report an accident, emergency, or crime should use the red phones located in the hallways of each building. These phones connect directly with campus security personnel who are responsible for law enforcement, security, and emergency response at MSCC. If the situation warrants, calls will then be routed by the administrator in charge to the West Memphis Police Department, the Fire Department's EMT response team or other appropriate personnel.

## Student Right to Know and Campus Security Act

MSCC is committed to providing a safe learning and working environment for each of its members, visitors, and guests. In compliance with the Campus Security Act, MSCC compiles reports which state the College's graduation/persistence rates and the institution's campus security policy, current security programs and crime statistics. The full report is available upon request from the Registrar's Office and on the MSCC website.

### Crime Reporting

1. **Annual Reports:** Annual reports of crime-related information are compiled and published in the College catalog and on the College's website.
2. **Special Alerts:** If circumstances should warrant, special crime-related information will be prepared and distributed on campus.

**3. Incident Reporting:** Crime-related incidents are reported as they occur to the Vice President for Student Affairs with a view towards immediate corrective action.

## Sexual Assault Reporting Procedures

All sexual assaults (rape, attempted rape, or acquaintance rape) should be reported to a College official. Individuals should report a sexual assault to any of the vice presidents at the College. Individuals may also report a sexual assault to the West Memphis Police Department at 870-732-1210.

Any student who is assaulted should report the attack as quickly as possible. If the assault is reported within 72 hours of its occurrence and the victim cooperates with police in providing information and evidence, the State of Arkansas pays for the medical examination. Also, if the offense is reported to police, Victims Compensation can pay for treatment of other injuries that occurred during rape.

Under any circumstances, a medical evaluation is important because of the possibilities of sexually-transmitted diseases and pregnancy. Victims who choose not to report to the police must cover the cost of the examination. Reporting the offense to the police does not mean that a victim must prosecute.

Several important steps should be taken after a sexual assault. Victims:

- should NOT shower, bathe, change clothes, urinate (if possible), brush teeth or rinse their mouth, or change bedding or disturb the area where the assault occurred. It is important to preserve the evidence.
- should call a friend, counselor, or anyone who can provide them with emotional support. They should seek medical attention by going to a doctor or hospital as quickly as possible for evidence to be gathered and to be checked for injury.
- should write down detailed information about the assault—where, when, who, etc. If the assailant is a stranger, victims should try to remember height, hair color, scars, clothing, eye color, or other distinguishing characteristics. Gathering evidence and writing down information is important even if victims do not intend to file criminal charges.
- should tell a College counselor, friend, or someone at the local mental health service or rape crisis center about the assault even if steps 1 through 3 are not followed. Help and support are important in dealing with confusing emotions and difficult decisions.

## Smoking Policy

Mid-South Community College has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors. Consistent with these concerns and with passage of the Arkansas Clean Air on Campus Act of 2009, the Mid-South Community College campus is smoke free. Smoking is prohibited on the MSCC campus, including all buildings, grounds, and vehicles.

## Student Conduct

Mid-South Community College is committed to providing a living, learning environment for students in which they may grow both as students and as citizens. All students are expected to behave in a manner that is respectful of the rights of all other members of our community to live, to learn, to work and to teach in such an environment. Any behavioral problems by students will be addressed under this student discipline policy. Students who fail to maintain appropriate conduct may be asked to leave the academic community.

### Article I: Definitions

1. The term “College” or “MSCC” means Mid-South Community College.
2. The term “student” includes persons taking courses at the College, both full-time and part-time on any enrollment basis. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College (such as a formerly enrolled student with an uncompleted degree) are considered “students.”
3. The term “faculty member” means any person hired by the College to conduct classroom activities.
4. The term “MSCC official” includes any person employed by the College who performs MSCC assigned administrative or professional duties.
5. The term “member of the MSCC community” includes any person who is a student, faculty member, MSCC official, or any other person employed by MSCC. Any question concerning a person’s status in a particular situation shall be determined by the Executive Vice President.
6. The term “MSCC premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by MSCC (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for College recognition.
8. The term “conduct administrator” means the Vice President for Student Affairs or any other person or persons authorized by the President to determine whether a student has violated the student discipline policy and to impose sanctions.
9. The term “appeal officer” applies to any person or persons authorized by the President to consider (1) an appeal of the conduct administrator’s determination that a student has violated the disciplinary policy, or (2) to consider an appeal of sanctions imposed by the conduct administrator. The appeal officer will be the Executive Vice President, unless otherwise designated by the President.
10. The term “shall” is used in the imperative sense; the term “may” is used in the permissive sense.
11. The Vice President for Student Affairs is the person designated by the College president to be responsible for the administration of the student discipline policy, although the President may assign another person to discharge those duties if the President deems it appropriate to do so.

12. The term “policy” is defined as the written regulations of the College as found in, but not limited to, this student discipline policy. These policies may be expanded, modified or changed by the College administration at any time.
13. The term “business days” means days that MSCC is open for business (excluding holidays) even if no classes are scheduled.

#### **Article II: Scope of the Discipline Policy**

1. MSCC jurisdiction for student discipline purposes shall include conduct that occurs on and off College premises that may adversely affect MSCC and/or the pursuit of its objectives. Conduct involving academic dishonesty allegations will be handled under the academic honesty policy, although allegations concerning behavior in the academic setting will be handled under this student discipline policy. Conduct involving discrimination/harassment allegations will be handled under the process for the Resolution of Discrimination/Harassment Complaints. Any questions about the College’s jurisdiction will be resolved by the Executive Vice President.
2. The Vice President for Student Affairs may develop forms and policies for the administration of the student discipline policy.
3. Decisions made by a conduct administrator shall be final, pending the official appeal process as outlined below.

#### **Article III: Conduct Rules**

Any student found to have committed the following misconduct is subject to sanctions outlined in Article IV.

1. Acts of dishonesty including, but not limited to, the following:
  - a. Furnishing false information to any MSCC official, faculty member or office.
  - b. Forgery, alteration or misuse of any MSCC instrument of identification, document or record.
  - c. Conduct which would violate the academic honesty policy will be handled under that policy rather than under this student discipline policy. If circumstances suggest that there may be conduct violating both policies, the conduct may be evaluated under each policy separately for determinations of possible violations and sanctions under each policy, according to the conduct covered by each, with any jurisdictional question to be determined by the Executive Vice President.
2. Disruption of classrooms or study areas or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including public service functions, on or off College premises or other non-College activities, when the act occurs on MSCC premises.
3. Physical abuse, verbal abuse, threats, intimidation, stalking, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person. Conduct which would violate the College’s discrimination/harassment policy will be handled according to the specific guidelines of that policy rather than under this student discipline policy.
4. Disrespect shown by any student to a College faculty member or to any other member of the College community, in or out of the academic setting.

5. Attempted or actual theft of and/or damage to property of the College, to property of a member of the College community, or to other personal or public property.
6. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
7. Failure to display an MSCC Student Identification Card while on campus or allowing another person to use the tag.
8. Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
10. Violation of published MSCC policies, rules, or regulations, including those appearing in this student discipline policy.
11. Violation of federal, state or local law on College premises, at MSCC sponsored or supervised activities, or which otherwise adversely affects the College community or the pursuit of its objectives, whether on or off College premises.
  - a. If a student is charged only with a violation of federal, state or local law off MSCC premises (and with no other violation of MSCC rules), no sanction will be imposed unless the student is found guilty in a court of law or has declined to contest such charges although not actually admitting guilt (e.g., no contest or “nolo contendere”).
  - b. MSCC student disciplinary processes may be instituted against a student charged with a violation of law which is also a violation of this student disciplinary policy (for example, if both violations result from the same factual situation), without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this student disciplinary policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus, as may be determined in the judgment of the Executive Vice President.
12. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law.
13. Public intoxication or use, possession or distribution of alcoholic beverages except as expressly permitted by law and MSCC regulations. Consumption or display of liquor, wine or beer containers in or on MSCC premises is prohibited (regardless of the person’s age). Students are responsible for all acts committed under the influence of alcohol and any such unbecoming behavior is dealt with severely.
14. Possession of firearms, explosives, other weapons or dangerous chemicals on College premises.
15. Participation in a campus demonstration which disrupts the normal operations of MSCC and infringes on the rights of other members of the College community; leading or inciting others to disrupt schedules and/or normal activities within any campus building or area or other College premises; or intentional obstruction which unreasonably

- interferes with freedom of movement, either pedestrian or vehicular, on College premises.
16. Obstruction of free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
  17. Conduct which is lewd, disorderly or indecent; a breach of peace; or aiding, abetting or procuring another person to breach the peace on MSCC premises or at functions sponsored by or participated in by MSCC.
  18. Theft of or other abuse of MSCC computers or computing facilities or time, including but not limited to:
    - a. Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
    - b. Unauthorized transfer of a file.
    - c. Use of another person's identification and/or password.
    - d. Use of computing facilities to interfere with the work of another student, faculty member or MSCC official.
    - e. Use of computing facilities to send obscene or abusive messages.
    - f. Use of computing facilities to interfere with normal operations of MSCC computing system.
    - g. Any other violation of the MSCC Computer Use policy.
  19. Gambling on MSCC premises.
  20. Allowing misconduct by guests on MSCC premises and/or at College functions.
  21. Abuse of the student disciplinary policy, including but not limited to:
    - a. Failure to obey the direction or summons of a conduct administrator or other MSCC official (including, for example, a notice to attend a meeting or hearing involving student discipline).
    - b. Falsification, distortion or misrepresentation of information before a conduct administrator or other College official.
    - c. Disruption or interference with the orderly conduct of a proceeding under this student discipline policy.
    - d. Institution of a matter under this student discipline policy knowingly without cause.
    - e. Attempting to discourage an individual's proper participation in, or use of, this student discipline policy.
    - f. Attempting to influence the impartiality of the conduct administrator or the appeal officer prior to, during, and/or after a proceeding under this student discipline policy.
    - g. Harassment (verbal or physical) and/or intimidation of the conduct administrator or conduct committee members prior to, during, and/or after a proceeding under this student discipline policy.
    - h. Failure to comply with the sanction(s) imposed under this student discipline policy.
    - i. Influencing or attempting to influence another person to commit an abuse of the student disciplinary policy.

#### **Article IV: Sanctions**

- a. One or more of the following sanctions may be imposed upon any student found to have violated the student disciplinary policy:
  - a. Formal Warning—A notice in writing to the student that the student is violating or has violated institutional policies or regulations.
  - b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional policies or regulation(s) during the probationary period.
  - c. Loss of Privileges—Denial of specified privileges for a designated period of time.
  - d. Fines—Previously established and published fines may be imposed.
  - e. Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Developmental Hours—Work assignments, service to MSCC, or other related assignments.
  - g. College Suspension—Separation of the student from MSCC for a definite period of time up to two semesters, after which the student is eligible to return. Conditions for readmission may be specified.
  - h. College Expulsion—Permanent expulsion of the student from MSCC. The student may apply to the Vice President for Student Affairs for readmission after two calendar years from the expulsion date.
  - i. The sanction of College expulsion may be imposed only after the “hearing” process.
  - j. Students may not withdraw from the College to avoid disciplinary procedures.
  - k. The College will not accept for transfer any credit earned at other institutions during the period a student is on suspension or expulsion for disciplinary reasons from MSCC.
  - l. Interim Suspension—the Vice President for Student Affairs may impose suspension from the College for up to fourteen (14) business days prior to a hearing before a conduct administrator if there is any reason to believe that interim suspension is necessary:
    1. to ensure the safety and well-being of members of the MSCC community;
    2. to ensure the student’s own physical or emotional safety and well-being; or
    3. if the student poses a threat of disruption of or interference with the normal operations of the College.

During the interim suspension, the suspended student shall be denied access to the campus (including classes) and/or all other MSCC activities or privileges for which the student otherwise might be eligible as the Vice President for Student Affairs or designee may determine to be appropriate.

#### **Article V: Student Discipline Process: Charges, Meetings, and Hearings**

1. Any member of the MSCC community may file an incident report against any student for misconduct. Incident reports shall be prepared in writing and directed to the Vice President

for Student Affairs or other designated conduct administrator. Any incident report should be submitted as soon as possible after the event takes place, preferably within five (5) business days.

2. The conduct administrator will review the incident report to determine if the matter is based on acts that occurred and the likelihood that the sanction may include suspension/expulsion from MSCC. Any case that might involve expulsion from MSCC will be handled by the “hearing” process. All other cases will be handled by a “meeting process.”
3. The “meeting” process will be as follows:
  - a. The conduct administrator will conduct an informal investigation of the matter, by speaking with the person filing the incident report and persons who may have witnessed pertinent acts or who may have pertinent information.
  - b. The conduct administrator will arrange an informal meeting with the student against whom the report was made, during which the conduct administrator will advise the student of the matter and of the possible sanctions, hear the student’s response and allow for additional time for the student against whom the report was made to respond or to suggest other persons for possible interview.
  - c. The conduct administrator may keep informal notes of his/her interviews and of the meeting. Unless the conduct administrator permits otherwise, the meeting will also be a private one between the student, the conduct administrator, and, when appropriate, another MSCC official as a witness.
  - d. At the end of the meeting process, the conduct administrator will determine whether the student has been found responsible for the charge and will advise the student and the complaining party in writing within five (5) business days of any sanction(s) imposed.
  - e. Students who are dissatisfied with the decision of the conduct administrator may file a written appeal with the Executive Vice President or other designated appeal officer. Such appeals must be made within ten (10) business days from the date of the written notification of the conduct administrator’s decision. See Appeals below.
4. The “hearing” process for cases of expulsion will be as follows:
  - a. The charge and possible sanctions shall be presented to the accused student in writing. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) calendar days after the student has been notified. Maximum time limits for scheduling hearings may be extended by a written memorandum at the discretion of the conduct administrator.
  - b. The conduct administrator will conduct an investigation to determine whether the charges appear to have merit, the identities of likely witnesses and what documentation is necessary. The determination of whether a violation has occurred shall be made based on “substantial evidence,” as opposed to a “preponderance of evidence” or proof “beyond a reasonable doubt” that the accused student has violated the student disciplinary policy.
  - c. The conduct administrator will also determine whether the charges can be resolved administratively by the student’s agreement to waive the hearing process. Such resolution shall be final, and there shall be no subsequent proceedings or appeal. If the student does not waive the hearing process, the conduct administrator will schedule a hearing before an ad hoc conduct committee appointed by the Executive Vice President.

The conduct administrator will serve as the chairperson of the conduct committee whose members hear the testimony and determine whether a violation occurred and, if so, what sanction(s) shall be imposed.

- d. Hearings shall be conducted according to procedural due process, which does not provide for legal representation or confrontation at the hearing by any party. If either the complainant or the person charged elects to be accompanied at the hearing by a person of their choosing, the individual making the request must notify the other party and the conduct administrator of the name, address, and telephone number of the accompanying party no less than ten (10) working days prior to the hearing. If, upon such notification, the other party also elects to have representation at the hearing, he/she must provide the conduct administrator and the first party with the name, address, and telephone number of the person to accompany them no less than five (5) working days prior to the hearing. Representatives for either party may be present, but shall not speak or otherwise actively participate in the proceedings. Should either party's representative assume an active role as legal counsel, he/she will be evicted from the hearing and/or all disciplinary proceedings shall cease.
- e. Hearings normally shall be conducted in private, with parties and witnesses called separately. The charged student(s), any students who claim to be a victim of the alleged conduct, or other witnesses may attend the hearing only at the discretion of the conduct administrator. Admission of any other person to the hearing would be unusual and only at the discretion of and with the permission of the conduct administrator. Hearings shall not be open to the public without the express written permission of the complainant and the respondent.
- f. In situations in which there is more than one accused student, the conduct administrator will determine, at his/her discretion, whether to hold one hearing for all charged students or a separate hearing for each student.
- g. The accused student and the person filing the charge or claiming to be a victim may testify, may offer documentary evidence, may suggest the names of witnesses to the conduct administrator and may ask questions of each witness who does testify, before or after questioning by the conduct committee, as the conduct administrator sees fit.
- h. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the conduct committee at the discretion of the conduct administrator.
- i. All procedural questions are subject to the final decision of the conduct administrator.
- j. After the hearing, the conduct committee shall determine whether the student has violated each section of the student disciplinary policy, as charged.
- k. The determination of whether a violation has occurred shall be made based on "substantial evidence," as opposed to a "preponderance of evidence" or proof "beyond a reasonable doubt" that the accused student has violated the student disciplinary policy. This same standard shall be used in the "meeting" and "hearing" formats.
- l. A tape recording may be made of all hearings for expulsion. The record shall be the property of MSCC, but students may be provided a transcript or copy at the discretion of the conduct administrator.
- m. A student who is charged with failing to obey the summons or direction of a conduct administrator or other College official may be found to have violated the student

disciplinary policy solely because the student failed to appear for a meeting or hearing. When a student is charged with violating other rules and fails to attend the pertinent meeting and hearing, the conduct administrator may proceed despite the student's absence and shall base any determination upon the information gathered (in the meeting process) or the other evidence received (in the hearing process).

- n. The conduct administrator will inform the student charged with a rules violation and any student(s) claiming to be a victim, in writing of the results of the hearing process and sanctions imposed, if any, within five (5) business days of the hearing.
5. Disciplinary sanctions imposed by the conduct administrator or conduct committee shall be noted in the student's permanent record.
  6. If no appeal is made within five (5) business days of the decision, the matter will then become final and will not be subject to further appeal or review.

### **Appeals**

1. A decision reached by a conduct administrator or committee finding a violation and/or imposing a sanction(s) may be appealed by the accused student (or by the complaining student if there is one) to the appeal officer within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to Executive Vice President.
2. There shall be only the four following grounds for an appeal:
  - a. A claim that the original meeting or hearing was not conducted fairly in light of the charges and information presented and reviewed and evidence received, and/or that it was not conducted in conformity with the process and procedures set forth in the student disciplinary policy, including that the accused student had a reasonable opportunity to prepare and to present a response to the allegations.
  - b. A claim that the decision reached was not based upon evidence; that is, that there were not facts in the case sufficient to establish a violation of the student disciplinary policy.
  - c. A claim that the sanction(s) imposed were not appropriate for the violation of the student disciplinary policy for which the student is being held responsible.
  - d. A claim that the conduct administrator should consider new evidence sufficient to alter a discussion or other relevant facts not brought out in the original meeting or hearing, because such evidence and/or facts were not known to the person appealing at the time of the original meeting or hearing. In such cases the appeal officer may send the case back to the conduct administrator for reopening of the meeting or hearing. The meeting or hearing shall occur not less than five nor more than fifteen (15) calendar days after the student has been notified. Maximum time limits for scheduling hearings may be extended by a written memorandum at the discretion of the conduct administrator. Procedures for re-opened cases shall follow those for the original meeting or hearing.
3. Except as is required to explain the basis of a claim of "new evidence," an appeal shall be limited to review of:
  - a. Written documentation from the conduct administrator's investigation and explanation, if any, in the case of a meeting.
  - b. The verbatim record (including documents) in the case of a hearing.

4. If an appeal is upheld by the appeal officer, the appeal officer will notify the student, the opposing party or parties, and the conduct administrator in writing within five (5) business days of any modifications to the decision or sanctions imposed by the original meeting or hearing.
5. Appeals of Sanctions. The following guidelines apply when appeals are lodged concerning the sanctions imposed.
  - a. In an appeal only by the student found to have violated the student disciplinary policy on the basis that the sanction was not appropriate, the appeal officer may not impose more severe sanctions but may only affirm the sanction or reduce it.
  - b. In an appeal only by a student who filed a charge or claims to have been a victim of conduct by another student on the basis that the sanction was not appropriate, the appeal officer may only affirm the sanction or increase it.
  - c. If both the sanctioned student and the student victim appeal, the appeal officer may affirm, increase or reduce the sanction.
  - d. The appeal officer may send the matter back to the conduct administrator in any case.
6. The appeal officer shall notify, in writing the charged student(s) and student(s) claiming to be a victim as to the results of an appeal within five (5) business days following the decision.
7. If the appeal is concluded by the appeal officer without being sent back to the conduct administrator/committee (for example, by the appeal being denied), the matter will then become final and will not be subject to further appeal or review.

Guidelines for the hearing and appeals processes are available in the Library Media Center or in the Learning Success Center. The conduct administrator will provide these guidelines in writing to students summoned to a hearing at the time official notification of the hearing is issued.

#### **Article VI: Interpretation and Revision**

1. Any question of interpretation regarding this student disciplinary policy shall be referred to the Executive Vice President or his/her designee for final determination, which shall not be subject to appeal.
2. This student disciplinary policy shall be reviewed every three years under the direction of the Executive Vice President.

## **Student Identification Cards**

**All students are issued a bar-coded identification card that they are expected to display at all times when they are on campus.** Students should obtain or update ID cards when registering for classes each semester. Returning students should ensure they obtain a sticker listing the current semester of enrollment from the Finance Office during each registration process.

ID cards allow usage of the library and the Learning Success Center and participation in certain student activities. More importantly, they ensure a safe campus by clearly identifying who belongs to the campus community. **Not displaying an ID is a disciplinary issue, and**

**students without them will be directed to the nearest administrative office to obtain written verification that they are currently enrolled students.**

Students who withdraw from the College must turn in their ID cards in the Registrar's Office. A lost card should be reported immediately to the Learning Success Center. A replacement ID may be obtained by paying the required fee.

## **Student Non-Academic Grievance Procedure**

**A grievance is an allegation by a student that the terms and conditions of that specific individual's enrollment in the College have been materially adversely affected by a violation, misinterpretation, misapplication, or non-application of written Board and/or College policies by a college employee.**

(Please note that student complaints about course grades and/or charges of academic dishonesty are handled through the academic appeals process outlined in the MSCC College Catalog, not by this non-academic grievance procedure.)

A grievance is a formal procedure that should be invoked only when informal attempts to resolve a complaint have not been successful. Students should first address complaints directly with the employee in question to achieve a resolution. Students are encouraged to attempt to resolve such complaints within ten (10) working days from the date the student could reasonably be expected to have first knowledge of the circumstances leading to the grievance. If resolution of the complaint is not achieved, or if the student does not feel comfortable talking directly with the employee, the student should then appeal to the Vice President for Student Affairs for assistance. The Vice President for Student Affairs will investigate the complaint and assist with informal arbitration between the parties to resolve the problem. Should the student want further consideration of the complaint, the student must file a formal grievance within ten (10) working days following the informal meeting with the Vice President for Student Affairs.

### **General Rules for Filing a Grievance**

1. The statement of the grievance shall be limited to a single grievance and shall remain unchanged through each step of the procedure.
2. Individuals with complaints of discrimination or harassment may file their complaint under either the grievance procedures or the discrimination and harassment procedures. Any individual filing a complaint of discrimination or harassment under one of these procedures waives the right to file the same or similar complaint under the other procedure.
3. Any settlement, withdrawal or disposition of a grievance at any step shall not constitute a binding precedent with respect to any similar grievances subsequently filed in the future.
4. The Vice President of Student Affairs shall maintain grievance log books in which each grievance filed shall be dated and shall be assigned a number. All action related to each grievance shall be recorded in the log book together with the date on which the action or event took place.
5. Read receipted emails using the College's email system and/or certified mail will constitute written notification of grievance procedures unless otherwise specified.
6. All prescribed actions and time commitments shall be strictly enforced. Failure by the student to take action within the time prescribed will result in dismissal, with prejudice, of

the grievance and adherence to the decision reached at the prior step without further appeal of any kind.

7. Students who initiate external proceedings prior to filing a grievance or while grievance procedures are in progress waive their rights to pursue internal grievance procedures. In such cases, all internal procedures cease.
8. In the event a grievance is filed against the Vice President for Student Affairs, the Executive Vice President shall assume duties assigned to the Vice President for Student Affairs in the grievance process.

### **Formal Grievance Procedure**

The student must file the grievance in writing with the Vice President for Student Affairs within ten (10) working days following the informal meeting with the Vice President for Student Affairs.

1. The statement of the grievance must include (a) a statement of the nature of the grievance, (b) a statement that informal discussion has failed to satisfactorily resolve the grievance, (c) the signature of the student, and (d) contact information for the student filing the grievance.
2. The Vice President for Student Affairs will record the grievance in the Grievance Log Book and forward the document to the Executive Vice President within twenty-four (24) hours of its receipt.
3. The Executive Vice President shall provide the student and the employee with written acknowledgment of the grievance as soon as possible and provide written notification to both parties within ten (10) working days whether or not the grievance may be pursued. A decision by the Executive Vice President that the issue raised (a) is not a grievance as that term is defined in this directive, or (b) is already the subject of another pending grievance filed by the same student, or (c) has been resolved against the student in a prior proceeding instituted pursuant to this directive, is not reviewable.
4. If the grievance is not barred for one or more reasons described in (a) through (c) in the preceding paragraph, the Executive Vice President will appoint a Grievance Review Committee of five members including at least one member who is a student and one who is designated as the Chairperson with voting privileges. A majority of those members of the Committee who are empowered to review a specific grievance shall constitute a quorum for the purpose of conducting such a review and rendering a decision.
5. The Committee shall review the grievance by examination of the data submitted and shall take one of the following actions within fifteen (15) working days after the notice of appeal to the Committee is received by the Executive Vice President.
  - a. Deny the student's complaint and uphold the action taken by the employee charged with the grievance.
  - b. Modify or countermand the employee's action against the student.
  - c. Schedule a hearing if the committee determines that insufficient data has been presented to render an equitable resolution to the complaint.

6. The Chairperson of the Committee will report the Committee's decision to the Executive Vice President, who will inform the student, the employee, and the Vice President for Student Affairs in writing of the decision within five (5) working days of its receipt.

### **Procedures for a Grievance Hearing**

If the Committee decides that a hearing shall be held, the student, employee, and the Vice President for Student Affairs shall be notified of the date, time, and place. To the extent practicable, the hearing shall be held within fifteen (15) working days of the date of mailing of the notice of hearing to the employee. The decision of the Committee shall be rendered within ten (10) working days of the conclusion of the hearing.

At the hearing, the following procedures will be utilized in the indicated order.

1. The grievance shall be a closed hearing unless both the grievant and the accused agree to open proceedings. In a closed hearing, only the grievance committee, the grievant and the accused may be present during all proceedings. Witnesses may be called to testify and may only be present during their individual testimony. All proceedings will be officially recorded and transcribed by an individual selected by the Committee Chairperson.
2. To assure the objectivity and fairness of all deliberations by the Committee, the grievant and the accused party shall refrain from communicating with its members outside the hearing regarding grievances. Similarly, committee members must act with integrity and not discuss or disclose the grievance or committee proceedings with external parties during or after completion of the proceedings.
3. If either the grievant or the person charged elects to be represented at the hearing by a person of their choosing, the individual choosing such representation must notify the other party and the Committee Chairperson of the name, address, and telephone number of the representative no less than ten (10) days prior to the hearing. If, upon such notification, the other party also elects to have representation at the hearing, he/she must provide the Committee Chairperson and the first party with the name, address, and telephone number of the representative no less than five (5) days prior to the hearing. Representatives for either party may be present, but shall not speak or otherwise actively participate in the proceedings. Should either party's representative assume an active role as legal counsel, all grievance proceedings shall cease immediately.
4. Both the grievant and the accused party must deliver to the Committee Chairperson and to each other, at least five (5) days prior to the hearing, a list of witnesses to be called which includes their names, addresses and telephone numbers and copies of exhibits that will be introduced. Failure to deliver such information to the Committee Chairperson or to the other party within the prescribed time will be grounds to deny the testimony of a witness not divulged and to deny the introduction of an exhibit not shared.
5. The grievant shall present an opening statement indicating the basis for his/her grievance. Such presentation shall be limited to twenty (20) minutes.
6. The accused shall present an opening statement indicating his/her response to the grievance. Such presentation shall be limited to twenty (20) minutes.

7. The grievant may call any witnesses to testify. After the grievant questions such witnesses, the accused may question any witness called. Additionally, the committee may ask questions of the witnesses.
8. The accused may call any witnesses to testify. After the accused questions such witnesses, the grievant may question such witnesses. Additionally, the Committee may ask questions of the witnesses.
9. The grievant may give a closing statement. Such statement shall be limited to twenty (20) minutes.
10. The accused may give a closing statement. Such statement shall be limited to twenty (20) minutes.
11. After the closing statement by the accused, the grievant may elect to present a rebuttal statement, which shall be limited to five (5) minutes.
12. The Grievance Committee shall prepare a written report of its findings with respect to the grievance presented to it. Such report shall briefly summarize the grievance and shall set forth the Committee's conclusions and decision, briefly stating the reasons therefore. A copy of the findings shall be mailed to both the student (grievant) and the employee (by certified or registered mail, return receipt requested) within ten (10) working days of the decision by the Committee. One copy shall be delivered to the Executive Vice President; one copy shall be sent to the Vice President for Student Affairs, and one copy shall be retained in the Human Resources Office files for seven (7) years or for such other period as the Committee deems appropriate.
13. Decisions of the Committee shall not set a precedent as to other grievances.
14. If the problem is not resolved to the satisfaction of the parties involved, either party may appeal the decision in writing to the President within five (5) working days of receipt of the Grievance Committee's decision. The President shall review all records of the decisions reached by the Committee and provide a written decision to both parties within thirty (30) working days. The decision of the President shall be final.

The General Rules for Filing a Grievance and the procedures for Appeals to the Grievance Review Committee are available to students in the Library Media Center and in the Learning Success Center. Learning Success Center staff will assist in the preparation of written complaints and explain the steps involved.

A student who feels subjected to civil rights violations may appeal directly to Educational Opportunity Section (Civil Rights Division), U. S. Department of Justice, P. O. Box 65958, Washington, DC 20035-5958.

## **Campus Notification about Registered Sex Offenders and Residential Restrictions for Registered Sex Offenders**

The Campus Sex Crimes Prevention Act, 42 U.S.C. § 1407(j) and 20 U.S.C. §1092 (f)(1)(I) and Arkansas Code Ann. §12-12-913(b) et seq.) require the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. Sex offenders are required by law to register in the state and to provide notice of enrollment or employment at an institution of higher education.

The West Memphis Police Department has the responsibility and liability to notify MSCC concerning registered sex offenders and determines the plan for disclosure that will be made by the College. Determinations are guided by the offender's risk assessment level in accordance with guidelines established by the Arkansas Sex Offenders Assessment Committee. The local law enforcement agency that decides to disclose information shall make a good faith effort to conceal the identity of the victim(s) of the sex offender's offense.

Notification will be guided by the following risk assessment information provided by the State.

1. **Low Risk:** Usually these are individuals with no prior history of sexual acting out, and no strong antisocial tendencies, sexual compulsions or psychological factors impairing judgment.
2. **Moderate Risk:** Usually these are individuals with limited or circumscribed prior history of sexual acting out, possess some antisocial personality characteristics, predatory tendencies, or deviant sexual interest or behavioral patterns that increase the general level of risk these offenders pose. They may have mild or well controlled mental disorders, and/or developmental disabilities.
3. **High Risk:** These individuals usually have histories of repeat sexual offending, and/or strong antisocial, violent or predatory personality characteristics. Sexual compulsions are likely to be present, but many be kept under control when relapse prevention plans are followed and treatment is continued. The offense patterns of these individuals reflect a relatively high probability of re-offense and/or a risk of substantial injury to victims should re-offense occur.
4. **Sexually Violent Predator:** These are individuals with impaired judgment or control who have sexual or violent compulsions that they lack the ability to control. This may be due to pedophilia or other disorder of sexual attraction, mental illness or personality disorder that distorts thinking, interferes with behavioral control, and predisposes the person to acts of predatory sexual violence.

The West Memphis Police Department will contact Mid-South Community College's Director of Campus Safety regarding registered sex offenders and the plan of disclosure that should be followed. Once notified, the Director of Campus Safety will provide timely and appropriate notification to the campus community about the presence of registered sex offenders enrolled in, attending, or employed by the College. Such notification will occur through campus email and/or through announcements on the plasma screens located in each building. A written summary of campus guidelines and the notification plan for each offender will be maintained by the Director of Campus Safety.

The Federal Campus Sex Crimes Prevention Act designates certain information concerning a registered sex offender as public information and therefore amends and supersedes the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information.

# Substance Abuse Policy

## I. PURPOSE

To insure the effective and fair implementation of the Drug Free Schools and Communities Act of 1989 and the consistency of all disciplinary sanctions imposed on any Mid-South Community College (the "College") student/s, the Mid-South Community College Substance Abuse Policy (the "Policy") is so established. The Policy further supports the College's commitment to maintaining a safe and healthy campus free from the influence of drugs and alcohol. The health, safety, and security of the students and employees are of primary concern to the administration, and the requirements of this Policy constitute safety rules that are considered to be of major significance.

The College recognizes that the abuse of alcohol and other substances, the use of illegal drugs, and the effects of such represent a threat to the well-being and safety of the students and could cause extensive damage to the students as well as the College's performance, reputation, and community standing. Therefore, the College expects each student to abide by the terms of this Policy.

## II. DEFINITIONS

- A. Alcohol. Any liquid substance that has a measurable alcoholic content.
- B. Drug. Any substance, other than alcohol, that can produce physical, mental, emotional or behavioral changes in the user. The term "illegal drugs" as used in this Policy means any drugs or substances whose possession and/or use are prohibited under state or federal law. It also includes all prescriptions and over-the-counter drugs not legally obtained or not being used for the purpose or in the manner for which they were prescribed and/or manufactured.
- C. Student. Any individual enrolled in credit or non-credit courses offered by the College, including adult education classes, literacy classes, and any tutoring.
- D. Medical Review Officer or MRO. A licensed physician employed with or contracted with the College or its agent, who has knowledge about and has clinical experience in controlled substance abuse disorders, including detailed knowledge of alternative medical explanations for laboratory confirmed drug test results. The MRO has the necessary medical training to interpret a student's positive test result in relation to the student's medical history or any other relevant biomedical information.
- E. Possession. The presence of alcohol or drugs in the possession or control of a student, including in lockers, bags, parcels, lunch boxes, other personal articles, or personal automobiles, while on College property or while engaged in College responsibilities.

## III. POLICY STATEMENT

Use, presence in the body in any quantity at or above levels specified in this Policy, possession, manufacture, distribution, dispensation, storage, transportation, or sale of illegal drugs, drug paraphernalia, controlled substances, or alcohol in open containers anywhere on premises including parking lots and entry roads or in College-supplied vehicles is expressly prohibited. Anyone violating this provision will be subject to disciplinary action up to and including expulsion from the College. No one shall report or return to campus with a presence of any drug or alcohol in his or her body at or above levels specified in this Policy. Any student doing so will be subject to testing and, upon testing positive, to the procedures and disciplinary actions set forth in this Policy. Depending upon the circumstances, a violation may also result in referral to law enforcement agencies.

The student is responsible for informing the Student Success Coordinator if the student believes that his or her abilities to perform are impaired because of the use of prescription and/or non-prescription drugs. Students should notify the Student Success Coordinator of any prescription drugs that may cause a positive drug result and provide substantiating documentation from a licensed physician. Any student may consult with a Medical Review Officer (MRO) to obtain technical information regarding prescription and non-prescription drugs. Excessive use or abuse of these drugs can cause a positive drug test and will result in disciplinary action up to and including expulsion from the College.

#### **IV. TESTS PERFORMED**

- A. Pre-Enrollment Screening. Some College programs and/or individual courses require pre-enrollment and/or random drug screening to comply with licensing or work-site requirements. Costs are covered by the student as either a pre-enrollment requirement or as a fee associated with the course. All applicants to whom an off campus training offer is extended are subject to rapid diagnostics drug testing as part of the pre-enrollment process. Refusal to submit to pre-enrollment drug testing will be cause for withdrawal of the offer. Non-negative results on drug-screening tests will be sent to a certified lab for confirmation and may cause off-campus training to be delayed or revoked.
- B. Suspicion. College staff and faculty are instructed to detect signs, symptoms and behaviors associated with drug and alcohol use on campus. With belief that a student is using or has used drugs/alcohol in violation of the College's policy drawn from specific objective, articulable facts and reasonable inferences drawn from those facts, the student may be required to submit to drug and/or alcohol screening, at the College's expense, if suspected of drug or alcohol use or abuse on College time or property. These facts may be based upon, among other things: 1. Observable phenomena, such as direct and/or video observation of drug/alcohol use and/or the physical symptoms or manifestations of being under the influence of drugs/alcohol. 2. Abnormal conduct or erratic behavior while on campus, absenteeism, tardiness, or deterioration in work performance. 3. A report of drug/alcohol use provided by reliable and credible source. The College shall, within 24 hours after any testing based on reasonable suspicion, detail in writing the circumstances that formed the basis of the determination that reasonable suspicion existed to warrant the testing. Copies of the report will be made available to the student and will be placed in the student's official file. Any student testing non-negative will be assisted in obtaining transportation to his or her home.
- C. Post-Accident Testing. Any student engaged in College business or activities who is involved in a vehicular or other incident that results in death or injury to an individual that requires immediate medical attention or damage to College property will be subject to drug and/or alcohol testing immediately, but no later than eight (8) hours after the incident. Testing is required regardless of who the responsible party might be. If a student involved in an accident, regardless of who is at fault, refuses to submit to a drug and/or alcohol test, the student will face disciplinary actions up to and including expulsion.
- D. Random Testing. Students enrolled in programs or courses requiring drug testing may be subject to random drug and/or alcohol tests at any time using computer software designed specifically for random selection criteria. Students will not be notified of their

selection until the time of the scheduled test. Once notified, the student must report to the testing site as soon as safely possible.

- E. Return-to-Duty and Follow-up Testing. Students who were found in violation of this Policy shall be tested for alcohol and/or drugs at the student's expense before being allowed to return to campus. Once returning to campus, follow-up testing for alcohol and/or drugs may be required at the discretion of the College.

## V. PROCEDURES

- A. A Medical Review Officer (MRO) will be provided by the College to verify positive drug test results with the student. The MRO will keep all test results and communications confidential, conveying his/her findings only to the student and the College's designated student representative. Breath alcohol test will not be reviewed by an MRO.
- B. Students will be required to sign a Custody and Control Consent/Release form authorizing the College and/or its agents to perform drug/alcohol tests and release results to the College. A student, whose sample is being confirmed, will be required to sign an additional Custody and Control Consent/Release form authorizing the testing laboratory to perform additional testing and release results to the College's MRO. A qualified laboratory approved by the U.S. Department of Health and Human Services and the Substance Abuse and Mental Health Administration must conduct any lab based testing. Refusal to execute a consent form will have the same effect as a positive test result under this Policy.
- C. The collection of all samples will be conducted under the most reasonable and sanitary conditions possible. Visual and audio privacy will be observed to the extent practicable. Samples will be collected in a reasonable manner to maintain the integrity of the specimen and to prevent any intentional means of substitution and/or dilution. All drug testing processed for confirmation will follow regulated standards at the testing laboratory and is subject to review by the College's MRO prior to any final actions being taken by the College.
- D. The established cut-off and confirmation levels of drugs and alcohol are shown in the following table. Evidence of the listed cut-off levels will result in a positive test. The College reserves the right to change the listed levels if the drug testing industry deems such changes acceptable or changes in federal, state or local regulations so direct.

Substance	Initial Test	Confirmatory Test Using Gas Chromatography/Mass Spectrometry (GC/MS)
Amphetamines (Speed, Uppers, Bennies, etc.)	1,000 ng/ml	500 ng/ml
Benzoylecgonine (Cocaine, Lady, Rock, etc.)	300 ng/ml	150 ng/ml
Cannabinoids (Marijuana, Pot, Weed, Reefer, etc.)	50 ng/ml	15 ng/ml
Opiate metabolites (Codeine, Morphine, Heroin, etc.)	2,000 ng/ml	2,000 ng/ml
Barbiturates (Amytal, Seconal, downers)	300 ng/ml	300 ng/ml
Benzodiazepines (Activan, Librium, tranquilizers)	300 ng/ml	300 ng/ml

<b>Substance</b>	<b>Initial Test</b>	<b>Confirmatory Test Using Gas Chromatography/Mass Spectrometry (GC/MS)</b>
Phencyclidine (PCP, Angel Dust)	25 ng/ml	25 ng/ml
Methadone	300 ng/ml	300 ng/ml
Methaqualone (Qualudes)	300 ng/ml	300 ng/ml
Propoxyphene	300 ng/ml	300 ng/ml
<b>Substance</b>	<b>Initial Test</b>	<b>Confirmatory Test Using EBT* Technology by breath analysis</b>
Alcohol	>.02% BAC**	02% BAC
* Evidential Breath Tester (EBT)    ** Breath Alcohol Content (BAC)		

- E. Invalid/Dilute/Adulterated/Substituted/Temp Out Of Range Specimens. Evidence of intentional specimen tampering (Dilute, Adulterated, Substituted or Temp Out Of Range) will require an immediate second collection. The second collection may be observed. The second urine test will cancel the first, and the second test results will stand as the test results for record. All re-tests will begin immediately after the conclusion of the initial collection. Any student's specimen that results in a non-negative screen will be forwarded to a certified lab for confirmation.

Anyone not able to urinate for the re-test (Shy Bladder) will remain at the collection site and allowed to drink 40 ounces of fluid. If after 3 hours the individual cannot produce enough specimen for the second test, he/she will be required to consult with a College-approved physician immediately to determine if any medical condition is evident that would prevent the completion of the second collection. If the medical physician determines that there are no medical causes for the above situation, the action will be considered as refusing to submit to a test, and the student will be subject to disciplinary action up to and including suspension.

Any student required to submit to a breath alcohol test under this Policy that unsuccessfully completes the test must consult with a College approved physician immediately to determine if any medical condition is evident that would prevent the completion of the breath alcohol test process. If the physician provides no legitimate medical reason, the student will be deemed as refusing to submit to a test resulting in disciplinary action up to and including suspension.

## **VI. CONSEQUENCES OF POSITIVE RESULTS**

- A. For any student, a positive confirmatory test result for alcohol that equals or exceeds the detectable level of 0.02% BAC and is less than 0.04% BAC will constitute a major violation of significant safety rules and will result in immediate suspension from the college. Before being allowed to return to Campus or any College sanctioned training following suspension, the student must be retested for alcohol and achieve a negative

test result. A second positive test result for alcohol that equals or exceeds the detectable level of 0.02% BAC within a period of one (1) year following the date of the initial positive test result for alcohol will result in expulsion from the college.

- B. For any student, a positive confirmatory test result for alcohol that equals or exceeds the detectable level of 0.04% BAC will result in disciplinary action up to and including expulsion from the college.
- C. Any student having a non-negative result on a drug screen may be suspended, and any positive confirmatory test result for any substance, other than alcohol, for which testing occurs under this Policy will result in expulsion. Students may choose to challenge the results of confirmed drug tests; however, they will pay for any additional testing. Suspended students may be reinstated if non-negative screens are not successfully confirmed by GC/MS methodology, or if positive GC/MS results are reversed after MRO review.
- D. Any student with a confirmed breath alcohol content of 0.02% or higher will not be allowed to drive. If the student cannot arrange transportation, the College will do so at the student's expense.
- E. Any student who tests positive for drugs and/or alcohol in accordance with this Policy shall not, by virtue of the result alone, be deemed to have a "handicap" or "disability" as defined under federal, state or local handicap and disability discrimination laws. Students who are disciplined, suspended, or expelled as a result of a positive drug and/or alcohol test are considered to have been discharged or suspended for reason of a major violation of a significant safety rule.

## **VII. CONFIDENTIALITY**

Any information obtained by the College as a result of this Policy will be kept confidential and released only with written permission from the student or under direct Court order.

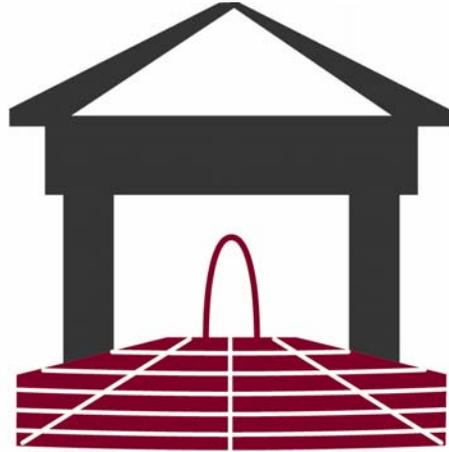
## **VIII. RESERVATIONS OF RIGHTS**

The College reserves the rights to interpret, change, modify, or terminate this Policy at any time, in whole or in part, without prior notice to students. Such amendments or modifications shall not nullify the student's testing history.

## **VIII. STUDENT ASSISTANCE PROGRAMS**

A student's decision to independently seek assistance from an alcohol/drug rehabilitation program, if the student is not under suspicion or testing because of this policy, shall not be used as the basis for any disciplinary action. Where a violation of this policy has occurred, a student's request to submit to an alcohol/drug rehabilitation program shall not serve to waive the application of disciplinary action under this or any other disciplinary policy or College rule.

Students seeking help and assistance for an alcohol/drug related problem can refer to a list of local agencies provided by the Learning Success Center. It is imperative that students with drug and /or alcohol problems seek assistance.



# Mid-South

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## Community College

### **Academic Programs**

### **Chapter 7**

# Academic Programs

Mid-South Community College offers associate degree, technical certificate, and certificate of proficiency programs to meet student and community needs. Courses included in each program address general education knowledge as well as behaviors needed for good citizenship and successful careers. Program goals and course objectives are listed on each course syllabus to inform students in advance about course content so that they can better relate their college studies to their personal educational and career goals.

## General Education Learning Outcomes

Mid-South Community College is committed to serving the educational needs of the Arkansas Delta. While the College provides college transfer and employment-related education to meet the pressing short- and long-term needs of its diverse student body, it also recognizes the critical role of general education in preparing students for the demands of the workplace, personal growth, and civic responsibility.

In order to provide certificate and degree-seeking students with the communication, analytical, interpersonal, and research skills necessary to meet the challenges of a constantly changing world, the faculty and administration of MSCC require a coherent body of courses in English, speech, mathematics, history, social sciences, and computer fundamentals for all degree-seeking students. MSCC faculty require reading, writing, research, and oral communication activities in all credit courses to help students strengthen critical communication, critical thinking, and information processing skills.

The MSCC general education curriculum provides the means by which associate degree students will accomplish the following outcomes. As part of the College's academic assessment program, faculty have identified descriptors which clarify how outcomes are measured and posted those rubrics electronically so that students can assess their own progress in meeting course objectives.

### **GEO 1: Communicate effectively in standard, edited American English.**

- Provides content that is clearly focused and supported by the writer's understanding of the topic.
- Uses appropriate grammar, punctuation, spelling, and syntax.
- Logically organizes and develops ideas in writing.
- Provides an appropriate introduction and conclusion to organize the speech.
- Provides main points that are well developed and clear.
- Uses appropriate gestures, movement, and eye contact to give a poised and professional presentation.
- Speaks clearly and understandably using standard, edited English.

### **GEO 2: Solve problems using mathematical skills appropriate to the task.**

- Demonstrates understanding of the math by choosing the correct procedure.
- Shows work to solve the math problem.
- Solves the problem without error.

**GEO 3: Develop work ethic skills relevant to the students' future academic or professional careers.**

- Demonstrate the ability to effectively work in a team.
- Demonstrate effective communication, cooperation, and organizational skills to complete all assigned tasks.
- Demonstrate dependable character and the ability to respect others regardless of personal or cultural differences.
- Demonstrate a positive attitude and the ability to appropriately handle criticism.
- Demonstrate that consistent attendance and productivity are a priority.
- Maintain an appropriate appearance for academic and professional settings.

**GEO 4: Use common computer applications to locate, communicate, process, and store information.**

- Demonstrate basic computer and operating system skills.
- Perform core application tasks within computer software packages, such as Word, Power Point, and Excel.
- Use a search engine and/or electronic databases to access, navigate, and evaluate information on the Internet.
- Communicate effectively using email and/or online discussion forums.

# Associate of Arts in General Education

**62/63 Credit Hours**

An associate of arts (AA) degree is designed for students who wish to complete the first two years of a baccalaureate degree and transfer to a four-year institution. The AA degree in General Education at MSCC requires 62 to 63 credit hours.

Credits earned in the 35-hour State Minimum Core are transferable to all Arkansas public institutions of higher education. Students taking courses beyond the core, or students planning to transfer to out-of-state institutions, should follow the curriculum advised by the transfer institution and obtain written assurance, in advance, of the transferability of credits earned at MSCC.

In compliance with Arkansas law, all college students are tested on their learning in the general education curriculum. Students who complete 45 to 60 hours in the Associate of Arts degree program will be tested prior to graduation for proficiency in mathematics, writing, reading, and scientific reasoning. Students eligible for the tests will be notified of testing dates and times. Students attending Arkansas public colleges and universities must present test scores in order to continue their education above the sophomore level.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

### Program Goals

In addition to the General Education Learning Outcomes listed on pages 88-89, Associate of Arts in General Education students are expected to satisfy the following program goal:

- Demonstrate the ability to analyze and interpret scientific principles and modes of inquiry.

## Associate of Arts in General Education

*State Minimum Core (35 hours)*

### English (9 hours required)

ENGL 1113	English Composition I	3
ENGL 1123	English Composition II	3
ENGL 2303	Oral Communication	3

### Mathematics (3 hours required, select one class)

MATH 1113	College Algebra	3
MATH 1133	Math for Liberal Arts*	3
MATH 2115	Calculus I	5

Or any math course which requires College Algebra as a pre-requisite

\*Students should verify in advance that this course will satisfy the general education mathematics requirement of their transfer institution.

### Science (8 hours required, select two classes)

BIO 1114 & 1110	General Biology & Lab	4
BIOL 214 & 1210	Anatomy and Physiology I & Lab	4
BIOL 1224 & 1220	Anatomy and Physiology II & Lab	4
CHEM 1314 & 1310	Chemistry I & Lab	4
CHEM 1324 & 1320	Chemistry II & Lab	4
PSCI 1214 & 1210	Physical Science & Lab	4
PSCI 1254/1250	Physics & Lab	4

### Fine Arts (3 hours required, select one class)

ARTS 1103	Art Appreciation	3
ARTS 1123	Intro to Theatre	3
MUSC 1103	Music Appreciation	3

### Humanities (3 hours required, select one class)

ENGL 2153	World Literature I	3
ENGL 2163	World Literature II	3
PHIL 2013	Introduction to Philosophy	3

### Social Sciences (9 hours required)

#### Choose one from the following courses

POLS 1143	American Government	3
HIST 2123	U.S. History Before 1877	3
HIST 2133	U.S. History After 1877	3

**Choose one from the following courses**

HIST 1153	World Civilization I	3
HIST 1163	World Civilization II	3

**Choose one from the following courses**

GEOG 1133	World Geography	3
SOCI 1303	Introduction to Sociology	3
PSYC 1403	Introduction to Psychology	3

**MSCC Degree Requirements (27-28 hours)**

**Physical Education (2-3 hours required, select one class)**

HPED 1113	Health and Safety	3
HPED 1702	Concepts of PE	2

**College Success (4 hours required)**

CSUR 1101	College Survival Skills	1
COMP 1113	Computer Fundamentals	3

**Fine Arts/Humanities**

Choose 3 additional hours from the Fine Arts/Humanities list

**Electives (18 hours)**

Any course listed below that is not used to fulfill a specific degree requirement outlined above and on the previous page may serve as a program elective. However, acceptance of electives in transfer toward baccalaureate degree requirements is solely at the discretion of the receiving institution. Students planning to transfer elective credit to four-year institutions should contact the MSCC Registrar's Office or the Admissions Office of the transfer institution **before enrolling in an elective to verify transferability to specific institutions.**

BIOL 214 & 1210	Anatomy and Physiology I & Lab	4
BIOL 1224 & 1220	Anatomy and Physiology II & Lab	4
BIOL 2504	Microbiology	4
BUSN (Business)	Varies per Institution	
CECD 1003	Foundations of Early Childhood Education	3
CHEM 1314 & 1310	Chemistry I & Lab	4
CHEM 1324 & 1320	Chemistry II & Lab	4
CJUS	(Criminal Justice)	All Courses
COMP	(Computer Applications)	Varies per Institution
ECON	(Economics)	All Courses
ENGL 2183	American Literature I	3
ENGL 2193	American Literature II	3
ENGL 2213	Creative Writing	3
GEOG 1133	World Geography	3
HIST 2153	Arkansas History	3
LDRS 2443	Leadership	3
ISTC	Information Systems	Varies per Institution
MATH 1133	Math for Liberal Arts	3
MATH 2115	Calculus I	5
MATH 2124	Calculus II	4
MATH 2303	Statistical Methods for Business	3

MATH 2343	Business Calculus	3
MUSC 1101	Jazz Ensemble	1-3
MUSC 1111	Vocal Music	1-3
PHIL 2013	Introduction to Philosophy	3
PSCI 1114	Physical Science & Lab	4
PSCI 1224	Earth Science & Lab	4
PSCI 1254	Physics & Lab	4
PSYC 1403	Introduction to Psychology	3
PSYC 2413	Human Development	3
SOCI 1303	Introduction to Sociology	3
SPAN 1113	Spanish I	3
SPAN 1123	Spanish II	3

**Recommended Course Sequence**

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's academic requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment on page 35.

**Note:** Students seeking an Associate of Arts who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment (students who fail to do so will not be permitted to enroll in additional courses until these requirements are met):

ENGL 1113 English Composition I	POLS 1143 American Government or
MATH 1113 College Algebra/higher math	HIST 2123 U.S. History Before 1877 or
ENGL 1123 English Composition II	HIST 2133 U.S. History After 1877

**1st Year, 1st Semester**

ENGL 1113	English Composition I	3	
DSTU 1101	College Survival Skills	1	
MATH 1113	College Algebra	3	
COMP 1113	Computer Fundamentals	3	
Physical Education Elective		2/3	<b>Total 12/13</b>

**1st Year, 2nd Semester**

ENGL 1123	English Composition II	3	
Science Elective		4	
Fine Arts Elective		3	
Humanities Elective		3	
American Government or History		3	<b>Total 16</b>

**2nd Year, 1st Semester**

ENGL 2303	Oral Communication	3	
Science Elective		4	
Social Science Elective		3	
Electives		6	<b>Total 16</b>

## 2nd Year, 2nd Semester

Social Science Elective .....	3	
Fine Arts Elective .....	3	
Electives.....	12	<b>Total 18</b>

# Associate of Arts in Teaching

The Associate of Arts in Teaching is designed to facilitate transfer into baccalaureate education programs (grades P-4 and grades 4-8).

The programs below outline the minimum AAT requirements for graduation from MSCC. The AAT also transfers to other public four-year institutions in Arkansas; however, curriculum requirements may vary by university. Students planning to transfer elsewhere are encouraged to consult the MSCC Registrar or the catalog of their transfer institution in advance regarding degree requirements for transfer to other colleges and universities.

## Program Goals

In addition to the General Education Learning Outcomes listed on pages 88-89, Associate of Arts in Teaching students are expected to satisfy the following program goals:

- Acquire a fundamental knowledge of scientific principles and modes of inquiry
- Acquire and appropriately apply a fundamental understanding of child development, educational theory and practice, and learning strategies
- Successfully pass the Praxis I examination which is required for graduation and for initial teaching certification in the state of Arkansas

Note: Graduates must have a final grade point average of 2.65 for their AAT degree to be fully transferable.

## Middle School Concentration—63-67 Credit Hours

### Program Prerequisite (3 hours)

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills. COMP 1113 should be taken during the first semester of enrollment.

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study.

## Associate of Arts in Teaching—Middle School

### MSCC Requirement

DSTU 1101 .....	College Survival Skills .....	1
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### State Minimum Core (35 hours)

#### English (9 hours required)

ENGL 1113 .....	English Composition I*.....	3
ENGL 1123 .....	English Composition II*.....	3
ENGL 2303 .....	Oral Communication*.....	3

**Mathematics (3 hours)**

MATH 1113 ..... College Algebra\* ..... 3

**Science (8 hours required)**

BIOL 1114 ..... General Biology and Lab ..... 4

PSCI 1214 ..... Physical Science and Lab..... 4

**Fine Arts (3 hours) Choose one**

ARTS 1103 ..... Art Appreciation ..... 3

ARTS 1123 ..... Introduction to Theatre..... 3

MUSC 1103 ..... Music Appreciation ..... 3

**Humanities (3 hours)**

ENGL 2153 ..... World Literature I ..... 3

*or*

ENGL 2163 ..... World Literature II ..... 3

**Social Sciences (9 hours)**

POLS 1143 ..... American Government..... 3

**Choose one**

HIST 1153 ..... World Civilization I ..... 3

*or*

HIST 1163 ..... World Civilization II..... 3

**Choose one**

HIST 2123 ..... U. S. History Before 1877 ..... 3

*or*

HIST 2133 ..... U. S. History After 1877 ..... 3

\*grades of C or better are required for transfer to Arkansas State University

**Education Core Requirements (18 hours)**

**Education Courses (6 hours)\***

EDUC 2023 ..... Introduction to Education\* ..... 3

EDUC 2213 ..... Introduction to Educational Technology\* ..... 3

\*grades of C or better are required for transfer to ASU

**Mathematics (6 hours)**

MATH 2113 ..... Math for Teachers I..... 3

MATH 2123 ..... Math for Teachers II..... 3

**Required Electives**

PSYC 1403 ..... Intro to Psychology ..... 3

HIST 2153 ..... Arkansas History..... 3

**Middle School Requirements**

**Option 1—Math/Science Specialty (13 hours)**

MATH 2115 ..... Calculus I..... 5

PSCI 2124 ..... Earth Science ..... 4

**Directed Elective (Choose one)**

BIOL 1214 ..... Anatomy & Physiology..... 4

BIOL 1224	Anatomy & Physiology II	4
CHEM 1314	Chemistry I	4
CHEM 1324	Chemistry II	4
PSCI 1254	Physics	4
MATH 2124	Calculus II	4

## Option 2—Language Arts/Social Studies Specialty (9 hours)

ENGL 2183	American Literature I	3
<i>or</i>		
ENGL 2193	American Literature II	3
GEOG 1133	World Geography	3

### Directed Elective (Choose one not previously taken to fulfill core requirements)

ENGL 2153	World Literature I	3
ENGL 2163	World Literature II	3
HIST 1153	World Civilization I	3
HIST 1163	World Civilization II	3
HIST 2123	U.S. History Before 1877	3
HIST 2133	U.S. History After 1877	3

### Recommended Course Sequence for Mid-level Language Arts/Social Studies Specialists

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's academic requirements within the specified time frame.

Students needing developmental course work should refer to the guidelines for Conditional Enrollment on page 35.

Note: Students seeking an A.A. in Teaching who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113 English Composition I	POLS 1143 American Government or
MATH 1113 College Algebra	HIST 2123 U.S. History Bef. 1877 or
ENGL 1123 English Composition II	HIST 2133 U. S. History After 1877

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

### 1st Year, 1st Semester

CSUR 1101	College Survival Skills	1	
ENGL 1113	English Composition I	3	
POLS 1143	American Government	3	
MATH 1113	College Algebra	3	
PSYC 1403	Intro to Psychology	3	
HIST 1153	World Civilization I		
<i>or</i>			
HIST 1163	World Civilization II	3	<b>Total 13</b>

**1st Year, 2nd Semester**

EDUC 2213 .....	Introduction to Educational Technology.....	3	
ENGL 1123 .....	English Composition II .....	3	
BIOL 1114 .....	General Biology .....	4	
HIST 2123 .....	U. S. History Before 1877		
<i>or</i>			
HIST 2133 .....	U.S. History After 1877 .....	3	
Fine Arts course .....		3	<b>Total 16</b>

**2nd Year, 1st Semester**

MATH 2113 .....	Math for Teachers I.....	3	
ENGL 2153 .....	World Literature I .....	3	
<i>or</i>			
ENGL 2163 .....	World Literature II .....	3	
ENGL 2302 .....	Oral Communication .....	3	
ENGL 2183 .....	American Literature I .....	3	
<i>or</i>			
ENGL 2193 .....	American Literature II .....	3	
HIST 2153 .....	Arkansas History.....	3	<b>Total 15</b>

**2nd Year, 2nd Semester**

EDUC 2023 .....	Introduction to Education .....	3	
MATH 2123 .....	Math for Teachers II.....	3	
PSCI 1214 .....	Physical Science.....	4	
GEOG 1133 .....	World Geography.....	3	
Directed Elective .....		3	<b>Total 16</b>

**Recommended Course Sequence for Math/Science Specialists**

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's academic requirements within the specified time frame.

Students needing developmental course work should refer to the guidelines for Conditional Enrollment on page 35.

Note: Students seeking an A.A. in Teaching who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113 English Composition I	POLS 1143 American Government or
MATH 1113 College Algebra	HIST 2123 U.S. History Bef. 1877 or
ENGL 1123 English Composition II	HIST 2133 U. S. History After 1877

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

**1st Year, 1st Semester**

CSUR 1101 .....	College Survival Skills .....	1
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ENGL 1113	English Composition I	3	
POLS 1143	American Government	3	
MATH 1113	College Algebra	3	
PSYC 1403	Intro to Psychology	3	
HIST 1153	World Civilization I	3	
<i>or</i>			
HIST 1163	World Civilization II	3	<b>Total 16</b>

**1st Year, 2nd Semester**

EDUC 2213	Introduction to Educational Technology	3	
ENGL 1123	English Composition II	3	
BIOL 1114	General Biology	4	
HIST 2123	U. S. History Before 1877		
<i>or</i>			
HIST 2133	U.S. History After 1877	3	
Fine Arts course		3	<b>Total 16</b>

**2nd Year, 1st Semester**

MATH 2113	Math for Teachers I	3	
ENGL 2302	Oral Communication	3	
MATH 2115	Calculus I	5	
ENGL 2153	World Literature I	3	
<i>or</i>			
ENGL 2163	World Literature II	3	
PSCI 1214	Physical Science & Lab	4	<b>Total 18</b>

**2nd Year, 2nd Semester**

EDUC 2023	Introduction to Education	3	
MATH 2123	Math for Teachers II	3	
PSCI 1224	Earth Science & Lab	4	
HIST 2153	Arkansas History	3	
Directed Elective		4	<b>Total 17</b>

**Students who intend to transfer into the Arkansas State University Mid-Level Teacher Education Program need to take the following additional classes to meet Arkansas Teacher Licensure requirements and the ASU College of Education Teacher Education Program regardless of specialty:**

ENGL 2153	World Literature I	3	
<i>or</i>			
ENGL 2163	World Literature II	3	
(if ENGL 2153 was taken as part of AAT)			
PSCI 2124	Earth Science & Lab	4	
HPED 1113	Health and Safety	3	
<i>or</i>			
HPED 1702	Concepts of PE	2	

**Students who intend to transfer into the Arkansas State University Mid-Level Teacher Education Program with a Specialty in Language Arts/Social Studies must take:**

ENGL 2153	World Literature I	3	
<i>or</i>			
ENGL 2163	World Literature II	3	
(if ENGL 2153 was taken as part of AAT)			

**One of the following classes not taken as a part of AAT:**

HIST 1153	World Civilization I	3
<i>or</i>		
HIST 1163	World Civilization II	
<i>or</i>		
HIST 2123	U.S. History before 1877	3
<i>or</i>		
HIST 2133	U.S. History after 1877	3

**Students who intend to transfer into the Arkansas State University Mid-Level Teacher Education Program with a Specialty in Math/Science must take:**

MATH 2124	Calculus II	4
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## **AAT P-4 Concentration (63 hours)**

### **Program Prerequisite (3 hours)**

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills. COMP 1113 should be taken during the first semester of enrollment.

### **MSCC Requirement**

DSTU 1101	College Survival Skills	1
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### **State Minimum Core (35 hours)**

#### **English (9 hours required)**

ENGL 1113	English Composition I*	3
ENGL 1123	English Composition II*	3
ENGL 2303	Oral Communication*	3

#### **Mathematics (3 hours)**

MATH 1113	College Algebra*	3
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#### **Science (8 hours required)**

BIOL 1114	General Biology & Lab	4
PSCI 1214	Physical Science & Lab	4

#### **Fine Arts (3 hours) Choose one**

ARTS 1103	Art Appreciation	3
ARTS 1123	Introduction to Theatre	3
MUSC 1103	Music Appreciation	3

#### **Humanities (3 hours)**

ENGL 2153	World Literature I	3
<i>or</i>		
ENGL 2163	World Literature II	3

#### **Social Sciences (9 hours)**

POLS 1143	American Government	3
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#### **Choose one**

HIST 1153	World Civilization I	3
<i>or</i>		
HIST 1163	World Civilization II	3

**Choose one**

HIST 2123 ..... U. S. History Before 1877 ..... 3

or

HIST 2133 ..... U. S. History After 1877 ..... 3

\*grades of C or better are required for transfer to ASU

**Education Core Requirements (30 hours)**

**Education Courses (12 hours)\***

EDUC 2023 ..... Introduction to Education\* ..... 3

EDUC 2213 ..... Introduction to Ed Technology\* ..... 3

EDUC 2013 ..... Survey of Early Childhood ..... 3

EDUC 2033 ..... Child Development ..... 3

\*grades of C or better are required for transfer to ASU

**Mathematics (6 hours)**

MATH 2113 ..... Math for Teachers I..... 3

MATH 2123 ..... Math for Teachers II..... 3

**Required Electives (12 hours)\***

PSYC 1403 ..... Intro to Psychology ..... 3

HIST 2153 ..... Arkansas History..... 3

HPED 1113 ..... Health and Safety ..... 3

or

HPED 1702 ..... Concepts of Physical Activity ..... 2

GEOG 1133 ..... Geography ..... 3

Additional requirements for acceptance into the ASU baccalaureate program include satisfactory completion of the PRAXIS I exam (Pre-Professional Skills Test), completion of the Career Awareness Inventory (available in the LSC), a minimum GPA of 2.50 for courses listed in the AAT curriculum, and completion of at least 36 credits hours by the time of application. For more information about admission, see <http://teachered.astate.edu>.

**Recommended Course Sequence**

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their courses of study. The recommended outline assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College’s academic requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment on page 35.

Note: Students seeking an A.A. in Teaching who are conditionally admitted must successfully complete, with a cumulative 2.0 GPA, the following twelve (12) hours of core academic courses within the first thirty (30) hours of college-level enrollment:

ENGL 1113 English Composition I

POLS 1143 American Government or

MATH 1113 College Algebra

HIST 2123 U.S. History Before 1877 or

ENGL 1123 English Composition II

HIST 2133 U. S. History After 1877

Students who fail to do so will not be permitted to enroll in additional courses until these requirements are met.

## P-4 Concentration

### Course Sequence

#### 1st Year, 1st Semester

CSUR 1101.....	College Survival Skills .....	1	
ENGL 1113.....	English Composition I (grade of C or above)	3	
ENGL 2303.....	Oral Communications (grade of C or above)	3	
PSYC 1403.....	Introduction to Psychology.....	3	
HIST 1153.....	World Civilization I .....	3	
<i>or</i>			
HIST 1163.....	World Civilization II .....	3	
MATH 1113.....	College Algebra (C or above).....	3	<b>Total 16</b>

#### 1st Year, 2nd Semester

ENGL 1123.....	English Composition II (grade C or above)...	3	
BIOL 1114.....	General Biology & Lab.....	4	
EDUC 2213.....	Introduction to Educational Technology.....	3	
EDUC 2023.....	Introduction to Education .....	3	
Fine Arts course.....	.....	3	<b>Total 16</b>

#### 2nd Year, 1st Semester

ENGL 2153.....	World Literature I .....	3	
<i>or</i>			
ENGL 2163.....	World Literature II .....	3	
POLS 1143.....	American Government.....	3	
PSCI 1214.....	Physical Science & Lab .....	4	
MATH 2113.....	Math for Teachers I.....	3	
HIST 2123.....	U.S. History Before 1877 .....	3	
<i>or</i>			
HIST 2133.....	U.S. History After 1877 .....	3	<b>Total 16</b>

#### 2nd Year, 2nd Semester

GEOG 1133.....	World Geography.....	3	
EDUC 2013.....	Survey of Early Childhood Education .....	3	
(grade of C or better. This class requires 7 hours of observation)			
EDUC 2033.....	Child Growth & Development .....	3	
(grade of C or better. This class requires 5 hours of observation)			
MATH 2123.....	Math for Teachers II.....	3	
HIST 2153.....	Arkansas History.....	3	<b>Total 15</b>

# Technical/Occupational Programs

Mid-South Community College offers technical/occupational programs which lead to associate of applied science (AAS) degrees, as well as technical/occupational certificates or certificates of proficiency which are shorter in length and focused on specific skills sets.

Most programs incorporate career pathways which allow students to begin a program at the certificate level, earn an award which will support employment, and then continue working

toward additional awards which will support career advancement. Students can enter and/or stop out at multiple points.

The **certificate of proficiency program** includes 12-18 credit hours of technical/occupational courses that prepare students for a specified level of competency in a particular field. No general education courses are included although general education skills are incorporated into courses within the program. Most certificate of proficiency programs articulate with technical certificates or associate of applied science degrees at MSCC.

A **technical certificate program** is a planned program of classroom and laboratory work at the collegiate level. It includes the completion of core general education skills and enables students to reach a specified level of competency in an occupational field. The program, which contains 24 to 36 credit hours, may also be part of or apply toward an associate degree program.

An **associate of applied science (AAS) degree program** requires 60-67 credit hours for completion. It is intended for students who plan to enter the workforce immediately after program completion. AAS programs at MSCC include capstone or internship courses, which support the integration and synthesis of knowledge and skills acquired in previous coursework, on-the-job training in internship courses, as well as critical thinking and independent learning. These courses are restricted to students' final semester of enrollment.

**Bachelor of Applied Science degrees** are available on the MSCC campus through partnerships with Arkansas State University and the University of Arkansas at Fort Smith. These programs support a seamless transfer option for students completing associate of applied science degrees. Additional information about these transfer opportunities may be obtained from university degree center offices in the MSCC University Center or from the MSCC Registrar's Office.

Other four-year colleges and universities may accept some technical/occupational courses in transfer; however, students to whom transfer is important should get assurances of transferability for specific courses in writing, in advance, from the institutions to which they plan to transfer.

**Currency of Technical/Occupational Skills:** Technical/Occupational programs at MSCC are periodically revised to reflect employment needs and technological advances. Consequently, students who are unable to complete a technical/occupational program within 150 percent of the stated time period (3 years for Associate of Applied Science degrees) may have to fulfill different program requirements than those listed in their catalog of entry.

# Advanced Manufacturing Technology

## Certificate of Proficiency in Advanced Manufacturing Technology

### 12 Credit Hours

Designed as a short-term introduction to manufacturing careers and fundamental processes, this program provides students with a basic introduction to the manufacturing industry and to the basic processes of design, production, and equipment operation.

### Job Opportunities

Maintenance Apprentice (helper)  
Quality Control Technician Trainee

Machine Operator Trainee  
Quality Assurance Technician Trainee

### Program Goals

Program graduates will be able to

- Apply the skillful use of common tools and technology relevant to manufacturing
- Demonstrate the professional/ethical behaviors of timeliness and of self-directed task-completion

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

MANF 1023.....	Design for Manufacturing.....	3
MANF 1033.....	Manufacturing Production Processes.....	3
MANF 1043.....	Manufacturing Power & Equipment Systems.....	3
MANF 1053.....	Manufacturing Materials.....	3

## Certificate of Proficiency in Machine Technology (Machine Attendant)

### 17 Credit Hours

The Certificate of Proficiency in Machine Attendant provides students with the technical skills needed to perform basic machining set-up, programming, and operation. Students will develop the knowledge and skills for job entry into Computer Numerical Control milling and lathe work.

### Job Opportunities

Metal Finisher

### Program Goals:

- The program will train individuals in the design, application, and operation skills of computer integrated manufacturing which requires experience in computer numerical controlled (CNC) machining, quality control, and computer utilization
- The program will provide students with the foundation education, training and direction to work in entry-level positions in the machining field

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

MACH 1003.....	Introduction to Blueprint Reading.....	3
MACH 1023.....	Introduction to Metallurgy.....	3
MACH 1063.....	Inspection & Testing.....	3
MACH 1083.....	Introduction to Manual Machining.....	3
MACH 1103.....	Introduction to CNC Machines.....	3
MANF 1012.....	Shop Essentials.....	2

## Certificate of Proficiency in Machine Technology (Machinist I)

### 18 Credit Hours

This program enables students to further develop machining skills first introduced in the Machine Attendant Certificate of Proficiency.

#### Job Opportunities

Metal Finisher	Machinist Level I
Machine Attendant	Quality Inspector

#### Program Goals:

- The program will provide students with the foundation education, training, and direction to work in entry-level positions in the machining and CNC machining fields.
- The program will prepare students to set up and operate CNC lathes and mills from specified setup information, interpret part drawings, and determine the proper tooling to complete a specified project.
- The program will provide students the opportunity to become proficient in both manual and CNC operations.
- The program will provide students the ability to complete the National Institute of Metalworking Skills (NIMS) certification for level I machining operations.

#### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

MACH 1123	Statistics for Machining I	3
MACH 1143	Intermediate Blueprint Reading	3
MACH 1183	Metalworking Theory I	3
MACH 1163	CNC Safety and Proper Functions	3
MACH 1203	Basic Manual Machine Setup & Operation	3
MACH 1223	Basic CNC Machine Setup & Operation	3

## Certificate of Proficiency in Machine Technology (Machinist II)

### 18 Credit Hours

#### Job Opportunities

Metal Finisher	Machinist Level II
Machine Attendant	Quality Inspector

#### Program Goals

- The program will help students become proficient in setup, operations, and basic programming of manual and CNC operations.
- The program will provide the student with the ability to determine process methods of machining, communicate process improvements, and identify necessary programming information.
- The program will give students the skills to complete the National Institute of Metalworking Skills (NIMS) certification for level II machining operations.

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

MACH	2003	Statistics for Machining II	3
MACH	2023	Engineering Drawing and GD&T	3
MACH	2033	Metalworking Theory II	3
MACH	2043	Computer Aided Manufacturing Basic Programming	3
MACH	2053	Advanced CNC Machine Setup & Operation	3
MACH	2063	Specialty Equipment: EDM and Swiss-Style Setup and Operation	3

## Certificate of Proficiency in Welding Technology

### 17 Credit Hours

The Certificate of Proficiency in Welding Technology provides students with an introduction to welding and cutting processes. Welding processes include shielded metal arc, gas metal arc, gas tungsten, arc, and oxyacetylene welding. Cutting processes include oxyacetylene and plasma cutting. Students will develop welding and cutting skills and knowledge by performing the basic processes on steel and aluminum.

### Job Opportunities

Welder	Inspector	Ironworker
Fitting Specialist	Glazier	Boilermaker

### Program Goals:

- Develop knowledge in theory, techniques, and welding skills necessary to support maintenance and repair operations in a manufacturing environment
- Provide the foundation education, training and direction to work in entry-level positions in the welding field

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

WELD	1002	Bench Work	2
WELD	1103	Introduction to Welding	3
WELD	1123	Intermediate Welding: SMAW	3
MACH	1023	Introduction to Metallurgy	3
WELD	1133	Advanced Welding I: GMAW	3
WELD	1143	Advanced Welding II: Specialty Welding	3

## Technical Certificate in Advanced Manufacturing Technology

### 35 Credit Hours

The Technical Certificate in Advanced Manufacturing provides graduates with the basic communication and computational skills, technical training, and work ethics needed for employment in entry-level positions in the advanced manufacturing field.

## Job Opportunities

Maintenance Technician Level I  
Work Order Clerk

Quality Control Technician Level I  
Quality Assurance Technician Level Parts Clerk

## Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 88-89, program graduates will be able to

- Demonstrate a fundamental knowledge of manufacturing careers, systems, and processes
- Demonstrate basic production skills including the use of hand and power tool, and adherence to safety regulations and procedures
- Effectively use computer applications related to manufacturing design, production, and quality control
- Demonstrate the professional/ethical behaviors of timeliness and self-directed task completion

## Program Requirements

Successful completion of COMP 1113 Computer Fundamentals or demonstration of equivalent computer skills is a pre-requisite to this program.

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

### General Education Core (9 hours)

ENGL 1113	English Composition I	3
DMTH 1083	Intermediate Algebra	3
ENGL 2303	Oral Communication	3

### College Requirement

CSUR 1001	College Survival Skills	1
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### Technical Core (25 hours)

MANF 1012	Shop Essentials	2
MANF 1023	Design for Manufacturing	3
MANF 1033	Manufacturing Production Processes	3
MANF 1043	Manufacturing Power & Equipment Systems	3
MANF 1053	Manufacturing Materials	3
MANF 1073	Manufacturing Equipment Maintenance & Operation	3
MANF 1083	Manufacturing, Engineering, Design & Problem Solving	3
MANF 2012	Basic Hydraulics and Pneumatics	2
MANF 2023	Mechanical Drives and Bearings	3

## Associate of Applied Science in Advanced Manufacturing Technology

### 63-64 Credit Hours

The Associate of Applied Science degree in Advanced Manufacturing provides graduates with the communication and computational skills, technical training, and work ethics needed for employment in entry-level positions in the advanced manufacturing field. Safety procedures and practices are stressed throughout the curriculum, and students are expected to exhibit the

fundamental work ethics of regular attendance, adherence to directions, teamwork, and conscientious completion of assigned work.

**Job Opportunities**

Maintenance Technician Level II	Maintenance Work Order Person
Production Line Team Leader	Quality Control Technician Level II
Quality Assurance Level II	Parts Inventory Control Person
Welder	Planner/Scheduler

**Program Goals**

In addition to satisfying the General Education Learning Outcomes listed on pages 88-89, program graduates will be able to

- Demonstrate a fundamental knowledge of manufacturing careers, systems, and processes
- Demonstrate basic production skills including the use of hand and power tool, and adherence to safety regulations and procedures
- Demonstrate knowledge and skills related to programmable logic controllers (PLCs), electronics, hydraulics and pneumatics, robotics, welding techniques, mechanical systems, plastics engineering, computer numerical controlled (CNC) machining, and quality control
- Effectively use computer applications related to manufacturing design, production, and quality control
- Demonstrate the professional/ethical behaviors of timeliness and self-directed task completion

**Program Requirements**

The following outline of requirements and electives should be used as a planning worksheet. Students should take care to check course prerequisites. COMP 1113 or demonstration of equivalent computer skills is a pre-requisite to enrollment in this program.

**General Education Core (15 hours)**

**Communication (9 hours required)**

ENGL 1113 .....	English Composition I .....	3
ENGL 1123 .....	English Composition II .....	3
<i>or</i>		
ENGL 1133 .....	Writing for the Workplace .....	3*
ENGL 2303 .....	Oral Communication .....	3

\*Students planning to transfer may need English Composition II.

**Mathematics (3 hours required; select one)**

DMTH 1083 .....	Intermediate Algebra .....	3
MATH 1113 .....	College Algebra .....	3

**History Elective (3 hours required; select one)**

HIST 2123 .....	U. S. History Before 1877 .....	3
HIST 2133 .....	U.S. History After 1877 .....	3
POLS 1143 .....	American Government.....	3

**Institutional Requirement (2 hours)**

CSUR 1101 .....	College Survival Skills .....	1
BUSN 1201 .....	Career Preparation .....	1

**Technical Requirement (37 hours)**

MACH 1003	Intro to Blueprint Reading	3
MANF 1012	Shop Essentials	2
MANF 1023	Design for Manufacturing	3
MANF 1033	Manufacturing Production Processes	3
MANF 1043	Manufacturing Power & Equipment Systems	3
MANF 1053	Manufacturing Materials	3
MANF 1073	Manufacturing Equipment Maintenance & Operation	3
MANF 1083	Manufacturing, Engineering, Design & Problem Solving	3
MANF 1303	Industrial Safety	3
MANF 2012	Basic Hydraulics & Pneumatics	2
MANF 2023	Mechanical Drives & Bearings	3
MANF 2033	Applied Electricity & Electronics	3
MANF 2983	Internship	3
<i>or</i>		
MANF 2993	Capstone Experience	3

**Electives (9-10 hours required; choose 3)**

MACH 1083	Introduction to Manual Machining	3
MACH 1103	Intro to CNC Machining	3
MANF 2103	Process Controls for Integrated Systems	3
MANF 2044	Programmable Logic Controllers	4
MANF 2113	Advanced Programmable Logic Controllers	3
MANF 2133	Technical Graphics and CAD Fundamentals	3
MANF 2143	Computer Aided Drafting and Design	3
MANF 2213	Lean Manufacturing	3
WELD 1103	Introduction to Welding	3
WELD 1123	Intermediate Welding	3

**Recommended Course Sequence**

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's core academic and technical requirements within the specified time frame.

Students needing developmental course work should refer to the guidelines for Conditional Enrollment on page 35.

Note: All students must complete ENGL 1113 English Composition I, either DMTH 1083 Intermediate Algebra or MATH 1113 College Algebra, MANF 1013 Introduction to Manufacturing & MANF 1023 Design for Manufacturing within the first 30 hours of college-level enrollment.

**Recommended Course Sequence****1st Year, 1st Semester**

CSUR 1101	College Survival Skills	1
ENGL 1113	English Composition I	3
DMTH 1083	Intermediate Algebra	3
<i>or</i>		
MATH 1113	College Algebra	3

MANF 1012	Shop Essentials	2	
MANF 1023	Design for Manufacturing	3	
MANF 1033	Manufacturing Production Processes	3	<b>Total 15</b>

### 1st Year, 2nd Semester

ENGL 1123	English Composition II	3	
<i>or</i>			
ENGL 1113	Writing for the Workplace	3	
MACH 1003	Introduction to Blueprint Reading	3	
MANF 1043	Manufacturing Power and Equip. Systems	3	
MANF 1053	Manufacturing Materials	3	
MANF 1073	Manufacturing Equipment Maintenance & Operation	3	
MANF 1303	Industrial Safety	3	<b>Total 18</b>

### 2nd Year, 1st Semester

ENGL 2303	Oral Communication	3	
Social Science/History Elective		3	
MANF 2012	Basic Hydraulics & Pneumatics	2	
MANF 2033	Applied Electricity and Electronics	3	
Technical Elective		3	
Technical Elective		3	<b>Total 17</b>

### 2nd Year, 2nd Semester

BUSN 1201	Career Preparation	1	
MANF 1083	Manufacturing Engineering, Design & Problem Solving	3	
MANF 2023	Mechanical Drives and Bearings	3	
MANF 2993	Capstone Learning Experience or Internship	3	
Technical elective		3/4	<b>Total 13/14</b>

# Allied Health

## Allied Health Admissions Requirements

The following special admissions requirements apply to Allied Health programs listed in this section:

1. Academic Admissions
  - a. **Medical Assistant, Pharmacy Technology, and Respiratory Therapy** require ACT subject scores of 19 or better (or equivalent COMPASS scores) in reading and English and placement in DMTH 1083 Intermediate Algebra or higher or successful completion of equivalent coursework.
  - b. **Emergency Medical Technician-Basic and Certified Nursing Assistant** require successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English or equivalent placement test scores.
2. Application Fee, \$50  
 The Allied Health Sciences Application Fee covers the cost of the initial drug screen and background check required for admission. Refer to the process included with this admissions package.

3. Health Data
  - a. Completion of the health data form by a qualified healthcare professional.
  - b. Submission of proof of immunization, including: Hepatitis-B (2 of the 3 required injections must be documented prior to program admission, the third must be completed prior to the end of the first semester of enrollment), Varicella, 2 Measles vaccines, 2 Mumps vaccine, 1 Rubella vaccine, and Tetanus-Diphtheria within the last 10 years. (Proof of serum titres confirming immunity for the above diseases is also acceptable.)
  - c. A negative PPD skin test must be completed prior to application, and every year of enrollment.
4. Substance Abuse and Criminal Background Screening

Applicants must submit to drug screen and criminal background check as a part of the enrollment process. Applicants must document a negative drug screen and a clear criminal history for acceptance into the program.
5. Regulatory Compliance

All Allied Health Sciences students are subject to all applicable federal, state, and local regulatory laws and regulations relating to the profession for which they are studying, this includes compliance with State Boards, HIPAA, and other applicable laws.
6. Interview

Students will meet with program faculty to discuss career and educational goals.
7. Application Deadline

Completed application materials for admission must be completed and submitted no later than **June 30** for fall admission and **November 15** for spring admission. **(In the event these dates occur on a Saturday or Sunday, the application deadline shall be the Friday prior to these dates).** Incomplete applications will not be accepted or considered.
8. Notice of Acceptance

Students will be notified of acceptance **at least 30 days prior to the start of the initial program enrollment semester.** Should there be more qualified applicants than there are spaces available, selection will be made based on the chronological order in which completed applications are received in the Allied Health Sciences Office. Qualified students who are not admitted will be placed on a waiting list for the next available program/class.

## Certificate of Proficiency in Certified Nursing Assistant (CNA)

### 7/8 Credit Hours

The Certificate of Proficiency in Nursing Assistant (CNA) provides students with academic and clinical education in nursing related services for long term residents.

### Job Opportunities

Certified Nursing Assistants work in nursing homes, hospitals, hospice programs, rehabilitation centers and home care agencies.

### **Program Goals**

- Provide basic level of both knowledge and demonstrable skills for each individual completing the program
- Create a method of advancement for each individual completing the program
- Prepare students to pass the AR State CNA Certification Examination and enter the job market or continue their studies in related Allied Health programs
- Demonstrate the professional/ethical behaviors of timeliness, punctuality, responsibility, confidentiality, and of self-directed task completion

### **Program Requirements**

The following outline of requirements should be used as a planning worksheet.

CNAS 1014 .....	Certified Nursing Assistant .....	4
MEDP 1043 .....	Anatomy and Physiology .....	3
<i>or</i>		
BIOL 1214 .....	Anatomy and Physiology I .....	4

**This program has special admissions requirements: See page 108.**

## **Certificate of Proficiency in Emergency Medical Technician-Basic**

### **10/11 Credit Hours**

The Certificate of Proficiency in Emergency Medical Technician-Basic provides students with academic and practical skills using the 1994 Emergency Medical Technician-Basic National Standard Curriculum. The purpose of the Emergency Medical Technician-Basic program is to prepare students to provide basic life support to patients in the pre-hospital emergency care setting.

### **Job Opportunities**

Emergency Medical Technicians-Basic are employed by: private ambulance services; fire departments; hospitals; volunteer services and/or ancillary care.

### **Program Goals**

- provide basic level of both knowledge and demonstrable skills for each individual completing the program
- prepare students to pass the AR State EMT Certification Examination in accordance with the 1994 Emergency Medical Technician-Basic National Standard Curriculum and enter the job market.
- demonstrate the professional/ethical behaviors of timeliness, punctuality, responsibility, confidentiality, and of self-directed task completion

**This program has special admissions requirements. See page 108.**

## Program Requirements

The following outline of requirements should be used as a planning worksheet.

EMER 1007 .....	Emergency Medical Technician-Basic.....	7
MEDP 1043 .....	Anatomy and Physiology .....	3
<i>or</i>		
BIOL 1214 .....	Anatomy and Physiology I .....	4

## Technical Certificate in Pharmacy Technology

### 42 Credit Hours

The pharmacy technology program, designed in accordance to the standards of the American Society of Health-System Pharmacists, prepares students with the knowledge and practical skill necessary for successful entry into the profession of pharmacy as a pharmacy technician. Topics include origins of pharmacy, law, ethics, mathematics, order interpretation, prescription preparation, pharmacology, extemporaneous compounding, and clinical application of skills. Upon completion of the programs, students may be prepared to sit for the Pharmacy Technician Certification Exam offered by the Pharmacy Technician Certification Board.

### Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 88-89, program graduates will be able to satisfy the following Technical/Occupational Outcomes:

- Assist the pharmacist in the practice of pharmacy and serving patients;
- Demonstrate skills in the interpretation and preparation of prescription and medication orders pursuant to applicable federal and state laws and standards;
- Apply knowledge of ethics, confidentiality, and professional standards in complex scenarios encountered in pharmacy practice;
- Demonstrate ability to work as both an independent and collaborative member of the healthcare team;
- Communicate effectively with patients and healthcare team, demonstrating correct terminology and strong customer service skills.

### Job Opportunities

Pharmacy technicians work in a variety of locations including community, institutional, home infusion companies, compounding pharmacies, bio-tech pharmacies, pharmaceutical companies, and regulatory agencies.

**This program has special admissions requirements. See page 108.**

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their programs of study. Students applying to health allied sciences programs must meet minimum program application requirements, including academic, criminal background check, immunization, and drug screening.

## Technical Certificate in Pharmacy Technology

### General Education Courses (10 hours)

MATH 1113.....	College Algebra.....	3
ENGL 1113.....	English Composition .....	3
BIOL 1214.....	Anatomy & Physiology I and Lab .....	4

**College Requirement (1 hour)**

CSUR 1101.....	College Survival Skills.....	1
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**Technical Courses (31 hours)**

MEDP 1033.....	Medical Terminology.....	3
PHAR 1003.....	Introduction to Pharmacy.....	3
PHAR 1023.....	Pharmaceutical Mathematics.....	3
PHAR 1044.....	Community Pharmacy Practice.....	4
PHAR 1054.....	Institutional Pharmacy Practice.....	4
PHAR 2014.....	Pharmacy Drug Therapy and Treatment.....	4
PHAR 2054.....	Intravenous Products and Sterile Admixtures.....	4
PHAR 2076.....	Pharmacy Clinical Externship.....	6

**Recommended Course Sequence for Full-Time Students**

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment on page 35.

**1st Year, First Semester**

ENGL 1113.....	English Composition I.....	3		
MATH 1113.....	College Algebra.....	3		
MEDP 1043.....	Medical Terminology.....	3		
CSUR 1101.....	College Survival Skills.....	1		
PHAR 1003.....	Introduction to Pharmacy.....	3	<b>Total</b>	<b>13</b>

**1st Year, Second Semester**

BIOL 1214.....	Anatomy & Physiology I.....	4		
BIOL 1210.....	Anatomy & Physiology Lab.....	0		
PHAR 1023.....	Pharmaceutical Mathematics.....	3		
PHAR 1044.....	Community Pharmacy Practice.....	4		
PHAR 1054.....	Institutional Pharmacy Practice.....	4	<b>Total</b>	<b>15</b>

**2nd Year, First Semester**

PHAR 2014.....	Intravenous Products and Sterile Admixtures.....	4		
PHAR 2054.....	Pharmacy Drug Therapy and Treatment.....	4		
PHAR 2076.....	Pharmacy Clinical Externship.....	6	<b>Total</b>	<b>14</b>

**Associate of Applied Science in Medical Assistant Technology****60 Credit Hours**

The Associate of Applied Science in Medical Assistant is designed to prepare students to function in multiple roles in the health care setting from routine office procedures to administering medications as directed by the doctor. Completers will be ready for entry level positions in doctor offices and health clinics.

**Job Opportunities**

Group Practices	Laboratories	Health Care Facilities
Clinics	Hospitals	Private Offices

The following outline of requirements should be used as a planning worksheet. Students should take care to check course descriptions and prerequisites in planning their program of study.

## Program Goals

- Demonstrate knowledge of administrative duties utilizing basic secretarial skills; scheduling; monitoring appointments; interviewing and taking patient history; preparing and maintaining medical records; applying computer concepts for office procedures; performing medical transcription; and locating resources and information.
- Demonstrate knowledge of infection control and safety.
- Demonstrate knowledge the technical skills required of entry-level employees in their career areas such as, taking vitals; recognizing medical emergencies; performing basic first aid and CPR; preparing and maintaining the treatment area; preparing patients for procedures; processing specimens; and administering medications as directed by the physician.
- Demonstrate knowledge by taking the National Certification Exam.
- Demonstrate or display professionalism by projecting a positive attitude; working as a team member; showing initiative and responsibility; and promoting the profession.
- Demonstrate competency in the general education outcomes identified for all MSCC graduates.

**This program has special admissions requirements. See page 108.**

## AAS in Medical Assistant Technology

The following outline of requirements should be used as a planning worksheet. Students should take care to check course descriptions and prerequisites in planning their program of study.

### General Education Core (18 hours)

#### Communication (9 hours required)

ENGL 1113 ..... English Composition I .....3

ENGL 1123 ..... English Composition II .....3

*or*

ENGL 1133 ..... Writing for the Workplace .....3

ENGL 2303 ..... Oral Communication .....3

#### Mathematics (3 hours required, select one class)

DMTH 1083..... Intermediate Algebra .....3

*or*

MATH 1113..... College Algebra .....3

#### Computer Skills (3 hours required)

COMP 1113..... Computer Fundamentals .....3

#### Social Science (3 hours required)

PSYC 1403..... Intro to Psychology .....3

#### MSCC Requirement (1 hour)

CSUR 1101..... College Survival Skills .....1

#### Technical Requirements (41 hours)

MDAS 1003..... Medical Assisting Administrative Procedures I .....3

MDAS 1033..... Medical Law & Ethics.....3

MDAS 1053..... Medical Assisting Clinical Procedures I .....3

MDAS 1073	Medical Assisting Clinical Procedures II	3
MDAS 2004	Medical Billing and Encoding	4
MDAS 2012	Medical Assistant Administrative Procedures II	2
MDAS 2043	Medical Assisting Laboratory Procedures	3
MDAS 2081	Medical Assistant Certification Review	1
MDAS 2981	Medical Assisting Seminar	1
MDAS 2996	Medical Assisting Externship	6
MEDP 1033	Medical Terminology	3
MEDP 1043	Anatomy & Physiology	3
PHLB 1016	Principles & Practices of Phlebotomy	6

### Recommended Course Sequence for Full-Time Students

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment on page 35.

**Note:** All students must complete ENGL 1113 English Composition I, either DMTH 1083 Intermediate Algebra or MATH 1113 College Algebra, MEDP 1043 Anatomy & Physiology and MDAS 1003 Medical Assisting Administrative Procedures I within the first 30 hours of college-level enrollment.

#### 1st Year, 1st Semester

CSUR 1101	College Survival Skills	1
COMP 1113	Computer Fundamentals	3
DMTH 1083	Intermediate Algebra	3

MDAS 1003	Medical Assisting Administrative Procedures	3
MDAS 1033	Medical Law & Ethics	3
MEDP 1043	Anatomy & Physiology	3

**Total 16**

#### 1st Year, 2nd Semester

MDAS 1073	Medical Assisting Clinical Procedures	3
MEDP 1113	Medical Terminology	3
ENGL 1113	English Composition I	3
ENGL 2303	Oral Communication	3
MDAS 2012	Medical Assistant Administrative Procedures II	2

**Total 14**

#### 2nd Year, 1st Semester

MDAS 2004	Medical Billing & Encoding	4
MDAS 1073	Medical Assistant Clinical Procedures II	3
MDAS 2043	Medical Assisting Lab Procedures	3
PHLB 1016	Principles and Practices of Phlebotomy	6

**Total 16**

#### 2nd Year, 2nd Semester

ENGL 1123	English Composition II	3
<i>or</i>		
ENGL 1133	Writing for the Workplace	3
MDAS 2081	Medical Assistant Certification Review	1
MDAS 2981	Medical Assisting Seminar	1

MDAS 2996.....	Medical Assisting Externship .....	6	
PSYC 1403.....	Intro to Psychology .....	3	<b>Total 14</b>

# Business Technology

## Certificate of Proficiency in Administrative Office Procedures

### 15 Credit Hours

The goal of this program is to meet the needs of students seeking short-term occupational training that will prepare them to work in an administrative/office environment in various entry-level positions. The program will also provide certification opportunities for individuals who are currently employed and seeking to further their formal education and training.

### Job Opportunities

Various entry-level administrative office positions.

### Program Prerequisite

Successful completion of DKEY 1101 Computer Keyboarding or approved proficiency test.

### Program Goals

Program completers will

- Demonstrate office administration skills including organization, communication, and storage and retrieval of information
- Apply fundamental knowledge of computers and applications software including Microsoft Word and Excel
- Demonstrate speed and accuracy in computer applications and proofreading skills
- Demonstrate the professional/ethical behaviors of timeliness and self-directed task completion

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should check course prerequisites carefully while planning their program of study.

### Technical Courses

COMP 1113.....	Computer Fundamentals .....	3
COMP 2003.....	Keyboarding for Professionals.....	3
COMP 1413.....	Document Processing.....	3
COMP 1313 .....	Spreadsheet Applications*.....	3
BUSN 1223.....	Administrative Office Procedures .....	3

\*Microsoft Certification Application Specialist (MCAS) examination required. Purchase voucher in bookstore beginning of semester.

# Associate of Applied Science Business Technology

## 62 Credit Hours

Students choosing this major will obtain a core of general education and fundamental business skills and knowledge. Two concentrations of study are provided: Business Administration, which provides a basic understanding of business, economics and accounting issues, and Applications Specialist, which provides a basic understanding of business issues and prepares students for certification in the Microsoft Office® applications software. Students planning to transfer to a four-year institution should note two possible options. First those planning to transfer to bachelor of science degrees in business should complete the Associate of Arts, using business courses as electives. Students should verify, in advance, which electives their transfer institution of choice will accept. Students planning to transfer to the University of Arkansas – Fort Smith’s Bachelor of Applied Science degree may prefer to complete an Associate of Applied Science in Business Technology.

## Job Opportunities

Office Manager	Applications Management Specialist
Office Support Technician	Small Business Manager

The following outline of requirements should be used as a planning worksheet. Students should take care to check course descriptions and prerequisites in planning their program of study.

## Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 88-89, program graduates will

- Apply the skillful use of common tools and technology relevant to their field of study
- Demonstrate the professional/ethical behaviors of punctuality, of regular attendance, of respect for supervisors and co-workers, and of self-directed task completion
- Plan and document, using grammar and language appropriate to the workplace, a business project that is comprehensive, logical, and attainable

## AAS in Business Technology

The following outline of requirements should be used as a planning worksheet. Students should take care to check course descriptions and prerequisites in planning their program of study.

### General Education Core (15 hours)

#### Communication (9 hours required)

ENGL 113.....	English Composition I .....	3
ENGL 1123.....	English Composition II .....	3
<i>or</i>		
ENGL 1133.....	Writing for the Workplace .....	3
ENGL 2303.....	Oral Communication .....	3

**Mathematics (3 hours required, select one class)**

DMTH 1083.....	Intermediate Algebra .....	3
<i>or</i>		
MATH 1113.....	College Algebra .....	3

**Social Science (3 hours required, select one)**

HIST 2123.....	U.S. History Before 1877 .....	3
HIST 2133.....	U.S. History After 1877 .....	3
POLS 1143.....	American Government.....	3
SOCI 1303.....	Intro to Sociology .....	3
PSYC 1403.....	Intro to Psychology .....	3

**MSCC Requirements (4 hours)**

CSUR 1101.....	College Survival Skills .....	1
COMP 1113.....	Computer Fundamentals .....	3

**Technical Core (22 hours)**

BUSN 1103.....	Introduction to Business .....	3
BUSN 1143.....	Business Communication .....	3
BUSN 1201.....	Career Preparation .....	1
BUSN 1303.....	Business Mathematics .....	3
BUSN 1453.....	Human Resource Management.....	3
BUSN 2033.....	Legal Environment of Business .....	3
BUSN 2993.....	Capstone Learning Experience .....	3
<i>or</i>		
BUSN 2133.....	Introduction to Project Management.....	3
COMP 1413.....	Document Processing.....	3

**General Electives (3 hours)**

Any course not taken to satisfy another state program requirement

**Recommended General Electives**

BUSN 1233.....	Intro to Entrepreneurship .....	3
BUSN 2143.....	Business Logistics .....	3
BUSN 2043.....	Supervisor Safety Management .....	3
BUSN 2043.....	Supervisor Safety Management .....	3
BUSN 2053.....	Funding Entrepreneurial Ventures.....	3
MATH 2303.....	Statistical Methods for Business.....	3
LDRS 2443.....	Leadership .....	3

**Students should choose additional courses from one of the following concentrations.**

**Business Administration (BA) Concentration (18 hours)**

BUSN 1203.....	Basic Marketing .....	3
BUSN 1423.....	Principles of Accounting I .....	3
BUSN 1433.....	Principles of Accounting II .....	3
BUSN 2113.....	Principles of Management .....	3
ECON 2213.....	Macroeconomics.....	3
ECON 2223.....	Microeconomics.....	3
<i>or</i>		
BUSN 1273.....	Intro to Operations Management.....	3

## Applications Specialist (AS) Concentration (18 hours)

COMP 1213	Database Applications*	3
COMP 1313	Spreadsheet Applications*	3
COMP 2003	Keyboarding for Professionals	3
COMP 2013	Presentation Applications*	3
BUSN 1223	Administrative Office Procedures	3
COMP 2503	Advanced Document Processing*	3

\*Microsoft Certification Application Specialist (MCAS) examination required. Purchase voucher in bookstore beginning of semester.

## Recommended Course Sequence

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College's core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment on page 35.

**Note:** All students must complete ENGL 1113 English Composition I, either DMTH 1083 Intermediate Algebra or MATH 1113 College Algebra, BUSN 1103 Introduction to Business and COMP 1113 Computer Fundamentals within the first 30 hours of college-level enrollment.

## Business Administration

### 1st Year, 1st Semester

BUSN 1103	Intro to Business	3	
BUSN 1273	Intro to Operations Management	3	
CSUR 1101	College Survival Skills	1	
ENGL 1113	English Composition I	3	
DMTH 1083	Intermediate Algebra	3	
<i>or</i>			
MATH 1113	College Algebra	3	
COMP 1113	Computer Fundamentals	3	<b>Total 16</b>

### 1st Year, 2nd Semester

BUSN 1143	Business Communication	3	
BUSN 2033	Legal Environment of Business	3	
ENGL 1123	English Composition II	3	
<i>or</i>			
ENGL 1133	Writing for the Workplace	3	
COMP 1413	Document Processing	3	
Social Science Elective		3	<b>Total 15</b>

### 2nd Year, 1st Semester

BUSN 1303	Business Mathematics	3	
BUSN 1423	Principles of Accounting I	3	
BUSN 1453	Human Resource Management	3	
ECON 2213	Macroeconomics	3	
ENGL 2303	Oral Communication	3	<b>Total 15</b>

### 2nd Year, 2nd Semester

BUSN 1203	Basic Marketing	3
BUSN 1433	Principles of Accounting II	3

BUSN 2223.....	Microeconomics.....	3	
<i>or</i>			
BUSN 2113.....	Principles of Management.....	3	
BUSN 2993.....	Capstone Learning Experience.....	3	
<i>or</i>			
BUSN 2133.....	Introduction to Project Management.....	3	
General Elective.....		3	
BUSN 1201.....	Career Preparation.....	1	<b>Total 16</b>

### **Applications Specialist**

#### **1st Year, 1st Semester**

BUSN 1103.....	Intro to Business.....	3	
BUSN 1453.....	Human Resource Management.....	3	
CSUR 1101.....	College Survival Skills.....	1	
DMTM 1083.....	Intermediate Algebra.....	3	
<i>or</i>			
MATH 1113.....	College Algebra.....	3	
ENGL 1113.....	English Composition I.....	3	
COMP 1113.....	Computer Fundamentals.....	3	<b>Total 16</b>

#### **1st Year, 2nd Semester**

BUSN 2033.....	Legal Environment of Business.....	3	
COMP 1413.....	Document Processing.....	3	
COMP 2003.....	Keyboarding for Professionals.....	3	
ENGL 1123.....	English Composition II.....	3	
<i>or</i>			
ENGL 1133.....	Writing for the Workplace.....	3	
Social Science Elective.....		3	<b>Total 15</b>

#### **2nd Year, 1st Semester**

BUSN 1143.....	Business Communication.....	3	
BUSN 1303.....	Business Mathematics.....	3	
ENGL 2303.....	Oral Communication.....	3	
COMP 2013.....	Presentation Applications.....	3	
COMP 2503.....	Advanced Document Processing.....	3	<b>Total 15</b>

#### **2nd Year, 2nd Semester**

BUSN 1223.....	Administrative Office Procedures.....	3	
COMP 1213.....	Database Applications.....	3	
COMP 1313.....	Spreadsheet Applications.....	3	
BUSN 2993.....	Capstone Learning Experience.....	3	
<i>or</i>			
BUSN 2133.....	Introduction to Project Management.....	3	
BUSN 1201.....	Career Preparation.....	1	
General Elective.....		3	<b>Total 16</b>

# General Technology

## Associate of Applied Science General Technology

### 61-62 Credit Hours

The Associate of Applied Science in General Technology provides students with the opportunity to complete an individualized program of study to fulfill a unique career goal by combining general education with specific technical knowledge and skills in preparation for employment or career advancement in industrial settings. A core of general education courses is required with at least 24 technical credit hours must be from one technical area. Remaining hours may be drawn from one or two related areas. Students may apply hours earned in approved technical certificate programs or receive portfolio credit for professional certifications or training toward the degree requirements. No more than nine (9) credits in the major technical area, however, may be earned through portfolio credit or credit by examination. Guidelines for developing credit portfolios are available from the Vice President for Workforce Technology or the Academic Affairs Office, and validation of portfolio experience is dependent upon the approval of the Vice President for Workforce Technology with input from the appropriate program advisory committee members.

Students choosing the AAS in General Technology must have their programs of study approved **in advance** by the Registrar. Guidelines for developing credit portfolios are available from the Registrar's Office or the Academic Affairs Office, and validation of portfolio experience is dependent upon the approval of the Vice President for Workforce Technology with input from the appropriate program advisory committee members.

### Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 88-89, program graduates will

- Know and be able to apply the terminology and conceptual frameworks related to common organizational structures and basic operations in the workplace
- Have the technical skills expected of entry-level employees in their field of study
- Demonstrate the professional/ethical behaviors of punctuality, of regular attendance, of respect for supervisors and co-workers, and of self-directed task completion

Other specific technical goals may apply depending upon the student's choice of major technical area.

**Note:** All students must complete ENGL 1113 English Composition I, either DMTH 1083 Intermediate Algebra or MATH 1113 College Algebra, and two technical courses to be approved by the Registrar within the first 30 hours of college-level enrollment

The following outline of requirements and electives should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

## Program Requirements

### General Education Core (16 hours)

DMTH 1083 ..... Intermediate Algebra ..... 3  
*or*

MATH 1113 ..... College Algebra ..... 3

ENGL 1113 ..... English Composition I ..... 3

ENGL 1123 ..... English Composition II ..... 3

*or*

ENGL 1133 ..... Writing for the Workplace ..... 3

### Science (Choose one of the following)

PSCI 1214 ..... Physical Science ..... 4

BIOL 1114 ..... General Biology ..... 4

Social Science Elective ..... 3

**Total 16**

### MSCC Requirement (1 hour)

CSUR 1101 ..... College Survival Skills ..... 1

### Technical Requirements (40 to 42 hours)

Prior approval of a program plan by the Registrar is required.

# Information Systems Technology

## Certificate of Proficiency in Micro-Computer Upgrade and Repair

### 15 Credit Hours

Upon completing this program, students will have gained the knowledge to obtain an entry-level position as a computer technician in micro-computer repair and be prepared for the A+ Certification examination. Courses in this program will also apply toward completion of the AAS in Information Systems Technology at Mid-South Community College and are ideally suited for students who want to prepare for Cisco Networking certifications.

### Job Opportunities

Computer Repair Technician                      A+ Technician

### Program Goals

Program graduates will be able to

- Utilize diagnostic techniques to identify and correct hardware and configuration problems
- Recognize, understand, and utilize the relationships of various hardware and software components designed for the construction of computer systems
- Demonstrate the professional/ethical behaviors of timeliness and of self-directed task-completion

In addition, graduates will be prepared to take the CompTIA A+ Certification.

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

### Technical Courses

ISTC 1013	IT Principles and Practices	3
ISTC 1023	IT Essentials I	3
ISTC 1033	IT Essentials II	3
ISTC 1043	A+ Certification Prep Course	3
ISTC 1513	Cisco Network Fundamentals	3

## Certificate of Proficiency in Networking (Associate Certification)

### 15 Credit hours

MSCC is a Cisco Systems Networking Academy®. This Network Associate Certificate of Proficiency trains students in the installation and configuration of Cisco's latest routers and switches and introduces them to the Sun Solaris and UNIX operating systems. ISTC 1343 IT Principles and Practices must be taken as a prerequisite to the program or as a corequisite with ISTC 1513 Cisco Network Fundamentals.

### Program Goals

Program graduates will be able to

- Apply the skillful use of common tools and technology relevant to their field of study
- Demonstrate the professional/ethical behaviors of timeliness and of self-directed task-completion

Students who successfully complete all required courses will be eligible to take the Cisco Certified Network Associate examination, the capstone assessment tool used to validate student-learning outcomes.

A CCNA certified individual should be able to

- Troubleshoot an environment that uses Cisco routers and switches for multi-protocol client hosts and services
- Perform entry-level tasks in the planning, design, installation, operation, and troubleshooting of Ethernet and TCP/IP networks

### Job Opportunities

Network Engineer

Network Administrator

Other computer networking positions in companies using Ethernet-compliant hardware in their LAN/WANs.

### Program Goals

Program graduates will be able to

- Apply the skillful use of common tools and technology relevant to their field of study

- Demonstrate the professional/ethical behaviors of timeliness and of self-directed task-completion

Students who successfully complete all required courses will be eligible to take the Cisco Certified Network Associate (CCNA) examination. The certification exam is the capstone assessment tool used to validate student-learning outcomes.

### Program Requirements

The following outline of requirements should be used as a planning worksheet. □ Students should take care to check course prerequisites in planning their program of study.

#### Technical Courses

ISTC 1513	..... Cisco Network Fundamentals.....	3
ISTC 1523	..... Routing Protocols and Concepts .....	3
ISTC 2563	..... LAN Switching and Wireless.....	3
ISTC 2573	..... Accessing the WAN .....	3
ISTC 2613	..... Fundamentals of UNIX .....	3

## Certificate of Proficiency in Internet Web Professional

### 15 Credit Hours

Upon completing this program, students will have the knowledge and skills to successfully complete certifications in Internet Webmaster technology. The program prerequisite is COMP 1113 Computer Fundamentals or successful completion of an approved proficiency test.

### Job Opportunities

Web-Page Designer	Web Developer
Software Engineer	Webmaster

### Program Goals

Program graduates will be able to

- Utilize current web technologies and application software to design and development functional websites for e-commerce and other business applications
- Demonstrate the professional/ethical behaviors of timeliness and of self-directed task-completion

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

#### Technical Courses

ISTC 1053	..... Introduction to Web Page Design.....	3
ISTC 1313	..... Internet Business Fundamentals .....	3
ISTC 1323	..... CIW Networking Fundamentals .....	3
ISTC 2266	..... CIW Site Design and Methodology.....	6

**Successful completion of these courses qualifies students to take examinations as follows:**

ISTC 1053, ISTC 1313 and ISTC 1323 ..... CIW Foundations Exam

ISTC 2266 ..... CIW Design Exam  
ISTC 2323 ..... CIW E-Commerce Certification Exam

Students who pass the Foundations and Design Exams earn a CIW Associate and Associate Design Specialist Certification. Students who also pass the E-Commerce Certification Exam earn certification as a Master Certified Internet Webmaster Designer. Addition information about these examinations may be obtained via [www.ciwcertified.com](http://www.ciwcertified.com).

## Associate of Applied Science Information Systems Technology

### 62/63 Credit Hours

The AAS in Information Systems Technology provides students with a core of general education courses, as well as courses which prepare them for professional certifications in Cisco Networking or Certified Internet Web Professional (CIW) technology. MSCC is a Certified Partners training institution and a Regional Cisco Networking Academy. MSCC offers courses leading to both Cisco CCNA and CCNP certifications. Cisco professional and certification exams are available through Sylvan Prometric or VUE test centers, and CIW professional certification exams are available at MSCC, which is a certified CIW testing center.

Students enrolling in the program must document or demonstrate, through credit by examination, a fundamental understanding of computers and common applications software, or they must successfully complete COMP 1113 Computer Fundamentals before enrolling in any of the ISTC courses.

Students who already hold professional certifications in one or both of these areas may satisfy some degree requirements by presenting those certifications to the Registrar's Office.

The AAS in Information Systems Technology provides students with the networking skills and knowledge needed for today's multi-platform networking environment. Areas of emphasis in the Cisco option include network analysis and design, configuration and implementation, testing, monitoring and management, and system administration and maintenance. Areas of emphasis in the Certified Internet Web Professional option include website analysis and design, e-learning tutorial design, principles of ecommerce, and website design including graphics and multimedia creation and enhancement. Students enrolled in the Certified Internet Web Professional program will take several certification examinations as course finals.

### Job Opportunities

E-commerce designer	IT Marketing/Sales	Network Support
E-Learning Design Specialist	Multimedia Design Specialist	PC Support Technician
IT Management	Network Administration	Website Designer

### Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 88-89, program graduates will

- Plan a technical project in a way that is comprehensive, logical and reachable
- Apply the skillful use of common tools and technology relevant to their field of study
- AAS Cisco graduates will be able to install, configure, and operate LAN and WAN, access services for small networks, including but not limited to use of these protocols: IP, IGRP, RIP,

OSPF, EIGRP, Frame Relay, VLANs, Fast Ethernet, Ethernet, and Access Lists, and network security

- AAS CIW graduates will be able to utilize current web technologies and application software to design and develop functional websites for e-commerce
- Demonstrate the professional/ethical behaviors of punctuality, of regular attendance, of respect for supervisors and co-workers, and of self-directed task-completion

The following outline of requirements and electives should be used as a planning worksheet. Students should take care to check course prerequisites.

## Program Requirements

### Program Prerequisite (3 hours)

COMP 1113 ..... Computer Fundamentals ..... 3

or documented evidence of requisite computer knowledge and skills. Students without the required computer knowledge and skills may take COMP 1113 as a general elective, during the first semester of enrollment.

### General Education Courses (16 hours)

CSUR 1101 ..... College Survival Skills .....1

### Communication (9 hours required)

ENGL 1113 ..... English Composition I .....3

ENGL 1133..... Writing for the Workplace

or

ENGL 1123..... English Composition II .....3

ENGL 2303..... Oral Communication .....3

### Mathematics (3 hours required)

DMTH 1083 ..... Intermediate Algebra .....3

or

MATH 1113 ..... College Algebra .....3

### Social Science Electives (3 hours required)

SOCI 1303 ..... Introduction to Sociology .....3

POLS 1143 ..... American Government.....3

PSYC 1403 ..... Introduction to Psychology.....3

HIST 2123 ..... U.S. History Before 1877 .....3

HIST 2133 ..... U.S. History After 1877 .....3

### General Elective (3/4 hours)

Any 3- or 4-hour credit course not taken to satisfy a stated program requirement

### Recommended General Electives

BUSN 1103 ..... Introduction to Business .....3

BUSN 2113 ..... Principles of Management .....3

COMP 1113 ..... Computer Fundamentals .....3

ISTC 2283 ..... Dynamic Server Pages .....3

ISTC 2724 ..... Building Scalable Internetworks (Cisco V).....4

ISTC 2734 ..... Implementing Secure Converged WANS (Cisco VI).....4

ISTC 2754 .....	Building Multilayer Switched Networks (Cisco VII) .....	4
LDRS 2443 .....	Leadership .....	3

**Technical Core (16 hours)**

COMP 1213 .....	Database Applications .....	3
BUSN1201 .....	Career Preparation .....	1
ISTC 1013 .....	IT Principles and Practices .....	3
ISTC 1053 .....	Introduction to Web Page Design .....	3
ISTC 2173 .....	Flash for the Web	
<i>or</i>		
ISTC 2613 .....	Fundamentals of UNIX .....	3
ISTC 2993 .....	Capstone Learning Experience .....	3

**Cisco Concentration (27 hours)\***

ISTC 1023 .....	IT Essentials I .....	3
ISTC 1033 .....	IT Essentials II .....	3
ISTC 1043 .....	A+ Certification Prep .....	3
ISTC 1513 .....	Cisco Network Fundamentals .....	3
ISTC 1523 .....	Routing Protocols and Concepts .....	3
ISTC 2563 .....	LAN Switching and Wireless .....	3
ISTC 2573 .....	Accessing the WAN .....	3
ISTC 2623 .....	UNIX System Administration I .....	3
ISTC 2633 .....	UNIX System Administration II .....	3

\*Students successfully completing ISTC 1513, ISTC 1523, ISTC 2563, and ISTC 2573 are ready to take the CCNA exam. Students who take ISTC 1023 and ISTC 1043 are ready to take the CompTIA A+ certification exam.

**CIW Concentration (27 hours)\*\***

ISTC 1313 .....	Internet Business Fundamentals .....	3
ISTC 1323 .....	CIW Networking Foundations .....	3
ISTC 2123 .....	Digital Graphics for the Web .....	3
ISTC 2143 .....	Javascript .....	3
ISTC 2183 .....	Adv. Website Design .....	3
ISTC 2266 .....	CIW Site Design and Methodology .....	6
ISTC 2323 .....	CIW E-Commerce .....	6
ISTC 2333 .....	Introduction to E-Learning Design .....	3

**\*\*Successful completion of these courses qualifies students to take examinations as follows:**

- ISTC 1053, ISTC 1313 and ISTC 1323 .....CIW Foundations Exam
- ISTC 2266 .....CIW Design Exam
- ISTC 2323 .....CIW E-Commerce Certification Exam

Students who pass the Foundations and Design Exams earn a CIW Associate and Associate Design Specialist Certification. Students who also pass the E-Commerce Certification Exam earn certification as a Master Certified Internet Webmaster Designer. Additional information about these examinations may be obtained via [www.ciwcertified.com](http://www.ciwcertified.com)

**Recommended Course Sequence for Full-Time Students**

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College’s core academic and technical

requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment on page 35.

**Note:** All students must complete ENGL 1113 English Composition I, either DMTH 1083 Intermediate Algebra or MATH 1113 College Algebra, ISTC 1013 IT Principles and Practices, and ISTC 1053 Introduction to Web Page Design within the first 30 hours of college-level enrollment.

### **Certified Internet Web Professional (CIW)**

#### **1st Year, 1st Semester**

CSUR 1101 .....	College Survival Skills .....	1	
DMTH 1083 .....	Intermediate Algebra .....	3	
<i>or</i>			
MATH 1113 .....	College Algebra .....	3	
ENGL 1113 .....	English Composition I .....	3	
ISTC 1013 .....	IT Principles and Practices .....	3	
Social Science Elective .....		3	<b>Total 16</b>

#### **1st Year, 2nd Semester**

ENGL 1133 .....	Writing for the Workplace		
<i>or</i>			
ENGL 1123 .....	English Composition II .....	3	
COMP 1213 .....	Database Applications .....	3	
ISTC 1053 .....	Introduction to Web Page Design .....	3	
ISTC 1323 .....	CIW Networking Foundations .....	3	
ISTC 1313 .....	Internet Business Fundamentals .....	3	<b>Total 15</b>

#### **2nd Year, 1st Semester**

ENGL 2303 .....	Oral Communication .....	3	
ISTC 2123 .....	Digital Graphics for the Web .....	3	
ISTC 2143 .....	Javascript .....	3	
ISTC 2266 .....	CIW Site Design .....	6	<b>Total 15</b>

#### **2nd Year, 2nd Semester**

BUSN 1201 .....	Career Preparation .....	1	
ISTC 2173 .....	Flash for the Web .....	3	
ISTC 2183 .....	Advanced Website Design .....	3	
ISTC 2323 .....	E-Commerce .....	3	
ISTC 2323 .....	Introduction to E-Learning Design .....	3	
ISTC 2993 .....	Capstone Learning Experience .....	3	<b>Total 16</b>

### **Cisco Networking**

#### **1st Year, 1st Semester**

CSUR 1101 .....	College Survival Skills .....	1
DMTH 1083 .....	Intermediate Algebra .....	3
<i>or</i>		
MATH 1113 .....	College Algebra .....	3
ENGL 1113 .....	English Composition I .....	3
ISTC 1013 .....	IT Principles and Practices .....	3

ISTC 1513 .....	Cisco Network Fundamentals.....	3	
General Elective.....		3	<b>Total 16</b>

**1st Year, 2nd Semester**

BUSN 1143 .....	Business Communication		
	<i>or</i>		
ENGL 1123 .....	English Composition II.....	3	
COMP 1213 .....	Database Applications.....	3	
ISTC 1023 .....	IT Essentials I.....	3	
ISTC 1523 .....	Routing Protocols and Concepts.....	3	
ISTC 2613 .....	Fundamentals of UNIX.....	3	<b>Total 15</b>

**2nd Year, 1st Semester**

ENGL 2303 .....	Oral Communication.....	3	
ISTC 1033 .....	IT Essentials II.....	3	
ISTC 1053 .....	Introduction to Website Design.....	3	
ISTC 2563 .....	LAN Switching and Wireless.....	3	
ISTC 2623 .....	UNIX System Administration I.....	3	<b>Total 15</b>

**2nd Year, 2nd Semester**

BUSN 1201 .....	Career Preparation.....	1	
ISTC 1043 .....	A+ Certification Prep.....	3	
ISTC 2573 .....	Accessing the WAN.....	3	
ISTC 2633 .....	UNIX System Administration II.....	3	
ISTC 2993 .....	Capstone Learning Experience.....	3	
Social Science Elective.....		3	<b>Total 16</b>

## Bachelor of Science in Information Technology

The Bachelor of Science in Information Technology is available on the MSCC campus through a partnership agreement with the University of Arkansas – Fort Smith. Additional information is available via the web at [www.uafortsmith.edu/Degrees/BachelorOfScience-BS](http://www.uafortsmith.edu/Degrees/BachelorOfScience-BS), from the UA Fort Smith office in the MSCC University Center, or from the MSCC Registrar’s Office.

# Logistics and Supply Chain Technology

## Certificate of Proficiency in Heavy Truck Diesel Maintenance

**16 Credit Hours**

The Certificate of Proficiency in Heavy Truck Diesel Maintenance provides students with the technical skills needed to perform basic maintenance for heavy truck engines, electrical systems and brake systems. Hours earned in this program will also apply toward completion of a Technical Certificate in Heavy Truck Diesel Maintenance.



TRAN 1003	..... Introduction to Transportation, Distribution and Logistics .....	3
TRAN 1013	..... Fundamentals of Transportation Operations.....	3
TRAN 1043	..... Warehouse and Distribution Center Operations .....	3
TRAN 1063	..... Introduction to Logistics Operations.....	3
TRAN 1083	..... Inventory and Asset Control.....	3
TRAN 1093	..... Current Technology in Transportation, Distribution, & Logistics .....	3

## Technical Certificate in Diesel Maintenance Technology

### 41 Hours

The Technical Certificate in Diesel Maintenance provides students with the technical skills expected in an entry-level position as a truck technician. Hours earned in this program will also apply toward completion of an Associate of Applied Science in General Technology.

### Job Opportunities

Heavy Truck/Diesel Mechanic	Service Technician Service Writer	Service Manager Specialty Technician
Parts Manager	Shop Supervisor	

### Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 88-89, program graduates will be able to

- Know and be able to apply the terminology common to heavy truck/diesel mechanics
- Apply the skillful use of common tools, test equipment, and technology for preventive maintenance
- Troubleshoot and repair fundamental heavy truck systems
- Demonstrate the professional/ethical behaviors of timeliness and self-directed task completion

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

#### Program Prerequisite (3 hours)

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills. Students without the required computer knowledge and skills may take COMP 1113 as a general elective during the first semester of enrollment.

#### General Education Core (6 hours)

ENGL 1113	..... English Composition I .....	3
DMTH 1083	..... Intermediate Algebra .....	3

#### College Requirement (1 hour)

CSUR 1101	College Survival Skills .....	1
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#### Technical Requirements (34 Hours)

HTDM 1014	..... Preventive Maintenance .....	4
HTDM 1024	..... Electrical Systems .....	4

HTDM 1034 .....	Brake Systems.....	4
HTDM 1044 .....	Electrical Systems II .....	4
HTDM 1054 .....	Diesel Engines I.....	4
HTDM 1063 .....	HVAC Systems .....	3
HTDM 1073 .....	Steering and Suspension □ .....	3
HTDM 1084 .....	Powertrain.....	4
HTDM 1094 .....	Diesel Engines II.....	4

## Technical Certificate in Logistics and Supply Chain Technology

### 38 Hours

The Technical Certificate in Logistics and Supply Chain Technology provides students with the technical skills expected in an entry-level position in warehousing and distribution. Hours earned in this program will also apply toward completion of an Associate of Applied Science in Transportation and Logistics Technology or an Associate of Applied Science in General Technology

### Job Opportunities

Cargo and Freight Agents	Shipping, Receiving, & Traffic Clerks
Stock Clerk and Order Fillers	Transportation, Storage & Distribution Managers

### Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 88-89, program graduates will be able to

- Understand the practices, knowledge sets and skills necessary in the transportation, distribution, and logistics industries
- Utilize technology to enhance decision-making skills and improve productivity
- Demonstrate the ability to think critically, identify problems, and propose solutions to TDL problems
- Acquire knowledge in the major functional areas of TDL and understand the interrelationships among them
- Apply the functions of transportation, distribution, & logistics on the free enterprise system

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

### Program Prerequisite (3 hours)

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills. Students without the required computer knowledge and skills may take COMP 1113 as a general elective during the first semester of enrollment.

### General Education Core (10 hours)

ENGL 1113 .....	English Composition I.....	3
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MATH 1113 .....	College Algebra .....	3
PSCI	Physical Science Elective .....	4
<b>College Requirement (1 hour)</b>		
CSUR 1101 .....	College Survival Skills .....	1
<b>Technical Requirements (27 hours)</b>		
TRAN 1003 .....	Introduction to Transportation, Distribution & Logistics .....	3
TRAN 1013 .....	Fundamentals of Transportation Operations .....	3
TRAN 1043 .....	Warehousing and Distribution Center Operations .....	3
TRAN 1063 .....	Introduction to Logistics Operations .....	3
TRAN 1083 .....	Inventory and Asset Control .....	3
TRAN 1093 .....	Current Technology in Transportation, Distribution and Logistics.....	3
TRAN 2093 .....	Customer Service Excellence in Transportation, Distribution, and Logistics.....	3
TRAN 2003 .....	Automated ID Technology Applications in TDL .....	3
TRAN 2053 .....	Warehouse Automation Systems .....	3

## Associate of Applied Science in Logistics and Supply Chain Technology

### 63 credit hours

The Associate of Applied Science Degree in Logistics and Supply Chain Technology provides graduates a practical curriculum that focuses on common practices, skills and knowledge necessary for employment in the TDL industries. Students will interact with professionals in the industry within a regionally prominent and recognized program that emphasizes distribution, logistics, and supply chain management. Students are expected to exhibit the fundamental work ethics of regular attendance, adherence to directions, teamwork, and conscientious completion of assigned work.

### Job Opportunities

Cargo and Freight Agents	Shipping, Receiving, & Traffic Clerks
Stock Clerk and Order Fillers	Transportation, Storage & Distribution Managers

### Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 88-89, program graduates will be able to

- Understand the practices, knowledge sets and skills necessary in the transportation, distribution, and logistics industries
- Utilize technology to enhance decision-making skills and improve productivity
- Demonstrate the ability to think critically, identify problems, and propose solutions to TDL problems
- Acquire knowledge in the major functional areas of TDL and understand the interrelationships among them
- Apply the functions of transportation, distribution, & logistics on the free enterprise system

**Program Prerequisite (3 hours)**

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills. Students without the required computer knowledge and skills may take COMP 1113 as a general elective during the first semester of enrollment.

**General Education Core (19 hours)**

**Communication (9 hours required)**

ENGL 1113	English Composition I	3
ENGL 1123	English Composition II	3
<i>or</i>		
ENGL 1133	Writing for the Workplace	3*
ENGL 2303	Oral Communication	3

\*Students planning to transfer may need English Composition II.

**Mathematics (3 hours required)**

MATH 1113	College Algebra	3
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**Science (4 hours required)**

PSCI 1214	Physical Science	4
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**History Elective (3 hours; choose one of the following)**

HIST 2123	U. S. History Before 1877	3
HIST 2133	U.S. History After 1877	3
POLS 1143	American Government	3

**Institutional Requirement (2 hours)**

CSUR 1101	College Survival Skills	1
BUSN 1201	Career Prep	1

**Logistics and Supply Chain Requirements (42 hours) with capstone**

BUSN 1423	Principals of Accounting I	3
BUSN 1433	Principals of Accounting II	3
BUSN 2033	Legal Environment of Business	3
ECON 2213	Macroeconomics	3
TRAN 1003	Introduction to Transportation, Distribution & Logistics	3
TRAN 1013	Fundamentals of Transportation Operations	3
TRAN 1043	Warehousing and Distribution Center Operations	3
TRAN 1063	Introduction to Logistics Operations	3
TRAN 1083	Inventory and Asset Control	3
TRAN 1093	Current Technology in Transportation, Distribution and Logistics	3
TRAN 2093	Customer Service Excellence in Transportation, Distribution, and Logistics	3
TRAN 2983	Internship	3
<i>or</i>		
TRAN 2993	Capstone)	3

**Choose 2 of the following (6 hours):**

ECON 2223	Microeconomics	3
TRAN 2003	Automated ID Technology Applications in TDL	3
TRAN 2023	GPS and GIS Technology Applications in TDL	3

TRAN 2043	International Operations	3
TRAN 2053	Warehouse Automation Systems	3
TRAN 2073	Risk Prevention and Safety Management	3

**Recommended Course Sequence**

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College’s core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment on page 35.

**1st Year, 1st Semester**

CSUR 1101	College Survival Skills	1	
MATH 1113	College Algebra	3	
ENGL 1113	English Composition I	3	
TRAN 1003	Introduction to Transportation, Distribution, & Logistics	3	
TRAN 1013	Fundamentals of Transportation Operations	3	
TRAN 1043	Warehouse & Distribution Center Operations	3	<b>Total 16</b>

**1st Year, 2nd Semester**

ENGL 123	English Composition II	3	
<i>or</i>			
ENGL 1133	Writing for the Workplace	3	
TRAN 1063	Introduction to Logistics Operations	3	
TRAN 1083	Inventory and Asset Control	3	
TRAN 1093	Current Technology in Transportation, Distribution, and Logistics Operations	3	
ECON 2213	Macroeconomics	3	<b>Total 15</b>

**2nd Year, 1st Semester**

BUSN 1423	Principals of Accounting I	3	
BUSN 2033	Legal Environment of Business	3	
ENGL 2303	Oral Communication	3	
History Elective		3	
TRAN 2093	Customer Service Excellence in TDL	3	
Transportation & Logistics Elective		3	<b>Total 18</b>

**2nd Year, 2nd Semester**

BUSN 1201	Career Preparation	1	
BUSN 1433	Principals of Accounting II	3	
PSCI 1214	Physical Science	4	
Transportation & Logistics Elective		3	
TRAN 2983	Internship	3	
<i>or</i>			
TRAN 2993	Capstone	3	<b>Total 14</b>

# Renewable Energy

## Certificate of Proficiency in Renewable Energy Technology

### 12 Credit Hours

The Certificate of Proficiency in RET introduces students to the concepts, methodologies, and sources of renewable energy needed to perform basic operations in the production of alternative forms of energy.

### Job Opportunities

Energy Management Technician                      Renewable Energy Technician  
Renewable Energy Maintenance Technician

### Program Goals

- Demonstrate the ability to work in teams, think critically, identify problems, and propose solution to RET problems
- Acquire knowledge in the primary disciplines of RET and understand the interrelationships among them
- Understand the practices, knowledge sets, and skills necessary in the various renewable energy technology industries
- Apply the principles of energy production and distribution in the classroom, simulations, and workplace situations.

### Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

ENER 1013 .....	Introduction to Renewable Energy.....	3
ENER 1033 .....	Biofuels .....	3
MANF 1303 .....	Industrial Safety .....	3
MANF 1033 .....	Manufacturing Production Processes.....	3

## Technical Certificate in Renewable Energy Technology

### 27 Hours

The Technical Certificate in Renewable Energy Technology (RET) provides students with the technical skills expected in an entry-level position as an RET technician. Hours earned in this program will also apply toward completion of an Associate of Applied Science in Renewable Energy Technology.

### Job Opportunities

Energy Management Technician                      Renewable Energy Technician  
Renewable Energy Maintenance Technician      Biofuel Process Technician

## Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 88-89, program graduates will be able to

- Demonstrate the ability to work in teams, think critically, identify problems, and propose solution to RET problems
- Acquire knowledge in the primary disciplines of RET and understand the interrelationships among them
- Understand the practices, knowledge sets, and skills necessary in the various renewable energy technology industries

## Program Requirements

The following outline of requirements should be used as a planning worksheet. Students should take care to check course prerequisites in planning their program of study.

### Program Prerequisite (3 hours)

COMP 1113 Computer Fundamentals or documented evidence of requisite computer knowledge and skills. Students without the required computer knowledge and skills may take COMP 1113 as a general elective during the first semester of enrollment.

### General Education Core (6 hours)

ENGL 1113	..... English Composition I .....	3
DMTH 1083	..... Intermediate Algebra .....	3

### College Requirement (1 hour)

CSUR 1101	..... College Survival Skills .....	1
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### Technical Requirements (20 Hours)

ENER 1013	..... Introduction to Renewable Energy Technology .....	3
ENER 1033	..... Biofuels .....	3
MANF 1303	..... Industrial Safety .....	3
MANF 1033	..... Manufacturing Production Processes .....	3
MANF 2012	..... Hydraulics & Pneumatics .....	2
MANF 2033	..... Applied Electricity & Electronics .....	3
MANF 2103	..... Process Controls for Integrated Systems .....	3

## Associate of Applied Science in Renewable Energy Technology

### 64 Credit Hours

The Associate of Applied Science degree in Renewable Energy Technology provides graduates with the communication and computational skills, technical training, and work ethics needed for employment in entry-level positions in the Renewable Energy—Biofuel field. Safety procedures and practices are stressed throughout the curriculum, and students are expected to exhibit the fundamental work ethics of regular attendance, adherence to directions, teamwork, and conscientious completion of assigned work.

## Job Opportunities

Energy Management Technician                      Renewable Energy Technician  
Renewable Energy Maintenance Technician      Biofuel Process Technician

## Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 88-89, program graduates will:

- Demonstrate the ability to work in teams, think critically, identify problems, and propose solution to RET problems
- Acquire knowledge in the primary disciplines of RET and understand the interrelationships among them
- Understand the practices, knowledge sets, and skills necessary in the various renewable energy technology industries
- Apply the principles of energy production and distribution in the classroom, simulations, and workplace situations
- Identify questions that can be addressed and answered through scientific inquiry and technological design
- Write descriptions, explanations, predictions, and make models that are based on inquiry and evidence

## Program Requirements

The following outline of requirements and electives should be used as a planning worksheet. Students should take care to check course prerequisites. COMP 1113 or demonstration of equivalent computer skills is a pre-requisite to enrollment in this program.

### General Education Core (23 hours)

#### Communication (9 hours required)

ENGL 1113 .....	English Composition I .....	3
ENGL 1123 .....	English Composition II .....	3
or		
ENGL 1133 .....	Writing for the Workplace .....	3*
ENGL 2303 .....	Oral Communication .....	3

\*Students planning to transfer may need English Composition II.

#### History Elective (3 hours; choose one of the following)

HIST 2123 .....	U. S. History Before 1877 .....	3
HIST 2133 .....	U.S. History After 1877 .....	3
POLS 1143 .....	American Government.....	3

#### Mathematics (3 hours required; select one)

DMTH 1083 .....	Intermediate Algebra .....	3
MATH 1113 .....	College Algebra .....	3

#### Science (8 hours required)

CHEM 1314 .....	Chemistry I.....	4
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BIOL 1124 ..... Plant Biology .....4

**Institutional Requirement (2 hours)**

CSUR 1101 ..... College Survival Skills .....1

BUSN 1201 ..... Career Prep .....1

**Technical Requirements (39 hours)**

BUSN 2113 ..... Principles of Management .....3

MANF 1033 ..... Manufacturing Production Processes .....3

MANF 1303 ..... Industrial Safety .....3

MANF 1073 ..... Manufacturing Equipment Maint. & Operation .....3

MANF 2012 ..... Basic Hydraulics & Pneumatics .....2

MANF 2033 ..... Applied Electricity & Electronics .....3

MANF 2044 ..... Programmable Logic Controllers .....4

MANF 2103 ..... Process Controls for Integrated Systems .....3

ENER 1013 ..... Introduction to Renewable Energy Tech.....3

ENER 1033 ..... Biofuels .....3

ENER 2003 ..... Biomass and Feedstocks.....3

ENER 2043 ..... Bioprocess Practices .....3

ENER 2983 ..... Internship .....3

*or*

ENER 2993 ..... Capstone .....3

**Recommended Course Sequence**

The following course sequence assumes that students are unconditionally enrolled at the time of entry and ensures that students will satisfy the College’s core academic and technical requirements within the specified time frame. Students needing developmental course work should refer to the guidelines for Conditional Enrollment on page 35.

**Recommended Course Sequence**

**1st Year, 1st Semester**

CSUR 1101 ..... College Survival Skills .....1

ENGL 1113 ..... English Composition I .....3

DMTH 1083 ..... Intermediate Algebra .....3

*or*

MATH 1113 ..... College Algebra .....3

COMP 1113 ..... Computer Fundamentals .....3

MANF 1033 ..... Manufacturing Production Processes .....3

ENER 1013 ..... Introduction to Renewable Energy Technology .....3

ENER 1033 ..... Biofuels .....3

**Total 16**

**1st Year, 2nd Semester**

BIOL 1124 ..... Plant Biology .....4

ENGL 1123 ..... English Composition II .....3

*or*

ENGL 1133 ..... Writing for the Workplace .....3

ENGL 2303 ..... Oral Communication .....3

MANF 1303 ..... Industrial Safety .....3

**Total 16**

### 2nd Year, 1st Semester

CHEM 1314 .....	Chemistry I.....	4	
MANF 2012 .....	Basic Hydraulics & Pneumatics .....	2	
MANF 2033 .....	Applied Electricity & Electronics .....	3	
ENER 2003 .....	Biomass & Feedstocks .....	3	
ENER 2043 .....	Bioprocess Practices .....	3	<b>Total 15</b>

### 2nd Year, 2nd Semester

BUSN 1201 .....	Career Prep .....	1	
BUSN 2113 .....	Principles of Management .....	3	
History Elective .....		3	
MANF 1073 .....	Manufacturing Equipment Maint. & Operation.....	3	
MANF 2044 .....	Programmable Logic Controllers .....	4	
ENER 2983 .....	Internship.....	3	
<i>or</i>			
ENER 2993 .....	Capstone .....	3	<b>Total 17</b>

## Licensures

Mid-South Community College offers courses leading toward the following licensures:

**Certified Nursing Assistant (CNA).** Students who successfully complete CNAS 1014 Certified Nursing Assistant are eligible to take the State of Arkansas examination to become Long Term Care Certified Nursing Assistants.

**Child Development Associate (CDA).** Students who complete CECD 1003, 1023, 2983 and 2993 are eligible to take the Child Development Associate examination.

**Cisco Certified Network Associate (CCNA).** Students who successfully complete the Certificate of Proficiency in Network Associate are eligible to take the CCNA examination.

**Cisco Certified Network Professional (CCNP).** Students who successfully complete the Certificate of Proficiency in Network Professional are eligible to take the CCNP examination.

**CompTia A+.** Students who complete ISTC 1033 IT Essentials II: Network Operating Systems Software and ISTC 1043 A+ Certification Prep are eligible to take the CompTia A+ examination.

**Emergency Medical Technician (EMT).** Students who successfully complete EMER 1007 Emergency Medical Technician-Basic (EMT-B) are eligible to take the National Registry examination for EMT-B certification.

**Master Certified Internet Webmaster.** Students who successfully complete the Certificate of Proficiency in Website Design are eligible to take the Certified Internet Professional Foundations examination and the Certified Internet Professional Design examination.

**Occupational Safety and Health Administration (OSHA) Thirty Hour General Industry Safety Certification.** Students will receive an overview of OSHA; how to conduct OSHA inspections, and tips on how to locate specific OSHA regulations. Each subpart of the OSHA General Industry Standards, including sections on basic electrical safety, fall protection, stairways & ladders, machine guarding, confined space entry, overhead & mobile cranes, PPE, and tools & equipment are covered in this certification course.

**Truck Driving-Commercial Driver License (CDL).** Students who successfully complete this training are eligible to take the Arkansas Commercial Vehicle Driving examination.

# College Preparatory Programs

## Adult Education

The Adult Education program of Mid-South Community College is committed to providing educational opportunities to all the citizens of Crittenden County and, in particular, to those who lack basic skills, do not have a high school diploma, or speak English as a second language. The College offers free testing, counseling, and classes for adults from the literacy level to basic skills to the Official GED® Test. The three main programs providing Adult Education services at MSCC include GED classes, testing, and Literacy tutoring.

### GED Instruction

GED classes are held on campus Monday-Thursday from 8 a.m. to noon and 5-8 p.m. Day classes also are offered at the Crittenden County Detention Center, New Hope Church in the Lakeshore community of Marion, the Parole and Probation Office, and East Arkansas Youth Services (EAYS) in Marion (for students 16-17 only). Evening Adult Education classes are offered at Turrell High School, Maddux Elementary School and EAYS (students 16-17 only). Class times at the different sites vary, so students should call the College for current locations and times.

MSCC is a free Official GED® Testing Center. Students who pass the Official GED® Test will be recognized at the graduation ceremonies held in December. Additional information about the Adult Education program can be obtained by calling the Adult Education hotline number at (870) 733-6823.

### Literacy Council

The Literacy Council of Crittenden County, administered by MSCC, is a non-profit educational program designed to help fight illiteracy in Crittenden County to break the cycle of non-readers' underachievement associated with poor reading skills. Its purpose is to enable non-reading adults to acquire reading and writing skills through free, student-centered instruction in basic literacy or English as a second language. Students are taught by trained volunteer tutors in one-on-one or small-group settings. Classes are held on the MSCC campus as well as in various off-campus locations, including the New Hope Church in the Lakeshore

community of Marion, community centers and businesses. Additional information about adult literacy services may be obtained by visiting the Literacy Council office on the MSCC campus or by calling (870) 733-6763 or (870) 733-6823.

### **Job-Related Skill Development**

The Arkansas Career Readiness Certificate (CRC) Program allows citizens to measure their skills against those skills required for a particular job. Anyone who has taken the KeyTrain® assessment and would like to increase their score can come to Adult Education to use the KeyTrain® software to improve their basic skills before retaking the test. Computers and staff are available to assist in this process during daytime and evening hours. For more information please call the Adult Education hotline at (870) 733-6823.

## **Developmental Education**

The College offers students who are under-prepared for college-level work the opportunity to develop basic knowledge and skills in English, reading, and mathematics by taking developmental education courses. Concurrently enrolled high school students may not enroll in developmental education courses except on an audit basis.

Students whose placement scores fall below 19 on the American College Testing (ACT) assessment or equivalent scores on the COMPASS or ASSET tests (listed on page 30) will benefit from review and other preparatory work before enrolling in college courses. Developmental Education courses include the following:

### **College Preparation**

DSTU 1102 College Study Skills (Students placing in one or more developmental course must enroll in this course.)

DKEY 1101 Computer Keyboarding

### **Reading and English**

DRDG 1003 Developmental Reading I

DENG 1033 Developmental English I

DRDG 1023 Developmental Reading II

DENG 1053 Developmental English II

### **Mathematics**

DMTH 1063 Pre-Algebra

DMTH 1073 Elementary Algebra

DMTH 1083 Intermediate Algebra

Students enrolled in DENG 1033 who believe their writing skills are sufficiently strengthened to succeed in degree credit courses may seek the instructor's permission to test out of DENG 1053. To test out of DENG 1053, students must score a 75 or higher on the COMPASS English test and write an in-class essay which will be evaluated by a faculty panel in relation to criteria established for entry into English Composition I.

Students enrolled in DRDG 1003 who believe their reading skills are sufficiently strengthened to succeed in degree credit courses may seek the instructor's permission to test out of DRDG 1023. To test out of DRDG 1023, students must score an 82 or higher on the COMPASS test. Note: Required placement scores or successful completion of both DRDG 1053 and DRDG 1023 are pre-requisites for most degree credit courses.

Students must earn grades of “C” or better to successfully complete Developmental Education courses. Academic advisors and Learning Success Center staff will work with students to develop appropriate class schedules and to identify resources to support their academic success.

Developmental course grades do not affect student’s grade point averages for their award programs, but can affect their financial aid eligibility and academic standing.

# Mid-South Community College Technical Center

The Mid-South Community College Technical Center (MSCCTC) is a workforce education center that offers college credit in technical programs to juniors and seniors in the Crittenden County area. The Center’s curriculum serves as an extension of high school curricular offerings by providing students with hands-on training in technical fields. Services are offered at no cost to the students. Books, tuition, and fees are provided through the Center and are funded by local school districts and the Arkansas Department of Workforce Education.

## **Purposes**

- To provide quality technical education programs to area high school juniors and seniors
- To help students make informed career choices and to provide relevant and supportive learning experiences
- To prepare students to enter the workforce upon high school graduation
- To encourage students to continue their education after high school

## **Admission Policy**

Prospective students apply for admission to MSCCTC programs through their local high school counselor. Admission is based on grade point average, college entrance exam scores, school attendance, citizenship, motivation, ability, and aptitude.

All students are required to submit the following:

- Written recommendation from the high school principal, counselor, and classroom teacher
- Completed application for admission form
- Current high school transcript for each semester of enrollment
- ACT, PLAN, COMPASS, or ASSET exam scores
- Signed student/parent agreement
- Proof of immunization against mumps, measles, and rubella if born on or after January 1, 1957

Additional information about the Technical Center may be obtained by calling the Academic Office at (870) 733-6728.

## Courses of Study

### Advanced Manufacturing

#### Fall, Junior Year

MANF 1023 Design in Manufacturing

#### Fall, Senior Year

MANF 1043 Manu. Power/Equip Sys.

#### Spring, Junior Year

MANF 1033 Manufacturing Production & Processes

#### Spring, Senior Year

MANF 1053 Manufacturing Materials

### Certified Internet Web Professional

#### Fall, Junior Year

ISTC 1053 Intro to Web-Page Design  
ISTC 1313 Internet Bus. Fundamentals

#### Spring, Junior Year

ISTC 2266 CIW Site Design/Method.

#### Fall, Senior Year

ISTC 1313 CIW Networking Fundamentals  
ISTC 2123 Digital Graphics for the Web

#### Spring, Senior Year

ISTC 1013 IT Principles and Practices  
ISTC 2173 Flash for the Web

### Computer Engineering

#### Fall, Junior Year

ISTC 1013 IT Principles and Practices  
ISTC 1023 IT Essentials I

#### Spring, Junior Year

ISTC 1033 IT Essentials II  
ISTC 1043 A+ Certification Prep

#### Fall, Senior Year

ISTC 1513 Cisco Network Fundamentals  
ISTC 2613 Fundamentals of UNIX

#### Spring, Senior Year

ISTC 1523 Routing Protocols and Concepts  
ISTC 2623 UNIX System Admin. I

### Diesel Technology

#### Fall, Junior Year

HTDM 1014 Preventive Maintenance

#### Spring, Junior Year

HTDM 1034 Brake Systems

#### Fall, Senior Year

HTDM 1054 Diesel Engines

#### Spring, Senior Year

HTDM 1094 Diesel Engines II

### Health Science Technology

#### Fall, Junior Year

MEDP 1033 Medical Terminology  
MEDP 1013 Intro to Medical Professions I

#### Spring, Junior Year

MEDP 1113 Intro to Medical Prof. II  
MEDP 1083 Medical Procedures

#### Fall, Senior Year

MEDP 1044 Anatomy and Physiology

#### Spring, Senior Year

CNAS 1014 Certified Nursing Assistant

### Machining Technology

#### Fall, Junior Year

MANF 1012 Shop Essentials  
MACH 1003 Intro to Blueprint Reading

#### Spring, Junior Year

MACH 1023 Introduction to Metallurgy  
MACH 1063 Inspection and Testing

#### Fall, Senior Year

MACH 1113 Intro to Manual Machining

#### Spring, Senior Year

MACH 1103 Intro to CNC Machining

### Renewable Energy Technology

#### Fall, Junior Year

RNEW 1013 Intro to Renewable Energy

#### Spring, Junior Year

RNEW 1033 Biofuels

#### Fall, Senior Year

MANF 1303 Industrial Safety

#### Spring, Senior Year

MANF 1033 Manufacturing Production Processes

## **Warehousing and Distribution Center Operations**

### **Fall, Junior Year**

TRAN 1003 Introduction to Transportation,  
Distribution & Logistics

TRAN 1043 Warehouse and Distribution  
Center Operations

### **Fall, Senior Year**

TRAN 1083 Inventory and Asset Control

TRAN 2003 Automated ID Technology  
Applications in TDL

### **Spring, Junior Year**

TRAN 1013 Fundamentals of Trans Operations

TRAN 1063 Intro to Logistics Operations

### **Spring, Senior Year**

TRAN 1093 Current Technology in TDL

TRAN 2093 Customer Service Excellence in TDL

## **Welding Technology**

### **Fall, Junior Year**

WELD 1002 Bench Work

WELD 1103 Introduction to Welding

### **Fall, Senior Year**

WELD 1133 Advanced Welding I: GMAW

### **Spring, Junior Year**

WELD 1123 Intermediate Welding: SMAW

MACH 1023 Introduction to Metallurgy

### **Spring, Senior Year**

WELD 1143 Advanced Welding II: Specialty  
Welding

# Transfer Options

Mid-South Community College currently offers a complete college-transfer curriculum through its Associate of Arts (AA) degree program and through the Associate of Arts in Teaching degree program. Classes are scheduled both days and evenings to accommodate work and family schedules. Students can complete the first two years of basic college courses in English, mathematics, social science, fine arts, and humanities (while continuing to live and work at home).

Associate of Applied Science students now have a transfer option through the Bachelor of Applied Science (BAS) degree. Individual technical/occupational courses may transfer to four-year college and universities; however, the acceptance of transfer credit is the prerogative of the receiving institution. Students should obtain assurances in advance from the institution to which they wish to transfer.

## **MSCC University Center**

The MSCC University Center is a partner in the Arkansas Delta Education and Training Consortium (ADTEC) University Center (<http://adtec-uc.org>). Through this partnership and partnerships with other four-year universities, students have access to a variety of baccalaureate and advanced degrees on the MSCC campus. Programs currently available include the following:

### **Arkansas State University**

Associate in Applied Science degree in Nursing

Bachelor's degree in Applied Science

Bachelor's degree in Middle School Education

Bachelor's degree in P-4 Education

Bachelor's degree in Business Administration

Bachelor's degree in Nursing  
Bachelor's degree in Radiologic Technology  
Master's degree in Business Administration  
Master's degree in K-12 Curriculum and Instruction  
Master's degree in Public School Administration  
Master's degree in Nursing

**Arkansas Tech University**

Bachelor's degree in Emergency Management

**Bethel University**

Online Bachelor's degree in Organizational Management

**Franklin University**

Online Bachelor's degree in Accounting  
Online Bachelor's degree in Applied Management  
Online Bachelor's degree in Business Forensics  
Online Bachelor's degree in Computer Science  
Online Bachelor's degree in eMarketing  
Online Bachelor's degree in Financial Management  
Online Bachelor's degree in Forensic Accounting  
Online Bachelor's degree in Healthcare Management  
Online Bachelor's degree in Human Resources Management  
Online Bachelor's degree in Information Technology  
Online Bachelor's degree in Management  
Online Bachelor's degree in Management Information Sciences  
Online Bachelor's degree in Marketing  
Online Bachelor's degree in Public Safety Management  
Online Bachelor's degree in Web Development

**Montana State University-Northern**

Bachelor's degree in Diesel Technology

**University of Central Arkansas**

Bachelor's degree in Addiction Studies

**University of Arkansas at Fort Smith**

Bachelor's of Applied Science  
Bachelor's of Science in Information Technology

**University of Arkansas at Fayetteville**

Bachelor's degree in Human Resource Development

## **Other Transfer Opportunities**

Most colleges and universities will accept transfer credits from MSCC, which is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504, (800) 621-7440.

However, the acceptance of transfer credit is the prerogative of the receiving institution. Students should obtain assurances in advance from the institution to which they wish to transfer.

Students can obtain current information about the transferability of MSCC courses to Arkansas public colleges and universities by accessing the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of courses listed in ACTS and assured equitable treatment in the application of those credits for the admissions and degree requirements. This listing represents the minimum number of transfer courses that may be accepted by a particular Arkansas institution. Students wishing to transfer a course not listed in ACTS should contact the receiving institution to determine transferability.

Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer, and institutional policies may vary. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website (<http://adhe.edu>) and selecting Course Transfer.

The MSCC Registrar’s Office serves as a resource for students who are planning to transfer and provides information and a current list of colleges and universities accepting MSCC credits in transfer.

# Workforce and Economic Development

## Business and Industry Education

Mid-South Community College’s Division of Business and Industry Services supports a variety of continuing education opportunities for personal, professional, and workforce development through open-enrollment credit courses, specialized programs, non-credit online courses, and contract offerings customized to meet specific business or industry needs. Many courses carry Continuing Education Units (CEU’s); some carry college credits or enable students to challenge college courses through credit by examination.

Dynamic technological advances, increased competition for better paying jobs, and a global marketplace are but a few of the challenges facing today’s workforce and workplace. As the intensity of these challenges increases, employers and workers will need to update existing skills and acquire new ones. MSCC provides training programs to meet those needs.

Seminars, workshops, customized training, short-term credit and non-credit training, and workforce readiness programs are part of the options available. Customized training for employers can be developed to meet an endless variety of training needs and can be offered during regular class hours or through creative scheduling arrangements. Programs can be conducted on the MSCC campus or at an employer’s worksite. Several options may be available to assist employers in meeting the costs associated with training.

MSCC supports business and industry by providing a variety of services, including the following:

AchieveGlobal Customer Service Supervisory and Workforce Development Training—MSCC is an authorized educational service provider of AchieveGlobal leadership, workskills and customer service training courses.

Conference Center Services—Satellite, video and conference capabilities for business training and special events.

Customized Business and Industry Training—Training developed directly in response to employers' needs.

Development Dimensions International (DDI) Supervisory and Workforce Development Training —MSCC is an authorized educational service provider of DDI leadership, workskills and customer service training courses.

Employment Skills Training—Short-term, credit and non-credit vocational training for individuals seeking entry-level employment in specific fields.

Existing Workforce Training Program (EWTP) Grants—Financial assistance in the form of grants or income tax credits to assist Arkansas industries upgrade the skills of their existing workforce through customized training.

Mid-South Business and Industry Council, Inc. -- The Mid-South Business and Industry Council, Inc. is a business and industry training consortium created in 2002 to address the training needs of incumbent workers and to improve the overall quality of the workforce in Crittenden County. This consortium is a 501(c) 3 entity run by local business and industry which uses Mid-South Community College as its primary educational provider. Additionally, the consortium serves as an advisory group to MSCC's Business and Industry Services department to help them meet the business and technical educational needs in Crittenden County.

On-line courses—Continuing Education offers more than 300 online courses on a variety of subjects ranging from the Internet, grant writing, web page design, healthcare professional development, K-12 faculty professional development, and law and legal careers.

Pre and Post Employment Skills Assessments and Training— Using KeyTrain and WorkKeys, as well as a variety of dexterity assessments, MSCC trainers can help businesses screen potential employees for applicable skills and provide training and education to address identified skills deficits through short-term, credit and non-credit courses.

Professional Development Continuing Education—Continuing education courses designed to meet the needs of various professional groups. Suggestions for courses and events can be made by calling (870) 733-6853.

Zig Ziglar Customer Service Supervisory and Workforce Development Training—MSCC is an authorized educational service provider of Zig Ziglar leadership, workskills and customer service training courses.

Additional information about courses and services may be obtained by contacting the Business and Industry Services office at (870) 733-6778.

## **Regional Partnerships**

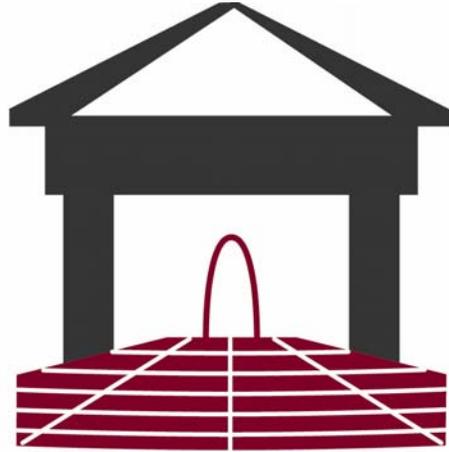
MSCC is committed to the economic development of the Arkansas Delta Region by helping ensure a world-class workforce and by helping attract new industry to the region. In

support of those goals, the college participates in a number of regional partnerships which support economic growth and provides comprehensive array of training services for business and industry.

### **Arkansas Delta Training & Education Consortium—ADTEC**

The Arkansas Delta Training & Education Consortium (ADTEC), established in late 2005, provides for a coordinated, regional response to workforce development in the Arkansas Delta. ADTEC is a partnership of five community colleges (Mid-South Community College, Arkansas Northeastern College, East Arkansas Community College, Arkansas State University-Newport, and Phillips Community College of the University of Arkansas System) that are committed to raising the skill level of the workforce and transforming the economy of the Arkansas Delta. In 2006, ADTEC was incorporated into the Arkansas Delta Workforce Innovations in Economic Development (ADWIRED) initiative as the primary workforce training and education provider in the ADWIRED region. In 2007, ADTEC was awarded the prestigious Southern Growth Policy Board Innovator of the Year Award; in 2008, it received the Department of Labor's Recognition of Excellence Award for Developing a Regionally Focused Workforce Strategy, and in 2010, the Institute of Higher Education at the University of Florida Community College Bellwether Award for Workforce Development. ADTEC is a workforce development consortium that uses proven, successful strategies to implement training and education projects.

ADTEC is a unique partnership in that all partnering community colleges collaborate to share curriculum, support strategies, and a wide range of industry input regarding training needs while pursuing the ultimate goal of growing jobs and economic opportunity in the region. ADTEC is able to provide a broad range of training services at a lower overall cost. Continuous industry feedback is an essential element of this workforce development strategy. This strategy is used to develop career pathways which have employable exit-points at 1) high school graduation and award of a certificate of proficiency; 2) award of a technical certificate; 3) award of an Associate of Applied Science Degree; and 4) award of a Bachelor of Applied Science Degree. Students may stop out at any exit point with a college credential in hand, go to work in the selected field of study, and return at any time (whether employed or not) to re-enter the pathway and achieve the next educational level.



# Mid-South

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## Community College

### **Academic Policies and Procedures**

### **Chapter 8**

## Academic Appeals

Students who disagree with instructors regarding grades earned for tests, assignments, or other activities while a course is in progress should discuss their concerns first with the instructor. Students who are dissatisfied with the instructors' response should contact the appropriate program coordinator or the Vice President for Learning and Instruction, who will attempt to resolve the issue informally. Students and instructors are encouraged to keep relevant documentation which can assist in the resolution of such disagreements.

Students who disagree with instructors regarding **final course grades or charges of academic dishonesty** may file a formal academic appeal as follows:

1. A student should first contact the instructor of the course within 45 days following the end of the term for which the grade was recorded to ensure that the grade was not recorded in error and/or to review the basis for the instructor's evaluation. If the discussion results in a change of grade, the instructor will fill out a Change of Grade form, obtain the approval of the Vice President for Learning and Instruction, and provide one copy to the student and one copy to the Registrar's Office as authorization to change the student's academic record.
2. If the disagreement is not resolved informally through discussion with the instructor and/or program coordinator, the student should file a written grade appeal with the Vice President for Learning and Instruction no later than ten (10) working days after the meeting with the instructor. Written appeals should be addressed to the Vice President for Learning and Instruction, Mid-South Community College, 2000 West Broadway, West Memphis, AR, 72301. Appeal letters must be dated and provide the student's name and contact information, identification of the course and section for which the grade is questioned, and a clear explanation of why the student believes the grade is in error. Students are encouraged to append copies of any relevant documentation supporting their argument.
3. Within ten (10) working days of receipt of the written appeal, the vice president will review relevant documentation and either
  - a. contact both the student and instructor to arbitrate and resolve the dispute and inform the student and the instructor in writing of the final decision within five (5) working days of the meeting or
  - b. convene an ad hoc Academic Appeals committee to consider the appeal. The Academic Appeals Committee shall be composed of two faculty members, an administrator, and two student representatives appointed by the Executive Vice President. Both the student and the instructor may request or be asked to appear before the committee to present information. The appeals committee will make a recommendation to the vice president, who will inform the student in writing of the final decision and any applicable sanction(s) within five (5) working days from the date of the hearing.
4. The vice president's decision is final.
5. The right to appeal a grade or a charge of academic dishonesty expires at the end of the semester following the one for which the questioned grade or charge was recorded. This limitation includes summer semesters.

## Academic Clemency

Students returning to college who have not been enrolled in any institution of higher education for a period of five years or more may petition the Executive Vice President for academic clemency upon enrollment at MSCC.

Clemency provides a second chance for academic success to those students who performed poorly early in their academic careers. A probationary period may be required before clemency is granted.

If granted, academic clemency allows students to have all previously earned grades and credits removed from the calculation of their overall grade-point averages.

The historical grades remain a part of the students' academic records, but do not count toward the cumulative GPA at graduation.

## Academic Misconduct

Under all circumstances, students are expected to be honest in their dealings with faculty, administrative staff, and fellow students. For purposes of this policy, the term "faculty" or "faculty member" includes any person engaged by the college to act in a teaching capacity, regardless of the person's actual title. In speaking with members of the college community, students must give accurate representation of the facts at hand.

In class, students must submit work that fairly and accurately reflects their level of accomplishment. Any work that is not a product of the student's own efforts is considered dishonest. Students must not engage in academic dishonesty, and doing so can have serious consequences.

When an infraction occurs, the course instructor will contact the Vice President for Learning and Instruction prior to confronting the student. The course instructor has the authority to assign a grade of "0" for the assignment, test, or examination, or to assign a grade of "F" for the course as stated in the course syllabus. In addition, the instructor will notify the Vice President for Learning and Instruction, who shall keep a record of the incident.

Students receiving a grade of "0" as a result of academic dishonesty may not drop the course or withdraw from the college to avoid the penalty. In the case of repeated infractions, other disciplinary sanctions may be imposed through the regular institutional procedures of the College, including suspension or expulsion with documentation of such action placed in the student's academic record.

Academic dishonesty includes, but is not limited to, the following:

1. Cheating, which includes, but is not limited to,
  - a. the use of any unauthorized assistance in taking quizzes, tests or examinations;
  - b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; or
  - c. the acquisition, without permission, of tests or other academic material belonging to a member of the MSCC faculty or staff.

2. Plagiarism, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. Practices to **avoid** include the following:
  - a. Using exactly the same sequence of ideas as the source material;
  - b. Failing to put quotation marks around an author's exact words;
  - c. Failing to cite the source of a summary or paraphrase when the words are changed or synonyms are used, but the idea remains the same as the author's;
  - d. Incorporating material written by a friend or tutor as though it were written by the paper's author;
  - e. Submitting materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
  - f. Submission of any work not actually produced by the student submitting the work without full and clear acknowledgement to the actual author or creator of the work.

### **Procedures**

If a faculty member suspects a student of academic dishonesty, the faculty member first notifies the Vice President for Learning and Instruction; then discusses the concern with the student involved and ascertains all relevant information. If the faculty member determines that academic dishonesty has occurred, he/she must notify the student in writing of the resulting penalty. The faculty member must also provide the Vice President for Learning and Instruction with a copy as well as with all relevant information the faculty member has gathered. The faculty member may not employ policies or procedures other than those stated in the approved course syllabus.

If the student disagrees with and wishes to contest the faculty member's charge, he/she may appeal to the Vice President for Learning and Instruction upon completion of the course as outlined in the Academic Appeals procedures in this catalog.

If, as a result of the investigation, it is determined that academic dishonesty has occurred, the vice president will determine whether the sanctions will include a suspension from the College for the next term in the academic year (excluding summer terms) or expulsion. Although expulsion from the College may be imposed in the first instance of academic dishonesty, a student who commits academic dishonesty a second time will, in all cases, in addition to receiving an "F" for the course, be expelled from the College.

The decision of the Vice President shall be final.

## **Academic Probation**

Students whose overall grade point averages (which include developmental and college-level courses) fall below 2.00 will be placed on academic probation. In addition, students who attempt the same developmental or required core academic course two times and either fail or withdraw from the course will be placed on academic probation upon re-enrollment—regardless of GPA. A third unsuccessful attempt of the same course will place a student on academic suspension.

Students on academic probation must meet with the Vice President for Student Affairs or designee to develop a plan of action to improve their grade point averages. They will be restricted to three to six credit hours per semester. Students who need twelve credit hours to

receive full financial aid, to meet enrollment criteria for insurance coverage, to receive Arkansas Vocational Rehabilitation funds, or to meet international student visa requirements are cautioned to note this restriction. Students on academic probation from other colleges or universities who transfer to MSCC are also governed by this policy.

**Overall GPA below 2.00.** Academic probation will continue as long as students maintain a semester GPA of 2.00 or better on all courses taken until their overall grade point average equals 2.00 or better and the probationary status is removed.

## Academic Suspension

Students will be suspended for a minimum of 15 weeks if

- a. they fail to attain a 2.00 semester GPA during a probationary semester or
- b. they fail to successfully complete (fail or withdraw from) a required developmental course or core academic course within three attempts.

Students will be referred to tutorial resources in the Learning Success Center or to the Adult Education program to help address their academic problems. When readmitted, they are placed on academic probation, and their enrollment may be restricted to required developmental or core courses which they have not previously completed successfully.

Students may re-enter after the suspension period has lapsed, under condition of academic probation for one semester, with approval of the Vice President for Student Affairs. Should a student fail to attain a 2.00 semester average during the semester of re-entry or should a student fail to successfully complete the designated developmental or core course that caused the suspension, a one-year suspension will ensue, followed by similar readmission requirements.

Credit taken at another college or university during the suspension period may not be transferred to MSCC for degree credit or included in the student's overall grade point average. Students on academic suspension from other colleges/universities who transfer to MSCC are also governed by this policy.

## Mid-Term Progress Reports

At mid-term of each semester, interim course grades will be posted on Campus Cruiser. Students who receive a grade of "D" or "F" for a course should schedule a conference with the instructor to discuss how their performance can be improved and work with a Learning Success Center counselor to identify available learning support resources. Mid-term grades are not recorded on the students' transcripts.

## Assessment of Student Academic Achievement

Mid-South Community College is committed to quality instruction that supports documented student learning outcomes. General education and technical/occupational learning outcomes are listed in the Academic Program sections of this catalog.

To inform the continuous improvement of its academic programs and services, College personnel support a variety of evaluation activities such as the following:

- Placement testing of students upon initial enrollment

- Course-level assessment of learning outcomes
- Performance tracking in subsequent, related courses
- General education and major field tests prior to graduation
- Tracking student retention and graduation rates
- Student evaluations of instruction
- Student satisfaction surveys
- Job placement rates of graduates
- Employer satisfaction surveys
- Alumni surveys
- Student performance at transfer institutions

Information gathered from these instruments and activities is analyzed and used to make improvements in instructional strategies, facilities, curricula, services, and scheduling for the purpose of improving student learning.

Responsible participation by students is necessary to many of these activities. Students are encouraged to perform their best on tests and to answer evaluation questions with care and honesty so that the College's strengths and weaknesses are clearly identified. In addition, student input to the College assessment program is vital for its success. Such self-analysis by College constituencies will ensure that MSCC continues to improve and to respond to student and community needs in Crittenden County and the surrounding area.

## Attendance

**Mid-South Community College students are expected to attend classes regularly, to arrive on time, and to remain through the scheduled class time.** Regular and prompt classroom attendance is a critical component of the educational experience because it prepares students to be effective and responsible citizens and employees. Students are expected to contact their instructors regarding any absence before class, or within 24 hours in case of an emergency, just as they would contact an employer regarding any absence from their jobs. With proper notification, the student may be given the opportunity to make up missed work by the next class period. Students are responsible for any material covered in class during their absence.

Regardless of the reason or excuse, excessive absences, tardiness, or early departures from class will negatively affect course grades. Missing more than two weeks' worth of class days (8 hrs. for 4 credits, 6 hrs. for 3 credits, 2 hrs. for 1 credit) will result in the reduction of final course grade. Tardies and early departures may be counted toward the hours of absences a student has in a class.

During the first week of classes, each instructor will provide students with a written attendance policy as a part of the course syllabus. This policy will specify what provision is made for make-up work and what effect missed work will have upon students' course grades. Students should be sure that they understand the attendance policy of the course because continued enrollment in the courses indicates their acceptance of the policy as a requirement for successful course completion.

Students who register for, but who do not attend any class meetings of a course during the first 11 days of a semester (5 days for a summer semester) are considered “no-shows.” These students are administratively dropped from the courses which they have not attended. The resulting change in hours may affect students’ financial aid eligibility. Tuition refunds will be issued to those students who have paid for the dropped hours.

Students receiving financial aid, veteran’s benefits, or support from agencies such as Rehabilitation Services may have particular attendance requirements to continue receiving financial support. Such students should check with the Financial Aid Office to obtain current information.

Regardless of the reason for an absence, students must take responsibility for contacting an instructor and for making arrangements for make-up work according to the course attendance policy.

Instructors will attempt to contact any student who misses two consecutive class meetings without providing notification. Instructors will forward the names of those whom they are unable to contact to the Learning Success Center. LSC staff will then attempt to contact the students to determine why they have been absent and to affect a solution.

## **Capstone Projects and Internships**

Capstone Learning Experience Projects and Internships provide associate of applied science students with opportunities to blend theory and practice combining formal college study with projects or workplace experience in their degree area.

### **Application Instructions**

- Students are permitted to enroll in the Capstone Project or Internship only during the semester in which they will graduate.
- Students must have a minimum cumulative grade point average of 2.0.
- Applicants must meet with the appropriate vice president or program coordinator by the date listed in the Academic Calendar prior to the semester in which students plan to enroll

### **Applicants must—**

- provide a copy of their most recent MSCC transcript (available from the Registrar’s Office)
- have a degree audit completed and signed by the Registrar.
- provide a current resume which is professional in appearance.
- provide a copy of their proposed class schedule for the semester of enrollment in the capstone or internship course.
- register for the course during Early or Regular Registration.

Assignment to an internship or capstone course is at the discretion of the appropriate vice president, and some programs support only one of these options. Students may take only one capstone or one internship in a program area. During the course of the semester, transfers from one project or work location to another will be made only in the rarest cases and under the most unusual circumstances. Such transfers must be approved by the course facilitator and the appropriate vice president.

Suitable projects vary by degree program option, but all require students to apply general education and technical knowledge and skills in the development of a real-world project. Course evaluation is based upon timeliness in meeting project milestones, the application of technical skills to the project, and the demonstration of general education outcomes defined for program graduates. Projects will be selected within the first two weeks of the semester, with actual work time spanning 9 to 10 weeks. Students should not begin projects prior to receiving the necessary prior approvals from the project facilitator and appropriate vice president. Successful completion of this course requires a grade of C or better.

Additional information about these courses may be obtained from the Academic Affairs Office.

## **Classroom Behavior**

Instructors have the primary responsibility for control over classroom behavior and maintenance of academic integrity. They can order the temporary removal or exclusion of any student engaged in disruptive conduct or conduct violating the general rules and regulations of the College. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through the due process procedures of the College.

## **Credit by Examination or Portfolio**

Enrolled students may earn up to 18 credits toward MSCC awards through credit by examination or portfolio. However, no more than 9 credits earned by either method in any of these areas may be applied to program track electives required for AAS degrees or Technical Certificates.

## **Credit by Examination/Portfolio Prior to Enrollment in a Course**

Award-seeking students who have successfully completed a minimum of six credit hours of traditional coursework at Mid-South Community College have the option of submitting a Credit by Examination or Portfolio Request form and challenging a course prior to enrolling in the course in one of the following ways:

- completing and submitting official scores which meet or exceed the required minimum scores from a related CLEP or professional certification examination taken at an approved testing center;
- taking another course-specific competency examination and meeting or exceeding the minimum score approved by the program coordinator and the Vice President for Learning and Instruction. Students without earned hours at MSCC may challenge a course prerequisite by examination to bypass the prerequisite requirement, but any applicable credit will not be awarded until the student has successfully completed 6 credit hours of traditional course work at MSCC;
- providing, for approval by selected advisory committee members, the program coordinator, and vice president, a portfolio documenting work-based learning directly related to course learning objectives, as well as certification by one or more employers that the work was performed by the student. Portfolio materials more than three years old may not be accepted, depending upon technological advances or changes in a particular field.

Credit by examination or portfolio is limited to a maximum of 18 credit hours. Such credits may not be accepted by other colleges and universities, so students planning to transfer “CR” credits are advised to obtain written verification of acceptance by the receiving institution in advance. Credit by examination is not available for all courses offered by the College. A list of available tests, costs, required scores, and testing sites may be obtained from the Registrar’s Office.

Students challenging a course by an examination must pay the required testing fees prior to taking the test. Costs include an administration fee, as well as any fee charged by commercial test publishers or vendors for the test instruments and grading, and materials fees if applicable for areas such as, but not limited to, welding and machining.

Students scoring at or above the minimum required score shall receive a grade of “CR” for the course, which indicates satisfaction of the course credit; however, no letter grade will be awarded, nor will the course carry a grade which affects the students’ grade point average. No additional tuition or fees will be assessed for the course credited. Credits earned through testing may or may not transfer according to the policy of the *receiving* institution.

A failing grade on a challenge test will not affect a student’s grade point average; however, students may not challenge a course more than one time in an academic year or its equivalent.

Test costs are refundable only before the test is given. Failure to complete or pass a test does not justify a refund.

Students seeking credit through submission of a portfolio should first meet with their vice president to obtain a list of program goals and course learning objectives for the course to be challenged. These goals and objectives should guide the development of the portfolio, which must contain materials and written evidence that the student has mastered both course content and skills.

Portfolio submissions must be accompanied by the Portfolio Assessment Form, employer certification that the work submitted was developed by the student, and payment of the administration fee to the MSCC Finance Office. This fee is not refundable if credit is not awarded for the portfolio.

Approval of portfolio credit by both the program coordinator and the appropriate vice president is required. Students will be provided a written evaluation indicating the reasons for approval or denial of credit. A copy of the evaluation will also be placed in the student’s official academic record. Portfolio credit is awarded as CR or NC and does not carry a letter grade or quality points.

Students may challenge a course through portfolio assessment only once in an academic year or its equivalent.

## **Credit Policy for Advanced Placement Exams**

Following admission to MSCC and successful completion of six or more credit hours at MSCC, high school students may receive college credit by advanced placement for successful completion of the College Board’s Advanced Placement Examinations or College Level Examination Program (CLEP) as listed below. MSCC also accepts AP or CLEP credit granted by another accredited college or university when such credit is consistent with MSCC’s policy.

## Advanced Placement Exams

Credit obtained through advanced placement is recorded without grade or grade points, and the maximum credit allowed is 18 semester hours.

<b>Exam Required</b>	<b>Scores</b>	<b>Course Equivalent</b>		<b>Credit Hrs</b>
Biology	3	BIOL 1114	General Biology	4
Chemistry	3	CHEM 1314	Chemistry I	4
English Lang./Composition	3	ENGL 1113	English Comp I	3
Computer Science A & AB	3	COMP 1113	Computer Fund.	3
History of Art	3	ARTS 1103	Art Appreciation	3
Psychology	3	PSYC 1403	Intro to Psych	3
Spanish Language/Literature	3	SPAN 1113	Spanish I	3
U.S. Government and Politics	3	POLS 1143	American Govt.	3
U.S. History	3	HIST 2123	U.S. History Bef 1877	3

## College Level Examination Program (CLEP) Exams

Students who have developed college-level skills and knowledge outside of college have an opportunity through the College Level Examination Program (CLEP) to demonstrate their achievement and receive college credit for up to 18 credit hours. Credits earned through CLEP examinations are recorded without grades or grade points following admission to MSCC and successful completion of one spring or fall semester. CLEP credit will not be awarded if a student has already attempted and earned a grade in a course or if the student has already completed a more advanced course in the subject area. CLEP credit earned at other accredited institutions of higher education is transferable to MSCC if the subject area is included in MSCC's CLEP credit policy. Students should visit or call the MSCC Learning Success Center at (870) 733-6766 for information about nearby testing centers, available subject areas, current test fees, and how to register for and schedule CLEP examinations.

<b>Subject Examination</b>	<b>Qualifying Score</b>	<b>Credit Awarded</b>
English Composition	50	ENGL 1113
(with essay)	50	ENGL 1113 & ENGL 1123
Humanities	50	ENGL 2153
	55	ENGL 2153 & MUSC 1103 or ARTS 1103
Natural Sciences	55	BIOL 1114 & PSCI 1214
Social Sciences & History	50	HIST 1153
	55	HIST 1153 & HIST 1163
<i>Computer Technology</i>		
Info Systems and		
Computer Applications	50	COMP 1113 Computer Fundamentals
<i>History &amp; Social Sciences</i>		
Human Growth & Development	50	PSYC 2413 Human Development
American Government	50	POLS 1143 American Government

History of the U.S. I	50	HIST 2123	U.S. History Before 1877
History of the U.S. II	50	HIST 2133	U.S. History After 1877
Psychology (Introductory)	50	PSYC 1403	Introduction to Psychology
Sociology (Introductory)	50	SOCI 1303	Introduction to Sociology
<i>Science and Mathematics</i>			
General Chemistry	50	CHEM 1314	Chemistry I
Algebra, College	50	MATH 1113	College Algebra
Trigonometry	50	MATH 1123	Trigonometry
General Biology	50	BIOL 1114	General Biology
Precalculus	50	MATH 1144	Precalculus
<i>Business</i>			
Principles of Management	50	BUSN 2113	Prin. of Management
Principles of Accounting	50	BUSN 1423	Principles of Accounting I
Introductory Business Law	50	BUSN 2033	Legal Envir. of Business
Principles of Marketing	50	BUSN 1203	Basic Marketing
Prin. of Macroeconomics	50	ECON 2213	Macroeconomics
Prin. of Microeconomics	50	ECON 2223	Microeconomics

## Credit by Examination after Enrollment in a Course

Once enrolled in a course, students may neither challenge the course by presenting official CLEP scores nor by requesting portfolio assessment. Students may challenge some MSCC courses by taking professionally recognized commercial certification tests (such as those provided by Microsoft® or Sylvan Testing Centers®) or internally developed and validated examinations approved by the MSCC Curriculum and Assessment Committees as final examinations. Students must obtain approval from the Vice President for Learning and Instructions and schedule a testing appointment in the Learning Success Center to take MSCC examinations.

Students must pay a testing administration fee prior to taking an MSCC examination or prior to receiving transcript credit for commercial certification tests taken at another testing center. Students who successfully complete an approved examination will receive a grade of "CR" indicating successful completion of the course. Official transcripts will list the course as completed, but no final grade nor quality points will be assigned.

Students successfully challenging a course through examination may receive an 80% refund of tuition if they test out of the course during the refund period as identified in the Academic Calendar.

Students who pay MSCC at the time of enrollment for a commercial test to be used as the approved final examination for a course, but who officially drop the course without taking the examination, may receive a refund of the cost of the test. Refund requests, however, must be made in writing at the time students submit their official drop forms. Students who quit attending class, but who do not officially drop as required by MSCC policy, waive their rights to refunds.

## Proficiency Credit (CR or NC)

Credit may be awarded to students for educational experience in the armed services, for professional certifications earned prior to enrollment, for portfolio documentation of program-related knowledge and skills, or for proficiency tests such as those provided through the College Level Examination Program (CLEP) or Advanced Placement Examination.

Credit hours may be awarded, but no quality points will be assigned. Additional information is available from the Registrar's Office.

## Grading Scale and Grade Point Averages

The grading scale at Mid-South Community College is as follows:

<u>Letter Grade</u>	<u>Quality Points</u>
A	4
B	3
C	2
D	1
F	0

The grade-point average (GPA) is determined by dividing the total number of quality points earned by the total number of college credit hours the student has attempted. Grades earned in developmental courses affect financial aid eligibility and academic probation but are not calculated in determining the GPA for graduation or honors. To determine a semester GPA,

1. List the courses, grades, credit hours and quality points (QP's) for the semester and multiply the quality points by the number of course hours for each course.

<u>Course</u>	<u>Grade</u>	<u>QPs</u>	<u>Hours</u>	<u>Total</u>
ENGL 1113	B	3 x	3	9
ARTS 1103	A	4 x	3	12
SOCS 1113	C	2 x	3	6
BIOL 1114	C	2 x	4	8

2. Add the totals (9+12+6+8) and divide the sum (35) by the total number of hours (3+3+3+4 =13). The grade point average (35/13) = 2.69.

Special grades which do not affect a student's GPA are as follows:

AU—Not for credit; W—Withdrawn; CR—Credit without quality points; NC—No credit

## Auditing a Course

A student who wishes to enroll in a course for no grade and no credit must complete a Request to Audit form at the time of registration. Enrollment as an audit student is accepted on a space-available basis after the close of regular registration. Regular tuition rates are charged, and financial aid or scholarships do not apply to audited courses. See Credit/Non-Credit Enrollment for an alternative to auditing for students who do not want to earn a grade for a course.

To audit a course, a student must demonstrate that prerequisites have been met or must obtain permission from the instructor and program coordinator by demonstrating that he or she has sufficient prior knowledge of the subject to warrant auditing the course. Audit students are not required to adhere to any attendance or grading requirements and may not be allowed to participate in laboratory work if space or safety requirements are an issue. The student will receive a grade of "AU" (Not for Credit) for the audited course. **Audited courses may not be converted to credit at a later date, nor may courses taken for credit be converted to audit status after the course has begun. After an audited course has been completed, a student may take it a second time for credit.**

## Credit/Non-Credit Enrollment

Non-Award seeking students may request permission to enroll in a credit course on a credit/non-credit basis. Students are required to complete all of the course requirements, but will not receive a letter grade or quality points. Regular tuition and fees are charged, and enrollment may occur during early or regular registration. However, students should note that courses completed on a credit/non-credit basis may not transfer to other colleges and may not be eligible for financial aid. CR grades may apply toward MSCC degree and certificate requirements, but will not be counted in a student's grade point average for graduation.

## Incomplete Courses

"I" grades are usually awarded only **after** the last day to drop or withdraw when extreme circumstances prevent a student **in good standing** from completing a course. "I" grades are not awarded to students who do not attend class, do not complete work, do not drop or withdraw, and request an "I" to avoid receiving a failing grade.

An instructor may assign a grade of "I" for a student who is unable to complete all the requirements of a course subject to the following conditions:

- the student has attended regularly and completed over fifty percent of the course material with a passing average prior to assignment of the "I."
- an illness (or other circumstances beyond the control of the student) interferes with the student's ability to complete the course by the last day of the semester (medical or other official documentation is required);
- there is reasonable expectation that the student can complete the remaining work by the sixth week of the following term (Time limits may vary for computer-based, televised, or on-line courses, so students should verify the expiration date with their instructors.);
- the instructor submits a "Request for Incomplete Grade" form for approval by the Program Coordinator and Vice President for Learning and Instructions prior to last day to submit grades for the semester. This form should be signed by the student and the instructor and accompanied by a written justification for the "I" grade and a list of assignments that must be completed.

Following approval by the vice president, the instructor should provide one copy to the Registrar and one copy to the student along with a list of the assignments and tests to be completed.

Instructors who do not plan to be on campus the next semester must

1. provide the appropriate program coordinator or the vice president with a detailed list of assignments and grading scales to evaluate the student's work.
2. provide the student with the program coordinator or the vice president's name and telephone number so that the student knows who should be contacted to complete the course.

Once an "I" grade is approved, the student is responsible for contacting the instructor or vice president (if the instructor is no longer employed the following semester) to arrange for course completion within the six week time period.

Following receipt of the completed work, the instructor or vice president shall submit a grade change to the Registrar's Office that will become part of the student's academic record. If the work is not completed by the sixth week of the following term, the "I" is automatically converted to an "F."

Until such time as the "I" is removed from the student's academic record, the student's GPA shall be calculated as if the "I" were an "F." A grade recalculation will be done on receipt of the final grade by the Registrar's Office.

Financial aid recipients who receive "I" grades will be classified as making unsatisfactory progress until a final grade is posted for the course.

## Independent Study Courses

An independent study course is designed to meet special scheduling problems of a student. Objectives, content, and requirements are the same as those listed in the syllabus for a regularly-scheduled course. Enrollment on an independent study basis is subject to the following conditions:

- The student must document a valid need for the course and the inability to take the course at its scheduled time due to a conflict.
- The instructor must approve the request.
- The appropriate vice president must approve the request.
- The Independent Study contract, which outlines the requirements and timeline, must be completed and filed in the Registrar's Office.

## Withdrawal from a Course

Students who officially withdraw from a course according to the policies of the College will receive a grade of "W" for the course on their transcripts. This grade does not affect a student's grade point average, but withdrawals may affect a student's financial aid status.

## Graduation Requirements

Students planning to graduate should make an appointment with their academic advisor **no later than the semester prior to graduation** to complete a degree audit which must be submitted to the Registrar for review and approval by the date listed in the Academic Calendar (fall semester). Students may graduate under their catalog of entry or any subsequent catalog in

effect during a year in which they have been enrolled. Associate degree graduates are required to complete a minimum of 18 credit hours at MSCC. Certificate completers must complete at least 50 per cent of required program hours at MSCC. Completing this audit ensures that students are aware of and can complete all requirements by the time of their intended graduation.

Students must pay the graduation fee and file an Intent to Graduate form with the Registrar's Office by the deadline listed in the Fall Semester section of the Academic Calendar. Other requirements include completing the WorkKeys assessments, the General Education Outcomes Assessment for technical students, and the MSCC Graduate Survey prior to the commencement ceremony.

Mid-South holds only one commencement exercise each year—at the end of the spring semester. **Students must have a cumulative grade point average of a 2.0 or better for courses taken at MSCC and complete all MSCC degree requirements prior to participating in the ceremony. Any program substitution(s) must be approved by the Executive Vice President.** Those completing during the summer or fall semesters will receive a diploma upon completion and may participate in the next scheduled ceremony.

## Maximum Time Allowed to Complete Certificates and Degrees

Students pursuing a certificate or degree follow the requirements outlined in the MSCC catalog in effect the year of their initial enrollment at the College. They may, however, elect to follow the requirements of a subsequent catalog if they were enrolled in the year that the catalog was in effect. Students who wish to change catalogs must inform the Registrar's Office.

Because Mid-South Community College frequently revises its programs to reflect changing transfer and employment needs, students who exceed the following time limits may be required to fulfill the award requirements of a catalog other than their catalog of entry:

- Certificate programs of 24 hours or less—2 years
- Certificate programs of 45 hours or less—4 years
- Associate degree programs—6 years

If these time limits are exceeded, students may be required to fulfill the degree requirements of the catalog in force at the time of expiration. **In addition, the College reserves the right to make course substitutions for program requirements when students take more than 150% of the program length to complete requirements as stated in their catalog of entry.**

Students who graduate from MSCC and return to complete another program will be governed by the catalog in force at the time they return.

## Honors Recognition

### Semester Honors Recognition

Semester honors recognition does not include developmental education courses and does not include credits earned at an institution other than Mid-South. Honors lists are published for the fall and spring semester but not for the summer terms.

The following students shall have their names published on the Honors List:

- Full-time students who complete 12 or more hours during a semester with a semester GPA of 3.50-3.80.
- Part-time students who have completed at least 12 hours of course work at Mid-South with a cumulative GPA of 3.50–3.80 and who, having this base of 12 hours, complete six to 11 hours during a semester with a semester GPA of 3.50–3.80.

The following students will receive President's List recognition:

- Full-time students who complete 12 or more hours during a semester with a semester GPA of 3.81-4.00.
- Part-time students who have completed at least 12 hours of course work at Mid-South with a cumulative GPA of 3.81-4.00 and who, having this base of 12 hours, complete six to 11 hours during a semester with a semester GPA of 3.81-4.00.

## Graduation with Honors

Students graduating with honors shall be recognized at commencement with gold cords and with their names listed in the program as follows:

- Graduates with cumulative GPAs of 3.25-3.49 — Cum Laude
- Graduates with cumulative GPAs of 3.50-3.79 — Magna Cum Laude
- Graduates with cumulative GPAs of 3.80-4.00 — Summa Cum Laude

Cumulative GPAs shall include any transfer hours that apply toward the degree or certificate being granted. When students have taken a course more than once, the most recent grade shall apply toward the cumulative GPA.

Developmental education courses are included in GPA calculations for graduation honors.

## Student Level

A student who has completed less than the equivalent of one full year of undergraduate credits (less than 30 semester hours) is classified as a freshman.

A student who has completed the equivalent of one full year of undergraduate credits (at least 30 semester hours) but less than 60 hours is classified as a sophomore.

## Student Records

### Notification of Rights under FERPA

Educational records are defined as records that are directly related to a student and maintained by an educational institution or by a party acting for the agency or institution.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- **The right to inspect and review the student's education records within 45 days of the day MSCC receives a request for access.** Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. A College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

- **The right to request amendment to the student's education records that the student believes are inaccurate.** The student should write the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- **The right to limit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by MSCC to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is as follows:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

In accordance with FERPA requirements to provide students annual notification of their FERPA rights, the College issues notifications at the regular registrations, in the catalog, and on the College web site, [www.midsouthcc.edu](http://www.midsouthcc.edu). Additional information on FERPA may be obtained by accessing <http://www.ed.gov>.

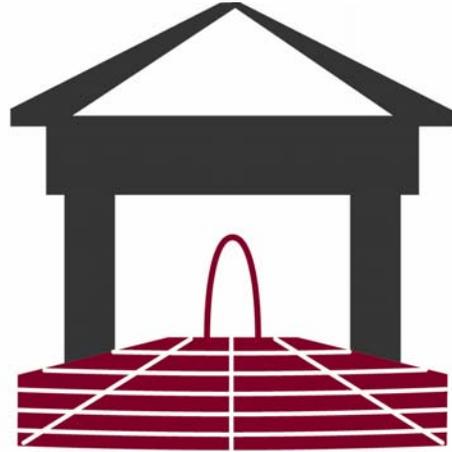
In accordance with the Family Education Rights and Privacy Act of 1974, MSCC identifies the following numbered items as directory information. MSCC may disclose any of these items without prior written consent of the student. Students who do not wish directory information to be released must provide written notification to the Admissions and Records Office prior to each semester.

- |                             |   |
|-----------------------------|---|
| 1. Student's name           | 7. Academic classification                      |
| 2. Local address            | 8. Educational institutions previously attended |
| 3. Telephone number         | 9. Dates of attendance at MSCC                  |
| 4. E-mail address           | 10. Degrees and awards granted, date granted    |
| 5. Date and place of birth  | 11. Part- or full-time enrollment status        |
| 6. Major and field of study |   |

## **Student Transcript Requests**

Students requesting an official academic transcript from the College should submit a transcript request form (available in the Registrar's Office) or a written request that includes their name, social security number, approximate dates of attendance, the name and address to which the transcript is to be sent, and their signature. A fee is payable to the Finance Office for each request. Requests should be directed to:

Office of the Registrar  
Mid-South Community College  
2000 West Broadway  
West Memphis, AR 72301



# Mid-South

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## Community College

### **Support Services for Student Learning**

### **Chapter 9**

## Academic Advising

Learning Success Center (LSC) staff and full-time faculty are available to help students plan their academic programs and class schedule. All students who are award seeking are assigned academic advisors in their program areas. Students who do not declare a particular program of study can seek assistance in course planning from LSC staff or the Admissions Office.

## Bookstore

Textbooks and other instructional supplies are provided through a contractual arrangement with Follett, Inc. Dates and hours of operation are posted outside the bookstore in the Reynolds Center.

## Career Pathways

Mid-South Community College Career Pathways, which is funded by the Arkansas Transitional Employment Board, provides free career training and college classes to current and potential students who qualify. The program also provides assistance with child care and transportation costs.

### Basic Eligibility Requirements:

Qualified students must

- be an adult caretaker, parent or relative of a child under the age of 21, AND
- receive Transitional Employment Assistance (TEA) now, or have received TEA in the past, OR
- receive food stamps or Medicaid OR
- have an annual family income below 250% of federal poverty level (for a family of 4, the 2009 maximum income is \$53,000).
- complete a Federal Financial Aid Application

Career Pathways provides financial support for college courses, academic support, and the Governor's Career Readiness Certificate to develop on-the-job skills to help prepare students with the skills that local employers want. Students may begin by enrolling in a short-term Certificate of Proficiency to prepare for immediate employment, but most career pathways also include more advanced education from technical certificates through associate degrees to support job advancements.

Program counselors provide counseling to assist students in choosing classes, completing financial aid forms and registering for classes. The program also includes career preparation workshops to provide information on job search preparation, professionalism skills, resume preparation, interviewing skills, and workplace communication skills.

All services provided are designed to eliminate barriers to success and support personal and professional development.

MSCC offers a wide variety of career programs such as administrative office assistant, advanced manufacturing, certified nursing assistant, emergency medical technician, heavy truck

maintenance technician, commercial truck driving, website design, computer technology, and childcare assistant.

For more information, contact the Career Pathways office at (870) 733-6845.

## **Career Services**

The MSCC Career Services Center, located inside the Sandra C. Goldsby Library, provides a variety of career development services to help MSCC students to identify and be competitive and accomplished in acquiring, and retaining meaningful employment and careers.

Services provided to students include the following:

- Access to part-time, full-time job opportunities
- Resume preparation
- Career planning counseling
- Career assessment using the Kuder Career Planning System
- Career development workshops
- Interview preparation assistance
- On-campus recruitment visits
- Career fairs
- Job search strategies
- Business/dinner etiquette workshops
- Career Services website (accessible through the MSCC homepage)

Services provided to employers include the following:

- Emailing job openings to MSCC students and posting announcements on the Job Board
- Access to MSCC student resume book
- On-campus recruiting
- Annual Crittenden County Career Expo

## **Child Care**

Contact information for local agencies may be obtained at the Learning Success Center.

## **Disability Accommodations**

MSCC fully recognizes all provisions of the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973 and prohibits discrimination based upon disabilities. No otherwise qualified disabled individual, solely by reason of such disability, is excluded from participation in, denied the benefits of, or is subjected to discrimination in, programs sponsored by MSCC.

Students must contact the Student Success Coordinator regarding requests for physical or academic accommodations or auxiliary aids. Recent supporting documentation by a qualified professional is required.

To ensure appropriate accommodations, students must contact the Student Success Coordinator two weeks prior to the start of classes for any semester for which accommodations are needed so that instructors and/or maintenance personnel can be informed in a timely manner. Students receiving accommodations should reconfirm the need for their continuance for each subsequent semester of enrollment by completing and submitting an updated disability services application two weeks prior to the start of classes. The College will endeavor to meet all requests but is not obligated to do so if notification occurs after a semester begins. The Disability Services/Student Success Coordinator's office is located in the Sandra C. Goldsby Library, and the phone number is (870) 733-6807.

Student and employee complaints related to the denial or neglect of disability accommodations should be addressed to the Executive Vice President, who is the College's compliance officer for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The Executive Vice President is located in Magruder Hall or may be reached by calling (870) 733-6050.

Prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act and Section 504 may be addressed through the College's internal grievance procedures outlined in the College Policies section.

## **Email Accounts for Students**

Each student enrolled in credit classes is automatically issued an email account upon enrollment to facilitate communication with instructors and other students regarding academic issues and student activities. The College uses email to issue announcements regarding special events, emergency notifications, and safety issues, so it is important for students to check their email frequently. Students using accounts for personal business or for the dissemination of offensive or harassing materials are subject to the College's disciplinary policy and procedures.

## **Employment and Training Program**

The Employment and Training Program is designed to help eligible Department of Human Services (DHS) food stamp clients become self sufficient. The program assists eligible clients by providing counseling and job search training to overcome employment barriers.

Services provided include:

- Employability Counseling & Assessment
- Job Placement Services
- Educational Development Referrals
  - ✓ GED
  - ✓ English as a Second Language
  - ✓ Literacy
  - ✓ Adult Basic Education
- Occupational Skills Training
- Career Readiness Certificate Referral

To be eligible, clients must be Department of Human Services Food Stamp recipients and be registered for the Requirement to Work.

For more information, please contact the Employment & Training Program Coordinator at (870)733-6756 or a DHS caseworker.

## **Intramural Sports and Recreation**

MSCC offers a variety of intramural sports designed to promote student participation in campus life, teamwork, and leadership. Intramural sports currently offered include softball, volleyball, three-on-three basketball, flag football, and Men and Women's Basketball. Our teams participate in the West Memphis Parks and Recreation League, the Arkansas Delta Intramural League (ADIL) and the New Lake Grove Summer Basketball League. Most activities are open to both men and women, and events are occasionally taped for broadcast on the MSCC cable channel. Other sports and recreation games include board game competitions such as checkers, chess, dominoes, spades, Connect Four, Scrabble and Taboo.

Our new student lounge area is open daily and avails students to a host of interactive sports and recreation games. Throughout the year, John Madden Football as well as March Madness NCAA video game tournaments are offered.

Student participants pay a nominal participation fee for team shirts and use of a local gymnasium. Information about fees, schedules, eligibility, and competition rules is available from the Learning Success Center.

## **Learning Success Center**

Located in the Reynolds Center, the Learning Success Center (LSC) serves as a one-stop location for student learning and information about support services. It provides a network of computers with applications and academic support software for student use with assistance provided by a supportive staff. The Center also offers students opportunities to work in groups or individually and to receive appropriate academic coaching. Students must present valid MSCC IDs for entry into the LSC.

Faculty members, professional and student peer academic coaches offer services in most academic areas. Supplemental instruction, via video tapes or computer resources is also provided for mathematics, English, accounting, science, and computer applications, as well as other courses.

The Learning Success Center also offers students the following services:

- Comprehensive computer lab
- Disability services
- Academic coaching
- Job placement and career guidance
- Admissions and transfer information
- Academic assistance to students on academic probation
- Assistance for students initiating the course drop and withdrawal process
- Minority Male Mentoring

- Other services to enhance student learning, including student life activities, intramural sports and student organizations.

Center hours are posted each semester. Academic coaching schedules are available in the Center, and special holiday hours are posted to notify students in advance of changes in the operational hours. Additional information is available from the help desk in the LSC or by calling (870) 733-6766.

## **New Student Orientation**

At the beginning of each fall and spring semester, MSCC provides an orientation program for new students to acquaint them with College services, activities, regulations, and procedures. Orientation times are published in the schedule of classes for each semester.

Students attending Orientation have the opportunity to meet with academic advisors and register for classes.

## **Sandra C. Goldsby Library**

The Sandra C. Goldsby Library is located in the Donald W. Reynolds Center on the South campus. The Library functions as a study and research center for the College. Currently, the Library houses a collection of more than 18,491 books, 2,000 videos & DVDs, and 714 audio CDs and cassettes (including books on tape and multimedia kits). The Library's collection includes a core collection of contemporary and classic novels for recreational reading, as well as Picture Books and Juvenile novels used by the education courses.

The Goldsby Library subscribes to 73 print periodicals, five daily newspapers, and eight Internet-based online databases, such as EBSCOhost and SIRS Knowledge Source which enable our students to search more than 16,000 indexed periodicals, newspapers, and government documents electronically, most of which provide full-text access. Additional online subscriptions to Gale's Discovering Collection, Grolier Online, and Britannica Online give our students access via the Internet to multiple sets of reference materials and links to more than 40,000 quality web sites considered to be academically appropriate to support students' research needs.

In addition to print and web-based resources, currently enrolled MSCC students have access to needed materials not currently owned by our library by placing a request through our Interlibrary Loan services. Internet and CD-ROM computer workstations are available, as well as a viewing room and private study carrels for viewing video tapes, listening to cassettes and CDs, or studying independently or with a small group of classmates. The Library has a coin-operated self-serve copy machine for Xeroxing class notes, making copies of presentation handouts, etc.

Assistance in locating and use of library materials is provided by the library staff. Telephone assistance in identifying authors or titles, and limited computer-related questions may be accessed by phoning (870) 733-6768. Normal operating hours, as well as special summer and holiday hours are posted on the windows beside the Library's entrance doors, on the Library portion of the MSCC homepage accessible through the Services and Activities link, and aired on the College's cable channel on a regular basis.

The MSCC Student I.D. Card serves as a Library Borrower's Card for students enrolled in credit courses and is required to check out materials from the college's library. With the purchase of a Community Patron card, MSCC non-credit and GED students, and citizens of Crittenden County may also use MSCC library resources. Students attending courses offered by other colleges on the MSCC campus do not have to pay for a patron card if they pay an MSCC technology fee as part of their enrollment with their home institution. Student identification cards are made and validated with the current semester's sticker as one of the final steps during the Registration process at the beginning of each semester. Community patron cards and re-makes of "Lost" student ID cards are available from the Business office in the Reynolds Center during their regular office hours.

## **Student Insurance**

Optional accident insurance, provided by a state-approved agency, is available to students for a nominal fee during registration periods. The College does not carry liability insurance to cover accidents that may occur on campus or during college-sponsored events or activities which occur off-campus. For more information, contact the Learning Success Center

All students are strongly encouraged to take advantage of the insurance program. Allied health students are required to purchase accident and liability insurance for protection in clinical environments.

## **Student Organizations**

MSCC enhances the academic experience by providing extracurricular activities that promote personal growth, citizenship, scholarship, and leadership. Students interested in joining a student organization or in forming a new organization may obtain information and guidelines from the Coordinator of Student Activities in the Learning Success Center.

### **Baptist Collegiate Ministry and Campus Ministry International**

MSCC is a state-supported institution and therefore nondenominational. The purposes of the BCM and CMI are to encourage student fellowship, to develop student leadership skills, to provide opportunities for the study of the Bible and practice of its teachings, to organize students for service and ministry projects, to assist students in communicating the meaning of their faith in significant ways, and to offer guidance as students face crises and critical choices in life. Membership is open.

### **Business Opportunity for Student Success (BOSS)**

The BOSS Club is an open student organization dedicated to developing entrepreneurship at Mid-South Community College. The BOSS Club engages in various activities that help students become entrepreneurs, support existing student businesses, and expand opportunities for students at MSCC by networking with the private sector and government leaders.

### **The Fellowship of Christian Athletes**

The Fellowship of Christian Athletes (FCA) is a student organization whose mission on the Mid-South Community College campus is to present to current, former and future athletes and others who enjoy sports the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

## **MSCC Book Club**

The Book Club is an open membership organization for faculty, staff, and students who enjoy reading. The club explores works from various authors to facilitate open discussion. The Book Club members will select one book per month from a broad selection to read and openly discuss at a selected venue.

## **National Technical Honor Society**

The National Technical Honor Society honors the academic achievement of students in career and technical education. In order to be considered for membership, students must be enrolled in a technical program. Students must have at least a 3.5 grade point average in their technical coursework with at least a 3.0 grade point average overall.

## **Phi Theta Kappa**

Phi Theta Kappa is the national honor society for two-year colleges. In order to be considered for Phi Theta Kappa membership, students must have completed 12 hours of course work leading to an associate degree program (part-time students may be eligible) and have at least a 3.5 grade point average.

To remain in good standing, a member must maintain a 3.25 cumulative grade point average while at MSCC, including any transfer coursework.

Today Phi Theta Kappa is the largest honor society in American higher education with more than two million members and 1,200 chapters located in all 50 of the United States, U.S. territories, British Virgin Islands, Canada, Germany, Marshall Islands, Micronesia, United Arab Emirates and Palau.

Beta Epsilon Psi, the MSCC local chapter, was chartered in Spring 1997. New members are inducted each semester at MSCC.

## **SkillsUSA**

SkillsUSA is a national organization serving more than a quarter million high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations.

SkillsUSA prepares America's high performance workers, providing quality education experiences for students in leadership, teamwork, citizenship and character development. Participation builds and reinforces self-confidence, work attitudes and communications skills, emphasizing total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

SkillsUSA programs include local, state, and national competitions in which students demonstrate occupational and leadership skills. During the annual SkillsUSA Championships, thousands of high school and college students compete in 73 occupational and leadership skill areas. SkillsUSA programs also help to establish industry standards for job skill training in the classroom.

## **The Student Arkansas Education Association (SAEA)**

The Student Arkansas Education Association, which is an outreach group of the Arkansas Education Association (AEA) and the National Education Association (NEA), is a professional organization for students who are preparing for a career in teaching. The purpose of SAEA is to

assist in the academic, professional, and social development of future teachers. Each fall, the AEA Convention offers many workshops which range from innovative classroom management techniques to “Teacher to Teacher” sessions focusing on proven instructional methods.

The MSCC chapter of SAEA meets regularly and features leadership opportunities, presentations from experienced educators, and a wide range of student support services. In addition to the benefits provided by the local chapter, SAEA members are eligible to take advantage of the services provided by the AEA and the NEA. The AEA and NEA have developed a wide range of products and services including credit cards with travel rewards to auto, homeowners, long-term care and disability insurance; home financing; signature loans; and entertainment discounts.

## **Telephone Messages for Students**

Emergency calls will be referred to the Learning Success Center where administrative staff members will evaluate the nature of the call and respond accordingly. Non-emergency calls will not be referred to students.

## **Testing Services**

MSCC offers a number of national and institutional tests used to assess varying levels of academic preparation. These include the following:

- The Computerized Placement Assessment and Support System (COMPASS) for placement at college entry. For study guides and testing appointments, call the Admissions Office at (870) 733-6728
- The College Level Examination Program (CLEP) tests. Call the Learning Success Center at (870) 733-6766 for testing appointments
- General Education Degree examinations associated with the Adult Education Program (Locator test and Test of Adult Basic Education (TABE) and General Education Development (GED—Practice test and full GED). Call the Adult Education Department at (870) 733-6823 for more information
- Capstone assessment examinations such as WorkKeys assessment by ACT and major field examinations used to determine competencies for technical/occupational programs
- Makeup testing by instructor appointment
- Proctored exams for other colleges and universities.

## **TRIO Student Support Programs**

### **Educational Opportunity Center**

The goal of the federally-funded TRIO Educational Opportunity Center program is to provide free information and services to individuals seeking post-secondary education. The program provides three counselors who work in coordination with the faculty and staff at Mid-South Community College, as well as other area colleges and technical institutions, to connect potential students to the programs and services that best suit their educational needs.

EOC staff provide information on postsecondary educational opportunities and GED; information on student financial assistance (grants, scholarships, etc.); assistance in completing

applications for college admissions and financial aid; assistance with placement test scheduling and preparation; academic counseling; career exploration; disability services referrals; study skills workshops; tutoring; mentoring; and any other type of support or assistance that will help a person overcome his or her personal obstacles to higher education.

To be eligible for EOC assistance, an individual must be at least 19 years of age and a resident of either Crittenden, Cross, Lee, Monroe, St. Francis, Phillips, or Woodruff Counties. In addition, the individual must have never attended a post-secondary institution OR must have been out long enough to require re-admission. Priority is given to low-income and first-generation college students.

Those interested in more information or application materials should visit the EOC offices located in the Learning Success Center in the Donald W. Reynolds Center on MSCC's South Campus.

### **Student Support Services**

The goal of the federally-funded TRIO Student Support Services program is to increase the college retention and graduation rates of eligible participants and to facilitate participants' transition from one level of higher education to the next. The program provides four counselors who help connect students with the services they need for academic success, cultural development, and goal achievement.

Special emphasis is given to the development of basic study skills, tutoring, mentoring, academic counseling, and career development. Participants are also eligible for special trips, access to computer laptops for overnight checkout, additional financial aid, and other benefits if they fulfill expectations of the program. Many students qualify for the program, which can accept up to 175 participants per year. To be accepted into the program, students must come from families where neither parent has earned a baccalaureate degree, meet specified income guidelines and may have a disability.

Those interested should visit the Learning Success Center for more information and application materials.

## **Workforce Services**

### **Arkansas Workforce Center**

#### **North Campus Building, Mid-South Community College**

Area programs that are focused on workforce development and employment are located together with similar MSCC programs in the North Campus building to provide the resources and synergy to better serve both job seekers and employers. The immediate access to the education and training opportunities on the MSCC campus by clients also facilitates development of the skills and abilities individuals need to enter or move up in the workforce.

Programs/Organizations that are part of the Workforce Center at MSCC include the following:

- Adult Education\*—GED/ABE/ESL
- Literacy\*
- Employment & Training\*—DHS Food Stamp Clients
- Career Pathways\*— Parents of Children under the Age of 21

- Workforce Investment Act—Adult Programs
- Workforce Investment Act—Youth Programs
- Workforce Investment Act—Dislocated Worker Program
- Arkansas Rehabilitation Services—Vocational Rehabilitation Services for Persons with a Disability
- Department of Workforce Services—Employment Services
- Department of Workforce Services —Unemployment Insurance
- Department of Workforce Services —Veterans Assistance
- Department of Workforce Services —Transitional Employment Assistance (TEA) Unit
- Additional visiting Center partner(s)

\*Grant funded programs currently at MSCC.

Services provided through the Workforce Center include the following:

### **Job Search**

- Employment Listings
- Job Fairs
- Job Research Tools
- Assisted Job Search
- Internet Access for Job Search
- Resume Preparation Assistance
- Career Assessment

### **Information Services**

- Eligibility Determination
- Filing for Unemployment Insurance
- Labor Market Information
- Local Training Provider Listings
- Resource Library

### **Business Services**

- Job Fairs
- Job Matching
- Job Posting
- Job Listing
- Labor Market Information
- Employer Tax Credit Information
- Information on Job Training Programs

### **Support Services**

- Childcare Assistance
- Counseling Services

- Food Stamp Application
- Housing Assistance Application
- Information on Financial Aid
- Medicare/Medicaid Application
- Referral Services
- TEA Application
- Transportation Assistance
- Tuition Assistance Information
- Veteran Services
- Rehabilitation Services

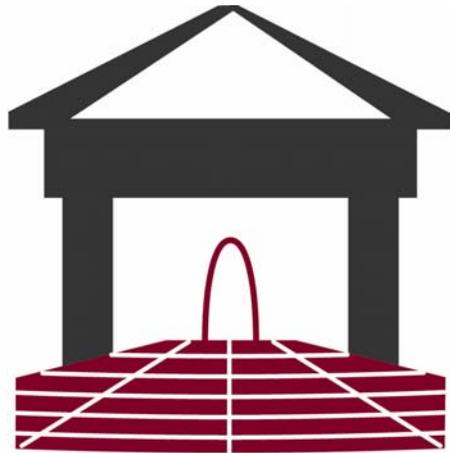
### **Youth Services**

- Adult Mentoring
- Counseling
- Secondary School / GED Support
- Occupational Skills Training
- Summer Employment
- Work Experience
- Tutoring, Study Skills Training, Dropout Prevention
- Job Corps

### **Training Services**

- Employability Skills Training
- Occupational Skills Training
- On-the-Job Training
- Personal Development Seminars
- Work Experience
- Mature Worker's Program

The Arkansas Workforce Center is located in the North Campus building at Mid-South Community College – 2003 W. Broadway, West Memphis, Arkansas, 72301. Contact (870) 735-6730 for additional information.



# Mid-South

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## Community College

### **Course Descriptions**

### **Chapter 10**



**ADST 2333 Etiology & Epidemiology of Addiction 3 credits 3 class hours F/S**  
*Prerequisite: ENGL 1113 English Composition I.* This course covers the influence of psychological, physiological, and socio-cultural factors as they impact addiction.

## Allied Health

Unless otherwise noted below, admission to Allied Health program requires ACT subject scores of 19 or better (or equivalent COMPASS scores) in reading and English and placement in DMTH 1083 Intermediate Algebra or higher or successful completion of equivalent coursework. Other admissions requirements apply including an application fee, specific academic requirements, an interview, immunizations, drug screenings, and criminal background checks.

**CNAS 1014 Certified Nursing Assistant 4 credits 3 class 3 lab hours F/S/Su**  
*Prerequisites: Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English.* This course presents the classroom and clinical instruction approved by the State of Arkansas for individuals to become Long Term Care Certified Nursing Assistants. The first several weeks will focus on classroom and lab training including communication skills, infection prevention and control, safety/emergency procedures/residents' rights, personal care, basic nursing skills, and basic restorative services. The final weeks will allow the students to practice their classroom and lab skills under instructor supervision in long-term care facilities. **Students must make a minimum course grade of 70% to be eligible to take the state certification exam.** This course is limited to students admitted to the Certified Nursing Assistant program and requires fees for uniforms, course materials, liability insurance, and the certification exam.

**EMER 1007 Emergency Medical Technician-Basic (EMT-B) 7 credits, 4 class hours, 4 lab hours, 120 field/clinical hours S**  
*Prerequisites: Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English. Students must be 18 or older and hold high school diploma or GED to enroll. Students without a science background are strongly encouraged to enroll in MEDP 1043 Anatomy & Physiology or BIOL 1214 prior to taking EMER 1007.* This course sequentially presents knowledge and skills required by the U.S. Department of Transportation (U.S. D.O.T.) and the Arkansas Department of Health to become a certified EMT. Course content follows the EMT-Basic National Standard Curriculum as set forth by U.S. D.O.T and the Arkansas Department of Health. The student will develop EMT-B skills and competencies that will enable successful program completers to take the National Registry examination for EMT-B certification. Students must meet all requirements as set forth by the Arkansas Department of Health Guidelines including, but not limited to, a practicum in a hospital emergency room, a practicum as an ambulance third rider, and special auto extrication training. **Students must make a minimum course grade of 70% to be eligible to take the National Registry examination.** This course is limited to students admitted to the Emergency Medical Technician-Basic program and requires fees for a uniform, CPR certification, liability insurance, federal and state background checks, state exam, and national registry exam. Licensure may be denied to applicants who have been convicted of certain designated crimes.

**MDAS 1003 Medical Assisting - Administrative Procedures I 3 credits 3 class hours F**  
This course is designed to acquaint the student with the administrative requirements of the medical facility. The course will provide instruction in the following: medical office software

program, medical receptionist skills, HIPAA Regulations, human relations, bookkeeping methods, and management techniques. This course is limited to students admitted to the Medical Assistant program and requires a lab fee.

**MDAS 1033 Medical Law and Ethics 3 credits 3 class hours F**

This course is designed to give Medical Assisting students and other healthcare practitioner's knowledge of law and ethics as they pertain to medicine. The course will provide a thorough understanding of medical assistants' medico-legal responsibilities and relationships with physicians/employers and patients. Emphasis will be placed on the practical application of the principles of medical law and ethics. This course is limited to students admitted to the Medical Assistant program.

**MDAS 1053 Medical Assisting - Clinical Procedures I 3 credits 3 class hours S**

*Prerequisite: MDAS 1003 Medical Assisting Administrative Procedures.* This course presents the duties and responsibilities expected in the clinical area of a medical facility. Students will be instructed in the following: assisting the doctor, assessing vital signs, sterilization procedures, minor surgery, medical specialties, physiotherapy and diet therapy. This course is limited to students admitted to the Medical Assistant program and requires a lab fee.

**MDAS 1073 Medical Assisting - Clinical Procedures II 3 credits 3 class hours F**

*Prerequisite: MDAS 1053 Medical Assisting Clinical Procedures I.* This course presents the further duties and responsibilities expected in the clinical area of a medical facility and the responsibilities of a medical assistant. Students will be instructed in the principles and practice of ECG/EKG, Spirometry, X-ray, and safety regulations. This course is limited to students admitted to the Medical Assistant program and requires a lab fee.

**MDAS 2004 Medical Billing & Encoding 4 credits 4 class hours F**

*Prerequisite: MEDP 1113 Medical Terminology.* This course presents the fundamentals of medical office insurance diagnosis and procedure coding as well as skills required to produce insurance forms in a timely manner to third party payers. Students will learn to reconcile payments and rejections, process inquiry forms and understand the Diagnostic Related Groupings and how they relate to inpatient regulations. Using computer-based assignments, students apply their knowledge in medical terminology, insurance coding and billing and word processing skills by executing accurate claim submissions for reimbursement, utilizing a billing software program. This course is limited to students admitted to the Medical Assistant program and requires a lab fee.

**MDAS 2012 Medical Assistant Administrative Procedures II 2 credits 2 class hours S**

*Prerequisite: MDAS 1003 Medical Assistant – Administrative Procedures I and DMTH 1083 Intermediate Algebra.* This course builds upon skills acquired in MDAS 1003 with further discussion of administrative requirements of the medical facility, including medication dosage and delivery (oral and parenteral), technical skills, aseptic technique, medical safety, and dietary supplementation related to therapy as prescribed by a physician. This course is limited to students admitted to the Medical Assistant program and requires a lab fee.

**MDAS 2043 Medical Assisting - Laboratory Procedures 3 credits 3 class hours F**

*Prerequisite: MDAS 1003 Medical Assisting Administrative Procedures.* This course provides medical assisting students practical experience in the collection and handling of various specimens and in the performance and interpretation of tests done in the physician's office.

Tests include Gram staining, initial culture taking, basic microbe identification, routine urinalysis, hematology, and other basic lab tests. Emphasis will be placed on patient contact orientation, contamination of specimens, patient education prior to testing, and explanation of results. This course is limited to students admitted to the Medical Assistant program and requires a lab fee.

**MDAS 2081 Medical Assistant Certification Review 1 credit 1 class hour S**

*Corequisite: MDAS 2982 Medical Assistant Seminar.* This course focuses on the certification process of medical assistants and reviews certification requirements, knowledge, and skills. Students will review and discuss certification materials for preparation for the certified medical assistant exam, including test questions and testing procedures. This course is limited to students admitted to the Medical Assistant program.

**MDAS 2981 Medical Assisting Seminar 1 credit 1 class hour S**

*Corequisite: MDAS 2996 Medical Assisting Externship I.* This course reviews the entire Medical Assisting program. Emphasis is placed on general topics, administrative and clinical duties, human relations and professionalism. Recognition of the importance of employability skills after graduation is included. This course is limited to students admitted to the Medical Assistant program.

**MDAS 2996 Medical Assisting Externship 6 credits 180 clinical hours S**

*Prerequisite: Completion of all coursework except MDAS 2981 Medical Assisting Seminar with a grade of B or better and permission of the Program Chair.* This course covers a review and rotation sequence of practical experience in offices of qualified physicians and/or accredited hospitals and clinics. Skills acquired during prior coursework will be applied during the externship under the supervision of College faculty and clinical staff. In addition to medical office practice, human relation skills will be stressed in the course work. Students will have to complete 180 clinical hours, as well as take the National Certification Exam. **This course is limited to students admitted to the Medical Assistant program and requires a fee for liability insurance and the certification exam.**

**MEDP 1013 Introduction to Medical Professions I 3 credits 3 class hours F**

Available only to high school students enrolled in the Technical Center, this survey course introduces students to a variety of health care careers and helps them learn the basic information about outstanding medical history and events, health care systems, human growth and development, nutrition and health, processes of disease, and medical ethics. Emphasis is given to the development of basic competencies in medical math, medical terminology, communication, and the skills and competencies associated with basic information and personal qualities needed for employment.

**MEDP 1033 Medical Terminology 3 credits 3 class hours F**

*Prerequisite: Successful completion of English Composition I or equivalent placement test scores.* This course is designed to develop the ability to recognize, understand and use medical terminology. It is intended for persons studying in the health occupations fields—students who plan to be nurses, paramedics, surgical technologists, medical secretaries, medical records transcriptionists, laboratory technicians, medical assistants, etc.—and for graduates presently working in the paramedical fields who need to review or increase their vocabularies.

**MEDP 1043 Anatomy and Physiology 3 credits 3 class hours F**

This course, a foundation for understanding the principles of maintaining positive health and understanding deviations from the normal, includes anatomy and physiology of the human body in all its systems. MEDP 1043 does not transfer.

**MEDP 1044 Anatomy and Physiology 4 credits 4 class hours F**

This course for Technical Center students only is a foundation for understanding the principles of maintaining positive health and understanding deviations from the normal, includes anatomy

**MEDP 1083 Medical Procedures 3 credits 3 class hours S**

Available only to high school students enrolled in the Technical Center, this course allows students to develop specific skills needed in the health professions. Emphasis is given to the development of competencies related to the following areas: safety, infection control, vital signs, CPR and first aid, medical math, abbreviations, and charting.

**MEDP 1113 Introduction to Medical Professions II 3 credits 3 class hours S**

*Prerequisite: MEDP 1013 Introduction to Medical Professions I.* Available only to high school students enrolled in the Technical Center, this course is designed as an extension to the Introduction to Medical Professions core course. The course provides students with a general overview of the more crucial content areas of the Medical Professions Education program core courses. Areas covered are: medical terminology, medical math, human growth and development, processes of disease, and employability skills needed within the health care field.

**PHAR 1003 Introduction to Pharmacy 3 credits 3 class hours F**

This course includes qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include overview of pharmacy practice, law, professionalism, communication, certification, and resources. Upon completion of this course, students will be able to discuss the purpose of the pharmacy department; identify the duties and responsibilities of a pharmacy technician; explain the importance of utilizing pharmacy resources; and summarize the importance of environmental safety standards, pharmacy safety, and personal safety and hygiene. This course is limited to students admitted to the Pharmacy Technology program and requires a lab fee.

**PHAR 1023 Pharmaceutical Mathematics 3 credits 3 class hours S**

*Prerequisite: DMTH 1083 Intermediate Algebra or equivalent placement scores.* This course presents mathematical concepts and processes commonly encountered in the course of duty as a pharmacy technician, including problems encountered in the preparation and distribution of pharmaceutical products. Topics include mathematical processes specific to prescription preparation and the business of pharmacy practice. Upon completion of the course, students will be able to solve mathematics problems relating specific to pharmacy practice. This course is limited to students admitted to the Pharmacy Technology program.

**PHAR 1044 Community Pharmacy Practice 4 credits 3 class and 2 lab hours S**

*Prerequisite or Co-requisite: PHAR 1003 Introduction to Pharmacy and MEDP 1043 Medical Terminology.* In this course students will be introduced to the principles of pharmacy practice in a community (ambulatory) pharmacy setting and practice related skills in a 32-hour lab component. Topics include prescription preparation, operational guidelines, and customer service, with an emphasis on community pharmacy practice. Upon completion of the course students will be able to prepare prescriptions and effectively work as an entry-level member of

the pharmacy staff in a community (ambulatory) setting. This course is limited to students admitted to the Pharmacy Technology program and requires a lab fee.

**PHAR 1054 Institutional Pharmacy Practice 4 credits 3 class and 2 lab hours S**

*Prerequisite or Co-requisite: PHAR 1003 Introduction to Pharmacy and MEDP 1043 Medical Terminology.* In this course students will be introduced to the principles of pharmacy practice in an institutional pharmacy setting and practice related skills in a 32 hour lab component. Topics include medication order preparation, cart fill, unit dose preparation, operational guidelines, and customer service, with an emphasis on institutional pharmacy practice. Upon completion of the course students will be able to prepare medication orders and effectively work as an entry-level member of the pharmacy staff in an institutional setting. This course is limited to students admitted to the Pharmacy Technology program and requires a lab fee.

**PHAR 2014 Pharmacy Drug Therapy and Treatment 3 credits 3 class hours F**

*Prerequisites: MEDP 1033 Medical Terminology; PHAR 1003. Introduction to Pharmacy, and PHAR 1023 Pharmaceutical Mathematics.* In this course students will study therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy. Topics include drug dosages, therapeutic properties, side effects, interactions, toxicities, and incompatibilities. Upon completion of this course, students will be able to review patient prescription and medication orders/profiles for safety and accuracy while assisting the pharmacist. This course is limited to students admitted to the Pharmacy Technology program.

**PHAR 2054 Intravenous Products and Sterile Admixtures  
4 credits 3 class and 2 lab hours F**

*Prerequisites: PHAR 1003 Introduction to Pharmacy and PHAR 1023 Pharmaceutical Mathematics.* In this course students will study preparation of sterile products. Topics include legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs. Upon completion of the course, students will be able to prepare intravenous products and sterile admixtures in pharmacy settings. This course is limited to students admitted to the Pharmacy Technology program and requires a lab fee.

**PHAR 2076 Pharmacy Clinical Externship 6 credits 240 clinical hours F**

*Prerequisites: Completion of all other program requirements and permission of the Program Coordinator* In this course students will apply didactic and laboratory skills in a practical work-based training environment. Students will demonstrate mastery of knowledge and skills acquired in the classroom and work effectively as a member of the pharmacy team. Upon completing of the course, students will demonstrate mastery of skills as outlined in the course practical learning plan, including topics related to assisting the pharmacist in serving patients, maintaining medication and inventory systems, and the administration of a pharmacy work setting. Students complete two 120-hour clinical rotations: community pharmacy and institutional pharmacy. This course is limited to students admitted to the Pharmacy Technology program and fees for liability insurance and the certification examination.

**PHLB 1016 Principles and Practice of Phlebotomy 6 credits F**

*Corequisites: MEDP 1033 Medical Terminology and MEDP 1043 Anatomy & Physiology.* This course addresses the history of phlebotomy and procedural methods dealing with patients and

hands on practice in the lab performing skin puncture and venipuncture, complications in blood collection procedures and specimen collections and transportation. This course is limited to students admitted to the Medical Assistant program and requires a lab fee.

## Art

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted.

**ARTS 1103 Art Appreciation** **3 credits 3 class hours** **F/S**

This course refines students' visual enjoyment. Students study major artists and art forms, and develop awareness of the visual arts while examining and analyzing sculpture, painting, and architecture forms. ARTS 1103 appeals to all students who are interested in acquiring an understanding of visual arts.

**ARTS 1123 Introduction to Theatre** **3 credits 3 class hours** **F/S**

This course introduces students to the history and literature of the theatre as an art form from the early Greeks to the modern day. Assignments include reading, viewing videos and live performances, research, discussions, oral presentations, and writing.

**ARTS 1313 Drawing** **3 credits 3 class hours** **S**

In this introductory course, students draw from figures or objects, and course content includes sketching and organizing two-dimensional space as well as learning shading and line fundamentals.

**ARTS 1323 Painting** **3 credits 3 class hours** **S**

This course allows students to visually express themselves. Students create a series of paintings in various styles using various techniques in an attempt to find each students' own style or technique of painting.

## Biology

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted.

**BIOL 1114 General Biology** **4 credits 3 class, 2 lab hours** **F/S**

*Prerequisite: DMTH 1083 Intermediate Algebra with a grade of "C" or better. Corequisite: BIOL 1110 General Biology Lab.* This course introduces modern concepts of biological science. Topics include the nature of life, cell theory, cell chemistry, and genetics. A two-hour laboratory component is included to provide students with hands-on activities and projects to further their understanding of scientific methodology and instruments. This course requires a lab fee.

**BIOL 1124 Plant Biology** **4 credits 3 class and 2 lab hours** **S**

*Prerequisite: None.* The three primary objectives of Plant Biology are to introduce broad concepts in the study of plant science including plant populations and ecosystems. Major topics include plant cells and cell function, whole plant structure and function, and plant evolution and diversity with emphasis given to plants used for alternative energy production. A two-hour

laboratory component is included to provide students with hands-on activities and projects to further their understanding of scientific methodology and instruments. This course requires a lab fee.

**BIOL 1214 Anatomy & Physiology I 4 credits 3 class, 2 lab hours F/S**

*Prerequisite: BIOL 1114 General Biology. Corequisite: BIOL 1210 Anatomy & Physiology I Lab.*

This course designed for nursing students provides a study of the structure, function, and integrated activity of the cells, tissues, and organ systems of the human body with special attention to the integumentary, skeletal, muscular, and nervous systems. A two-hour laboratory component is included to provide students with hands-on activities and projects to further their understanding of scientific methodology and instruments. This course requires a lab fee.

**BIOL 1224 Anatomy & Physiology II 4 credits 3 class, 2 lab hours F/S**

*Prerequisite: BIOL 1214 Anatomy & Physiology I. Corequisite: BIOL 1220 Anatomy & Physiology II Lab.* A continuation of Anatomy and Physiology I for nursing students, this course covers the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. A two-hour laboratory component is included to provide students with hands-on activities and projects to further their understanding of scientific methodology and instruments. This course requires a lab fee.

**BIOL 2413 Nutrition 3 credits 3 class hours F/S**

This is an introduction to the basic science of nutrition and deals with normal nutrition in the healthy individual. Life styles, goals, culture, growth and development, and the meaning of food and eating are explored.

**BIOL 2504 Microbiology 4 credits 3 class 2 lab hours F/S**

*Prerequisite: BIOL 1114 General Biology. Corequisite: BIOL 2500 Microbiology Lab.* This course provides students who have no prior background in microbiology with an introduction to the morphology and biological activity of microorganisms. Since the course is intended primarily for students who will enter the nursing and allied health professions, emphasis will be given to the medical implications of microbial activity. After completing this course, students will have sufficient depth of knowledge to understand the nature, etiology, and control of infectious diseases. This course requires a lab fee.

## Business

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted.

**BUSN 1103 Introduction to Business 3 credits 3 class hours F/S**

Designed to give students a survey in the field of business, including terminology and career opportunities, this course introduces the operation of the business segments of society and includes the free enterprise system, management, marketing, finance, and government regulation.

**BUSN 1143 Business Communication 3 credits 3 class hours F/S**

*Prerequisite: ENGL 1113 English Composition I with a grade of "C" or better or equivalent placement test scores.* This course focuses on written and oral communication within an

organization. Topics covered include the foundations of business communication, the composition and revision of letters, memos, reports, proposals, and resumes, as well as the preparation and delivery of oral presentations. Attention is given to appropriate style and diction for business environments and to techniques for composing direct, routine, rejection, and persuasive correspondence.

**BUSN 1163 First-Line Supervision 3 credits 3 class hours F**

This course introduces students to contemporary supervisory issues and presents the skills needed to make effective work-related decisions at the first-line managerial level. Major topics include workplace communication, leadership, team building, conflict resolution, motivation diversity awareness, and performance evaluation.

**BUSN 1201 Career Preparation 1 credit 1 class hour F/S**

*Prerequisite: Completion of 20 or more credit hours.* This course provides information on career planning and decision-making, job search preparation, and professionalism skills for employees. Students will learn to explore and evaluate career options, write a professional resume, prepare for an interview, and communicate effectively with potential employers and co-workers.

**BUSN 1203 Basic Marketing 3 credits 3 class hours F**

This course is an introduction to marketing in the global economy with special emphasis on marketing as it is practiced in the U.S. Topics include marketing strategies, functions, philosophies, planning and research; legal considerations; customer behavior; international marketing; and marketing management.

**BUSN 1223 Administrative Office Procedures 3 credits 3 class hours S**

This course introduces students to current office practices and procedures. Topics include office organization and supervision issues; communication and conflict resolution; procedure analysis for billing, purchasing, and payroll; operation of common office equipment; form design and control; and storage and retrieval of information. Case studies and projects integrate theory with practical applications.

**BUSN 1233 Intro to Entrepreneurship 3 credits 3 class hours F/S**

An introduction to the role of entrepreneurial businesses in the US, the impact of entrepreneurial businesses on the US and global economy, how ideas become businesses, how entrepreneurs operate within a company and the general precepts of entrepreneurial businesses.

**BUSN 1273 Intro to Operations Management 3 credits 3 class hours F**

*Prerequisite: DMTH 1083 Intermediate Algebra with a grade of "C" or better or equivalent placement test scores.* The focus of this course is on operations planning and management with particular emphasis on service industries. The characteristics of the industrial enterprise, the process of forecasting needs and making material procurement decisions, the growing importance of Supply Chain Management, the challenges of enterprise organization, facility design, product design, process mapping and improvement and automation are discussed along with techniques for analyzing and improving productivity. It is a necessary introduction to the processes used to manage and supervise business operations.

**BUSN 1303 Business Mathematics 3 credits 3 class hours F**

*Prerequisite: DMTH 1083 Intermediate Algebra with a grade of "C" or better or equivalent placement scores.* This course covers mathematics applied to problems in a business



**BUSN 2123 Introduction to E-Business**                      **3 credits 3 class hours**                      **F**

This course is designed to give students a broad overview of electronic commerce in a global economy, with an emphasis on Internet retailing, business-to-business e-commerce, and the legal and ethical ramifications of conducting business online. May be replaced by COMP 2003 Keyboarding for Professionals for Application Specialist students.

**BUSN 2133 Introduction to Project Management**   **3 credits 3 class hours**                      **F/S**

*Prerequisite: Approval of Academic Advisor.* Students should be in their last semester of enrollment. Designed as a concluding learning experience, this course builds upon previous skills and knowledge. Students learn the principles, concepts, tools, and techniques of project management to improve performance and overall organizational effectiveness. Students will use project management software and apply techniques such as C.P.M. and P.E.R.T. to planning, scheduling, decision support, and tracking.

**BUSN 2143 Business Logistics**                                      **3 credits 3 class hours**                      **F**

*Prerequisite: DMTH 1083 Intermediate Algebra or equivalent.* This course presents the importance of the field of business logistics to the successful management of supply chains in the service and manufacturing industries. Techniques for improving production, measuring productivity and customer service, planning and managing the resources of the enterprise, managing and properly deploying inventory, fulfilling customer requirements, selecting and utilizing the appropriate form of transportation, accessing the “after-market” support requirements, applying the concepts of continuous process improvement to logistics, and budget preparation and performance tracking are discussed and demonstrated.

**BUSN 2993 Capstone Learning Experience**                      **3 credits**                      **F/S**

*Prerequisite: BUSN 2133 Introduction to Project Management and 2.0 GPA or higher and submission of an approved Capstone Learning Project Application by the date listed in the Academic Calendar prior to the semester of intended enrollment.* Registered students must be in their final semester of enrollment. Students, with the assistance of a faculty facilitator, choose a project, identify project stakeholders, and develop and execute a formal project plan. Students maintain a journal which documents goals, progress, and barriers encountered. Most projects include an oral and/or written presentation at the conclusion of the semester.

## Chemistry

Required placement test scores or successful completion of DRDG 1023 Developmental Reading II and DENG 1053 Developmental English II is a prerequisite for all courses unless otherwise noted.

**CHEM 1314 Chemistry I**    **4 credits 3 class and 2 lab hours**                      **F**

*Prerequisite: DMTH 1083 Intermediate Algebra with a grade of “C” or better or equivalent placement scores. Corequisite: CHEM 1310 Chemistry I Lab.* This is an introductory course in algebra-based chemistry for science majors. Topics that will be covered in this course include scientific measurement, the periodic table, modern atomic theory, nomenclature of chemical compounds, atomic and molecular structure, stoichiometry, chemical bonding, and chemical reactions. The course contains a two-hour laboratory component with hands-on activities and projects to further students’ understanding of scientific knowledge methodology and instruments. This course requires a lab fee.

**CHEM 1324 Chemistry II** **4 credits, 3 class and 2 lab hours** **S**

*Prerequisite:* A grade of "C" or better in CHEM 1314, Chemistry I. *Corequisite:* CHEM 1320 Chemistry II Lab. A continuation of CHEM 1314 for science majors, this course includes a more in-depth study of chemical reactions. Course topics include thermodynamics, acids and bases, reduction-oxidation reactions, and mechanisms of chemical reactions. A two-hour laboratory component with hands-on activities and projects is designed to further the student's understanding of scientific knowledge methodology and instruments. This course requires a lab fee.

## College Survival

See Developmental Education, page 159

## Communications and Literature

Required placement test scores or successful completion of DRDG 1023 Developmental Reading II and DENG 1053 Developmental English II is a prerequisite for all courses unless otherwise noted.

**ENGL 1113 English Composition I** **3 credits 3 class hours** **F/S**

*Prerequisite:* DENG 1053 Developmental English II and DRDG 1023 Developmental Reading II with grades of "C" or better or equivalent placement scores. English Comp I gives attention to critical reading and thinking skills applicable to all college courses. The course stresses writing as a process and uses the essay as the vehicle while stressing invention, drafting, revising, and rewriting. This course utilizes computers and requires keyboarding skills of 20 wpm or better. A lab fee is required.

**ENGL 1133 Writing for the Workplace** **3 credits 3 class hours** **F/S**

*Prerequisite:* ENGL English Composition I with a grade of "C" or better. In this workshop / discussion course, we will study professional writing with an emphasis on audience analysis. We will focus on rhetorical strategies for writing letters, memos, reports, summaries, resumes, and oral presentations. We will also focus on developing the collaborative writing abilities so often required of professionals and technical writers at every stage of the writing process: brainstorming, drafting, revising, editing, and proofreading.

**ENGL 1123 English Composition II** **3 credits 3 class hours** **F/S**

*Prerequisite:* ENGL 1113 English Composition I with a grade of "C" or better. English Comp II continues to develop the student's writing skills through practice in different kinds of rhetorical development while emphasizing appropriate diction and audience awareness. Students learn both APA and MLA documentation and produce a research paper using MLA documentation. This course utilizes computers and requires keyboarding skills of 20 wpm or better. A lab fee is required.

**ENGL 2153 World Literature I** **3 credits 3 class hours** **F/S**

*Prerequisite:* ENGL 1123 English Composition II with a grade of "C" or better. In this course, the student reads and analyzes masterpieces of the Ancient World (including works from Mesopotamia and Egypt, India, China, and Greece and Rome) and of the Early Middle Period (including works from the Middle East, India, Asia, and Europe). Students respond to reading selections in writing, through class discussions, and through individual projects.





Specialist (MCAS) Examination and should purchase a voucher from the MSCC bookstore at the beginning of the semester.

## Criminal Justice

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted.

**CJUS 1003 Introduction to Criminal Justice      3 credits   3 class hours      F/S**

This course presents the history, development, and philosophy of criminal justice in a democratic society. The constitution, the sources and rationale of the law, and the jurisdictions of local, state, and federal law enforcement agencies and courts are discussed. Students are provided with information about possible career orientations.

**CJUS 1023 Investigative Procedures      3 credits   3 class hours      F**

*Prerequisite: CJUS 1003 Introduction to Criminal Justice.* This course provides an in-depth study of the purpose, procedures, and ethics of criminal investigation in relation to such areas as vice, rape, larceny, and burglary. The rules of evidence, search and seizure, and procedures for storing and retrieving evidence are covered. Students will learn effective interrogation techniques and the tools and techniques useful in the effective reconstruction of criminal activity.

**CJUS 1033 Criminal Procedures      3 credits   3 class hours      S**

*Prerequisite: CJUS 1013 Criminal Law.* This course provides a review of the various court systems and discusses the principles of constitutional, federal, state, and civil laws as they affect law enforcement. Students are also introduced to the rules governing admissibility of evidence and criminal procedures in various courts.

**CJUS 2013 Community Relations in Law Enforcement   3 credits 3 class hours      S**

*Prerequisite: CJUS 1003 Introduction to Criminal Justice.* This course presents the various components of human relations utilized in law enforcement and the way those relationships interact and collide with public expectations and sentiment about law enforcement. The focus of this course is on the dynamic nature of police relationships with citizens, other police officers, and how these relationships are crucial to maintaining professional policing in America.

## Developmental Education

**CSUR 1101 College Survival Skills      1 credit   1 class hour      F/S**

Designed to assist students in successfully completing their chosen academic programs, this course orients students to the resources available at the College, to goal setting, and to time management skills. Students will also be taught skills to facilitate a smooth transition into college-level work incorporating their individual learning styles. This course also provides a foundation for General Education Outcomes in areas such as communication, critical thinking, and interpersonal skills.

**DENG 1033 Developmental English I      3 credits   3 class hours      F/S**

*Prerequisites: Scores of 14 or below on the ACT, 37 or below on the COMPASS English, or 34 or below on the ASSET English test, and keyboarding skills of 20 wpm or better or concurrent enrollment in DKEY 1101 Computer Keyboarding.* This course incorporates a laboratory



**DMTH 1083 Intermediate Algebra** **3 credits 3 class hours** **F/S**

*Prerequisite:* Scores of 18 on the ACT, 46–65 on the COMPASS Algebra Test, or 43–51 on the ASSET Elementary Algebra Test, or a grade of “C” or better in DMTH 1073 Elementary Algebra. Course content includes performing operations with rational expressions, graphing linear equations, solving systems of equations, performing operations with roots and radicals, and finding solutions to quadratic equations. Word problems are integrated within the various topics. This course satisfies the mathematics requirement for some certificate and degree programs; however, either MATH 1113 College Algebra or MATH 1133 Math for Liberal Arts is the recommended course for students planning to transfer to a baccalaureate program. A grade of “C” or better is required for successful completion of this course. This course requires a laboratory fee.

**DRDG 1003 Developmental Reading I** **3 credits 3 class hours** **F/S**

*Prerequisite:* Scores of 14 or below on the ACT, 60 or below on the COMPASS, or 23 to 34 on the ASSET reading test. This course emphasizes reading comprehension and incorporates a laboratory approach to individualized instruction to meet different student needs. Course content may include improving college vocabulary skills. A grade of “C” or better is required for successful completion of this course.

**DRDG 1023 Developmental Reading II** **3 credits 3 class hours** **F/S**

*Prerequisite:* Scores of 15–18 on the ACT, 61–80 on the COMPASS, or 35–42 on the ASSET reading test, or a grade of “C” or better in DRDG 1023 Developmental Reading I. This course, designed for students who need additional instruction in comprehension and vocabulary skills, provides individualized instruction for students whose placement test scores indicate a need to strengthen reading skills for college success. Course content focuses on improving comprehension and concentration, developing a college-level vocabulary, and increasing reading speed. This course does not apply toward requirements for degree and certificate programs, but it (or the appropriate placement test score in reading) is required before students can enroll in most college-level courses. A grade of “C” or better is required for successful completion of this course.

**DSTU 1102 College Study Skills** **2 credits 2 class hours** **F/S**

This course addresses motivation, financial and time management, notetaking, test-taking skills, and effective interaction with instructors. Students placing in one or more developmental courses must enroll in this course during their first 12 hours of enrollment. College credit is awarded for those who successfully complete the course, but no certificate or degree requirements are satisfied by this course.

## Economics

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted.

**ECON 2213 Macroeconomics** **3 credits 3 class hours** **F**

A general introduction to basic concepts in economics, this course includes national income, money and banking, fiscal policy, and economic growth. Emphasis is placed on macroeconomics as applied to the world of today.

**ECON 2223 Microeconomics** **3 credits 3 class hours** **S**

This course is a continuation of ECON 2213 Macroeconomics and emphasizes theories of cost, price, and consumer behavior. Attention is given to production, distribution, and consumption of goods and markets of pure and imperfect competition.

## Education

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted.

**EDUC 2013 Survey of Early Childhood Ed** **3 credits 3 class hours** **F/S**

*Prerequisite: ENGL 1113 English Composition I.* An introduction to the multi-disciplinary profession of early childhood education, this course focuses on historical and philosophical foundations, current and legal issues, program models and appropriate instructional strategies. The course meets NAEYC program standards and ADENG State licensure guidelines. Successful completion includes five (5) clock hours of observation of various early childhood educational programs.

**EDUC 2023 Introduction to Education** **3 credits 3 class hours** **F/S**

*Prerequisite: Successful completion of 30 credit hours.* This course provides students with an overview of teaching as a profession and introduces them to the philosophical and historical foundations of the American education system as well as to fundamental student issues related to social, economic, and cultural diversity and to the ethical responsibilities of students and teachers. Students engage in 20 hours of observations of the educational process in elementary, middle school and secondary school settings and begin development of a professional portfolio.

**EDUC 2033 Child Growth and Development** **3 credits 3 class hours** **F/S**

*Prerequisite: ENGL 1113 English Composition I.* This class includes a study of relevant child development data, encompassing development from conception to the middle childhood years. Practical application of theory is provided through a variety of hands-on experiences and observations.

**EDUC 2213 Intro to Educational Technology** **3 credits 3 class hours** **S**

*Prerequisite: COMP 1113 Computer Fundamentals.* This course provides students with an overview of the technology which can enhance teaching and learning. Students learn basic computer skills and the uses of various software applications (word processing, database, spreadsheets, graphics, and multimedia) in the educational setting.

**Note:** Baccalaureate education degree requirements may differ; so, although all courses in this program transfer, they may not meet specific education degree requirements at every transfer institution. Students are encouraged to consult the MSCC Registrar or the catalog of their transfer institution in advance to determine degree credits.

## Emergency Management

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted.

**EMGT 1003 Environmental Hazards 3 Credits 3 class hours F**

This course provides an overview of emergency management systems with an analysis of the causes, characteristics, nature and effects of such disasters as avalanches, drought, earthquakes, epidemics, fires, flooding, hazardous materials, hurricanes, industrial accidents, nuclear power plants accidents, power failures, volcanoes, and other catastrophic hazards.

**EMGT 1013 Aim/Scope of Emergency Mgmt 3 credits 3 class hours S**

This course engages students in analyses of disasters in historical settings and current situations. Areas covered include the role of local, state, and federal government, the unique problems of business/industry crisis management, disaster prevention and mitigation policy, technology support, and professionalism and litigation issues.

## Emergency Medical Technician

See Allied Health, page 181

## Foreign Languages

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted.

**SPAN 1113 Spanish I 3 credits 3 class hours F/S**

This course places emphasis on pronunciation, vocabulary development, and grammar used in oral and written communication.

**SPAN 1123 Spanish II 3 credits 3 class, hours S**

*Prerequisite:* SPAN 1113. This course builds upon skills introduced in SPAN 1113.

## Geography

Required placement test scores or successful completion of DRDG 1023 Developmental Reading II and DENG 1053 Development English II is a prerequisite for all courses unless otherwise noted.

**GEOG 1133 World Geography 3 credits 3 class hours F/S**

This survey course's content emphasizes the relationship of human beings to their geographic environment. Students study various climatic and geographic regions of the world in relation to their influence on human activity.

## Health and Physical Education

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted.

**HPED 1003 Sports Officiating 3 credits 3 class hours S**

This course provides students with the knowledge and expertise necessary to officiate in physical education classes, intramurals, and interscholastic activities. Topics include the basic

fundamental skills on officiating as well as the rules and mechanics of basketball, volleyball, football/soccer and softball/baseball.

**HPED 1113 Health and Safety                      3 credits    3 class hours                      F/S**

This course is designed to examine contemporary health-related issues for all dimensions of the individual—psychological, physical, social, spiritual, intellectual, and environmental—through focus on health promotion and disease prevention. Emphasis is placed on maintaining or improving quality of life by developing personal and social skills (decision-making, communication, stress management, goal setting) across health education content areas, as well as identifying and accessing appropriate health-related resources.

**HPED 1702 Concepts of Physical Activity                      2 credits    2 class hours                      F/S**

*Prerequisite: None.* Course components include relationships between lifestyles and selected health problems, the knowledge and skill to participate in at least one lifetime physical activity, and the benefits of various physical activities. Students develop a personal health program that targets cardiorespiratory fitness, muscular strength and endurance, and flexibility. This course requires a laboratory fee.

## Heavy Truck Diesel Maintenance

Required placement test scores or successful completion of DRDG 1023 Developmental Reading II and DENG 1053 Development English II is a prerequisite for all courses unless otherwise noted.

**HTDM 1014 Preventive Maintenance                      4 credits    2 class, 5.5 shop hours                      F**

This course provides a fundamental understanding of heavy truck classifications and major components. Students will develop an understanding of the benefits of well-planned preventive maintenance service and of Federal Motor Carrier inspector qualifications, and learn how to prepare the heavy duty truck for cold weather. This course requires the purchase of a tool kit.

**HTDM 1024 Electrical Systems I                      4 credits    1 class, 7.75 shop hours                      F**

This course covers the fundamentals of general electrical systems. Emphasis will be placed on diagnosis, testing, and repair of the batteries, starting system, charging system, and chassis electrical circuits using proper service manual procedures. Students will gain hands-on experience using digital volt/ohm meters (DVOM) and specialized test equipment used for diagnosing electrical/electronic systems problems.

**HTDM 1034 Brake Systems                      4 credits    2 class, 5.5 shop hours                      F**

This course focuses on antilock and electronic brake systems. Students will learn the importance of well-functioning brake systems, the operation of the dual-brake circuit, and the requirements of the Federal Motor Vehicle Safety Standard NO. 121.

**HTDM 1044 Electrical Systems II                      4 credits    2 class, 5.5 shop hours                      S**

*Prerequisite: HTDM 1024 Electrical Systems I with a grade of "C" or better.* Presenting the fundamentals of electronics and computer systems, this course emphasizes the understanding of an integrated circuit and its application in on-board vehicle electronics. The laboratory portion provides students with trouble shooting skills to learn proficiency in performing tests on key electronic components including diodes and transistors. The student will learn to use PC and OEM software to read, diagnose, and reprogram vehicle electronic systems.

**HTDM 1054 Diesel Engines I**                      **4 credits 2 class, 5.5 shop hours**                      **S**

*Prerequisite:* HTDM 1014 Preventive Maintenance with a grade of "C" or better. This course covers principles and fundamentals of the diesel engine including coolant systems, intake systems, exhaust systems, fuel systems, and engine and brake electronics. The laboratory portion provides hands-on practice with diagnostic and repair skills.

**HTDM 1063 HVAC Systems**                      **3 credits 1 class, 5.5 shop hours**                      **S**

This course covers the theory and operation of vehicle heating, ventilation, and air conditioning systems. Manual and electronic control systems including blower controls and motors, air distribution and a/c operation are covered as well. Students will perform diagnosis, testing, and repair of the HVAC systems using the proper procedures and equipment and learn about Federal and State laws that pertain to refrigerants used in vehicle a/c systems.

**HTDM 1073 Steering and Suspension**      **3 credits 1 class, 5.5 shop hours**                      **Su**

This course covers the theory and operations of the various types of steering and suspensions used on highway transportation vehicles. The laboratory portion will provide the student with diagnosis, testing, and repair procedures of the various types of steering and suspension system.

**HTDM 1084 Powertrain**                      **4 credits 2 class, 5.5 shop hours**                      **Su**

*Prerequisites:* HTDM 1014 Preventive Maintenance, HTDM 1024 Electrical Systems I with a grade of "C" or better. This course presents the theory and operation of manual transmissions, automatic transmissions, differentials, power dividers, clutches, and drive shafts. Attention is given to the theory and operation of mechanical, pneumatic, hydraulic, and electronic control devices for powertrain components. Students will perform maintenance, adjustments, disassembly, assembly, and installation of heavy duty clutch assemblies, manual transmissions, automatic transmission, differentials, and power dividers.

**HTDM 1094 Diesel Engines II**                      **4 credits 2 class, 5.5 shop hours**                      **Su**

*Prerequisite:* HTDM 1054 Diesel Engines with a grade of "C" or better. A continuation of HTDM 1054 Diesel Engines I, this course covers the disassembly procedures, analysis, and rebuild procedures of the diesel engine. Attention will be give to electronic fuel injection as well as the mechanical fuel injection diagnosis and repair procedures.

**HTDM 2004 Introduction to Diesel Fuel Systems**      **4 credits 1 class, 3.5 shop hours**      **(TBD)**

*Prerequisite:* None. This course covers introductory diesel fuel injection systems. Topics include the identification, disassembly, assembly, troubleshooting, repair, and adjustment of the following fuel systems components: inline pumps, distributor pumps, various manufacture's fuel systems, unit injectors, and injectors.

**HTDM 2014 Automatic Transmissions**      **4 credits 1 class, 3.5 shop hours**                      **(TBD)**

*Prerequisite:* HTDM-1084 Powertrain. This course covers automatic transmissions including disassembling and reassembling of selected transmissions for the purpose of understanding function, construction, operation, servicing, and troubleshooting procedures.

**HTDM 2102 Diesel Engine Diagnosis & Repair I**      **2 credits 1 class, 2 shop hours**      **(TBD)**

*Prerequisite:* HTDM 1094 Diesel Engines II. This course provides advanced study in engine assembly and start-up after assembly with a continuation in the study of engine components, controls and operating systems. Students receive an in-depth study of component replacement,



## Humanities

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted.

### **LDRS 2443 Leadership 3 credits 3 class hours F**

Students will study leadership theory by using a variety of learning techniques that may include, but not be limited to, the integration of humanities into the study of leadership, discussion, experiential exercises, films, and shared analysis. Students will successfully demonstrate critical thinking skills and understanding of the course material 1) by responding to, analyzing, and evaluating readings, exercise, and films; 2) by developing a personal leadership philosophy, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership.

### **PHIL 2013 Introduction to Philosophy 3 credits 3 class hours F/S**

This course serves as a general introduction to the concepts, terms, and principles of philosophy. The course will emphasize the concepts that humans have wondered about since ancient times and how they have sought to explain them. The philosophical method will be introduced.

## Information Systems Technology

Please note that computer software applications courses are no longer listed here. They may be found in the **Computer Applications** section.

Required placement test scores or successful completion of DRDG 1023 Developmental Reading II and DENG 1053 Developmental English II is a prerequisite for all courses unless otherwise noted.

### **ISTC 1013 IT Principles and Practices 3 credits 3 class hours F/S**

*Prerequisite: Keyboarding skills of 20 wpm or better or concurrent enrollment in DKEY 1101 Computer Keyboarding.* The topics covered in this course include computer hardware and software, file management and backup, Internet and LAN technology, digital media, the computer industry, databases, and information systems analysis and design.

### **ISTC 1023 IT Essentials I: PC Hardware/Software 3 credits 2 class, 2 lab hours S**

*Corequisite: ISTC 1013 IT Principles and Practices.* This course presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands on activities and labs, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, an introduction to networking is included. This course helps students prepare for CompTIA's A+ certification. This course requires a lab fee.

### **ISTC 1033 IT Essentials II: Network Operating Systems Software 3 credits 2 class, 2 lab hours F**

*Prerequisite: ISTC 1023 IT Essentials I.* This course is an intensive introduction to multi-user, multi-tasking network operating systems. Characteristics of the Linux, Windows 2000, NT, and XP network operating systems will be discussed. Students will explore a variety of topics

including installation procedures, security issues, back up procedures and remote access. This course requires a lab fee.

**ISTC 1043 A+ Certification Prep Course 3 credits 2 class, 2 lab hours S**

*Prerequisite: ISTC 1023 IT Essentials I.* This course provides a review of the core elements found on the A+ Certification Exam through discussion, computer-based testing, hands-on review, and textbook references.

**ISTC 1053 Introduction to Web Page Design 3 credits 3 class hours F/S**

*Prerequisite: COMP 1113 Computer Fundamentals.* This course is designed to teach the fundamentals of Extensible Hypertext (XHTML) and Hypertext Markup Language (HTML) and other aspects of Web authoring to prepare students for Certified Internet Webmaster certification. Students will learn HTML/XHTML and will create Web pages using XHTML/HTML tags to format text, hyperlinks, tables, graphics, and forms. Students will also work with Cascading Style sheets and study the basics of Dynamic HTML (DHTML) and how XHTML relates to the Extensible Markup Language (XML). Students will take the Site Development Foundations Module Certification Exam, which is 1/3 of the CIW Associate Certification Exam, at the conclusion of this course. This course requires lab and testing fees.

**ISTC 1313 Internet Business Fundamentals (CIW) 3 credits 3 class hours S**

*Prerequisite: COMP 1113 Computer Fundamentals.* Part of the Certified Internet Webmaster curriculum, this course teaches students how to access business information and resources on the Internet using a Web browser as a general purpose Internet application. Students will gain experience configuring both Mozilla Firefox and Microsoft Internet Explorer, along with other web browsers, to access rich multimedia data and objects, including Real Player, Shockwave, Flash, and QuickTime content. Students will also use a variety of Web-based search engines to conduct advanced searches and learn the basics of electronic commerce and security issues. Students will take the Internet Business Foundations Module Certification Exam, which is 1/3 of the CIW Associate Certification Exam, at the conclusion of this course. This course requires lab and testing fees.

**ISTC 1323 CIW Networking Foundations 3 credits 3 class hours F/S**

*Pre or Corequisites: ISTC 1053 Introduction to Web Page Design and ISTC 1313 Internet Business Fundamentals.* Part of the Certified Internet Webmaster course sequence, this course is designed to teach students fundamental networking concepts and practices. Topics include network architecture and standards, networking protocols, TCP/IP, Internet servers, server-side scripting and database connectivity, and security. This course requires a testing fee for CIW students who take the CIW Foundations Exam. NOTE: This course must either be taken with the suggested corequisites, or it must be taken after them since the CIW Foundations certification exam encompasses all three courses. Students who have passed both CIW module exams will take the CIW Networking Technology Foundations Certification exam at the end of this course to complete the CIW Associate Certification. This course requires lab and testing fees.

**ISTC 1513 Cisco Network Fundamentals (Cisco® CCNA I) 3 credits 2 class, 2 lab hours F/S**

*Corequisite: ISTC 1013 IT Principles and Practices.* Cisco Network Fundamentals is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) designation. CCNA 1





**ISTC 2613 Fundamentals of UNIX 3 credits 3 class hours S**

*Prerequisite: ISTC 1013 IT Principles and Practices.* This course introduces the basic concepts of UNIX fundamentals administration and certification and provides an in-depth discussion of powerful UNIX command-line utilities and the graphical Common Desktop Environment.

**ISTC 2623 UNIX System Administration I 3 credits 3 class hours F/S**

*Prerequisites: ISTC 2613 Fundamentals of UNIX.* UNIX System Administration I training provide students with the knowledge and skills to perform essential system administration task in the Solaris Operating System, including standalone installation, file system management, backup procedures, process control, user administration, and device management. There are six main topics covered: System Access & Security, Process & Print Management, Device & Disk Management, file System Management, Boot Management, and Software Installation & Management.

**ISTC 2633 UNIX System Administration II 3 credits 3 class hours F/S**

*Prerequisites: ISTC 2623 UNIX System Administration I.* This course provides students with the skills necessary to administer Sun systems running Solaris in a network environment. Students will learn how to maintain Sun systems, configure and troubleshoot the Network Files System (NFS) and configure the Network Information Service (NISTC) environment. Students will also learn how to install software for a server, how to add devices, how to configure the client server environment, and how to add terminals.

**ISTC 2724 Building Scalable Internetworks (Cisco® CCNP 1)**

**4 credits 2 class, 4 lab hours F/S**

*Prerequisite: CCNA Certification or completion of CCNA Academy Program.* Building Scalable Internetworks is the first of four courses leading to the Cisco Certified Network Professional (CCNP) designation. CCNP 1 introduces Cisco Networking Academy Program students to scaling IP networks. Students learn to use VLSM, private addressing, and NAT optimize IP address utilization. The majority of the course content related to learning how to implement the RIPv2, EIGRP, OSPF, IS-IS, and BGP routing protocols. In addition, the course details the important techniques used for route filtering and route redistribution. This course requires a lab fee.

**ISTC 2734 Building Cisco Multilayer Switched Networks (Cisco® CCNP 2)**

**4 credits 2 class, 4 lab hours F/S**

*Prerequisite: ISTC 2724 Building Scalable Internetworks.* Building Cisco Multilayer Switched Networks is the second of four courses leading to the Cisco Certified Network Professional (CCNP) designation. CCNP 2 introduces student to the implementation of Cisco routers in WAN applications. The course focuses on the selection and implementation of the appropriate Cisco IOS services required to build intranet remote access links. Students will develop skills with the specific Accessing the WAN of analog dialup, ISDN BRI and PRI, Frame Relay, broadband, and VPN. This hands-on, lab-oriented course stresses the design, implementation, operation, and level 1 troubleshooting of common WAN connectivity options. This course requires a lab fee.

**ISTC 2754 Implementing Secure Converged Wide Area Networks (Cisco® CCNP 3)**

**4 credits 2 class, 4 lab hours F/S**

*Prerequisite: ISTC 2734 Building Cisco Multilayer Switched Networks.* Implementing Secure Converged Wide Area Networks is the third of four courses leading to the Cisco Certified

Network Professional (CCNP) designation. CCNP 3 introduces students to the deployment of the state-of-the-art campus LANs. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, multilayer switching, redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services. This hands-on, lab-oriented course stresses the design, implementation, operation, and troubleshooting of switched and routed environments. This course requires a lab fee.

**ISTC 2774    Optimizing Converged Cisco Networks (Cisco® VII CCNP 4)**  
**4 credits    2 class, 4 lab hours    F/S**

*Prerequisite: ISTC 2754 Implementing Secure Converged Wide Area Networks.* Optimizing Converged Cisco Networks is the last of four courses leading to the Cisco Certified Network Professional (CCNP) certification. Students must have a working knowledge of scalable networks, remote access networks, and multilayer switched networks prior to enrolling. CCNP 4 focuses on troubleshooting network problems, including documenting and baselining a network, troubleshooting methodologies and tools, and Layers 1 to 7 troubleshooting. This course requires a lab fee.

**ISTC 2983    Internship    3 credits    F/S**

*Prerequisite: 2.0 GPA or higher and submission of an approved Internship Project Application by the date listed in the Academic Calendar prior to the semester of intended enrollment. Registered students must be in their final semester of enrollment.* A faculty member serves as facilitator to help students develop a formal internship plan which documents learning objectives and course expectations. Internship objectives vary by degree program option, but all require students to apply general education and technical knowledge and skills in an actual work environment. Students must adhere to the policies and procedures of the industry or business in which they are placed, as well as to those of the College. Students are expected to provide a written and oral presentation at the conclusion of the course. The MSCC faculty facilitator assigns the final course grade based upon the student's timeliness in meeting internship objectives, his/her application of technical skills, the demonstration of general education outcomes defined for program graduates, and on feedback from the business/industry site supervisor. Internship assignments will be made within the first two weeks of the semester, with actual work time requiring a minimum of 60 hours spanning 9 to 10 weeks. Students should not begin an internship experience prior to receiving the necessary prior approvals from the project facilitator and appropriate dean. Successful completion of this course requires a grade of C or better.

**ISTC 2993    Capstone Learning Experience    3 credits    F/S**

*Prerequisite: 2.0 GPA or higher and submission of an approved Capstone Learning Project Application by the date listed in the Academic Calendar prior to the semester of intended enrollment. Registered students must be in their final semester of enrollment.* Students, with the assistance of a faculty facilitator, choose a project, identify project stakeholders, and develop and execute a formal project plan. Students maintain a journal which documents goals, progress, and barriers encountered. Capstone project assignments will be made within the first two weeks of the semester, with actual work time spanning 9 to 10 weeks. Most projects include an oral and/or written presentation at the conclusion of the semester. The MSCC faculty facilitator assigns the final course grade based upon the student's timeliness in meeting

internship objectives, his/her application of technical skills, the demonstration of general education outcomes defined for program graduates, and on feedback from the project stakeholders.

## Literature

See Communications and Literature, page 191

## Logistics and Supply Chain Technology

Required placement test scores or successful completion of DRDG 1023 Developmental Reading II and DENG 1053 Developmental English II is a prerequisite for all courses unless otherwise noted.

### **TRAN 1003 Introduction to Transportation, Distribution and Logistics** 3 credits 4 class hours **F**

This course provides students with an introduction to the complexities of the transportation, distribution, and logistics industries, including the history and development of transit, the relationships between the various modes of transportation (land, air, space, rail, water, and pipeline), the economy, society, and the environment. Students will complete numerous practical applications and simulations using technologies and systems common to the TDL industries.

### **TRAN 1013 Fundamentals of Transportation Operations** 3 credits 4 class hours **F**

This course introduces students to a variety of strategic and operational issues that arise when operating transportation systems. Topics include including: infrastructure planning, technological innovation, surveying and mapping, (including GIS and GPS technology), route and system planning, environmental and safety compliance, forecasting, and transportation management and regulation. Students will also explore technological systems and apparatus (i.e., GPS, RFID, etc.) used to control and monitor rail, air, land, water, space, and pipeline transport systems.

### **TRAN 1043 Warehouse and Distribution Center Operations** 3 credits 4 class hours **F**

This course provides students with an introduction to the basic operations of warehouses and distribution centers, particularly emphasizing the differing characteristics and roles that each play in the success of the TDL system. Operating functions such as storage and location processes, stock movement and placement systems, processes for bringing products into an operation, dissemination products, and properly recording those processes will be emphasized. Students will demonstrate competencies related to warehouse and distribution operations by completing hands-on experiences in a warehouse/distribution center simulation area and by using various associated technologies.

### **TRAN 1063 Introduction to Logistics Operations** 3 credits 4 class hours **S**

*Prerequisite: TRAN 1013 Fundamentals of Transportation Operations, TRAN 1043 Warehouse and Distribution Center Operations.* This course covers product support logistics, product development, creation, distribution, and “after market” logistics. Students will examine methods used to streamline and control the flow of humans and cargo through the value adding process and complete activities involved in moving products, services and information from point of

origin to point of use. Additional study will focus on logistical and strategic considerations affecting operating costs and customer service, layout and product flow options that affect productivity and handling costs, traffic management, carrier operations, and warehousing.

**TRAN 1083 Inventory and Asset Control 3 credits 4 class hours S**

*Prerequisite:* TRAN 1013 *Fundamentals of Transportation Operations*, TRAN 1043 *Warehouse and Distribution Center Operations*. This course introduces inventory controls through activities and lessons related to finished goods inventory systems, work-in-progress inventory systems, and hybrids. Students will explore concepts related to customer service, efficiency, and inventory investment and control. Students will also learn techniques for analyzing, troubleshooting, repairing ineffective inventory systems, and practice using the specific processes for counting, receiving, putaway, checking methods, order picking, returns, scrap reporting and other activities common in the field.

**TRAN 1093 Current Technology in Transportation, Distribution, & Logistics 3 credits 4 class hours S**

*Prerequisite:* TRAN 1043 *Warehouse & Distribution Center Operations*. This course provides students with opportunities to explore, apply, and solve warehouse and distribution problems using automated systems and technology. Topics include automated storage and retrieval systems, sortation systems, industrial and palletizing robots, automated identity and tracking systems, GIS and GPS technology, space optimization systems, radio data terminals, and other related technologies. Students will apply learning through case-studies and simulations and complete site visits of companies using these systems in order to see their practical use in the field.

**TRAN 2003 Automated ID Technology Applications in TDL 3 credits 4 class hours F**

*Prerequisite:* TRAN 1093 *Current Technology in Transportation, Distribution, & Logistics*. This course addresses how Radio Frequency Identification (RFID) and barcode technology impact supply chain management systems and logistics applications. Students will be able to identify and categorize RFID and barcode system components with respect to industry standards, discuss their suitability for various industries and applications, and relate them to business needs of various industries.

**TRAN 2023 GPS and GIS Technology Applications in Transportation, Distribution & Logistics 3 credits 4 class hours S**

*Prerequisite:* TRAN 1093 *Current Technology in Transportation, Distribution, and Logistics*. This course presents tracking and mapping capabilities made possible by the development and deployment of a Geosynchronous Positioned Satellite System and its combination with highly accurate and reliable Geographic Information Systems. Students will use GIS/GPS software to explore how these systems provide significant capability to navigate, pinpoint, observe, and systematically react and respond to events which might impact the logistics flow around the world.

**TRAN 2043 International Operations 3 credits 4 class hours TBD**

*Prerequisite:* TRAN 1063 *Introduction to Logistics Operations*. This course provides students with an overview of the global logistics management and the importance and diversity of logistics activities conducted in support of international operations. Students will explore the

logistics function, the international transportation system, import-export mechanics, and other key issues within the context of international sourcing and shipment management.

**TRAN 2053 Warehouse Automation Systems 3 credits 4 class hours F/S**

*Prerequisite:* TRAN 1043 Warehousing and Distribution Center Operations, TRAN 1093 Current Technology in Transportation, Distribution, and Logistics. This course provides an overview of the effective utilization of automation/robotics technology in a warehouse or distribution center operation. Students will study the decision making process for determining levels of automation and will evaluate the various alternatives to choose the most appropriate for a given set of business objectives. Case studies are used to reinforce learning.

**TRAN 2073 Risk Prevention and Safety Management 3 credits 4 class hours TBD**

*Prerequisite:* TRAN 1013 Fundamentals of Transportation Operations, TRAN 1043 Warehousing and Distribution Center Operations. This course provides students an understanding of ways workplace safety can be managed to eliminate or reduce the risk of loss or damage to a customer's property during the transportation and logistics phase. Emphasis is given to how accidents affect profitability through both increased operating expenses and government mandated rules as well as how they affect the retention and acquisition of clients.

**TRAN 2093 Customer Service Excellence in Transportation, Distribution, and Logistics 3 credits 4 class hours F**

*Prerequisite:* TRAN 1013 Fundamentals of Transportation Operations, TRAN 1043 Warehousing and Distribution Center Operations. This course focuses on building support systems that insure that customer expectations are adequately met. Topics include the identification of customer groups and their expectations, the provision of "user-friendly access to services, and the efficient resolution of customer complaints. Attention is given to technological tools for order entry, transaction tracking, delivery tracking, and customer behavior analysis as means for improving business operations and customer attitudes.

**TRAN 2983 Internship 3 credits S**

*Prerequisite:* 2.0 GPA or higher and approval of an approved Internship Project Application submitted by the date listed in the Academic Calendar prior to the semester of intended enrollment. Registered students must be in their final semester of enrollment. A faculty member serves as facilitator to help students develop a formal internship plan which documents learning objectives and course expectations. Internship objectives vary by degree program option, but all require students to apply general education and technical knowledge and skills in an actual work environment. Students must adhere to the policies and procedures of the industry or business in which they are placed, as well as to those of the College. Students are expected to provide a written and oral presentation at the conclusion of the course. The MSCC faculty facilitator assigns the final course grade based upon the student's timeliness in meeting internship objectives, his/her application of technical skills, the demonstration of general education outcomes defined for program graduates, and on feedback from the business/industry site supervisor. Internship assignments will be made within the first two weeks of the semester, with actual work time requiring a minimum of 60 hours spanning 9 to 10 weeks. Students should not begin an internship experience prior to receiving the necessary prior approvals from the project facilitator and appropriate dean. Successful completion of this course requires a grade of C or better.

**TRAN 2993 Capstone Learning Experience 3 credits S**

*Prerequisite: 2.0 GPA or higher and approval of an approved Capstone Learning Project Application submitted by the date listed in the Academic Calendar prior to the semester of intended enrollment.* Registered students must be in their final semester of enrollment. Students, with the assistance of a faculty facilitator, choose a project, identify project stakeholders, and develop and execute a formal project plan. Students maintain a journal which documents goals, progress, and barriers encountered. Capstone project assignments will be made within the first two weeks of the semester, with actual work time spanning 9 to 10 weeks. Most projects include an oral and/or written presentation at the conclusion of the semester. The MSCC faculty facilitator assigns the final course grade based upon the student's timeliness in meeting internship objectives, his/her application of technical skills, the demonstration of general education outcomes defined for program graduates, and on feedback from the project stakeholders.

## Machine Technology

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted. Certificate of Proficiency students without COMPASS scores may substitute the following: KeyTrain Level 4 or WorkKeys Level 3 in Reading for Information (RI), Applied Mathematics (AM) and Locating Information (LI). Manufacturing classes minimize the lecture component to engage students in intensive hands-on learning activities relating theory to practical hands-on applications involving skills development, critical thinking, and application of theory.

**MACH 1003 Introduction to Blueprint Reading 3 credit 4 class hours F**

*Prerequisite: MANF 1012 Shop Essentials or 75% or better on Shop Essentials Assessment.* This course introduces the careful interpretation, use, and analysis of numbers and drawings used to create and maintain efficient manufacturing processes. Students will solve fraction and decimal problems, perform metric and inch conversions, apply blueprint information to machining tasks, and perform measuring techniques for machining tasks using the scale, calipers and micrometer. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 1023 Introduction to Metallurgy 3 credits 4 class hours F**

*Prerequisite: MACH 1003 Introduction to Blueprint Reading or 75% or better on Blueprint Reading assessment.* This course introduces the appropriate use of metals and composite materials used in manufacturing, including how to evaluate their properties and how manufacturing changes those properties. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 1063 Inspection & Testing 3 credits 4 class hours S**

*Prerequisite: MACH 1023 Introduction to Metallurgy or 75% or better on Machine Attendant Module 1 assessment.* This course introduces the fundamental methods and instruments used to effectively inspect parts in the shop. Students will use the caliper, micrometer, and CMM to perform calibration and more advanced inspection methods. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 1083 Introduction to Manual Machining 3 credits 4 class hours S**

*Prerequisite: MACH 1063 Inspection & Testing or 75% or better on Inspection & Testing assessment.* This course introduces students to the care and operation of basic machine tools measuring instruments, and shop safety procedures. Students learn the use of hand tools, drills and lathe cutting tools; use tapers; and study the methods of machining them. Shop projects are designed to provide practice in turning, knurling, threading, and other operations on the lathe, in setting up and using a vertical milling machine and milling cutters, and in drilling procedures. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 1103 Intro CNC Machining 3 credits 4 class hours S**

*Prerequisite: MACH1083 Machining Fundamentals or 75% or better on equivalent assessment.* This course introduces two and three axis programming applications in Computer Numerical Control machining. Students learn the terminology of coordinates, cutter paths, angle cutting, and linear and circular interpolation. Students learn how to design a part, write a CNC program to produce the part, how complete a machine setup to run a part, and how to manufacture a part using both a CNC Mill and Lathe. The safe operation of industrial machines, tools and equipment is emphasized. Students must demonstrate competency in core course objectives through practical applications.

**MACH 1123 Statistics for Machining I 3 credits 4 class hours F**

*Prerequisite: MACH-1103 Introduction to CNC Machining or 75% or better on Machine Attendant assessment.* This course introduces the concepts of statistics and algebra as they apply to shop drawings with special attention to the properties of lines and angles, various types of triangles, as well as basic circle and polygon geometry. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 1143 Intermediate Blueprint Reading 3 credits 4 class hours F**

*Prerequisite: MACH 1123 Statistics for Machining I or 75% or better on Statistics for Machining I assessment.* This course provides an overview of common features found in prints and describes how to properly inspect them. Students will identify shop terminology that commonly appears in prints, learn the relationship between prints and inspection, and identify information in a print relating to section views, including angled features, common types of hole features, radiuses, surface finishes, and common methods for threads. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 1163 CNC Safety and Proper Functions 3 credits 4 class hours F**

*Prerequisite: MACH 1143 Advanced Blueprint Reading or 75% or better on CNC Safety & Proper Functions assessment.* This course introduces the principles of basic machine guarding, to the components and roles of typical jigs and fixtures, and to hazardous machine components, pinch points, motions, and actions. Students will learn how to identify the safety hazards associated with cutting operations, handling cutting tools, changing tools and the precautions to avoid injury. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 1183 Metalworking Theory I 3 credits 4 class hours S**

*Prerequisite: MACH 1163 CNC Safety & Proper Functions or 75% or better on Metalworking Theory I assessment.* This course introduces traditional machining processes such as metal cutting and grinding, as well as various nontraditional methods of machining. Topics include the fundamentals of chip creation; the main types of sawing, saw blade types and materials; the common components and operations of the screw machine; and common screw machine designs. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 1203 Basic Manual Machine Setup and Operation 3 credits 4 class hours F/S**

*Prerequisite: MACH 1183 Metalworking Theory I or 75% or better on equivalent assessment.* This course introduces students to traditional manual machining processes. Students will demonstrate the use of dial indicators, drills, lathe cutting tools, tapers, and other devices for setup operations. Shop projects are designed to provide practice in turning, knurling, threading, and other operations on the lathe, in setting up and using a vertical milling machine and milling cutters, and in drilling procedures. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 1223 Basic CNC Machine Setup and Operation 3 credits 4 class hours F/S**

*Prerequisite: MANF1203 Basic Manual Machine Setup & Operations or 75% or better on equivalent assessment.* This course introduces students to traditional machining processes such as metal cutting using CNC logic, as well as various traditional and nontraditional setup methods of CNC machining. Topics include the fundamentals of CNC; the history of CNC's, common controls, various tool holders and methods of setup; the common components and operations of the CNC; and common machine designs. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 2003 Statistics for Machining II 3 credits 4 class hours F/S**

*Prerequisites: MACH 1123 Statistics for Machining I or 75% or better on equivalent assessment.* This course teaches students how to interpret blueprints and process layouts for the fabrication of machine parts. Students must apply the concepts of statistics, algebra, and trigonometry to shop drawings and shop situations by solving equations and using the properties of lines, angles, triangles, circle and polygons. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 2023 Engineering Drawings/GD&T 3 credits 4 class hours F/S**

*Prerequisite: MACH 1143: Intermediate Blueprint Reading or 75% or better on equivalent assessment.* This class presents important rules of GD&T and describes how common features are specified in GD&T prints. Students will identify the application of GD&T as it relates to parts drawings for form, fit and function of designed parts and identify datum's features and relationships with inspection and work holding concepts. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 2033 Metalworking Theory II 3 credits 4 class hours F/S**

*Prerequisite: MACH 1183: Metalworking Theory I or 75% or better on equivalent assessment.* This course presents advanced machining, metal cutting and grinding processes, as well as various nontraditional methods of machining and material identification. Topics include chip creation using advanced cutting tools and materials, advanced cutting geometry, and application of tools to various material conditions. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 2043 Computer Aided Manufacturing Basic Programming****3 credits 4 class hours****F/S**

*Prerequisite: MACH 2023: Engineering Drawings/GD&T or 75% or better on equivalent assessment.* Students will learn the basic concepts of manual programming of CNC machining applications to include lathes, mills, EDM, CNC drills, and precision lathes (Swiss turn). Topics include the fundamentals of programming; the main types of keyboarding logic and creation of programs; and an introduction to work coordinates, part processing, basics of CAD/CAM and cutting calculations and applications. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 2053 Advanced CNC Machining Setup and Operation****3 credits 4 class hours****F/S**

*Prerequisite: MACH 1223: Basic CNC Machine Setup and or 75% or better on equivalent assessment.* This course presents advanced tooling applications. Students will perform two and three axis programming applications using CNC machine lathes and mills to create a project, program the project, setup the project, and manufacture a finished product. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MACH 2063 Specialty Equipment: EDM and Swiss-Style Setup and Operation****3 credits 4 class hours****F/S**

*Prerequisite: MACH 1223: Basic CNC Machine Setup and Operation or 75% or better on equivalent assessment.* Students will perform setup and operation of Electric Discharge (EDM) and Swiss-style machines through structured process plans of these metal cutting techniques. Shop projects are designed to provide practice within these specialty machining concepts. Students must demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

## Manufacturing

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted. Certificate of Proficiency students without COMPASS scores may substitute the following: KeyTrain Level 4 or WorkKeys Level 3 in Reading for Information (RI), and Locating Information (LI). Manufacturing classes minimize the lecture component to engage students in intensive hands-on learning activities relating theory to practical hands-on applications involving skills development, critical thinking, and application of theory.

**MANF 1012 Shop Essentials****2 credits 3 class hours****F/S**

*Prerequisite: DMTH 1073 Elementary Algebra with a grade of "C" or better or equivalent COMPASS placement scores or Key Train Level 4 WorkKeys Level 3 in Applied Mathematics.* This course introduces the student to basic safety, math, measurements, and basic blueprint reading common to various industrial trades such as machining, welding, and multi-skilled maintenance. Students must complete six lab exercises where they demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MANF 1023 Design for Manufacturing****3 credits 4 class hours****F**

This course expands on the introductory manufacturing course and introduces students to basic design concepts, computer skills, and drawing skills used in product and process design within the field of manufacturing. Additionally, the course helps students develop a number of interpersonal skills and competencies necessary for a sustained career in manufacturing.

**MANF 1033 Manufacturing Production Processes 3 credits 4 class hours F**

This course provides students with hands-on learning experiences with the basic tools, equipment, and operations of manufacturing industries. Emphasis is given to the relationship between a manufacturing need, a design, materials, and processes, as well as to the tools and equipment to execute the product. During this course, students utilize many of these basic manufacturing processes to produce primary and secondary materials for manufacturing.

**MANF 1043 Manufacturing Power & Equipment Systems 3 credits 4 class hours S**

This course introduces students to manufacturing power systems and to the use of the advanced tools of manufacturing production. Students plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems, and control systems.

**MANF 1053 Manufacturing Materials 3 credits 4 class hours S**

This course introduces students to manufacturing materials, materials testing, and materials science. Students engage in primary and secondary processing and manufacturing projects and conduct experiments on various manufacturing materials.

**MANF 1073 Manufacturing Equipment Maintenance & Operation 3 credits 4 class hours S**

*Prerequisite: MANF 1043 Manufacturing Power & Equipment Systems.* This course provides students with a comprehensive knowledge of manufacturing equipment safety, maintenance and operations procedures, control systems, as well as teamwork, ethics, and leadership abilities expected in the field.

**MANF 1083 Manufacturing, Engineering, Design & Problem Solving 3 credits 4 class hours S**

*Prerequisite: MANF 1023 Design for Manufacturing.* This course repeats previous safety training and introduces new concepts related to engineering and design and problem solving within the context of previous learning. Students solve a given manufacturing challenge that requires the use of advanced manufacturing technology systems, design skills, communication skills, and a thorough understanding of manufacturing materials, processes, and techniques.

**MANF 1303 Industrial Safety 3 credits 4 class hours S/F**

*Prerequisite: None.* This course covers all of the typical topics required by OSHA for the OSHA 10 Hour Industrial Safety Card. Students must successfully complete six lab exercises where they demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MANF 2012 Basic Hydraulics & Pneumatics 2 credits 3 class hours F**

*Prerequisites: DMTH 1083 Intermediate Algebra with a grade of "C" or better or equivalent placement scores.* This course introduces the student to fluid power principles and components and presents basic circuit design through the use of symbols and schematic diagrams to build a foundation for career work in fluid power technology. The safe operation of fluid power machines, tools and equipment is emphasized. Students must complete six lab exercises where they demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MANF 2023 Mechanical Drives & Bearings 3 credits 4 class hours S**

*Prerequisites: DMTH 1083 Intermediate Algebra.* This course focuses on the practical use of

machines and mechanical components by manufacturing maintenance mechanics and technicians. Topics include power belting, pulleys and drive arrangements, chain drives, shafting; dynamic shaft seals, disc and shoe brakes, sliding, ball, and roller bearings, lubricants, couplings, clutches, gear drives, speed reducers. and conveyor drive systems. The safe operation of industrial machines, tools and equipment is emphasized.

**MANF 2033 Applied Electricity & Electronics      3 credits   4 class hours      S**

*Prerequisite: DMTH 1083 Intermediate Algebra with a grade of "C" or better or equivalent placement score.* This course introduces the student to electrical laws and theories pertaining to DC and AC circuits which apply to a broad range of manufacturing disciplines. Emphasis is given to the use of standard electrical tests, electrical equipment, and troubleshooting procedures. Students must complete six lab exercises where they demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MANF 2044 Programmable Logic Controllers      4 credits   5 class hours      S**

*Prerequisite: MANF 2033 Applied Electricity and Electronics.* This course introduces students to entry-level to intermediate-level PLC programming and applications. Students will learn to identify components of a PLC system, do a simple setup and configuration of a PLC, understand and make minor modifications to a PLC program, design and build a process control system using a PLC to control the process, and design a simple automated process. Students must complete six lab exercises where they demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MANF 2053 Blueprint Reading & GD&T      3 credits   4 class hours      (tba)**

*Prerequisite: MANF 1023 Design for Manufacturing.* This course presents the basic skills of blueprint reading, fraction/decimal/metric and inch conversions, the use of measuring devices, and the basic upper and lower control limits of geometric dimensioning as they apply to machining tasks. Upon completion the student will have the ability to interpret drawings and use the basic instruments to determine acceptance criteria specified on parts drawings.

**MANF 2103 Process Controls for Integrated Systems   3 credits 4 class hours      (tba)**

*Prerequisites: DMTH 1083 Intermediate Algebra and MANF 1043 Manufacturing Power and Equipment Systems.* This course presents the application of electrical motor and mechanical devices in industrial control circuits with emphasis given to the principles of electrical safety, calculations and diagrams; power generating equipment, electro-mechanical control devices, preventive maintenance and systematic troubleshooting of electrical circuits. Students will be involved in completing a team project where acquired skills will be utilized.

**MANF 2113 Advanced Programmable Logic Controllers 3 credits 4 class hours      (tba)**

*Prerequisite: MANF 2043 Programmable Logic Controllers.* This course emphasizes programmable logic controllers and the local area network as they apply to the field of industrial controls. Students learn the principles and applications of control systems in achieving automation within a production system. Systems included in the course are stepper motors, programmable logic controllers, microprocessor, computers and feedback systems. The safe operation of industrial PLCs, testing equipment, and hand tools is emphasized.

**MANF 2133 Technical Graphics & CAD Fundamentals   3 credits 4 class hours      (tba)**

*Prerequisite: MANF 1023 Design for Manufacturing.* This course introduces students to the detailing skills commonly used by drafting technicians and to the features and basic usage of

computer-aided design (CAD) software systems. Areas of study include lettering, sketching, proper use of equipment, and geometric constructions with emphasis on orthographic drawings that are dimensioned and noted to ANSI standards.

**MANF 2143 Computer-Aided Manufacturing and Design 3 credits 4 class hours (tba)**

*Prerequisite: None.* This course covers the study and application of Computer Aided Manufacturing (CAM) 2D Geometry using MasterCAM software. Topics include CAM concepts, drawing standards, drawing with precision, editing, view control, measurement, text and annotations, dimensioning, drawing layout and plotting. Emphasis is placed on the application of standards to graphical communications and the development

**MANF 2213 Lean Manufacturing 3 credits 4 class hours (tbd)**

*Prerequisite: None.* This course teaches students the key components of a quality organization, the relationship between processes and products through different roles in a manufacturing company and describes the basic principles of lean manufacturing, SPC, 5S, cellular manufacturing, including the characteristics of cells and pull systems and compares them to traditional manufacturing approaches. Students must successfully demonstrate competency in core course objectives through practical applications. This course requires a lab fee.

**MANF 2983 Internship 3 credits F/S**

*Prerequisite: 2.0 GPA or higher and approval of an Internship Project Application submitted by the date listed in the Academic Calendar prior to the semester of intended enrollment.*

*Registered students must be in their final semester of enrollment.* A faculty member serves as facilitator to help students develop a formal internship plan which documents learning objectives and course expectations. Internship objectives vary by degree program option, but all require students to apply general education and technical knowledge and skills in an actual work environment. Students must adhere to the policies and procedures of the industry or business in which they are placed, as well as to those of the College. Students are expected to provide a written and oral presentation at the conclusion of the course. The MSCC faculty facilitator assigns the final course grade based upon the student's timeliness in meeting internship objectives, his/her application of technical skills, the demonstration of general education outcomes defined for program graduates, and on feedback from the business/industry site supervisor. Internship assignments will be made within the first two weeks of the semester, with actual work time requiring a minimum of 60 hours spanning 9 to 10 weeks. Students should not begin an internship experience prior to receiving the necessary prior approvals from the project facilitator and appropriate dean. Successful completion of this course requires a grade of C or better.

**MANF 2993 Capstone Learning Experience 3 credits F/S**

*Prerequisite: 2.0 GPA or higher and approval of a Capstone Learning Project Application submitted by the date listed in the Academic Calendar prior to the semester of intended enrollment. Registered students must be in their final semester of enrollment.* Students, with the assistance of a faculty facilitator, choose a project, identify project stakeholders, and develop and execute a formal project plan. Students maintain a journal which documents goals, progress, and barriers encountered. Capstone project assignments will be made within the first two weeks of the semester, with actual work time spanning 9 to 10 weeks. Most projects include an oral and/or written presentation at the conclusion of the semester. The MSCC faculty facilitator assigns the final course grade based upon the student's timeliness in meeting

internship objectives, his/her application of technical skills, the demonstration of general education outcomes defined for program graduates, and on feedback from the project stakeholders.

## Mathematics

Required placement scores or successful completion of DRNG 1023 are prerequisites for the following classes.

**MATH 1113 College Algebra** **3 credits 3 class hours F/S**  
*Prerequisite: DMTH 1083 Intermediate Algebra with a grade of "C" or better or ACT math score of 19 or equivalent COMPASS or ASSET score.* Course content includes functions; higher-degree, rational, logarithmic, and exponential equations; systems of equations, matrices, and graphs. Word problems are integrated within various topics. This course incorporates the use of a graphing calculator.

**MATH 1133 Math for Liberal Arts** **3 credits 3 class hours S**  
*Prerequisite: DMTH 1083 Intermediate Algebra with a grade of "C" or better or ACT math score of 19 or equivalent COMPASS or ASSET score.* This course is designed for the Liberal Arts majors. Topics include reasoning, set theory, logic, functions and linear programming, counting methods and probability theory, statistics, graph theory and mathematical modeling. Real-world problems are integrated within various topics. This course incorporates the use of a graphing calculator.

**MATH 2113 Math for Teachers I** **3 credits 3 class hours F**  
*Prerequisite: MATH 1113 College Algebra with a grade of "C" or better.* Course content includes logic and mathematical reasoning, problem-solving, sets, functions, and number theory. Emphasis is placed on instructional methodology to support student learning.

**MATH 2115 Calculus I** **5 credits 5 class hours S**  
*Prerequisite: Completion of Pre-calculus with a grade of "C" or better in high school or successful completion of trigonometry in high school and of MATH 1113 College Algebra with a grade of "C" or better and, or ACT math score of 24 or better.* Course content includes limits, derivatives, implicit differentiation, definite and indefinite integrals, substitution, and applications of the derivative and integral. This course incorporates the use of a graphing calculator and spreadsheet software.

**MATH 2123 Math for Teachers II** **3 credits 3 class hours S**  
*Prerequisite: Completion of MATH 2113 Math for Teachers I with a grade of "C" or better.* A continuation of MATH 2113, course content includes exponents, decimals, probability, statistics, geometry, measurement, and applications of mathematics. Emphasis is placed on instructional methodology to support student learning. This course uses a geometry software package.

**MATH 2124 Calculus II** **4 credits 4 class hours S**  
*Prerequisite: A grade of C or better in MATH 2115 Calculus I or its equivalent.* A continuation of MATH 2115, this course is intended for students who wish to major in mathematics, a natural science, engineering and related technology, or in secondary mathematics education. Course content includes integration with several techniques; applications of integration; sequences and

infinite series; and applying calculus concepts to polar coordinates, parametric equations, and vectors. This course incorporates the use of a graphing calculator and data analysis software.

**MATH 2303 Statistical Methods for Business      3 credits   3 class hours      S**

*Prerequisite: MATH 1113 College Algebra with a grade of "C" or better.* Course content includes probability, binomial and normal distributions, averages, variations, sampling, estimation, hypothesis testing, and regression analysis. Emphasis is placed on methods of collecting, organizing, and analyzing data. Business applications are integrated in various topics. This course incorporates the use of a graphing calculator.

**MATH 2343 Business Calculus      3 credits   3 class hours      F**

*Prerequisite: MATH 1113 College Algebra with a grade of "C" or better.* This course is intended for Associate of Arts students planning to enter a baccalaureate program in business. Content includes a review of major functions and their applications, graphing, continuity, limits, derivatives, applications of the derivative for optimization and curve sketching, indefinite and definite integrals, applications of the definite integral for real-world problems, and topics from probability. This course incorporates the use of a graphing calculator.

## Music

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted.

**MUSC 1103 Music Appreciation      3 credits   3 class hours      F/S**

Designed for the student who has little or no formal music training or experience, this course appeals to all students who are interested in acquiring an understanding and appreciation of the relationships between music and culture as well as of the development of society. Students learn to appreciate music through an introduction to the major composers and to analyze the relationships between music and culture.

**MUSC 1101 Jazz Ensemble      1 credit   2 class hours      F/S**

Students participate in a performing ensemble designed to study a wide variety of jazz music including swing, progressive, modern and rock styles. One or more performances/tours are scheduled each semester for which additional practice times may be required. *Enrollment is by audition and instructor approval only.* The course may be repeated for up to three credits.

**MUSC 1111 Vocal Music      1 credit   2 class hours      F/S**

This course is designed to provide a comprehensive choral music education for experienced singers. Membership is by audition, and is comprised of students from various disciplines. The choir performs music from various style periods and genres several times throughout the year. The course may be repeated for up to three credits.

## Pharmacy Technology

See Allied Health, page 181

## Philosophy

See Humanities, page 201

## Physical Science

Required placement test scores or successful completion of DRDG 1023 Developmental Reading II and DENG 1053 Developmental English II is a prerequisite for all courses unless otherwise noted.

### **PSCI 1214 Physical Science 4 credits 3 class, 2 lab hours F/S**

*Prerequisite: DMTH 1083 Intermediate Algebra with a grade of "C" or better or appropriate placement test score. Corequisite: PSCI 1210 Physical Science Lab.* This course is a "survey of science" which introduces students to the basic concepts and key ideas in Physics, Chemistry, and Geology. Topics covered in this course include measurements, precision and accuracy, principles and patterns of motion, heat and temperature, wave motion and sound, electricity and magnetism, atomic structure, elements and the periodic table, compounds and chemical change, chemical formulas and equation, the universe and the solar system, earth in space, the atmosphere and weather. This course requires a lab fee.

### **PSCI 1224 Earth Science 4 credits 3 class, 2 lab hours F/S**

*Prerequisite: DMTH 1083 Intermediate Algebra with a grade of "C" or better or appropriate placement test score. Corequisite: PSCI 1220 Earth Science Lab.* This course is designed for non-science majors to foster understanding of basic geologic principles. Course content includes the scientific method; earth structure and processes; tectonics, earthquakes, volcanism, glacial formation; weathering, and erosion; atmosphere, climate, and weather; rocks, minerals, and fossils; and the oceans. This course requires a lab fee.

### **PSCI 1254 Physics I 4 credits 3 class, 2 lab hours F**

*Prerequisite: Grade of C or better in DMTH 1083 Intermediate Algebra or appropriate placement test scores. Corequisite: PSCI 1250 Physics Lab.* This algebra-based college level physics course introduces the basic concepts of mechanics, including force and torque; one- and two-dimensional motion; linear and rotational motion; work, energy, and power; simple machines; fluids; and heat. Although this course is designed for both science and non-science majors, it is not recommended for physics or engineering majors. This course requires a lab fee.

## Political Science

Required placement test scores or successful completion of DRDG 1023 Developmental Reading II and DENG 1053 Developmental English II is a prerequisite for all courses unless otherwise noted.

### **POLS 1143 American Government 3 credits 3 class hours F/S**

Through the study of the framework of the U.S. Constitution, this course presents a study of basic principles of American government with emphasis placed on the organization, processes, and functions of the national government.

## Psychology

Required placement test scores or successful completion of DRDG 1023 Developmental Reading II and DENG 1053 Developmental English II is a prerequisite for all courses unless otherwise noted.

**PSYC 1403 Introduction to Psychology**                      **3 credits 3 class hours**                      **F/S**

Designed to introduce the basic concepts of psychology and applications of principles and theories as they relate to daily living and human behavior, this course includes biological, environmental, and hereditary influences on behavior; theories of personality, learning, and cognition; assessment of personality and intellectual ability; and causes of and treatments for psychological problems.

**PSYC 2413 Human Development**    **3 credits 3 class hours**    **S**

*Prerequisite: PSYC 1403 Intro to Psychology.* This course in developmental psychology focuses on the way human beings change during the life cycle and emphasizes cognitive, social, physical, and emotional processes in infancy, early and middle childhood, adolescence, and adulthood.

## **Renewable Energy Technology**

Required placement test scores or successful completion of DRDG 1023 Developmental Reading II and DENG 1053 Developmental English II is a prerequisite for all courses unless otherwise noted.

**ENER 1013 Introduction to Renewable Energy**                      **3 credits 4 class hours**                      **F**

This course provides students with an overview of renewable energies, including biomass, geothermal, wind power, solar power, tidal power, nuclear power, fuel cells, and hydropower. Students will explore principles and concepts of energy consumption, production, and conversion as well as apply current and emerging renewable energy technologies (RET) through the completion of experiments and design projects. Topics include energy production, costs, consumption, conversion, and assessments as well as the social and cultural impact of renewable energies.

**ENER 1033 Biofuels**    **3 credits 4 class hours**    **F**

This course provides students with a historical perspective and investigations into early applications of biofuels like biodiesel, ethanol, methanol, methane, and hydrogen. Emphasis is placed on the study of biochemical methods involved in the generation of ethanol, and other biofuels from feedstocks, animal fats, waste vegetable oil, and other waste products. Students will investigate the potential of different raw materials and plants as fuel sources, examine the process through which plant matter is converted into fuel, examine the environmental and social consequences of using various biofuels, and explore emerging and future alternative energy fuels derived from biomass like grass, wheat straw, fungi, and algae.

**ENER 2003 Biomass and Feedstocks**    **3 credits 4 class**    **S**

*Prerequisite: BIOL 1124 Plant Biology.* The course includes a detailed study of the form, structure, function, and reproduction of plants and the production, handling, and maintenance of biomass in the alternative fuels industry. Emphasis is placed on the study of types of biomass (annual crops, forestry byproducts, organic waste, landfill gas, etc.) economic costs, sustainability, waste products, and employment issues. Students will investigate photosynthesis, generate biomass gases, convert energy and mass from one form to another, examine the conditions that produce the highest conversion yields, discover the most efficient manners of producing biodiesel, and identify and conduct experiments with other potential catalysts.



organizations. Attention is also given to social stratification by age, gender, and ethnicity and to the social institutions of family, religion, government, economy, health, and education.

## Spanish

See Foreign Languages, p. 198

## Welding Technology

Required placement test scores or successful completion of DRDG 1023 Developmental Reading and DENG 1053 Developmental English is a prerequisite for all courses unless otherwise noted. Certificate of Proficiency students without COMPASS scores may substitute the following: KeyTrain Level 4 or WorkKeys Level 3 in Reading for Information (RI), and Locating Information (LI) or WorkKeys Manufacturing classes minimize the lecture component to engage students in intensive hands-on learning activities relating theory to practical hands-on applications involving skills development, critical thinking, and application of theory.

### **WELD 1002 Bench Work** **2 credits 4 class hours** **F**

*Prerequisites: None.* This course introduces bench work as part of a multi-skilled technical training program designed to enable students to master skills across a broad range of manufacturing disciplines. Students will learn about the identification of various tools, equipment and hardware and receive hands-on training in how to use these tools in performing repair operations in a typical industrial maintenance shop environment. Students will also receive hands-on instruction in the identification and use of threaded and non-threaded fasteners. The student will be introduced to the process of developing standard mechanical drawings to fabricate, weld and repair parts, as well as, reading blueprints with special references to welding applications.

### **WELD 1103 Introduction to Welding** **3 credits 4 class hours** **F**

*Prerequisites: None.* Designed for beginning welders in the manufacturing production and maintenance industry, this course provides basic skills and fundamental knowledge in oxy-acetylene welding, cutting and brazing, Shielded Metal Arc welding, Gas Metal Arc welding and Gas Tungsten Arc welding. Safety procedures and practices are emphasized.

### **WELD 1123 Intermediate Welding: SMAW** **3 credits 6 class hours** **S**

*Prerequisites: WELD 1103 Introduction to Welding or proof of introductory level experience and pass an introductory welding skills test.* This course introduces the student to arc welding terminology, processes, power sources, and equipment and provides is a comprehensive, hands-on training course in shielded metal arc welding techniques and problem solving.

### **WELD 1133 Advanced Welding I: GMAW** **3 credits 6 class hours** **F/S**

*Prerequisites: WELD 1123 Intermediate Welding: SMAW.* This course is a comprehensive, hands-on training program in Gas Metal Arc Welding commonly referred to as MIG welding. Students will learn applications and advantages of gas metal arc welding, be able to identify the variables involved in the GMAW process, and explain the uses for equipment and supplies required for GMAW applications.

### **WELD 1143 Advanced Welding II: Specialty Welding** **3 credits 6 class hours** **F/S**

*Prerequisites: WELD 1133 Advanced Welding I: GMAW.* This course provides comprehensive, hands-on training in DC and AC Gas Tungsten Arc Welding, commonly referred to as TIG welding. Students will learn applications and advantages of gas tungsten arc welding by being

able to identify the variables involved in the GTAW process and explain the uses for equipment and supplies required for GTAW applications.

**WELD 1203 Blueprint Reading for Welding: Joints & Symbols 3 credits 4 class hours F/S**

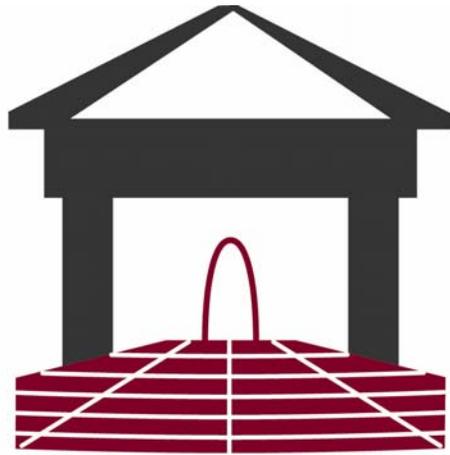
Prerequisites: None. This course introduces the student to a comprehensive training program on joint design, welding terms and welding symbols. The student will be able to identify the variables in combining weld symbols, weld types, and non-destructive examination symbols. Students will learn how blueprint reading is used by the welder in the welding industry.

**WELD 1213 Advanced Welding III: Fabrication 3 credits 6 class hours F/S**

Prerequisites: WELD 1143 Advanced Welding II: Specialty Welding. This course will allow advanced students a hands-on training program in all aspects of the following welding processes: SMAW, GMAW, OAW, TB, OC, PAC, GTAW, and FCAW and their procedures. Students will learn the applications and advantages of these different processes and their safe and proper use in the welding industry. Each student will receive instruction on the proper set-up and troubleshooting of these welding processes. Additionally, students will be given the opportunity to work individually and as a team to engage in designing and fabricating projects with these processes.

**WELD 1223 Gas Tungsten Arc Welding 3 credits 6 class hours F/S**

Prerequisites: WELD 1218 Advanced Welding III: Fabrication. This advanced course introduces the student to Gas Tungsten Arc Welding equipment and is a comprehensive hands-on training course in GTAW techniques. Students will learn about power sources, equipment, and procedures which will include proper industrial safety measures. Each student will receive instruction in flat, horizontal, vertical, and overhead in both ferrous and non-ferrous metals. Additionally, students will learn to identify, troubleshoot, and solve different problems in all aspects of GTAW.



# Mid-South

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## Community College

### **College Personnel**

### **Chapter 11**

# Full-Time Faculty and Staff

(Note: Academic credentials are listed for administrators and for employees who teach as part of their assigned duties)

**Glen F. Fenter, President**

Ed.D., Education Administration, University of Arkansas  
M.S.E., Administration, University of Arkansas  
B.A., Education, Hendrix College

**Barbara Baxter, Executive Vice President**

Ed.D., Curriculum and Instruction, University of Memphis  
M.A., B.A., English, University of Memphis

**Robert Gunter, Vice President for Workforce Technology**

Ed.D., Secondary & Technology Education, Arizona State University  
M.E.D., B.S., Adult & Vocational Education, Auburn University

**Susan K. Marshall, CPA, Vice President for Finance and Administration**

B.S., Accounting, Arkansas State University

**Dorothy Gautreaux Sisnett, Vice President for Student Affairs**

M.B.A., Management, Union University  
B.A., Communications, University of Memphis

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**Azah Abanda, Natural Science Instructor**

Ph.D, Environmental Sciences, Arkansas State University  
M.S., Geochemistry, University of Capetown  
B.S., Geology/Geography, University of Buea

**Mary Adcox, Executive Director of Institutional Advancement**

**Robin Allen, Career Coach**

**Leslie Anderson, Registrar**

**Clay Andrus, Graphic Designer**

**Chastity Anthony, Title III Student Support/Curriculum Development Specialist**

**Beth Arnold, Administrative Assistant to the Executive Vice President and Coordinator of Facilities Scheduling**

**Diane Ayres, Special Events Coordinator**

**Patricia Baker, Institutional Services Assistant**

**Tyechia Barnes, Career Pathways Counselor**

**Christian Barnoud, Renewable Energy Instructor**

M.B.A., Finance, University of Memphis  
Engineering Diploma, Chemical Engineering, ENSCP

**Anabeth Bartholomew, Testing Coordinator**

**Kelly Bearden, Manufacturing Technology Instructor**  
A.A.S., Machine Shop, University of Arkansas – Fort Smith

**Kay Bonds, Director of Career Pathways**

**Shanna Boney, Career Coach**

**Shermel Brown, Mathematics Instructor**  
M.S., Mathematics, Arkansas State University  
B.S., Technology, Arkansas State University

**Jackie Brubaker, Director of Financial Aid and Human Resources**

**Pam Capps, Medical Assistant Technology Instructor**

**Jason Carmichael, Coordinator of Physical Education and Sports Programs**

**Jason Carr, Information Systems Instructor**  
M.A., Instruction & Curriculum Leadership, University of Memphis  
B.A., History, University of Memphis

**Sanjay Chowdhury, Information Systems Instructor**  
M.S., Workforce Education, Southern Illinois University  
B.S., Information Systems Technologies, Southern Illinois University  
B.S., Mathematics, University of Chittagong, Bangladesh  
A.A.S., Computer Information Systems (CIS) and Web Page Design (Certificate), Lake Land College

**Patti Coleman, Director of Advancement**

**Letory Collins, TRIO Educational Opportunity Center Secretary**

**Tom Cook, Computer Support Technician**

**Paula Cosgrove, Adult Basic Education Instructor**  
B.S.E., Education, Memphis State University

**Wendy Crawford, Business Manager**

**Suvra Das, Food Preparation Coordinator**

**Chris Davis, Information Systems Technology Instructor**  
M.B.A., Franklin University  
B.A., Business Administration/Information Systems, Ouachita Baptist University  
Certifications: CIW, Microsoft

**Chris Davis, Work-Study Coordinator**

**Verna Davis, Human Resources Analyst**

**Veronica Davis, Director of Title III Grants**

**Ray Duch, Information Systems Instructor**

B.S., Agriculture, University of Tennessee at Martin  
Certifications: A+ and CCAI

**Callie Dunavin, Director of ADWIRED Operations**

**Patricia Dunegan, TRIO SSS Counselor/Physical Education Instructor**

M.S., Health Education, Austin Peay State University  
B.A., Psychology, University of Nevada

**Stephanie Eley, Program Coordinator, Communications & Education**

Graduate Certificate, CC Teaching & Leadership  
M.S., Communication, University of Southern Mississippi  
B.A., Speech Communication, University of Southern Mississippi

**John Easley, TRIO Student Support Services Counselor**

**Mary Field, Communications Instructor**

M.A., Speech and Drama, University of Arkansas  
B.S.E., Arkansas State University

**Raul Fletes, Director of Data Systems Management**

**Sherry Fountain, Coordinator of Housekeeping**

**James French, Institutional Services Supervisor-2<sup>nd</sup> Shift**

**Brenda Gadberry, Assistant Registrar**

**Jayson Gallardo, Administrative Specialist II for TRIO Student Support Service**

**Gregory Gardner, Web and Media Developer**

**Virginia Gardner, Administrative Specialist II for Business and Industry Services**

**Donnie Gean, Director of Security**

**Roy Germain, Manufacturing Technology Instructor**

B.S., Theology, Union Baptist College and Theological Seminary  
Technical Degree, Communication Electronics, New Orleans Regional Technical Institute  
Technical Degree, Instrumentation, Associated Builders and Contractors Industrial Craft  
Training, New Orleans, Louisiana

**Linda Graham, Ciba Workforce Counselor**

**Gaysha Granger, Institutional Services Assistant**

**Sherry Sanders Gray, Social Science Instructor**

M.A., History, Arkansas State University  
B.S.E. History, University of Arkansas

**William J. Gray, Communications Instructor**

M.A., English, Arkansas State University  
B.A., Philosophy, Arkansas State University

**Len Grice, Director of Marketing & Public Relations**

**Donnylle Hampton, Program Coordinator, HS Technical Center**

**Melissa Hardage, Director of Food Services**

**Walter Hardy, Institutional Services Supervisor-3rd Shift**

**Peg Hess, Accounting Technician I**

**Nancy Hogan, Director of TRIO Student Support Services**

**Ava Hollins-Rogers, Administrative Specialist II, Career Pathways**

**Tawanda Hopkins, Career Pathways Community Outreach Specialist**

**Paula Howerton, Administrative Specialist II, Registrar**

**Rita Hulen, Administrative Specialist II to Academic Affairs**

**Mariam Isaac, TRIO Educational Opportunity Center Counselor**

**Anwar Jamison, Recruiter/Admissions Counselor**

**Garth Johnson, Program Coordinator for Mathematics and Natural Sciences**

M.A., Mathematics Education, University of Central Arkansas

B.S., Mathematics, University of Central Arkansas

**Claire Rene Jones, Director, Library Media Center**

M.L.S., Library Science, Louisiana State University

B.S.E., English, Arkansas State University

**Kimberly Jordan-Fluker, Director of Adult Education**

M.S., Adult/Continuing Education, North Carolina A&T State University

B.A., Journalism, Virginia Union University

**Robert Kean, Diesel Technology Instructor**

Master A.S.E. Certified Medium/Heavy Truck Technician

Master A.S.E. Certified Automobile Technician

Diesel Mechanics/Heavy Truck Maintenance, Penn Foster

**Vickie Keeton, Student Success Coordinator**

M.S., College Student Personnel, Arkansas Tech University

B.A., Sociology & Political Science, Ouachita Baptist University

**Joseph Kelman, Mathematics Instructor**

Ph.D., Physical-Mathematical Sciences, Academy of Sciences

M.S., Theoretical Physics, Kazakh State University

**Frank Keys, Institutional Services Assistant**

**Carol Lane, Social Science Instructor**

M.S.E., Education, University of Memphis

B.A., European History/Sociology/Secondary Education, Oklahoma Baptist University

**Belinda Looney, Administrative Specialist II, MSCC Technical Center**

**Sandra Mabry, Director of TRIO Educational Opportunity Center**

**Kara Madison, Administrative Specialist II, Title III Consortium Grant**

**Michael Marconi, Maintenance Coordinator**

**Phillip Marshall, Director of Information Systems Technology**

**Regina Matthews, Institutional Services Assistant**

**Leigh McDaniel, Accounting Technician**

**Patricia McGarrity, Library Support Assistant**

**Dr. Trenia Miles, Director of Retention**

Ed.D., Higher & Adult Education, University of Memphis

M.S., Counseling, University of Arkansas

B.A., Psychology, University of Arkansas

**Gary Miller, Institutional Services Assistant**

**Marcus Monk, Career Coach**

**Gibson “Sunny” Morris, Executive Director of ADWIRED**

**Paul Murrin, Mathematics Instructor**

M.S., Applied Mathematics, Indiana State University

B.S., Applied Mathematics, Towson State University

A.A., Montgomery Community College

**Bonnie Nichols, Database Manager**

A.A.S., Information Systems, Mid-South Community College

Microsoft Master Instructor, IC<sup>3</sup> Authorized Program Instructor

**C. Steve Nichols, Information Technology Assistant**

**D. Steve Nichols, Evening Academic Coordinator**

M.A., B.A., English, Mississippi College

**Claudia Ohneck, Administrative Specialist II for Grants Development**

**Logan Oliver, Communications Instructor**

M.A., English, Arkansas State University

B.S., Communications, Arkansas State University

A.A., Liberal Arts, Arkansas State University

**Philip Para, University Center Coordinator**

**Lori Payne, Education Instructor**

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