



# MID-SOUTH

## COMMUNITY COLLEGE

### **2014-2015 Catalog**

2000 West Broadway  
West Memphis, AR 72301

866-733-6722 (toll-free number)

870-733-6722

[www.midsouthcc.edu](http://www.midsouthcc.edu)

# Academic Calendar 2014–2015

## Summer Semester 2014

Memorial Day Holiday (College is closed).....	May 26
Registration for Summer classes.....	May 27
<sup>1</sup> Payment/Approved Financial Aid Deadline.....	May 27
Bookstore Charges Available .....	May 28
Financial Aid Priority Deadline for Fall 2014.....	June 2
First day of classes .....	June 2
Last day for schedule changes .....	June 5
<sup>2</sup> Last day to drop a class with 80% refund .....	June 9
Official enrollment report day .....	June 9
Independence Day (college is closed).....	July 4
Last day to drop class/withdraw.....	July 7
Early Registration for Fall 2014.....	July 7-10
Last day of Summer classes .....	July 14
Final examinations .....	July 15-16
Grades due in Registrar's Office .....	July 17
New Student Orientation for Fall 2014.....	July 29

<sup>1</sup> Payment is due upon enrollment on or after this date. Payment after the deadline carries a \$100 penalty.

<sup>2</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 2014

Ten-Month faculty report .....	Aug. 4
Concurrent Student Orientation.....	Aug. 4, 5, 7, 11
Registration for Fall 2014.....	Aug. 11-12
Payment/Approved Financial Aid Deadline .....	Aug. 12
Bookstore Charges Available .....	Aug. 13
First day of classes .....	Aug. 18
Late registration (\$100 late fee applies on or after this date).....	Aug. 18
Last day for schedule changes .....	Aug. 22
<sup>1</sup> Last day to drop with 80% refund .....	Aug. 29
Labor Day (College is closed) .....	Sept. 1
Official Enrollment Report Day .....	Sept. 2
Mid-term examination week .....	Sept. 29-Oct. 4
Mid-term grades posted .....	Oct. 6
Fall Break (No classes; College open).....	Oct. 13-14
Last day to drop class or withdraw .....	Oct. 27
Priority Deadline for Spring 2015 Financial Aid .....	Oct. 31
Priority Registration for Spring 2015 .....	Nov. 10-Dec. 11
Last day to apply for Spring 2015 Capstone/Internship Courses.....	Nov. 21
Last Day to apply for Spring 2015 Scholarships .....	Nov. 21
Thanksgiving Break (no classes; College is open) .....	Nov. 26
Thanksgiving (College is closed).....	Nov. 27-30
<sup>2</sup> Intent to Graduate/Degree Audit Deadline for Spring 2015 Graduates .....	Dec. 1

Last day of classes .....	Dec. 1
Final examinations .....	Dec. 2-8
Grades due in Registrar's Office .....	Dec. 10
Payment deadline for Priority Registration .....	Dec. 11 (4:30 p.m.)
Open Registration for Spring 2015 .....	Dec. 15-Jan. 6
New Student Orientation for Spring 2015 .....	Dec. 16
Last day for Ten-Month Faculty .....	Dec. 19
Christmas break (College closed) .....	Dec. 22-Jan. 4

<sup>1</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>2</sup> Students planning to graduate in spring 2015 must have a degree audit completed by their advisor and submitted to the Registrar for approval.

## Spring Semester 2015

Open Registration for Spring 2015 .....	Dec. 15-Jan. 6
All employees report .....	Jan. 5
Regular Registration.....	Jan. 6
Payment/Approved Financial Aid Deadline .....	Jan. 6
Financial Aid Bookstore Charges Available .....	Jan. 7
First day of classes .....	Jan. 12
Late registration (\$100 late fee applies on or after this date).....	Jan. 12
Last day for schedule changes .....	Jan. 16
Dr. Martin Luther King Jr. Holiday (College is closed).....	Jan. 19
<sup>1</sup> Last day to drop a class with 80% refund .....	Jan. 26
Official enrollment report day .....	Jan. 27
Mid-term examination week .....	Feb. 23-28
Mid-term grades posted .....	March 3
Last day to drop/withdraw from the College .....	March 18
<sup>2</sup> Spring Break (no classes; college is open) .....	March 23-28
Graduates' End of Program Assessments. ....	April 1, 2, 4
Priority Registration for Summer 2015/Fall 2015.....	April 13-24
Last Day to apply for Fall 2015 Scholarships.....	April 24
Last Day to Apply for Fall 2015 Capstone/Internships.....	April 24
Last day of classes .....	April 27
Final examinations .....	April 28-May 4
Priority Deadline for Financial Aid Applications for Summer 2014 .....	May 1
Grades due in Registrar's Office .....	May 5
Graduation .....	May 7
Memorial Day Holiday (College is closed).....	May 25
Registration for Summer 2015 Classes .....	May 26
Financial Aid Bookstore Charges Available .....	May 27
Last day for ten-month faculty .....	May 28

<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.

## Summer Semester 2015

Calendar to be announced in March 2015

# President's Message

With credit enrollment of nearly 1,800 students, new programs in Hospitality Management and Digital Media, and an FAA-approved Aviation Maintenance Technology program in partnership with FedEx Express®, Mid-South Community College continues to blaze a trail in meeting regional higher education needs.

For an institution that is just more than two decades old, MSCC has enjoyed phenomenal growth and local support. 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.

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.

We remain aggressive and determined in our efforts to meet the current and future employment needs of our region so that our students will be prepared for the jobs of today and tomorrow. Mid-South and Southwest Tennessee Community College are collaborating and sharing resources through the newly-formed Greater Memphis Training and Education Consortium (GMTEC) to better serve regional business and industry. With additional partners like FedEx, The Manufacturing Institute, the Memphis Bioworks Foundation, the University of Memphis, and our local Chambers of Commerce to support business and industry training, we are confident our efforts will help you succeed.

The \$9 million Marion Berry Renewable Energy Center on our North Campus gives us unparalleled opportunities to affect positive change for our region. The 35,120 square foot facility includes a biofuel engine testing facility and fuel and oil analysis laboratories which support adoption of biofuels by the transportation industry. It is one the finest facilities of its kind in the region. The Wellness Center we opened in fall 2013 provides much needed space for student activities including intercollegiate basketball, intramurals, fitness classes, and recreational activities.

Simply stated, Mid-South Community College is uniquely positioned to take higher education and training to the next level. 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, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, 800-621-7440 or (312) 263-0456; Fax: (312) 263-7462.

## Table of Contents

President's Message .....	4
Comments Welcome.....	5
MSCC Degrees and Certificates.....	16
Associate of Applied Science Degrees .....	16
Associate of Arts Degrees .....	16
Associate of Science Degree .....	16
Certificates .....	16
College Mission .....	17
College Purposes.....	17
College Vision Statement.....	17
MSCC Value Statements .....	18
Strategic Goals .....	18
Accreditation.....	19
Financial Information .....	19
Freedom of Inquiry Statement .....	19
Nondiscrimination Statement.....	20
College Board of Trustees .....	20
MSCC Foundation .....	20
College Profile .....	21
Retention .....	24
Graduation Rates .....	24
Gainful Employment .....	24
Crime Statistics.....	25
Open Admissions Policy .....	27

Admissions Requirements and Procedures .....	27
Admission of Dually or Concurrently-Enrolled High School Students .....	28
Requirements for General Education/Transfer Courses.....	28
Requirements for Technical/Occupational Courses .....	29
Admission of International Students .....	29
Admission of Non-Award Seeking Adult Students.....	30
Admission of Transfer Students.....	30
Acceptance of Transfer Credits.....	30
Admission of Transient Students .....	31
Admission of Veterans .....	32
Readmission of MSCC Students .....	32
Placement Testing.....	32
Registering for Classes .....	37
Academic Advising .....	37
Course Availability.....	37
Registration Procedures.....	37
Prerequisites and Corequisites .....	38
Repeating a Course .....	38
Enrollment Procedures .....	38
Adding Classes after the First Official Day of Class .....	38
Changing Course Sections.....	38
Personal Data .....	39
Enrollment Requirements for Award-Seeking Students.....	39
Unconditional Enrollment of Award-Seeking Students .....	39
Conditional Enrollment of Award-Seeking Students .....	40
Core Academic Requirements for the Associate of Arts and Associate of Science Degrees .....	41
Core Academic, Technical Requirements for Technical Certificates and Associate of Applied Science Degrees .....	41
Consequences of Conditional Enrollment .....	42
Enrollment for Non-Award Seeking Students.....	42
Dropping Classes or Withdrawing from the College.....	42
Appeal Process for Drops or Withdrawals after the Official Deadline .....	43

Enrollment in Electronically-Delivered Courses.....	44
Grade Reports .....	44
Payment Procedures for Tuition and Fees.....	46
Residency Determination.....	46
Tuition and Fees.....	47
Tuition Waiver for Arkansas Residents Age 60 and Over Who Enroll in Credit Classes .....	48
Tuition Waiver for Crittenden County Law Enforcement Officers and Firefighters .....	48
Tuition Waiver for Crittenden County School Teachers .....	48
Refund of Tuition (Credit Courses) .....	48
Refund of Tuition (Non-Credit Courses) .....	48
Refund Appeals .....	49
Financial Aid .....	49
Federal Financial Aid Eligibility.....	50
Enrollment Status.....	52
Enrollment at Two Institutions .....	53
Federal Financial Aid Programs.....	53
Disbursement of Federal Financial Aid Funds.....	53
Bookstore Charges .....	54
Post-Withdrawal Disbursements .....	54
Policy for the Return of Title IV Funds .....	54
State Financial Aid Programs .....	56
MSCC Scholarships .....	58
MSCC Scholarships Awarded by Nomination .....	60
MSCC Foundation Scholarship Opportunities.....	62
Other Sources of Assistance .....	63
Veterans Educational Benefits.....	63
Financial Aid Policies .....	65
Disclosure of Social Security Numbers.....	65
Satisfactory Academic Progress .....	66
Cumulative Grade-Point Average .....	66
Maximum Hours.....	67
Review of Progress Standards for Associate Degrees.....	67

Notification/Appeals .....	68
Financial Aid Special Conditions.....	68
Appeal for Attempted Hours Toward Degree .....	69
Financial Aid Satisfactory Academic Appeals.....	70
Access to Campus Facilities.....	72
Bloodborne Pathogens .....	72
Chronic Communicable Diseases .....	72
Children in Classes or Study Areas .....	72
Computer Usage .....	73
Discrimination and Harassment.....	74
Sexual Harassment.....	75
Resolution of Discrimination/Harassment Complaints.....	76
Reporting Procedure for Discrimination/Harassment .....	76
Electronic Devices .....	78
Emergency Notifications .....	79
Emergency Procedures .....	79
Inclement Weather Policy.....	79
Mass Meetings .....	80
Official Communications.....	80
Parking and Traffic Regulations .....	80
Registered Sex Offenders and Residential Restrictions for Registered Sex Offenders.....	81
Religious Holy Days .....	82
Safety Provisions, Regulations, and Crime Reporting.....	82
Student Right to Know and Campus Security Act (34 CFR 600-691 HEA Amended 2010) .....	82
Sexual Assault Reporting Procedures .....	83
Smoking Policy .....	84
Social Media Policy .....	84
Student Complaints.....	85
Student Conduct .....	85
Student Identification Cards .....	94
Student Non-Academic Grievance Procedure .....	95
Student Records.....	98



Substance Abuse Policy.....	99
Weapons Policy.....	103
Academic Programs .....	105
General Education Learning Outcomes .....	105
Program Types .....	106
Technical/Occupational Programs .....	106
Transfer Programs.....	107
Advanced Manufacturing Technology Machining .....	108
Certificate of Proficiency in CNC Operations and Programming .....	108
Certificate of Proficiency in Machine Technology (Machinist I) .....	109
Certificate of Proficiency in Machine Technology (Machinist II) .....	109
Mechatronics .....	110
Certificate of Proficiency: Mechatronics Level I .....	110
Certificate of Proficiency: Mechatronics Level II .....	111
Certificate of Proficiency: Mechatronics Level III .....	111
Certificate of Proficiency: Mechatronics Level IV .....	112
Certificate of Proficiency in Process Technology I .....	113
Welding .....	113
Certificate of Proficiency in Flux-Core Arc Welding Technology .....	113
Certificate of Proficiency in Gas Metal Arc Welding Technology .....	114
Certificate of Proficiency in Gas Tungsten Arc Welding Technology .....	115
Certificate of Proficiency in Shielded Metal Arc Welding Technology .....	115
Allied Health Sciences .....	116
Certificate of Proficiency in Emergency Medical Technician .....	116
Certificate of Proficiency in Nursing Assistant .....	117
Certificate of Proficiency in Phlebotomy .....	118
Associate of Applied Science in Medical Assisting Technology.....	118
Associate of Applied Science in Respiratory Care.....	121
Aviation .....	125
Aviation Maintenance Technology .....	125
Certificate of Proficiency in General Aviation Maintenance Technology .....	125
Technical Certificate in Aviation Airframe Maintenance Technology .....	126

Technical Certificate in Aviation Powerplant Maintenance Technology .....	128
Associate of Applied Science in Aviation Maintenance Technology .....	129
Professional Pilot .....	133
Associate of Applied Science in Professional Pilot.....	133
Business Technology .....	133
Certificate of Proficiency in Administrative Office Procedures .....	133
Associate of Applied Science in Business Technology .....	134
AAS in Business Technology, Business Administration Option.....	135
AAS in Business Technology, Applications Specialist Option.....	137
Associate of Science in Business .....	139
Diesel Maintenance Technology .....	142
Certificate of Proficiency in Heavy Truck Diesel Maintenance .....	142
Technical Certificate in Diesel Maintenance Technology .....	142
Digital Media .....	144
Associate of Applied Science in Digital Media .....	144
Certificate of Proficiency in Film and Video Production .....	146
Education .....	147
General Education.....	147
Associate of Arts in General Education.....	147
General Technology .....	150
Associate of Applied Science in General Technology .....	150
Hospitality Management .....	151
Certificate of Proficiency in Food Service Management.....	152
Certificate of Proficiency in Hospitality Management.....	152
Technical Certificate in Food Service Management .....	153
Associate of Science in Hospitality Management.....	154
Associate of Applied Science in Hospitality Management.....	156
Information Systems Technology .....	159
Certificate of Proficiency in Micro-Computer Upgrade and Repair.....	159
Certificate of Proficiency in Networking.....	160
Associate of Applied Science in Information Systems Technology.....	161
Bachelor of Science in Information Technology .....	163
Other Academic Programs and Services .....	163

Adult Education.....	163
Developmental Education.....	164
Mid-South Community College Technical Center .....	165
MSCC University Center .....	166
Workforce, Economic Development.....	167
Business and Industry Services .....	167
Academic Appeals.....	170
Academic Clemency .....	171
Academic Freedom .....	171
Academic Misconduct.....	172
Academic Probation.....	174
Academic Suspension .....	174
Mid-Term Progress Reports .....	175
Assessment of Student Academic Achievement .....	175
Attendance.....	176
Capstone Projects and Internships .....	176
Classroom Behavior .....	177
Credit by Examination or Prior Learning Assessment.....	178
Credit by Examination/Prior Learning Assessment Prior to Enrollment in a Course.....	178
Credit Policy for Advanced Placement Exams .....	179
Advanced Placement Exams .....	179
College Level Examination Program (CLEP) Exams .....	180
Credit by Examination after Enrollment in a Course .....	181
Proficiency Credit (CR or NC) .....	182
Grading Scale and Grade Point Averages .....	182
Auditing a Course.....	183
Credit/Non-Credit Enrollment .....	183
Incomplete Courses .....	183
Independent Study Courses.....	184
Withdrawal from a Course.....	185
Graduation Requirements .....	185
Maximum Time Allowed to Complete Certificates/Degrees .....	185

Reverse Transfer .....	186
Honors Recognition.....	186
Student Level .....	187
Student Records.....	187
Selective Service.....	188
Student Transcript Requests.....	189
Academic Advising .....	191
Athletics—see Student Activities and Organizations.....	191
Bookstore.....	191
Career Pathways .....	191
Career Services.....	192
Child Care .....	192
Counseling Services.....	192
Disability Accommodations .....	193
Email Accounts for Students .....	193
Intramurals—see Student Life: Organizations and Activities .....	194
Learning Success Center .....	194
New Student Orientation.....	194
Recreation—see Student Life: Organizations and Activities .....	194
Sandra C. Goldsby Library .....	194
Student Insurance .....	195
Student Life: Organizations and Activities .....	196
Telephone Messages for Students.....	199
Testing Services.....	199
Title III Grant Programs .....	199
TRiO Student Support Programs.....	200
Arkansas Workforce Center .....	201
Course Descriptions .....	203
Addiction Studies .....	205
Anthropology .....	205
Art .....	205
Aviation Maintenance Technology .....	205

Biology.....	208
Business.....	209
Chemistry .....	210
College Survival .....	210
Computers.....	210
Criminal Justice .....	211
Developmental Education.....	211
Diesel Maintenance Technology.....	213
Digital Media .....	215
Economics .....	215
Emergency Management.....	215
Emergency Medical Technician .....	216
English .....	216
Fine Arts .....	217
Geography.....	217
Health and Physical Education.....	217
History.....	218
Hospitality .....	218
Humanities .....	220
Machine Technology.....	223
Mechatronics .....	227
Medical Assisting.....	228
Medical Professions .....	229
Music.....	230
Nursing Assistant .....	230
Phlebotomy.....	230
Philosophy.....	231
Physical Science .....	231
Political Science.....	231
Professional Pilot Program.....	231
Process Technology.....	232
Psychology .....	233

Respiratory Care .....	233
Science .....	234
Social Science .....	234
Sociology .....	234
Technical Core.....	235
Welding Technology.....	235
Full-Time Faculty and Staff.....	238
Part-Time Faculty .....	246
University Center Representatives .....	251
Index.....	252

---

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 COMMUNITY COLLEGE

## General Information

## Chapter 2

# MSCC Degrees and Certificates

## Associate of Applied Science Degrees

Advanced Manufacturing Technology  
Aviation Maintenance Technology  
Business Technology: Business Administration, Applications Specialist  
Digital Media  
General Technology  
Hospitality Management  
Information Systems Technology: Networking  
Medical Assisting Technology  
Professional Pilot: Fixed Wing, Rotor Wing\*  
Respiratory Care

## Associate of Arts Degrees

General Education  
Teaching, Middle School, P-4 (under revision by the Arkansas Department of Education)

## Associate of Science Degree

Business  
Hospitality Management

## Certificates

Technical Certificate: Aviation Airframe  
Technical Certificate: Aviation Powerplant  
Technical Certificate: Diesel Maintenance Technology  
Technical Certificate: Food Service Management  
Certificate of Proficiency: Administrative Office Procedures  
Certificate of Proficiency: Aviation Maintenance Technology  
Certificate of Proficiency: Digital Media  
Certificate of Proficiency: Emergency Medical Technician  
Certificate of Proficiency: Food Service Management  
Certificate of Proficiency: Flux-Core Arc Welding  
Certificate of Proficiency: Gas Metal Arc Welding  
Certificate of Proficiency: Gas Tungsten Arc Welding  
Certificate of Proficiency: Heavy Truck Diesel Maintenance  
Certificate of Proficiency: Hospitality Management  
Certificate of Proficiency: Machine Technology (Machinist I)  
Certificate of Proficiency: Machine Technology (Machinist II)  
Certificate of Proficiency: Mechatronics Level I  
Certificate of Proficiency: Mechatronics Level II  
Certificate of Proficiency: Mechatronics Level III  
Certificate of Proficiency: Mechatronics Level IV  
Certificate of Proficiency: Microcomputer Upgrade and Repair  
Certificate of Proficiency: Nursing Assistant  
Certificate of Proficiency: Process Technology



\*The AAS in Professional Pilot is under revision and not currently available.

## 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 global awareness, an appreciation of diversity, 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 that ensures a competent local and regional workforce.
- 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:

<b>Access</b>	Access, opportunity, and support for those who may benefit from its programs and services.
<b>Positive Campus Environment</b>	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.
<b>Community and Civic Responsibility</b>	Civic responsibility through planned learning experiences and through collaboration with local organizations to enhance the quality of life for all citizens of the community.
<b>Quality and Accountability</b>	Quality instruction and effective use of technology, resources, and support services through continuous assessment of needs, programs and services.
<b>Responsiveness</b>	Economic, cultural, social, and human development by serving as a catalyst for community and educational improvements.
<b>Learning and Individual Goal Achievement</b>	Educational programs designed to motivate, challenge, and reward excellence in those who utilize and provide them.

## Strategic Goals

### 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 area 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, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, (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 to education and employment for all qualified persons regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, or veteran status.

No employee of MSCC shall, on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, or veteran status, be subjected to any discrimination prohibited by law. This policy applies to recruitment, employment, and subsequent placement, training, promotion, compensation, continuation, probation, discharge, and other terms and conditions of employment over which the College has jurisdiction.

Educational programs and activities which receive federal funds must operate in a nondiscriminatory manner. These programs and activities may include, but are not limited to: admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment.

Also, the recipient of a complaint may not retaliate against any person because he or she opposed an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The ED Title IX regulations (Volume 34, Code of Federal Regulations, Part 106) provide a detailed discussion of discrimination prohibited by Title IX.

The individual responsible for application of the above federal requirements at MSCC is the Executive Vice President.

## 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  
*Marion*

Solon Anthony  
*Proctor*

Dr. Marian Barr  
*West Memphis*

Alex Coulter  
*West Memphis*

Denny East, Secretary  
*Marion*

Hershel Owens, Vice Chair  
*West Memphis*

Harold Scifres  
*Marion*

Mary M. Toney, Chair  
*West Memphis*

James Richard Williford  
*West Memphis*

## MSCC Foundation

The Mid-South Community College Foundation, incorporated in 1992, serves as an independent entity which furthers 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 support a wide variety of endeavors from individual scholarships to campus expansion/renovation, and educational enrichment projects. Contributions are tax deductible as allowed by law.

Foundation Board members are as follows:

Franklin Fogleman, Jr., Chair <i>Marion</i>	Otis Davis <i>Earle</i>	Phillip Neri, Jr. <i>Memphis</i>
Troy Keeping, Vice Chair <i>West Memphis</i>	Kim Felker <i>Crawfordsville</i>	Larry Nichols <i>Marion</i>
Tonya Alexander <i>Earle</i>	Matthew Glass <i>Marion</i>	Brian Reece <i>West Memphis</i>
Lucie Brackin <i>Hughes</i>	Beth Holloway <i>Marion</i>	Dr. Brian Rhoads <i>Marion</i>
David Brick <i>Marion</i>	Forrest N. “Joe” Jenkins <i>West Memphis</i>	G.A. “Bert” Robinson, III <i>Hughes</i>
Dixie Carlson <i>Marion</i>	Keith Jones <i>West Memphis</i>	Shane Patterson <i>Marion</i>
Gene Cashman <i>Memphis</i>	Joe Marotti <i>Crawfordsville</i>	Caryl Sorrells <i>West Memphis</i>
Marty Cooper <i>Marion</i>	Landon Myers <i>Memphis</i>	Allen Spears <i>Turrell</i>

## 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 1,793 in the fall of 2013.

With a major financial commitment from Southland Park Gaming and Racing, the College established an intercollegiate athletic program in 2010. MSCC has fielded men's and women's National Junior College Athletic Association basketball teams for the past three years.

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 Success 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 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, the University of Central Arkansas, and Victory University.

The \$9 million Marion Berry Renewable Energy Center on the College's North Campus includes 35,120 square feet of high-tech classroom and laboratory space devoted to research and development of biofuels as well as to training for diesel technology students. The Wellness Center, opened in fall 2013, provides space for intercollegiate basketball, intramurals, fitness classes, and recreation.

The MSCC campus also houses the Arkansas Workforce Center which provides the resources and generates synergy to better serve both job seekers and employers. Area programs focused on workforce development and employment are located together with similar MSCC programs in the North Campus building.

The following statistics provide an enrollment profile of MSCC for Fall 2013:

<b>Credit Enrollment by Race, Gender for Fall 2013</b>			
	<b>Male</b>	<b>Female</b>	<b>Percentage</b>
Asian/Pacific Island	6	6	.6%
Black (non-Hispanic)	316	641	55%
Native Hawaiian	1	1	.1%
Hispanic	29	29	3%
American Indian/Alaskan Native	4	3	.3%
White (non-Hispanic)	304	415	40%
Non-resident Alien	5	4	.5%
Unknown	0	1	.05%
More than one ethnicity	13	15	2%
Totals	678 (38%)	1,115 (62%)	

Credit Enrollment by Age, Fall 2013			
Age Range	Average Age	Modal Age*	
15 - 73	25	17	*(237 students aged 17 were enrolled for Fall 2013, more than any other single age group)
Under 18	445		
18-19	328		
20-21	215		
22-24	186		
25-29	203		
30-34	114		
35-44	170		
45-54	89		
55-64	32		
65 and over	11		

### Credit Enrollment Profile, Fall 2013

Total Headcount.....	1,793
Full-Time Equivalent (FTE) .....	1,088
Student Semester Credit Hours .....	16,325
Full-Time .....	703
Part-Time .....	1,090
First-Time Entering, Award-Seeking .....	325

### Enrollment in Award Programs, Fall 2013

Associate of Arts General.....	360
Associate of Arts Teaching .....	91
Associate of Science in Business .....	43
Associate of Science in Hospitality Management .....	2
AAS Advanced Manufacturing .....	16
AAS Aviation Technology .....	24
AAS Business Technology.....	109
AAS Digital Media.....	13
AAS General Technology.....	322
AAS Hospitality Management .....	1
AAS Information Systems Technology .....	55
AAS Medical Assisting .....	65
AAS Professional Pilot .....	66
AAS Respiratory Care .....	58
AAS Renewable Energy .....	2
TC Advanced Manufacturing.....	4
TC Aviation Technology.....	7
TC Diesel Maintenance Technology.....	28
TC Pharmacy Technician .....	25
CP Cisco Networking .....	1
CP Heavy Truck Diesel.....	1

CP Machining Technology .....	2
CP Mechatronics .....	2
CP Nursing Assistant .....	3
CP Microcomputer Upgrade & Repair .....	1
CP Website Design .....	1
CP Welding.....	2

## Retention

### All Students

Of the 1,980 students enrolled in the Fall of 2012, 784 (40%) re-enrolled for Fall 2013.

Of the 1,786 students enrolled in the Spring 2013, 868 (49%) re-enrolled for Fall 2013.

### Degree-Seeking Students

Of the 1,439 students who were degree-seeking in the Fall 2012, 533 (37%) re-enrolled for the Fall 2013.

Of the 1,290 students who were degree-seeking in the Spring 2013, 617 (48%) re-enrolled for the Fall 2013.

## 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 2010 and completed degrees or certificates by June 30, 2013:

### **Fall 2010**

Full-time Cohort	284
Completers	8%
Documented Transfers	25%
Still Enrolled	8.5%

The group of students being reported to comply with federal student right-to-know regulations made up only 12.1% of the total Fall 2010 semester enrollment at Mid-South Community College. These rates do not represent the success rates for the other 87.9% of students who attended MSCC in Fall 2010.

## Gainful Employment

Gainful employment programs are those "that prepare students for gainful employment in a recognized occupation." MSCC is required to report this information for all undergraduate and graduate programs that are Title IV eligible and that lead to certificates, diplomas, graduate certificates or specialist awards. Degree programs at all levels are not considered to be gainful employment programs.

If the number of students who completed a Gainful Employment Program during the award year was less than ten, for privacy reasons, the college or university should not disclose to the public the median debt amounts and the on-time completion rates. Because placement rate information is



reported based on system standards and methodology, total employment and related employment rates are not disclosed if the number of students employed is less than six.

For information on the College's Gainful Employment Programs, visit the website at <http://www.midsouthcc.edu/index.php?id=367>.

## 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 2012, no crimes were reported. For complete statistics for the most recent three year period (2010-2012), see MSCC's website at [www.midsouthcc.edu](http://www.midsouthcc.edu); click on About MSCC, and click on Consumer Info.



**MID-SOUTH**  
**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 and for international students. In addition, some academic programs have specific admissions requirements which must be met.

**All new students are required 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. Special enrollment as dual or concurrent high school students.
4. 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 transcripts or GED diploma and college transcripts from all previously attended institutions. Students should note that the U. S. Department of Education now requires submission of GED diplomas or official high school transcripts for all students applying for Federal Financial Aid.
3. Documentation required by Arkansas statute for all students who have earned 30 college credit hours or less of two doses of immunization for measles rubeola and rubella if applicant was born after January 1, 1957. Students born after January 1, 1957 with 31 college credit hours or more are required to have one dose. 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 online admission through its website as a service to students ([www.midsouthcc.edu](http://www.midsouthcc.edu)). Online 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.

## **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 Senior 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 one or more of the following:

- 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. proof of payment of the I-901 Student Exchange Visitor Processing Fee
2. payment of the admissions processing fee for international students.
3. a copy of passport or visa.
4. 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.
5. evidence of continuous health insurance coverage which includes the summer months.
6. 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.
7. 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.

8. 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 \$23,000 (U.S.).
9. MSCC Supplemental Application.

No international student who is “out of status” with the U.S. Immigration Service will be admitted. 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 but 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 Senior 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. 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. Students who have completed equivalent, college-level coursework or training must request and

receive an evaluation of any potential credits before registering for classes at Mid-South Community College. **Students who register for classes before having their prior learning evaluated accept full responsibility for any subsequent evaluation of prior learning that could award credits for classes in which they are currently enrolled or have previously taken.**

**Students 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. Students applying for Financial Aid must provide official transcripts before any federal aid can be awarded.

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. Time limits apply to some technical courses so students are encouraged to meet with the Registrar or appropriate academic associate vice president prior to enrolling in classes to verify transferability of previously earned credits. Vocational or technical courses may only 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 <http://acts.adhe.edu/studenttransfer.aspx>.

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

Transcripts from non-accredited 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 Senior 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.

## **Admission of Veterans**

All persons who will be using educational assistance from the Department of Veterans Affairs (DVA) while enrolled at the College should contact the MSCC Veteran's Center (870- 733- 6759) as soon as initial admission requirements are met. Questions regarding eligibility and certification of DVA educational benefits should be directed to the VA Enrollment Counselor. The VA Enrollment Counselor will answer questions about Veteran's Educational Benefits, certify enrollment to the DVA, and monitor degree plans and academic progress. Veterans can apply for a determination of eligibility for DVA educational programs (GI Bill) by accessing the DVA website and by completing and submitting appropriate forms to the VA Enrollment Counselor. Veterans/spouses/dependents receiving GI Bill benefits are responsible for complying with DVA regulations.

Certification of VA benefits will be processed when all required documents are provided. DVA benefits are paid based on enrollment (full time, 3/4 time, or at least 1/2 time). The Department of Veterans Affairs and MSCC consider 12 hours to be full time during the fall and spring 16-week sessions and 4 hours to be full time during each summer session. Enrollment as a less than 1/2 time student will result in no monthly benefits being paid except for reimbursement of tuition charged to the VA student. Veterans receiving Chapter 33 benefits must be enrolled for at least 51percent of what is considered full time to receive a monthly housing allowance. Chapter 33 veterans enrolling in 100 percent distance learning classes will receive only 50 percent of the national housing allowance average.

Veterans must complete and submit an Intent to Enroll form for DVA benefits each term. Forms are available on the financial aid website under Veterans Links & Forms (<http://www.midsouthcc.edu/finaid/>) or may be picked up from the Veteran's Center. The request serves as the veteran's authorization to submit an enrollment certification to the Department of Veterans Affairs.

## **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 or Senior Vice President for Learning and Instruction.

## **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 contact Disability Services in the Learning Success Center in the Reynolds Center at least 14 days prior to the test to ensure appropriate arrangements are made.



MSCC requires placement testing for all award-seeking students and recommends placement testing for **all** students.

When placement test scores and other admissions documents indicate academic weaknesses in reading, English, or mathematics, award-seeking students will be placed in appropriate developmental courses or in college level courses together with a required tutorial lab to strengthen these skills if scores are close to the cut-off for college level work. Award-seeking students are advised to successfully complete all developmental education requirements either by successfully completing coursework or by meeting required college placement test scores prior to enrollment or prior to taking college courses with developmental education prerequisites. Exceptions must be approved by the Senior Vice President for Learning and Instruction or designee.

When non-award seeking or certificate of proficiency 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. Non-award seeking and certificate of proficiency students who later decide to declare a degree or technical certificate are subject to the developmental requirements for those programs.

Students should note that Federal Financial Aid will pay for a maximum of 30 developmental hours.

Placement may be determined by scores earned on the American College Test (ACT), the Scholastic Aptitude Test (SAT), 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:

Reading	ACT	SAT	COMPASS	ASSET	Course
	0–14		0–61	23–34	Developmental Reading I
	15–18		62–82	35–42	Developmental Reading II
	19+	470+	83+	43+	None required

Students who do not achieve college-level reading placement on the ACT or SAT are required to take the COMPASS for proper placement.

Exceptions:

- 1) Students with ACT English and Reading scores of 14 or less or COMPASS Reading scores of 61 or below and COMPASS Writing Skills scores of 37 or below may enroll in Developmental Communication DCOM 1034, which can satisfy both the Developmental Reading I and Developmental English I requirements.
- 2) Students with ACT English and Reading scores of 17-18 or COMPASS Reading scores of 71-82 and COMPASS Writing Skills scores of 56-79 may enroll in English Composition I with an SLA lab.

English	ACT	SAT	COMPASS	ASSET	Course
	0–14		0–37	0–34	Developmental English I
	15–18		38–79	35–44	Developmental English II
	19+	470+	80+	45+	English Composition I

Students who do not achieve college-level English placement on the ACT or SAT are required to take the COMPASS for proper placement.

Exceptions:

- 1) Students with ACT English and Reading scores of 14 or less or COMPASS Reading scores of 61 or below and COMPASS Writing Skills scores of 37 or below may enroll in Developmental Communication DCOM 1034, which can satisfy both the Developmental Reading I and Developmental English I requirements.
- 2) Students with ACT English and Reading scores of 17-18 or COMPASS Reading scores of 71-82 and COMPASS Writing Skills scores of 56-79 may enroll in English Composition I with an SLA lab.

#### Mathematics\*

ACT Math	SAT	COMPASS Pre-Alg	COMPASS Algebra	ASSET Numerical	ASSET Elem. Alg.	Course
0-15		0-99	0-21	0-55	0-38	Dev. Math I
16-17			22-30			Dev. Math II
18			31-40			Dev. Math III
19+	460+		41+		39+	Col Algebra
24+			70+		50+	Calculus I

\* \*Students scoring 60+ on the COMPASS Pre-Algebra Test should also take the COMPASS Algebra test.

Students scoring 44+ on the ASSET Numerical Test should also take the ASSET Elementary Algebra test.

Students who do not achieve college-level mathematics placement on the SAT or ASSET are required to take the COMPASS for proper placement.

Recommended score ranges for technical mathematics for career and technical majors are as follows:

ACT Math	COMPASS Pre-Alg	COMPASS Algebra	ASSET Numerical	ASSET Elem. Alg.	Course
16+		21+		31+	Applied Technical Math

Applied Technical Math is an option for AAS or technical certificate students, if they also have ACT Reading scores of 15 or higher or COMPASS Reading scores of 62 or higher.

Students without ACT scores should take the COMPASS test, which is administered in the Learning Success Center by appointment on Tuesdays and Thursdays. To schedule a COMPASS test, please contact the Advising Success Center at (870) 733-6775 or [myadvisor@midsouthcc.edu](mailto:myadvisor@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 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. 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 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.

New award-seeking students should enroll in CSUR 1101, College Survival Skills, their first semester of enrollment. Survival Skills instructors serve as students' initial advisors, who assist students in understanding program requirements, developing academic plans, and learning how to register online. After completing College Survival Skills, students are assigned advisors according to their program of study. Students wishing to identify their assigned advisor may do so by visiting the Advising Success Center inside the Learning Success Center or by 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 202-231 of the catalog to see which semester courses are offered to avoid any delays in completing their chosen 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 online. Students should confer with their advisors to identify course selections. Once schedules are approved, students may register online by accessing Campus Cruiser on the College's website. Students should:

1. Check the printed or online 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 admissions 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 online.
5. Pay all tuition and fees indicated on the tuition statement by the payment deadline.

## Prerequisites and Corequisites

A prerequisite is a requirement that must be fulfilled prior to enrolling in a specific course. A corequisite is a course which either must or can be taken in the same semester as the course for which it is listed. Students should check the course descriptions on pages 202-231 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 online 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 Senior Vice President for Learning and Instruction or Associate Vice President. Schedule changes after the first official day of classes as listed in the Academic Calendar may not be completed online. 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. 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.

## Personal Data

Students must provide their full legal names to the College to ensure that their permanent records, including official transcripts, are properly identified.

The Registrar also requests students to provide their Social Security numbers for maintenance of their student records. This number allows the College to meet federal and state reporting requirements, enables communication with financial aid providers and service agencies, allows reporting to IRS regarding eligibility for the American Opportunity Tax Credit and Lifetime Learning Credit, and substantially eases transfer of information between the College and other colleges and universities. Students who do not provide their Social Security number risk loss of services and benefits and may encounter delays when transferring from or to other institutions. The College makes every effort to protect students' Social Security numbers from inappropriate disclosure by issuing a Student Identification number which students should use instead of their Social Security numbers to gain access to their academic records, as well as the College's computer resources, services and activities. Questions about College use of the Social Security number should be forwarded to the Registrar's Office.

**Changes in 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 when required materials are submitted prior to enrollment. Otherwise, notification will be made no later than the end of student's first semester.

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 an equivalent or 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. 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 Skills during their first semester.

Students enrolling in Certificate of Proficiency or non-credit courses may request a waiver of core curriculum, developmental, and/or grade point requirements; however, in doing so, they accept responsibility for meeting the pace and learning requirements expected of all students in a course.



## Core Academic Requirements for the Associate of Arts and Associate of Science Degrees

Students seeking an Associate of Arts or an Associate of Science degree 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 <b>or</b>
MATH 1113	College Algebra <b>or</b>	HIST 2123	U.S. History Before 1877 <b>or</b>
	Higher Level Mathematics	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 1034 Developmental Math III, MATH 1104 Applied Technical Math, or MATH 1113 College Algebra as required by the specific program.

Required technical courses are as follows:

### **Associate of Applied Science in Aviation Technology**

AMTG 1003 Aviation Math and Basic Physics & AMTG 1024 Basic Aviation Electricity

### **Associate of Applied Science in Business Technology**

BUSN 1143 Business Communication-& COMP 1113 Computer Fundamentals

### **Associate of Applied Science in Digital Media**

COMP 1113 Computer Fundamentals & ARTS 1013 Intro to Film

### **Associate of Applied Science in Hospitality Management**

COMP 1113 Computer Fundamentals & HMGD 1003 Introduction to Hospitality and Tourism Management

### **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 Medical Assisting Technology**

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

**Associate of Applied Science in Respiratory Care**

RSPT 1004 Respiratory Care Science and RSPT 1023 Respiratory Care Assessment

**Technical Certificate in Aviation Airframe Maintenance Technology**

AMTA 1076 Aircraft Metallic Structures

**Technical Certificate in Aviation Powerplant Maintenance Technology**

AMTP 1006 Reciprocating Engines I

**Technical Certificate in Diesel Maintenance Technology**

HTDM 1013 Preventive Maintenance & HTDM 1023 Electrical Systems

**Technical Certificate in Food Service Management**

COMP 1113 Computer Fundamentals & HMGT 1003 Introduction to Hospitality and Tourism Management

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 Associate Vice President for Enrollment Services (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 online.** 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, Cashier, 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 at the Cashier's window in the Reynolds Center.

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
- 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, including all required documentation, was received.

Students who are dissatisfied with the committee's decision may then appeal to the Associate Vice President for Enrollment Services.

## 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.

Online 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 online or on-campus at a specified time. In either case, student identification is required to ensure the integrity of the testing process.

Hybrid courses combine traditional classroom or laboratory instruction with some online components delivered through the Internet. Online 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 should have a high school or college GPA of a 2.50 or better.** Students enrolling in Internet courses should 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 Senior Vice President for Learning and Instruction.

## Grade Reports

Mid-term and final semester grades are available online 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 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 to hold enrollment in those courses 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, VISA, 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 or who do not have approved Pell grants or scholarships will lose their classes and must re-register during Regular Registration. Students who enroll during or after Regular Registration must pay tuition/fees when they register by paying in full, setting up a payment plan, or ensuring they have approved financial aid in place. Students who set up a payment plan must make the initial payment in order to retain their classes. If payment is not received, students will be administratively dropped from their classes.

Students receiving institutional waivers for classes may register during Early or Regular Registration, but enrollment is dependent upon sufficient paid enrollment for classes to make.

## 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. However, the College grants in-state status for tuition rates to eligible residents of other Arkansas counties and residents of DeSoto (MS), Fayette (TN), Marshall (MS), Shelby (TN), Tate (MS), Tipton (TN), and Tunica (MS) Counties. In accordance with AR Code § 6-60-205 (2012), "If a member of the armed forces is stationed in the State of Arkansas pursuant to military orders, he or she and his or her unemancipated dependents shall be entitled to classification as 'in-state' for the purpose of paying fees."

In order for Arkansas residents to be eligible for in-county or in-state tuition rates, a student must have resided in his/her qualifying county for at least six consecutive months prior to the beginning of the term/semester for which the tuition is to be paid. To acquire a legal residence in Arkansas, in addition to residing in Arkansas for six continuous months, an individual must have established a legal home of permanent character and have no present intention of changing residence to a location outside of Arkansas. In order for DeSoto (MS), Fayette (TN), Marshall (MS), Shelby (TN), Tate (MS), Tipton (TN), and Tunica (MS) County residents to be eligible for in-state tuition, a student must have one of the following as proof of residency: (1) housing rental contract, lease agreement, purchase contract, mortgage statement, deed, or property tax statement, (2) homeowner's or renter's insurance bill, (3) automobile insurance papers, (4) utility bill (power company, telephone, cable), or (5) other documentation deemed credible and acceptable by the Registrar.

To establish a legal home of permanent character, in support of a residency determination, a student must provide a valid driver's license showing his or her current address.

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.

Students who submit fraudulent information to obtain Crittenden County, Arkansas, resident or in-county tuition rates may be subject to restitution to the College and disciplinary sanctions.

## **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](http://www.midsouthcc.edu).

### **Tuition**

Crittenden County residents per credit hour.....	\$90
All other Arkansas county residents per credit hour .....	\$110
Metro Area residents per credit hour — applies to citizens of DeSoto (MS), Fayette (TN), Marshall (MS), Shelby (TN), Tate (MS), Tipton (TN), and Tunica (MS) counties .....	\$110
Out-of-state residents per credit hour .....	\$300
International students per credit hour .....	\$300

### **Registration-Related Fees for All Students**

Assessment fee .....	\$2 per credit hour
Career Services fee.....	\$2 per credit hour
Security fee .....	\$2 per credit hour
Student Activities fee.....	\$2 per credit hour
Technology fee.....	\$8 per credit hour
Student Support fee.....	\$5 per semester

*(Provides for free external counseling for students and anyone in their households)*

### **Course Fees**

Students should check semester class schedules for course-specific costs.

### **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
Late Registration (enrollment on or after the first day of classes).....	\$100
Official transcripts/documents .....	\$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.*

## **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. Students who receive age waivers for tuition are required to pay all fees and to purchase textbooks as required. Proof of age will be required.

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

Certified, paid full-time law enforcement officers or firefighters who live in Crittenden County may take up to three hours of credit courses a semester free of charge at the in-district tuition rate. Eligible students must pay additional tuition, if applicable, as well as 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.

## **Tuition Waiver for Crittenden County School Teachers**

Currently employed school teachers who live and work in Crittenden County may take up to three hours of credit courses a semester free of charge which apply toward continuing education requirements for licensure. 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.

## **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 week 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 should submit a written appeal **no later than 30 days after the end of the semester for which the refund is requested**. Appeals submitted more than a year after the semester for which the appeal is filed will not be considered. 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 or designee 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). MSCC's college code is 015862. 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 and/or email.

Two types of aid are available to students: need-based and non-need based.

### Need-Based Aid

Need-based aid, which includes federal grants, some college scholarships, and Federal College Work-Study, is based on the following formula:

Estimated Cost of Attendance (Tuition, Books, Room and Board, etc.)
Minus FAFSA Expected Family Contribution
<b>=Financial Need</b>

## Non-Need Based Aid

Non-need based aid includes some college scholarships, such as those awarded for academic performance, and other resources.

Estimated Cost of Attendance (Tuition, Books, Room and Board, etc.)
Minus need-based aid
<b>=Eligibility for non-need based aid</b>

The sum of all aid from all sources cannot exceed a student's estimated cost of attendance.

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.

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 Eligibility

To be eligible for federal financial aid, a student must be enrolled in an eligible award program. These include associate degrees, technical certificates, and some certificates of proficiency. Eligible programs must total at least 16 credit hours. Students enrolled in certificate of proficiency programs of 15 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 Financial Aid Office determines students' awards based on the information that they supply on the Free Application for Federal Student Aid (FAFSA).

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. Financial aid awards are pro-rated in relation to the number of enrolled hours in a semester.

## Cost of Attendance

The cost of attendance figures represent an estimate of what it costs to attend Mid-South Community College full-time for an academic year. The budget components, which include tuition and fees, books and supplies, living expenses, and transportation costs, are **estimated averages** used solely for calculating financial aid eligibility.

Actual costs will vary depending upon an individual student's choices of housing and other expenses, such as course fees and books. Students should develop a personal budget for the year based on their own actual costs.

**Tuition and Fees** – Actual tuition and fees are published in the class schedule each semester.

**Books and Supplies** – Books and supply costs will vary by credit hours and classes selected.

**Housing Expenses** – Housing costs will vary based on the living arrangements selected when completing the Free Application For Federal Student Aid. The Financial Aid Office uses an estimate based on housing options in the area.

**Transportation/Personal** – These estimates represent an allowance for other expenses a student may incur while attending school.

The table below shows an estimated budget for MSCC students for the 2014-2015 academic year (spring and fall semesters)

Tuition (15 semester hours, In-District rate)	\$2,700
Assessment Fee	\$60
Student Activities Fee	\$60
Technology Fee	\$240
Student Support Fee	\$10 (\$5 per semester)
Books and Supplies	\$2,000
Transportation	\$3,000
Personal Expenses	\$1,000
Housing (independent students)	\$9,329
<b>Total</b>	<b>\$18,399</b>
<i>Or</i>	
Housing (with parents)	\$6,250
<b>Total</b>	<b>\$15,320</b>

## Award Notification

First-time incoming freshman and transfer students will receive one paper award letter mailed to their home address. All other award notifications will be emailed through Campus Cruiser.

## Verification

Verification is a process to confirm the information students provide on the Free Application for Federal Student Aid (FAFSA).

Verification selection can be random or because the student's FAFSA data were incomplete, estimated, or inconsistent. The U.S. Department of Education selects some students for the verification process. Mid-South Community College Financial Aid personnel will select others if conflicting information is found.

Verification requires students to provide documentation to confirm the information on their FAFSA. Documentation will include a verification worksheet and may include an income tax transcript. Dependent students may need to provide a copy of their parent's tax return transcript.

As part of the verification process, taxable income for all tax filers from the previous year must be validated. To verify taxable income, students must either:

1. Select the IRS data retrieval process link through the FAFSA online, or
2. Request Tax Return transcripts through the IRS. Students are required to submit a copy of their tax return transcript and/or their W-2's. Parents of a dependent student need to submit a copy of their IRS Tax transcript and/or W-2's in order to complete the Verification process. \*\*Federal Tax Returns are NO longer accepted. If students can't locate these important documents they can easily obtain copies, free of charge, from the IRS. The IRS can be reached at 800-908-9946.

Additionally, certain types of untaxed income and other items must be verified. Verification tracking groups will place the student in one of the following five categories:

Tracking Group	Required Information
Standard Verification Group (V1)	Verification Worksheet, IRS Tax Transcript
Household Resources Verification Group (V6)	Household Resources Verification Worksheet
Child Support Paid Verification Group (V3)	Child Support Paid Verification worksheet
Custom Verification Group (V4)	High School Completion and Educational Purpose Statement worksheet, SNAP Verification worksheet, Child Support Paid Verification worksheet
Aggregate Verification Group	Verification worksheet, IRS Tax Transcript, High School Completion and Educational Purpose Statement worksheet, SNAP Verification worksheet, Child Support Paid Verification worksheet

The verification process can take up to two weeks. Therefore timely submission of required documents is required.

## Enrollment Status

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 a semester they have enrolled 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.

Some 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.**

## Enrollment at Two Institutions

MSCC supports consortium agreements with other institutions. A student's home institution is the college or university where the student is enrolled and planning to receive a degree or certificate. The **home** institution determines federal aid eligibility, awards federal aid, and disburses it to the student. The **host** institution is the institution where the student is taking part of his/her program requirements (course work) that will, upon completion, be transferred to the home institution. The host institution does not process or provide any federal student aid. Students must apply for federal financial aid at the institution from which they expect to graduate.

When MSCC is the **host** institution, students are responsible for paying all tuition and fees for courses taken at MSCC by using the financial aid that is provided by the **home** institution.

When MSCC is the home institution, students are responsible for paying all tuition and fees for courses taken at the host institution by using the financial aid that is provided by MSCC. MSCC will not make payment directly to another institution.

Students should contact their home institution to obtain a copy of its consortium agreement, or they may contact the MSCC Financial Aid Office for assistance.

## Federal Financial Aid Programs

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 **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

When financial aid is disbursed, the Finance Office first applies funds to tuition, fees, books and other amounts owed to the college, if applicable. Remaining award funds, if available, are disbursed either by direct deposit into students' checking accounts or by mail to their home address.

Students must have submitted all required financial aid paperwork by the published deadline each semester to receive a disbursement. 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.

Each semester, disbursements are issued approximately seven weeks after the start of classes. Disbursements for late applicants will occur each week thereafter through the end of the semester, depending upon the date of approval.

## **Bookstore Charges**

Although financial aid funds are not disbursed until after the start of the term, students may charge books and class-related supplies at the Mid-South Community College Bookstore. To be eligible to charge expenses, students must—

- be currently enrolled for at least 3 credit hours
- be making satisfactory academic progress
- have sufficient aid awarded to cover tuition, fees, and the amount of the bookstore charges
- not have any past due charges on their MSCC student account

To use financial aid at the bookstore, students must present an MSCC ID card with a “Paid” sticker for the current term, and a printed copy of their class schedule.

Students who submit approved financial aid applications by the published deadline may charge books and class-related supplies within the published “charge” period prior to the start of a term. Those who apply late, depending upon the date of submission, should be prepared to pay for their books to avoid delays in getting them.

If financial aid does not cover all charges, any amount still owed becomes a student account debt that must be paid by the end of the semester.

## **Post-Withdrawal Disbursements**

If a student totally withdraws from a semester and receives less federal aid than the amount earned, then the student may be eligible for a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to withdrawing. Grant funds will automatically be applied towards outstanding charges created by the withdrawal.

## **Policy for the Return of Title IV Funds**

Students who have received federal aid (Federal Pell 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 at the time of withdrawal or at the end of the semester when all final grades and attendance have been submitted by Instructors. 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 follows:

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 (if a student completes the semester with all Fs and instructor reported last date of attendance); **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.

## Example of a Refund of Tuition and Return of Title IV Financial Aid

The following example illustrates a typical refund for a student attending the first 12 days of a semester that is 114 days in length.

### Tuition Refund Calculation

Step 1:	Total Charges for Tuition and Fees	\$ 516.00
Step 2:	100% refund if withdrawn before the official enrollment date	\$ 516.00

### Example of Return of Title IV Aid Calculation

Step 1:	<b>Federal aid awarded</b>	
	Pell Grant	\$1,000.00
	SEOG Grant	\$ 250.00
	Total aid	\$1,250.00
Step 2:	Percentage of Title IV federal aid earned as of the 12th day of a 114-day term (10.53% of the term)	10.53%
Step 3:	Amount of Title IV aid earned: $\$1,250 \times .1053 = \$131.63$	\$ 131.63
Step 4:	Total Title VI aid to be returned: $\$1,250 - \$131.63 = \$1118.37$	\$1118.37
Step 5:	Amount of unearned Title IV Aid returned by the College: NOTE: Must use original tuition and fee charges.. $\$384.00 \times .8943 = \$343.41$	Pell Grant \$ 343.41
Step 6:	Remaining amount of unearned Title IV Aid returned by the Student. Federal law requires a student to return only 50% of the amount of a Pell Grant. $\$1118.37 - \$343.41 = \$774.96$ . Pell Grant of $\$774.96 \times 50\% = \$387.48$  NOTE: The College will return the funds, but the amount will be charged back to the student's account.	Pell Grant \$ 387.48
Step 7:	Total Title IV aid returned to federal program (School portion \$343.41 + Student portion \$387.48 = \$730.89)	\$ 730.89
Step 8:	Charge back to student's account	\$ 730.89

The amount of \$730.89 must be paid in full to Mid-South Community College before the student can register for future courses. The amount cannot be charged to future financial aid disbursements.

## 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. Students should refer to the website for applications and dates. All grants and scholarships offered by the State of Arkansas use one unique online application. To apply for all financial aid programs from the State of Arkansas, students should complete the YOUNiversal 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 \$2,000 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. Traditional students are required to enroll full-time each fall and spring: 12 hours the first semester of the freshman year following high school graduation and 15 hours each semester thereafter. In addition, the Arkansas Scholarship Lottery has funding provisions for non-traditional students to receive the Arkansas Challenge Scholarship. They must complete 15 hours each consecutive semester for full-time and complete at least 6 semester hours for part-time (excluding summer terms). To apply for this scholarship, please use the state's YOUNiversal 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 be Arkansas residents, meet income requirements, be the parent or legal guardian of a child under 21 living in the home, and meet other eligibility requirements. 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 is available from the Career Pathways office located in the Arkansas Workforce Building 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 YOUNiversal 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 \$1,000 annually to the individuals with the top 10 scores on the GED exam during the previous calendar year.

**SkillsUSA** – waiver of tuition for individuals who placed first, second, or third at the State SkillsUSA competition are eligible for the SkillsUSA tuition waiver. An original copy of the certificate must be submitted before awards can be applied to accounts. The waiver will cover tuition at the in-district rate, and students must be pursuing their first degree.

**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. The priority deadline for receipt of scholarship applications of high school students for the fall term is April 16. Returning students have a deadline of the last day of Early Registration for the term of application and should refer to the Academic Calendar posted on the MSCC website for exact dates. The on-line MSCC Scholarship Application can be accessed at <https://midsouthcc.starsscholarshipsonline.com/STARS/default.aspx>.

Academic scholarships will cover tuition (up to 15 hours each semester) at the current in-district 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.

All students considered for a scholarship must be award-seeking at MSCC and U.S. citizens or permanent resident aliens. MSCC will pay for up to 70 attempted credit hours at the in-district rate. Academic scholarships are automatically renewed for up to 70 attempted credit hours or graduation if the student maintains the required GPA, has no dropped, failed or incomplete classes, and completes the service hour component. Students receiving an academic scholarship based on 9 or more credit hours must complete 30 service hours per semester. Students receiving an academic scholarship based on 6 to 8 credit hours must complete the 15 service hours per semester. Credits earned as a concurrent high school student will not be considered in determining scholarship eligibility for first-time entering award-seeking high school graduates. However, for scholarship renewal purposes all credits will be considered. **Scholarship awards are contingent on the availability of funds; and when requests exceed available funds, awards are made based upon the earliest submission dates.**

### MSCC Academic Scholarship

This scholarship is designed for first-time, award-seeking students beginning the first semester immediately following high school graduation with preference given to Crittenden County students.

To qualify a student must have

- a high school GPA of 3.0 or higher
- a composite ACT score of 23 or higher (or equivalent COMPASS score)
- college-level placement in English and Reading (ACT score of 19 or higher or equivalent COMPASS scores) in each subject area
- An ACT math score of 18 or higher (or equivalent COMPASS score) with one or more years of high school algebra with a grade of "C" or better.

To be eligible for automatic scholarship renewal after the initial award, students must have completed their developmental math requirements and must earn a 2.75 GPA or better each term and maintain a cumulative 3.0 GPA or better.

To apply, students must submit an MSCC Scholarship application by the priority deadline and have a seven-semester high school GPA transcript and placement scores available in the MSCC Admissions office. Actual awarding of the scholarship is pending until receipt of the final eight-semester high school transcript.

### **MSCC Presidential Excellence Scholarship**

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

To qualify a student must have

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

To be eligible for automatic scholarship renewal after the initial award, students must have completed their developmental math requirements and must earn a 3.0 GPA or better each term with a cumulative 3.5 GPA or better.

To apply, students must submit an MSCC Scholarship application by the applicable deadline and have a copy of all college transcripts available in the MSCC Admissions Office. 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 have earned 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 or a GED Honors Score of 170 for tests taken after January, 2014
- college-level placement in English and Reading (ACT score of 19 or higher or equivalent COMPASS scores) in each subject area
- an ACT math score of 18 or higher (or equivalent COMPASS score).

To be eligible for automatic scholarship renewal after the initial award, students must have completed their developmental math requirements and must earn a 2.75 GPA or better each term and maintain a cumulative 3.0 GPA or better.

To apply, students must submit an MSCC Scholarship application by the applicable deadline and have their GED scores and placement scores available in the MSCC Admissions office.

### **Crittenden County Educational Opportunity Scholarship**

MSCC awards a limited number of scholarships for up to one-half of tuition per semester to students who are residents of Crittenden County.

To qualify, a student must

- be a graduate from Crittenden County high school,
- be a current resident of Crittenden County,
- have a high school GPA of 3.0,
- have a composite ACT score of 19 (or its equivalent),
- have college-level placement in English and Reading (ACT score of 19 or higher or equivalent COMPASS scores) in each subject area, and
- have an ACT math score of 18 or higher (or equivalent COMPASS score) with one or more years of high school algebra with a grade of “C” or better.

To be eligible for automatic scholarship renewal after the initial award, students must have completed their developmental math requirements and must earn a 2.75 GPA or better each term and maintain a cumulative 3.0 GPA or better.

To apply, students must submit an MSCC Scholarship application by the priority deadline and have a seven-semester high school GPA transcript and placement scores available in the MSCC Admissions office. Actual awarding of the scholarship is pending until receipt of the final eight-semester high school transcript.

## **MSCC Scholarships Awarded by Nomination**

### **A. Jan Thomas Scholarship**

Designed for a student who demonstrates academic promise but who does not qualify for other academic award opportunities, the A. Jan Thomas Scholarship will be awarded to a deserving graduating high school student from Marion High School.

The scholarship is a waiver of tuition for a minimum of 6 but no more than 15 hours which count toward a certificate or degree. The award is based on the current in-district tuition rate and does not include fees or books. Recipients must enroll as award-seeking students at MSCC no later than the fall term following their high school graduation. Honorees are expected to maintain a cumulative GPA of at least 3.0, and the award is renewable each semester if the recipient earns a minimum 2.75 GPA the previous term with no dropped, failed, or incomplete courses and completes the service hour component.

### **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.

### **Grafton Moore Scholarship**

Designed for a student who demonstrates academic promise but who does not qualify for other academic award opportunities, the Grafton Moore Scholarship will be awarded to a deserving graduating high school student from West Memphis High School.

The scholarship is a waiver of tuition for a minimum of 6 but no more than 15 hours which count toward a certificate or degree. The award is based on the current in-district tuition rate and does not include fees or books. Recipients must enroll as award-seeking students at MSCC no later than the fall term following their high school graduation. Honorees are expected to maintain a cumulative GPA of at least 3.0, and the award is renewable each semester if the recipient earns a minimum 2.75 GPA the previous term with no dropped, failed, or incomplete courses and completes the service hour component.

#### **Herbert Carter Scholarship**

Designed for a student who demonstrates academic promise but who does not qualify for other academic award opportunities, the Herbert Carter Scholarship will be awarded to a deserving graduating high school student from Marion High School.

The scholarship is a waiver of tuition for a minimum of 6 but no more than 15 hours which count toward a certificate or degree. The award is based on the current in-district tuition rate and does not include fees or books. Recipients must enroll as award-seeking students at MSCC no later than the fall term following their high school graduation. Honorees are expected to maintain a cumulative GPA of at least 3.0, and the award is renewable each semester if the recipient earns a minimum 2.75 GPA the previous term with no dropped, failed, or incomplete courses and completes the service hour component.

#### **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 each year to one graduating high school 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-district 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 the previous term with a cumulative 3.0 GPA or better with no dropped, failed, or incomplete courses and completes the service hour component.

#### **Wallace Chandler Memorial Scholarship**

Designed for a student who demonstrates academic promise but who does not qualify for other academic award opportunities, the Wallace Chandler Memorial Scholarship will be awarded to a deserving student from West Memphis High School.

The scholarship is a waiver of tuition for a minimum of 6 but no more than 15 hours which count toward a certificate or degree. The award is based on the current in-district tuition rate and does not include fees or books. Recipients must enroll as award-seeking students at MSCC no later than the fall term following their high school graduation. Honorees are expected to maintain a cumulative GPA of at least 3.0, and the award is renewable each semester if the recipient earns a minimum 2.75 GPA the previous term with no dropped, failed, or incomplete courses and completes the service hour component.

# MSCC Foundation Scholarship Opportunities

## General Information

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

- an MSCC Scholarship Application;
- a typed 300-500 word 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 to uploading the materials listed above, 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. The priority deadline for scholarship applications is the last day of Early Registration for the term in which the student is submitting a scholarship application. Specific dates for each term are listed in the Academic Calendar posted on the MSCC homepage. The on-line MSCC Scholarship Application can be accessed at <https://midsouthcc.starsscholarshipsonline.com/STARS/default.aspx>

The MSCC Scholarship and Awards Committee will evaluate and eliminate any application(s) not meeting the stated criteria. All applicants must agree to publicity releases.

**Based on availability of funds, the Foundation awards more than 75 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

Students may be eligible to claim an **American Opportunity Tax Credit (AOC)** against their federal income taxes. The AOC may be claimed for the qualified tuition and related expenses of a student who: (1) is enrolled in a program leading toward a degree, certificate or other recognized post-secondary educational credential; (2) has not completed the first four years of post-secondary education as of the beginning of the taxable year; (3) for at least one academic period, is carrying at least ½ of the normal full-time work load for the course of study the student is pursuing; and (4) has not been convicted of a felony drug offense. Eligible tuition and fees are determined by the IRS and will be offset by any grants, scholarships or refunds received. More information is available at [www.irs.gov](http://www.irs.gov).

**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.

The **Lifetime Learning Credit** is for qualified tuition and related expenses paid for eligible students enrolled in an eligible educational institution. This credit can help pay for undergraduate, graduate and professional degree courses--including courses to acquire or improve job skills. There is no limit on the number of years a student you can claim the credit. It is worth up to \$2,000 per tax return. Information about eligibility is available at <http://www.irs.gov/Individuals/LLC>.

## 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 <http://vabenefits.vba.va.gov/vonapp/main.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 1606/1607), being 100% disabled (chapter 31), inheriting the benefits (chapter 35) from a disabled or deceased veteran, or serving a minimum of 90 days active duty after September 10, 2011 (Chapter 33).



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 for all chapters except Chapter 33. Chapter 33 tuition and fee payments are sent directly to the college. Basic housing allowances (BAH) and book stipends are sent to the student. 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.

Veterans may transfer VA benefits from one college to another. Students fill out the 22-1995 or the 5495 (for dependents) form and send it to the VA Certifying Official. The transfer can be processed online at <http://vabenefits.vba.va.gov/vonapp/main.asp>. Computers are available in the Veteran's Center for students' usage

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)) require all VA students to maintain Satisfactory Academic Progress (SAP) while attending an educational institution.

Students should refer to the Satisfactory Academic Progress Standards and Practices section of this catalog chapter for additional information.

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 online at <http://vabenefits.vba.va.gov/vonapp/main.asp>.

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 or add their account information to their initial application for VA benefits.

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 Finance 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 application is available at [goarmyed.com](http://goarmyed.com), or Reserve and National



Guard personnel can 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 Veteran's Center for assistance.

## **Yellow Ribbon**

Mid-South Community College has partnered with the Veterans Affairs (VA) Administration to offer the Yellow Ribbon Program to all students with 100% eligibility under the Post 9-11 GI Bill. Students with 100% eligibility, who have served at least 36 months on Active Duty, will be eligible for the Yellow Ribbon Program. The program will cover 50% of the remaining balance after the Post 9-11 GI Bill benefit is applied, and the college will cover the remaining 50%. Students who wish to participate in the program will need to submit the Yellow Ribbon Application and provide their Certificate of Eligibility to the Veteran's Center.

## **Financial Aid Policies**

### **Disclosure of Social Security Numbers.**

Section 7(a) of the Privacy Act of 1974 (5U.S.C.552a) requires that when any federal, state, or local government agency requests an individual to disclose his or her Social Security Number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it. Accordingly, applicants are advised that disclosure of the applicant's Social Security Number (SSN) is required as a condition for participation

in student financial assistance programs sponsored by the federal government, State of Arkansas or the local government, in view of the practical administrative difficulties that would be encountered in maintaining adequate program records without the continued use of the SSN.

The SSN will be used to verify the identity of the applicant and as an account number (identifier) for determining program eligibility and certifying school attendance and student status.

Authority for requiring the disclosure of an applicant's SSN is grounded on Section 7(a) (2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required this disclosure under statute or regulation prior to Jan. 1, 1975, in order to verify the identity of an individual.

## **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.

All students who receive federal or state financial aid must be enrolled in a program leading to a degree, an eligible non-degree program, or an eligible certificate program. Students must meet federal and institutional standards for academic progress in order to establish and retain aid eligibility. Students receiving athletic or other university administered awards must also meet the satisfactory academic progress standards that have been established by the awarding entity.

Academic progress for federal and state financial aid programs is based on three measures: Cumulative Grade Point Average, Pace of Progression based on credit hours completed compared to attempted, and a Maximum Timeframe for degree completion. While the Satisfactory Academic Progress Policy is a *minimum* requirement to maintain financial aid eligibility, students are encouraged to work closely with academic advisors and college personnel to achieve their educational goals. Good financial planning includes selecting meaningful coursework, completing all registered classes with satisfactory grades, and seeking a degree in a timely manner.

The following describes MSCC's standards for each of these three measures, and how these standards are reviewed:

### **Cumulative Grade-Point Average**

The following standards apply to the combined transfer/MSCC cumulative GPA. Students must meet the following minimums which are consistent with the MSCC's standard as published in the catalog. Quality hours are those credits used to compute the grade-point average including grades of A, B, C, D, or F and developmental and transfer credits with a grade of incomplete. The first attempt of a course that is repeated is excluded from the quality hour computation.

A student will be on financial aid suspension if he/she does not keep a 2.0 cumulative grade-point average.

### **Pace of Progression**

All students who receive Title IV financial aid are required to complete a minimum of 67% of all credit hours attempted. Courses with a grade of "D" or better count as completed. Credit hours attempted include audits, incompletes, developmental, withdrawals and repeated or failed courses.

## Maximum Hours

The maximum timeframe for the completion of an undergraduate degree is limited by federal regulations to 150% of the published length of the degree program. Degree programs at MSCC must contain at least 60 credit hours, but some shorter certificate programs are eligible for financial aid as well. The maximum number of credits for a degree which is 60 credit hours in length for which a student is eligible to receive financial aid is 90. The 90 hours include all attempted college credit hours, including transfer hours, as well as audits, incompletes, withdrawals, and repeated or failed classes.

## Review of Progress Standards for Associate Degrees

1. **GPA** – is reviewed upon admission as a transfer or readmitted student, and annually at the end of each spring semester.
2. **Pace of Progression** – is reviewed upon admission as a transfer or readmitted student, and annually at the end of each spring semester.
3. **Timeframe** – is reviewed upon admission as a transfer or readmitted student and annually at the end of each spring semester.

**Note: Progress standards for students receiving VA benefits are reviewed at the end of each semester.**

## Review of Progress Standards for Certificate Programs

Programs that are less than 60 credits in length are reviewed at the end of each semester

## Review of Progress Standards for Students Receiving VA Education Benefits

Progress standards for students receiving VA education benefits are reviewed at the end of each semester regardless of program length.

## Satisfactory Academic Progress Standards and Practices

The College has the following Satisfactory Academic Progress (SAP) Standards and Practices for students who receive financial aid. These standards require that a student make progress toward a certificate, degree, or transfer program during all periods of enrollment, including periods when a student did not receive financial aid.

Students must

- maintain a 2.0 cumulative grade point average (GPA) or higher (a qualitative measure),
- successfully complete at least 67% of the cumulative attempted credit hours (a quantitative measure),
- successfully complete at least one credit hour each academic term for which the student is enrolled, and
- make positive progress toward a program of study within 150 percent of the average published program length.

The following categories define the status of students' eligibility status for financial aid, including students enrolling at MSCC for the first time, but who have a prior financial aid history. Students transferring to the College must have all prior college transcripts evaluated for transfer credits applicable to their MSCC program to determine their progress toward the 67% completion rate and maximum time frame of 150% of program length.

**Eligible** – a student is meeting the minimum academic standards or has no academic history.

**Warning** – a student did not meet minimum standards for cumulative GPA and/or a 67% completion rate in the previous evaluation period. The student is still eligible for financial aid, but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.

**Ineligible** – a student has had two consecutive evaluation periods below minimum standards for cumulative GPA and/or has not attained a 67% completion rate, or has completely withdrawn, received grades of all Fs, all NCs, or a combination of Ws, Fs, and NCs for the evaluation period.

Students who have attempted at least 150% of the credits required for their award without completing the award are ineligible for financial aid because they are not making the required progress. For example, 90 credits equal 150% of a 60 credit associate's degree; 63 credits equal 150% of a 42 credit technical certificate; and 24 credits equal 150% of an 18 credit certificate of proficiency.

Veterans who do not meet the college's SAP standards will lose their veteran's benefits.

## **Notification/Appeals**

Students whose financial aid eligibility is suspended as a result of failure to meet one or more of the standards of satisfactory academic progress will be notified by the Financial Aid Office.

Each student who wants to appeal suspension of financial aid must complete a Satisfactory Academic Progress Appeal on the basis of student injury or illness, death of a relative, or other special circumstances. Each student's appeal must 1) explain why satisfactory academic standards have not been met; 2) include documentation in support of the explanation; and 3) indicate what has changed in the student's situation that will allow the student to make satisfactory academic progress at the student's next evaluation. In addition, if a student is appealing due to maximum timeframe, the student must also submit a Degree Audit.

If the appeal is approved, the student must accept an academic plan, which includes participation in tutoring support, as developed by the Financial Aid Office. Students with approved appeals will be placed on financial aid probation for one semester. If the student is not meeting satisfactory academic progress at the end of one semester, the student's probation will continue as long as the student is following the academic plan developed by the Financial Aid Office. Should the student fail to meet the satisfactory academic progress standards after one semester and fail to follow the academic plan, the student will no longer be eligible to receive any financial aid funds. The student is then responsible for paying his or her own tuition and fees and cannot be considered for aid eligibility until the standards of satisfactory progress are met.

Students have the following options to maintain and restore financial aid eligibility:

1. Improve academic performance enough to meet the standards,
2. Successfully follow the academic plan as instructed and developed by the Financial Aid Office, or
3. Submit additional satisfactory academic progress appeals for different extenuating circumstances.

## **Financial Aid Special Conditions**

### **Academic Clemency**

Although students may be granted Academic Clemency by MSCC which allows them to start their academic careers anew, the federal financial aid program regulations make no provision for disregarding

previously earned failing grades. Therefore, MSCC must consider all courses applicable to a student's major (whenever taken) in evaluating satisfactory academic progress.

### **Conflicting Documentation**

Students should take care to check the accuracy of information submitted to Financial Aid Office. If information submitted conflicts with information already on file for the current or prior year, no financial aid will be disbursed until such conflicts are resolved. Federal regulations (34 CFR 668.54(a)(3)) require documentation of such resolution in the students' official files.

### **Developmental Courses**

Enrollment in developmental courses will be considered when determining the student's enrollment status for financial aid awards. Once a student has attempted 30 developmental credits, he/she will no longer be eligible to receive federal aid for developmental courses. Only college credit courses will be eligible for aid.

### **Repeating Courses**

The last grade recorded in repeated coursework 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.

If a student has taken and passed a course (with a grade of D or higher), federal financial aid will only pay for the student to repeat the course one time. Should the student decide to repeat a previously passed course for a second (or more) time, federal financial aid will not cover the cost of that course. There is no limit on the number of attempts allowable if the student does not receive a passing grade.

### **Transfer Students**

Students are required to submit official transcripts from all prior colleges attended. All credits accepted for transfer by MSCC will be factored in to determine the overall GPA, completion rate and will be included in the maximum attempted credit calculation at the time of enrollment. It is the student's responsibility to request official transcripts from previously attended institutions.

### **Second Associate Degree**

Students pursuing a second associate degree must submit a degree audit indicating the required coursework and present it to the Financial Aid Office. 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.

## **Appeal for Attempted Hours Toward Degree**

MSCC's Satisfactory Academic Progress Standards state: "A student may be eligible to receive financial aid for a maximum of 90 credits attempted toward a degree and credits required developmental courses for a maximum of 120 credits." Attempted credits include transfer credits that are applied to the degree program.

### **Steps For Completing An Appeal For Increased Hours**

1. Students must complete page one of the appeal packet. When completing the “Student’s Statement,” students must indicate the reason(s) why they have not completed their degree program within a reasonable number of hours. Additional sheets may be attached if needed along with any documentation that will support the appeal.
2. Students should have the Admissions Office complete a Degree Audit Plan to determine the exact classes required for graduation in their current major and staple the completed Degree Audit Plan to the back of the appeal packet. Students may register only for classes required for their graduation unless approved in advance by the Financial Aid Office.
3. Students should make a copy of their completed appeal packet for their records and submit the original completed appeal packet to the Financial Aid Office.

### **Financial Aid Satisfactory Academic 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 Registrar’s Office does not reinstate a student’s financial aid eligibility.**



# MID-SOUTH 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, bacterial meningitis, 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 Director of Campus Safety 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 follow the college's established appeal or grievance procedures to challenge restrictions which they feel are unjustly imposed.

- 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 or streaming music, video, and game files or joining in chat rooms are limited since priority is given to academic usage of College computer resources. Should these types of recreational activities interfere with the College's ability to provide adequate service for academic purposes they may be blocked entirely.
- 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 portable media must destroy the media or have an Information Systems staff member disinfect it immediately. Portable media includes, but is not limited to, laptops, CDs, DVDs, 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. All sensitive information must be stored on authorized network devices or encrypted if stored on portable media.
- Students, employees, and guest users must log off at the end of each session.
- Network administrators may review files and communications at any time 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 or sharing a password to allow another person access to an individual'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.
  - g. Installing Yahoo Messenger, ICQ, or other programs on MSCC hardware.

## 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. Specifically, Title IX of the Education

Amendments of 1972 protects campus constituents from sex discrimination in both educational programs and activities at MSCC. This protection also includes sexual misconduct.

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. In accordance with Title IX of the Education Amendments of 1972, the College provides information about sexual harassment and reporting procedures to students during new student orientation, the College Survival Skills course for freshmen, and in all college syllabi.

The Executive Vice President serves as the College's Title IX Administrator.

## 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 behaviors 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.

When discrimination/harassment complaints concern students only, the Executive Vice President may assign the Vice President for Student Affairs or Associate Vice President for Student Life responsibility for investigating such complaints and 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.** When informed of a complaint, the Executive Vice President will contact the complainant and determine whether he or she wants to proceed with the Informal or Formal investigative procedures.

In complaints regarding only students, the Vice President for Student Affairs will assume the responsibilities of the Executive Vice President in either the Informal or Formal Procedures outlined below.

### **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. 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 Executive Vice 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 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 Notifications

All enrolled students are automatically entered into the College's database for emergency notifications via phone, text, or email. Students must opt out of this system if they do NOT wish to receive emergency notices.

## 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
Arkansas Workforce Center .....	South Reception Area
Art Annex .....	Maintenance Office
Aviation Annex .....	Reception Area
Magruder Hall .....	MH102
Maintenance Building .....	Maintenance Office
Marion Berry Renewable Energy Center .....	Reception Areas
Reynolds Center .....	Learning Success Center and RC150
Southland Greyhound Science Center .....	SG110
Technology Annex.....	Maintenance Office
University Center .....	UC 100
Wellness Center .....	WC112
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, on Facebook, on Twitter, and made on Channel 5 (WMC-TV Memphis) between 6:00 and 7:00 a.m. In addition, announcements will be sent via email and/or text messages to all students and employees with active emergency notification accounts. 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.

## **Official Communications**

A request that a student report to an administrative or faculty office may be made by letter, text message, email, or telephone. Failure to comply with such a request may result in disciplinary action. Each student is responsible for monitoring his/her phone, mail, and/or MSCC email account for official communications.

Communications to the entire student body are considered properly delivered when they are placed on campus plasma screens, Campus Cruiser Dashboards, and/or on the College website. Each student is responsible for regularly checking these communication channels.

## **Parking and Traffic Regulations**

MSCC provides free parking and open-access lots for students, employees, and visitors except in the area between the Reynolds Center and the Southland Greyhound Science Center, 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 vehicle is being used for the actual transporting of the person who 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.



## 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.

## Religious Holy Days

In accordance with state law, the College allows an excused absence to students for the observance of a "religious holy day," defined as a holy day observed by a religion whose places of worship are exempt from property taxation under section 11.20, Tax Code.

Students shall be excused from attending classes or other required activities, including exams, during time needed for travel for the purpose of the observance of a religious holy day. The law mandates that students are required to complete assignments or exams missed during the absence within a reasonable time. In accordance with the College's attendance policy, students should notify their instructors in advance of such absences.

## 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 Success Center (870) 733-6766.

Annually, the College sponsors workshops to provide students with information about personal safety topics including sexual misconduct in compliance with Title IX regulations, 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 Director of Campus Safety.

Security personnel, who are licensed law enforcement officers, actively patrol facilities, parking lots and other areas of the campus. These officers 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 (34 CFR 600-691 HEA Amended 2010)

MSCC is committed to providing a safe learning and working environment for each of its members, visitors, and guests. In compliance with the Student Right to Know and 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 Director of Campus Safety 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.

## Social Media Policy

Social media usage at Mid-South Community College is governed by the same policies that govern all other electronic communications. Employees and students shall maintain the same behavioral standards online as are required in person. Therefore, the same policies, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other college constituents apply online as well.

Mid-South Community College will maintain an official presence on Facebook, Twitter, and YouTube to support the College in accomplishing its mission and achieving its goals and objectives. These guidelines are broad in nature to accommodate any differences in online venues while maintaining a universal code of conduct (i.e. Facebook is referenced as an example; however, these guidelines apply to all social media sites).

### Students, Staff and Faculty Use

Mid-South Community College welcomes the responsible use of social media technologies to support engaged and transformative learning and to reach out effectively to the broader community. Rich and diverse use of social media allows the College to share, in a public way, the many qualities and strengths of the academic institution. From that perspective, MSCC intentionally uses social media to advance the institution and build relationships with important constituencies like prospective and current students, donors, and alumni. The venues to accomplish this are numerous and include Facebook, Twitter, Blogger, Foursquare, and YouTube in addition to the College's web presence. Through these venues, the College can communicate important information and engage others in areas of mutual interest.

The College also recognizes the open nature of social media which is often used for both personal and professional purposes. However, it may not always be clear when one is speaking on behalf of the College, sharing facts, or sharing personal/professional opinions. What an employee or student publishes online should never be attributed to the College and shall not appear to be endorsed by or originating from the College, unless the publisher is authorized to officially act in this capacity on behalf of the College. In addition, students and employees must adhere to the same guidelines as listed below.

### Content

By participating on social media profiles and websites officially administered by Mid-South Community College, students and employees should understand that user-generated content does not reflect the opinion or interests of Mid-South Community College or its officers and must not be inappropriate in nature (see next page). All participation and user-generated content appearing on Mid-South Community College social media profiles is subject to this policy.

Content to MSCC's social media profiles that is false and/or purposely misleading, threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal may not be posted.

### **Confidentiality**

Posting confidential or proprietary information about MSCC, students, employees or alumni is prohibited. All applicable college privacy and confidentiality policies will be enforced. Employees and students should be mindful of existing federal laws such as HIPPA and FERPA which prohibit disclosure of certain personal information. In addition, social media users should remember to practice good, ethical judgment.

### **Copyright and Fair Use**

Students and employees should be mindful of the copyright and intellectual property rights of others and of the College. This includes music, art, literary works, copyrighted photographs or texts, video clips, audiovisual works and audio recordings. Permission to use or reproduce copyrighted works is required unless the intended use is clearly permitted under the "fair use" exemption.

## **Student Complaints**

**Academic Complaints:** Students who disagree with instructors regarding grades earned for tests, assignments, or who have complaints about other course related issues while a course is in progress should discuss their concerns first with the instructor. Students who are dissatisfied with the instructor's response should contact the Academic Affairs Office for a conference with the appropriate associate vice president. Students and instructors are encouraged to keep relevant documentation which can assist in the resolution of such disagreements. Students who disagree with final course grades should follow the Academic Appeals Policy found in the Academic Policies section of this catalog.

**Non-Academic Complaints:** Students who have complaints about other students, administrative office procedures or personnel, facilities or grounds, programs, or services, etc. should first discuss the issue with the appropriate department director. Students who are unsure whom to contact may ask Learning Success Center personnel or any college employee for assistance in finding the appropriate person.

Students who believe their complaints (other than final grade complaints) have not been appropriately addressed at the departmental level may file a written complaint with the Associate Vice President for Student Life. Complaint forms are available in the Learning Success Center. The Associate Vice President for Student Life will investigate, mediate, and/or assist students in following the formal grievance procedure if necessary. Students with complaints about final course grades must follow the Academic Appeals process.

## **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, a student who has withdrawn after allegedly violating the Student Conduct Code, a student who has been dismissed, or a person who has been notified of acceptance for admission) are considered “students.”
3. The term “faculty member” means any person hired by the College to conduct instructional activities or who is otherwise considered by the College to be a member of its faculty.
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 Associate Vice President for Student Life or any other person or persons authorized by the President to determine whether a student has violated the student discipline policy and to recommend sanctions that may be imposed when a rules violation has been committed.
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 Vice President for Student Affairs, 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 Associate Vice President for Student Life 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, the policies outlined in the college catalog or iterations on the web-site or in other publications. 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 Student Conduct Policy**

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.

#### **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. Theft, attempted theft, misappropriation, or unauthorized sale of property.

Conduct which would violate the Academic Misconduct 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. Disorderly or dangerous conduct.
  - a. Any individual or group behavior which is obscene, lewd, violent, excessively noisy or which unreasonably disturbs college functions
  - b. 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.
  - c. 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.
  - d. 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.
  - e. Any obstruction or delay of a campus security officer, public safety officer, fireman, EMT, or MSCC official or failure to comply with any emergency directive issued by such authorized personnel.



- f. Obstruction or interference with institutional activities or facilities and any unauthorized access to or occupancy of college facilities.
  - g. Failure to display an MSCC Student Identification Card while on campus or allowing another person to use the tag.
  - h. 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.
  - i. Unauthorized possession, duplication or use of college keys for unauthorized access to college facilities.
  - j. 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
  - k. Any behavior that poses a threat or injury to self or others.
  - l. Unauthorized surveillance such as making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian.
  - m. Allowing misconduct by guests on MSCC premises or at off-campus college functions.
  - n. Failure to display an MSCC Student Identification Card while on campus or allowing another person to use the card.
3. Misuse of or damage to college property including vandalism, defacing, disfiguring, or destruction of property belonging to the college or to another person including, but not limited to fire alarms, library materials, computers, and personal property.
  4. Alcohol or substance abuse or the possession of alcohol, drugs, or drug paraphernalia on the college campus or at sanctioned college events. See the MSCC Substance Abuse Policy.
    - a. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law.
    - b. 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.
  5. Possession of firearms or other dangerous weapons or items that simulate dangerous weapons including explosives, fireworks, or other flammable materials that pose a threat to others.
  6. Gambling which is illegal under Arkansas law.
  7. Smoking on campus. See the Smoking Policy.
  8. Violation of published MSCC policies, rules, or regulations, including those appearing in this student discipline policy.
  9. 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 Vice President for Student Affairs and/or the Executive Vice President.
10. Abuse of the Student Conduct Policy and Procedures including, but not limited to,
- a. Failure to obey the direction or summons of a conduct administrator or other MSCC official including 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 Conduct Policy.
  - d. Institution of a matter under this Student Conduct Policy knowingly without cause.
  - e. Attempting to discourage an individual’s proper participation in, or use of, this Student Conduct 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 Conduct Policy.
  - g. Harassment (verbal or physical), retaliation against, and/or intimidation of the conduct administrator or conduct committee members prior to, during, and/or after a proceeding under this Student Conduct Policy.
  - h. Failure to comply with the sanction(s) imposed under this Student Conduct Policy.
  - i. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Policy.

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

One or more of the following sanctions may be imposed upon any student found to have violated the student disciplinary policy:

- a. Formal Written 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. Service Hours—Work assignments, service to MSCC, or other related assignments.
- g. Interim Suspension—Interim Suspension—the Associate Vice President for Student Life may impose suspension from the College for up to fourteen (14) business days prior to a hearing before a conduct administrator to ensure the safety and well-being of members of the MSCC community, to ensure the student’s own physical or emotional safety and well-being, or 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 Associate Vice President for Student Life or designee may determine to be appropriate.

- h. College Suspension—Separation of the student from MSCC for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.
- i. College Expulsion—Permanent dismissal of the student from the MSCC community. The College reserves the right to withdraw a student from class or all classes if, in the judgment of College officials, such withdrawal is in the best interest of the student or the student body at large.
- j. Withholding of Award—The College may withhold conferring an award otherwise earned until the completion of the process set forward in the Student Conduct Code including the completion of imposed sanctions.
- k. Revocation of Award. An award from MSCC may be revoked for fraud, misrepresentation, or other violation of MSCC standards in obtaining the degree.
- l. Students may not withdraw from the College to avoid disciplinary procedures.
- m. The College will not accept for transfer any credit earned at other institutions during the period a student is on suspension for disciplinary reasons from MSCC.

#### **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 Associate Vice President for Student Life 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 accused student 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 accused 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 Vice President for Student Affairs or other designated appeal officer. Such appeals must be made within five (5) 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 a "preponderance of evidence" as opposed to 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 a "preponderance of evidence" as opposed to 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 the Vice President for Student Affairs.
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 or 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 electronic college catalog on the MSCC website or a printed copy may be requested from the Learning Success Center, the Vice President for Student Affairs, or the Library. 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 Vice President for Student Affairs 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.

#### **Article VII: Retention of Records**

Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential disciplinary record. After five (5) years, a student's confidential disciplinary record will be expunged of disciplinary actions other than those reportable under the Clery Act, College suspension or expulsion, or revocation or withholding of a degree. A student may request after graduating to have his/her disciplinary record expunged upon application to the Vice President for Student Affairs or designee.

In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

### **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. **Students without them will be directed to the nearest administrative office to obtain written verification that they are currently enrolled students. Not displaying an ID is a**

**disciplinary issue, and students who repeatedly violate the student identification policy will be subject disciplinary sanctions.**

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 elsewhere in this 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 with the Executive Vice President 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 Associate Vice President for Student Life 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 Associate Vice President for Student Life, the Vice President for Student Affairs shall assume duties assigned to the Associate Vice President for Student Life in the grievance process.

#### **Formal Grievance Procedure**

The student must file the grievance in writing with the Dean of Students within ten (10) working days following the informal meeting with the Dean of Students.

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 Dean of Students 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 Dean of Students 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 Dean of Students 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 Associate Vice President for Student Life.
  - 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 Associate Vice President for Student Life, who will inform the student, the employee, and the Executive Vice President 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 Associate Vice President for Student Life 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; copies shall be sent to the Vice President for Student Affairs and Associate Vice President for Student Life, 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.

## **Student Records**

See the Academic Policies chapter of this catalog for information about The Family Educational Rights and Privacy Act (FERPA) and the Solomon Amendment.

# Substance Abuse Policy

## I. PURPOSE

The Mid-South Community College Substance Abuse Policy (the “Policy”) is established to ensure 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 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, but not limited to, general education, adult education classes, literacy classes, and workforce education classes.
- D. Medical Review Officer or MRO. A licensed physician employed by or under contract with the screening agency chosen by the College to perform screening, who has knowledge about and 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

Presence in the body in any quantity at or above levels specified by the U. S. Department of Transportation, 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 identified as doing so will be subject to

screening and testing and, upon testing positive, to the procedures and disciplinary actions set forth in this policy. A violation may also result in referral to law enforcement agencies.

The student is responsible for informing the Associate Vice President for Student Life or authorized representative 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 Associate Vice President for Student Life or authorized representative 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.

#### **IV. SCREENINGS AND TESTING CIRCUMSTANCES**

- 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.  
  
Students who contest the result of their rapid diagnostic drug test, may immediately request a second test to confirm results, but will be expected to pay for the re-test. Non-negative results on drug-screening tests will be sent to a certified lab for confirmation and may cause off-campus clinical, internships, or other activities to be delayed or revoked.
- B. Suspicion. College staff and faculty are instructed to report signs, symptoms and behaviors associated with drug and alcohol use on campus. If suspected of drug or alcohol use or abuse on College time or property, the student may be required to submit to drug and/or alcohol screening within 8 hours, at the College's expense. If the student cannot arrange safe transportation, the College will do so at the student's expense. Screening requirements 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 such as personnel at clinical or internship sites.

College personnel shall, within 24 hours after any screening based on reasonable suspicion, detail in writing the circumstances that formed the basis of the determination that reasonable suspicion existed to warrant the screening. Copies of the report will be made available to the student and will be placed in the student's official file.

- C. Post-Accident Screening/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 or that requires immediate medical attention or damage to College property will be subject to drug and/or alcohol screening/testing immediately, but no later than eight (8) hours after the incident. Screening/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 screen/test, the student will face disciplinary actions up to and including expulsion.

- D. Random Screening. Students enrolled in programs, courses, or activities 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 within the time frame specified by his/her program policy.
- E. Return-to-Duty and Follow-up Screening. Students who were found in violation of this policy shall be screened/tested for alcohol and/or drugs at the student's expense before being allowed to return to campus. Once returning to campus, follow-up screening/testing for alcohol and/or drugs may be required at the discretion of the College.

## **V. PROCEDURES**

- A. The determination to screen/test will be made as outlined in the policy. The student shall be notified of the screening/testing procedure as determined by the circumstance and the discretion of the College.
- B. 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.
- C. 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.
- D. A Medical Review Officer (MRO) will be assigned by the College or its agent 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 tests will not be reviewed by an MRO.
- E. The established cut-off and confirmation levels of drugs and alcohol are in accordance with the most recent guidelines published by the U. S. Department of Transportation. This information is available from the screening/testing agency or the College
- F. Invalid/Dilute/Adulterated/Substituted/Temp Out Of Range Specimens. Evidence of intentional specimen tampering (Dilute, Adulterated, Substituted or Temperature Out-of-Range) will require an immediate second collection. The second collection will be observed. The second urine screen will cancel the first, and the second screening results will stand as the results of 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 testing at the student's expense.

Anyone not able to urinate for the re-screen (Shy Bladder) will remain at the collection site and allowed to drink up to 40 ounces of fluid. If after three (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 such screening by a physician shall be made at the student's expense.

Any student required to submit to a breath alcohol test under this policy who 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. Any such screening by a physician shall be made at the student's expense.

## **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 a 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 from the College. Students may choose to challenge the results of a drug screen or confirmed drug tests; however, any additional testing will be made at the expense of the student. 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 violation of a student conduct and/or safety regulation.

- F. If the substance abuse screen requires the review of a Medical Review Officer as defined in this policy, the student will have 96 hours from the time of the initial screening to submit proof of legally obtained prescription medications that may have contributed to the non-negative screen. Proof of submission and consultation with the Medical Review Officer must be made available to the College if so requested.

## **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. The College offers free and confidential alcohol or drug abuse counseling through CONCERN: SAP, 2670 Union Extended, Suite 610, Memphis, TN 38112. (901) 458-4000 or (800) 445-5011. Students may also obtain a list of other local agencies from the Learning Success Center. It is imperative that students with drug and/or alcohol problems seek assistance.

## **Weapons Policy**

Mid-South Community College is committed to making every effort to provide all employees and students an environment that is safe, secure, and free of threats and violence. In support of this policy, MSCC is intolerant of employees or students using threatening language or exhibiting behavior that is unsafe, threatening, or violent.

In accordance with federal and state laws, all weapons are prohibited on the MSCC campus, except for security officers in performance of their duties. Weapons include, but are not limited to: firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, or any other such offensive weapons of any description. Students/staff may possess tear gas-type products in personal use quantities for self-defense but may not use them for purposes other than self-defense. If a weapon is discovered, it will be confiscated, and the individual will be subject to disciplinary procedures, including arrest.





**MID-SOUTH**  
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 members 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 members have created rubrics which clarify how outcomes are measured and are used to evaluate students. Course rubrics are readily available to students as part of the electronic resources provided for courses in Campus Cruiser.

For ACTS Equivalent Course Numbers, please visit <http://acts.adhe.edu/studenttransfer.aspx>.

### General Education Outcomes

MSCC graduates are expected to --

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

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

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

- Demonstrate ability to complete different mathematical tasks by using fundamental mathematical operations and principles.
- Perform and apply mathematical operations efficiently and effectively.
- Demonstrate understanding of mathematical tasks by communicating results in written form.
- Effectively use technology to help solve mathematical problems..

**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.

## Program Types

### 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 7-18 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 24-42 credit hours, may also be part of or apply toward an associate degree program.

An **associate of applied science (AAS) degree program** requires 60 credit hours for completion. Some specially approved AAS programs may require more than 60 credit hours. AAS programs are 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.

More than 18 **baccalaureate degrees** are available through the MSCC University Center, including bachelor of applied science degrees which 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.

## Transfer Programs

Mid-South Community College offers a college-transfer curriculum through its Associate of Arts (AA) degree program, its Associate of Science degree program, and the Associate of Arts in Teaching degree program. 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.

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 <http://acts.adhe.edu/studenttransfer.aspx>.

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.

# Advanced Manufacturing Technology

## Machining

MSCC is committed to frequent review and revision of its technical programs to ensure they meet the evolving needs of business and industry.

### Certificate of Proficiency in CNC Operations and Programming

#### 19 Credits

The Certificate of Proficiency in CNC Operations and Programming 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	CNC Machinist
CNC Operator	Quality Inspector

#### Program Goals

Program graduates will

- obtain the foundation education, training and direction to work in entry-level positions in the machining field
- understand and appropriately apply the design, application, and operation skills of computer integrated manufacturing which require experience in computer numerical controlled (CNC) machining, quality control, and computer utilization

#### Program Requirements

MACH	1004.....	Measurement, Material & Safety (NIMS) .....	4
MACH	1014.....	Job Planning, Benchwork & Layout (NIMS) .....	4
MACH	1055.....	CNC Turning (NIMS) .....	5
MACH	1066.....	CNC Milling (NIMS) .....	6

## 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 provides students with the foundation education, training, and direction to work in entry-level positions in the machining and CNC machining fields.
- The program prepares 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 provides students the opportunity to become proficient in both manual and CNC operations.
- The program provides 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	1163	CNC Safety and Proper Functions.....	3
MACH	1183	Metalworking Theory I.....	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      Machine Attendant      Machinist Level II      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

## Mechatronics

### Certificate of Proficiency: Mechatronics Level I

#### 16 Credit Hours

The Certificate of Proficiency: Mechatronics Level I prepares an individual to enter the industrial maintenance field with a clear understanding of the principles of electricity/electronics, mechanical systems and fluid power, and the ability to apply them to the maintenance and troubleshooting of industrial machinery. Upon successful completion of the certificate, students will also qualify for a certification from a nationally recognized accrediting body, who serves as a third-party endorser of the MSCC Mechatronics curriculum.

#### Job Opportunities

Entry level industrial maintenance technician  
Skilled machine operator

#### Program Goals

Program graduates will

- Demonstrate a clear understanding of the principles and applications of basic hydraulic/pneumatic systems, mechanical drives and bearings, and support systems in a manufacturing environment.
- Demonstrate a clear understanding of the principles and applications of basic electricity/electronics theory and techniques and demonstrate the skills necessary to support maintenance and repair operations in a manufacturing environment.
- Obtain the foundation education, training and direction to work in entry-level positions in the industrial maintenance field
- Demonstrate the work ethics and safety awareness expected in industrial environments.

### 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.

DKEY	1201	Introduction to Computers .....	1
MANF	2023	Mechanical Drives and Bearings .....	3
TECH	1003	Introduction to Blueprint Reading .....	3
TECH	1013	Shop Essentials.....	3

TECH	2013.....	Fluid Power .....	3
TECH	2033.....	Applied Electricity/Electronics .....	3

## Certificate of Proficiency: Mechatronics Level II

### 16 Credit Hours

The Certificate of Proficiency: Mechatronics Level II prepares maintenance technicians with a clear understanding of the principles and applications of brakes, clutches, heavy chain drives, motor control, conduit installation, the National Electric Code, and programmable logic controllers as they apply to installation, maintenance, and troubleshooting of industrial machinery. Upon successful completion of the certificate, students will also qualify for a certification from a nationally recognized accrediting body, who serves as a third-party endorser of the MSCC Mechatronics curriculum.

### Job Opportunities

Maintenance Technician

### Program Goals

Program graduates will

- Develop knowledge of the principles and applications motor control and demonstrate the skills necessary to support maintenance and repair operations of industrial machinery.
- Demonstrate an understanding of programmable logic controllers
- Demonstrate the ability to install, align maintain and troubleshoot brakes, clutches, chain drives and pulley drive systems in an industrial environment
- Demonstrate the ability to apply the principles, application, troubleshooting, and maintenance of various types of single and three phase AC motors, various types of DC motors, and reduced voltage starting as used in industry.
- Demonstrate the work ethics and safety awareness expected in industrial environments.

### 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	1153.....	Electric Motor Control Systems .....	3
MANF	1513.....	Rotating Electrical Equipment .....	3
MANF	2044.....	Programmable Logic Controllers .....	4
MANF	2223.....	Advanced Mechanical Drives .....	3
MANF	2253.....	Overview of the National Electric Code and Conduit Installation.....	3

## Certificate of Proficiency: Mechatronics Level III

### 9 Credit Hours

The Certificate of Proficiency: Mechatronics Level III prepares maintenance technicians with an advanced understanding of the principles and applications of electronic motor control and hydraulic/pneumatic systems as they apply to installation, maintenance, and troubleshooting of industrial machinery. Upon successful completion of the certificate, students will also qualify for a certification from a nationally-recognized accrediting body, who serves as a third-party endorser of the MSCC Mechatronics curriculum.

## Job Opportunities

Maintenance Technician

## Program Goals

Program graduates will

- Understand and appropriately apply the principles and techniques of troubleshooting and maintaining advanced hydraulic/pneumatic systems
- Demonstrate the ability to install, program, and troubleshoot AC/DC electronic motor drives
- Demonstrate the work ethics and safety awareness expected in industrial environments.

## 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	1433.....Advanced Fluid Power Systems .....	3
MANF	2473.....Fluid Power Systems Maintenance & Troubleshooting.....	3
MANF	2493.....AC/DC Motor Control.....	3

## Certificate of Proficiency: Mechatronics Level IV

### 9 Credit Hours

The Certificate of Proficiency: Mechatronics Level IV prepares maintenance technicians with an advanced understanding of the principles and applications of programmable logic controllers, precision laser alignment and vibration detection systems as they apply to installation, maintenance, and troubleshooting of industrial machinery. Students will also complete a capstone project, applying what they have learned on a real world task. Upon successful completion of the certificate, students will also qualify for a certification from a nationally recognized accrediting body, who serves as a third-party endorser of the MSCC Mechatronics curriculum.

## Job Opportunities

Maintenance Technician  
Maintenance Lead

Maintenance Supervisor  
Maintenance Trainer

## Program Goals

Program graduates will

- Understand and appropriately apply the principles and techniques of installing and troubleshooting equipment using laser alignment and vibration analysis systems
- Demonstrate the ability to install, program, and troubleshoot Programmable Logic Controllers and Panel View HMIs
- Demonstrate the work ethics and safety awareness expected in industrial environments.

## 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	2113.....Advanced Programmable Logic Controllers .....	3
MANF	2463.....Precision Alignment and Support Systems .....	3
TECH	2293.....Capstone Learning Experience.....	3



# Process Technology

## Certificate of Proficiency in Process Technology I

### 18 credits

The Certificate of Proficiency in Process Technology prepares students for entry-level positions in a variety of industries dependent upon process technology. Process technology involves every aspect of chemical processing, including extracting and refining jet fuel, plastics, metals, oil and natural gas and carefully monitoring the extraction and refining processes. Relevant industries include, but are not limited to, power plants, waste and water treatment plants, pharmaceutical plants, and other human health and safety industries.

### Job Opportunities

Chemical Process Technician

Food Process Technician

Quality Technician

### Program Goals

Program graduates will

- Understand and apply the practices, knowledge sets, and skills necessary in the process technology industries.
- Utilize technology to enhance decision-making skills and improve productivity.
- Demonstrate the ability to think critically, identify problems, and propose solutions to process technology problems.
- Appropriately apply the functions of process technology systems

### Program Requirements

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

PTEC	1004.....	Safety, Health & Environment .....	4
PTEC	1024.....	Introduction to Process Technology .....	4
PTEC	1003.....	Process Quality .....	3
PTEC	1204.....	Process Technology I: Equipment .....	4
PTEC	1213.....	Process Instrumentation I.....	3

# Welding

## Certificate of Proficiency in Flux-Core Arc Welding Technology

### 15 Credit Hours

The Certificate of Proficiency in Flux-Core Arc Welding Technology introduces students to the knowledge and skills to achieve AWS Sense Level I certification or NCCER Level 2 certification in basic and flux-core arc welding processes including plasma and gas cutting, grinding practices with bench, angle, rust treatment, and welding inspection processes; blue print reading and the use of hand tools, shop tools, reading tapes and micrometers.

### Job Opportunities

Welder

Fitting Specialist

Inspector

Glazier

Ironworker

Boilermaker

Shipbuilder

Fabricator

## Program Goals

Program graduates will

- Develop knowledge in theory, techniques, and welding skills necessary to support maintenance and repair operations in a manufacturing environment
- Obtain the foundation education, training and direction to work in entry-level positions in the welding field.
- Complete AWS Sense Level I Certification or NCCER Level 2 Certification in flux-core arc welding.

## 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.

TECH	1003.....	Introduction to Blueprint Reading .....	3
TECH	1013.....	Shop Essentials.....	3
TECH	1303.....	Industrial Safety .....	3
WELD	1053.....	Fundamentals in Welding .....	3
WELD	1113.....	Flux-Core Arc Welding .....	3

## Certificate of Proficiency in Gas Metal Arc Welding Technology

### 15 Credit Hours

The Certificate of Proficiency in Gas Metal Arc Welding Technology introduces students to the knowledge and skills to achieve AWS Sense Level I certification or NCCER Level 2 certification in basic and flux-core arc welding processes including plasma and gas cutting, grinding practices with bench, angle, rust treatment, and welding inspection processes; blue print reading, and the use of hand tools, shop tools, reading tapes and micrometers.

### Job Opportunities

Welder	Fitting Specialist	Inspector	Glazier
Ironworker	Boilermaker	Shipbuilder	Fabricator

## Program Goals

Program graduates will

- Develop knowledge in theory, techniques, and welding skills necessary to support maintenance and repair operations in a manufacturing environment
- Obtain the foundation education, training and direction to work in entry-level positions in the welding field.
- Complete AWS Sense Level I Certification or NCCER Level 2 Certification in gas metal arc welding.

## 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.

TECH	1003.....	Introduction to Blueprint Reading .....	3
TECH	1303.....	Industrial Safety .....	3

TECH	1013.....	Shop Essentials.....	3
WELD	1053.....	Fundamentals in Welding .....	3
WELD	1133.....	Gas Metal Arc Welding (GMAW) .....	3

## Certificate of Proficiency in Gas Tungsten Arc Welding Technology

### 15 Credit Hours

The Certificate of Proficiency in Gas Tungsten Arc Welding Technology introduces students to the knowledge and skills to achieve AWS Sense Level I certification or NCCER Level 2 certification in basic and flux-core arc welding processes including plasma and gas cutting, grinding practices with bench, angle, rust treatment, and welding inspection processes; blue print reading and the use of hand tools, shop tools, reading tapes and micrometers.

### Job Opportunities

Welder	Fitting Specialist	Inspector	Glazier
Ironworker	Boilermaker	Shipbuilder	Fabricator

### Program Goals

Program graduates will

- Develop knowledge in theory, techniques, and welding skills necessary to support maintenance and repair operations in a manufacturing environment
- Obtain the foundation education, training and direction to work in entry-level positions in the welding field.
- Complete AWS Sense Level I Certification or NCCER Level 2 Certification in gas tungsten arc welding.

### 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.

TECH	1003.....	Introduction to Blueprint Reading .....	3
TECH	1013.....	Shop Essentials.....	3
TECH	1303.....	Industrial Safety .....	3
WELD	1053.....	Fundamentals in Welding .....	3
WELD	1143.....	Gas Tungsten Arc Welding (GTAW) .....	3

## Certificate of Proficiency in Shielded Metal Arc Welding Technology

### 15 Credit Hours

The Certificate of Proficiency in Shielded Metal Arc Welding Technology introduces students to the knowledge and skills to achieve AWS Sense Level I certification or NCCER Level 2 certification in basic and flux-core arc welding processes including plasma and gas cutting, grinding practices with bench, angle, rust treatment, and welding inspection processes; blue print reading and the use of hand tools, shop tools, reading tapes and micrometers.

### Job Opportunities

Welder	Fitting Specialist	Inspector	Glazier
Ironworker	Boilermaker	Shipbuilder	Fabricator

## Program Goals

Program graduates will

- Develop knowledge in theory, techniques, and welding skills necessary to support maintenance and repair operations in a manufacturing environment
- Obtain the foundation education, training and direction to work in entry-level positions in the welding field.
- Complete AWS Sense Level I Certification or NCCER Level 2 Certification in shielded metal arc welding.

## 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.

TECH	1003.....	Introduction to Blueprint Reading .....	3
TECH	1013.....	Shop Essentials.....	3
TECH	1303.....	Industrial Safety .....	3
WELD	1053.....	Fundamentals in Welding .....	3
WELD	1123.....	Shielded Metal Arc Welding (SMAW) .....	3

# Allied Health Sciences

Mid-South Community College offers students several career pathways in the Allied Health Sciences and offers the general education requirements for Arkansas State University's Associate Degree in Nursing, which is offered on the MSCC campus.

## Certificate of Proficiency in Emergency Medical Technician

### 7 Credit Hours

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

### Special Admissions/Enrollment Requirements:

To enroll in EMER 1007 Emergency Medical Technician, students must meet the following criteria:

- Be at least 18 years of age by the time of completion
- Have a high school diploma, or equivalent, at the time of application
- Meet required placement test scores or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II
- Complete a program application, which is available from the Allied Health Sciences Division or email at [alliedhealth@midsouthcc.edu](mailto:alliedhealth@midsouthcc.edu)
- Submit to a substance abuse screening and criminal background check during the first week of class

- Submit to additional Arkansas state requirements as described during the course

### **Job Opportunities**

Emergency Medical Technicians 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 Arkansas State EMT Certification Examination in accordance with the 1994 Emergency Medical Technician National Standard Curriculum and enter the job market.
- 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.

EMER 1007 .....Emergency Medical Technician ..... 7

## **Certificate of Proficiency in Nursing Assistant**

### **7/8 Credit Hours**

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

### **Special Admissions/Enrollment Requirements**

Students must meet the following criteria:

- Be at least 18 years of age by the end of the CNAS 1014 Nursing Assistant course
- Have a high school diploma, or equivalent, by the end of the course
- Meet required placement test scores or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II
- Submit to a substance abuse screening and criminal background check during the first week of class
- Complete and submit proof of a negative tuberculosis (TB) skin test prior to clinical training

### **Job Opportunities**

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 Certified Nursing Assistant 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	.....Nursing Assistant .....	4
BIOL	1214/1210	.....Anatomy and Physiology I/Lab .....	4
<i>or</i>			
MEDP	1043	.....Anatomy and Physiology .....	3

## Certificate of Proficiency in Phlebotomy

### 12 Credit Hours

The Phlebotomy Program teaches students the hands-on skills of drawing blood, preparing specimens for transport and handling other important lab specimens. Successful completion of the program should prepare students to pass the national certification examination. Phlebotomy technicians work in hospitals, clinics, and doctor's offices.

### Program Goals

Program graduates are expected to satisfy the following Technical/Occupational Outcomes:

- Possess the technical skills required of entry level employees in their career areas.
- Demonstrate knowledge of health care delivery system and medical terminology.
- Demonstrate the professional/ethical behaviors of punctuality, of regular attendance, or respect for supervisors, and co-workers, and self-directed task completion.
- Successfully complete the national certification examination.

### Job Opportunities

Hospitals          Clinics          Doctor's offices

### 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.

MEDP	1033	.....Medical Terminology .....	3	
MEDP	1043	.....Anatomy and Physiology .....	3	
PHLB	1016	.....Principles and Practice of Phlebotomy .....	6	<b>Total: 12</b>

## Associate of Applied Science in Medical Assisting Technology

### 60-61 Credit Hours

The Associate of Applied Science in Medical Assisting is designed to prepare students to function in multiple functions in health care settings 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.

### **Special Admissions/Enrollment Requirements**

Students must meet the following criteria:

- Be at least 18 years of age
- Have a high school diploma, or equivalent, at the time of application
- Meet required placement test scores or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II
- Meet required placement test scores or successful completion of DMTH 1024 Developmental Mathematics II
- Have a minimum overall GPA of 2.0 or greater
- Complete a program application, which is available from the Allied Health Sciences Division or email at [alliedhealth@midsouthcc.edu](mailto:alliedhealth@midsouthcc.edu)
- Interview with program faculty
- Submit to a substance abuse screening and criminal background check during the first week of class and before starting externship
- Students will be required to complete and submit proof of immunization by the end of the second semester of enrollment for the following: Hepatitis-B, Measles/Mumps/Rubella (MMR), Tetanus/Diphtheria/Pertussis (TDaP), Flu, and a negative TB skin test.

### **Job Opportunities**

Well-trained and educated medical assistants work in professional environments as integral members of the healthcare team.

Group Practices	Laboratories	Health Care Facilities
Clinics	Hospitals	Private Offices

### **Program Goals**

In addition to satisfying the General Education Learning Outcomes listed on pages 105-106, program graduates will

- 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.

## Program Requirements

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 (18-19 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

#### Mathematics (3-4 hours required, select one class)

DMTH	1034	Developmental Mathematics III	4
<i>or</i>			
MATH	1104	Applied Technical Math	4
<i>or</i>			
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 Assisting Administrative Procedures II	2
MDAS	2043	Medical Assisting Laboratory Procedures	3
MDAS	2081	Medical Assisting 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 40. Students enter this program in a cohort and must follow the prescribed curriculum sequence.



**Note:** All students must complete ENGL 1113 English Composition I, either DMTH 1034 Developmental Math III 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	
DMTH	1034.....	Developmental Mathematics III .....	4	
or				
MATH	1104.....	Applied Technical Math .....	4	
MDAS	1003.....	Medical Assisting Administrative Procedures.....	3	
MDAS	1033.....	Medical Law & Ethics .....	3	
MEDP	1113.....	Medical Terminology .....	3	
MEDP	1043.....	Anatomy & Physiology .....	3	<b>Total 16</b>

### 1st Year, 2nd Semester

COMP	1113.....	Computer Fundamentals .....	3	
MDAS	1053.....	Medical Assisting Clinical Procedures I.....	3	
ENGL	1113.....	English Composition I.....	3	
MDAS	2012.....	Medical Assisting Administrative Procedures II.....	2	
PHLB	1016.....	Principles and Practices of Phlebotomy.....	6	<b>Total 17</b>

### 2nd Year, 1st Semester

ENGL	2303.....	Oral Communication.....	3	
MDAS	2004.....	Medical Billing & Encoding .....	4	
MDAS	1073.....	Medical Assisting Clinical Procedures II.....	3	
MDAS	2043.....	Medical Assisting Lab Procedures.....	3	<b>Total 16</b>

### 2nd Year, 2nd Semester

ENGL	1123.....	English Composition II.....	3	
or				
ENGL	1133.....	Writing for the Workplace .....	3	
MDAS	2081.....	Medical Assisting 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>

## Associate of Applied Science in Respiratory Care

### 87 Credit Hours

The Respiratory Care program provides students with the knowledge and practical skills necessary for successful entry into the profession of Respiratory Care as a Respiratory Therapist. The program offers quality learning to address the occupational needs of the diverse population of students in the tri-state area. Graduates of the Respiratory Care program are eligible to sit for the NBRC (National Board of Respiratory Care) Entry Level Exam. Upon completion of the NBRC Entry Level Exam, graduates will be eligible to sit for the NBRC Advanced Practitioners Exam. Respiratory Therapists who pass this test will earn the title of Registered Respiratory Therapist.

The Respiratory Care program at Mid-South Community College holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (CoARC, [www.coarc.com](http://www.coarc.com)). This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the Standards through the completion and

submission of an acceptable Self Study Report (SSR) and other documentation required by the CoARC Board. The conferral of Provisional Accreditation denotes a new program that has made significant progress towards meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Initial Accreditation. It is recognized by the National Board of Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC accredited program.

### **Special Admissions/Enrollment Requirements**

Students must meet the following criteria:

- Be at least 18 years of age
- Have a high school diploma, or equivalent, at the time of application
- Successfully complete all required prerequisites for admittance to the program: ENGL 1113 English Composition, MATH 1113 College Algebra, MEDP 1033 Medical Terminology, BIOL 1114 Biology, and BIOL 1214 Anatomy & Physiology I.
- Successfully complete all program admittance prerequisites by the end of the spring semester prior to the fall semester for which the student is accepted into the program. Anatomy & Physiology I must have been successfully completed within the last **seven years**.
- Have a minimum overall GPA of 2.5 or greater
- Complete a program application, which is available from the Allied Health Sciences Division or through an email request at [alliedhealth@midsouthcc.edu](mailto:alliedhealth@midsouthcc.edu).
- Interview with program faculty.
- Observe a Respiratory Care department and the day-to-day activities of a therapist and complete an observation log
- Submit to a substance abuse screening and criminal background check during the first week of class and prior to enrolling in RSPT 2963 Respiratory Care Clinical I.
- Complete and submit proof of immunization by the end of the first semester of enrollment for the following: Hepatitis-B, Measles/Mumps/Rubella (MMR), Tetanus/Diphtheria/Pertussis (TDaP), Meningitis, and a negative skin test. Students will also be required to have a flu shot during the fall semester of the first and second years.

### **Job Opportunities**

Well-trained and educated Respiratory Therapists work in professional environments as integral members of the healthcare team. Job settings may include the following:

Hospitals	Physician Offices	Homecare
Sleep Labs	Education	Research

### **Program Goals**

This program prepares graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRT). Graduates are educationally prepared to successfully practice in a wide variety of clinical settings to evaluate, treat, and manage patients across the life span who are experiencing respiratory and cardiopulmonary disorders.

- Graduates will demonstrate knowledge by successful completion of the NBRC Entry Level exam and then the NBRC Advanced Practitioner exam.

- Graduates will then be eligible to become licensed in Arkansas or the state of their choice.
- Graduates will demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists to enter the job market or transfer to a college or university.
- Students will demonstrate behaviors consistent with an entry-level respiratory therapist in the areas of communication, collaborative learning and critical thinking/problem solving skills.
- Graduates will demonstrate competency in the general education outcomes identified for all MSCC graduates listed on page 93-94.
- Students will display professionalism by projecting a positive attitude; working as a team member; showing initiative and responsibility; and promoting the profession.

### **Program Prerequisites (18-19 hours)**

Students must successfully complete the following courses PRIOR to applying for admittance to the Respiratory Care program. To ensure acceptance for a fall class, students must complete these program admittance prerequisites no later than the previous spring semester.

ENGL	1113.....	English Composition I.....	3
DMTH	1034.....	Developmental Math III.....	4
or			
MATH	1104.....	Applied Technical Math.....	4
or			
MATH	1113.....	College Algebra.....	3
BIOL	1114.....	General Biology and lab.....	4
BIOL	1214.....	Anatomy & Physiology I and lab (within last 7 years).....	4
MEDP	1033.....	Medical Terminology.....	3

Prerequisite English and mathematics requirements satisfy six of the 14 general education core hours listed below.

### **Program Requirements**

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.

### **General Education Core (9 additional hours)**

#### **Communication (6 hours)**

ENGL	1113.....	English Composition I.....	(see program admittance prerequisite)
ENGL	1123.....	English Composition II.....	3

#### **Computer Skills (3 hours required)**

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

#### **Mathematics (3-4 hours required, select one class)**

DMTH	1034.....	Developmental Math III.....	4
MATH	1104.....	Applied Technical Math.....	4
MATH	1113.....	College Algebra.....	3 (see program admittance prerequisite)

#### **Social Science (3 hours)**

PSYC	1403.....	Introduction to Psychology.....	3
------	-----------	---------------------------------	---

## Technical Requirements (57 hours)

### Science (12 hours)

BIOL	1224/1220	.....Anatomy & Physiology II/Lab.....	4
BIOL	2504/2500	.....Microbiology/Lab.....	4
CHEM	1314/1310	.....Chemistry/Lab.....	4

### Respiratory Care Coursework (45 hours)

RSPT	1004	.....Respiratory Care Science .....	4
RSPT	1023	.....Respiratory Care Assessment .....	3
RSPT	1033	.....Cardiopulmonary Anatomy & Physiology.....	3
RSPT	1222	.....Pharmacology for Respiratory Care .....	2
RSPT	1244	.....Respiratory Care Equipment & Procedures.....	4
RSPT	1263	.....Pulmonary Disease .....	3
RSPT	2123	.....Cardiopulmonary Diagnostics.....	3
RSPT	2133	.....Neonatal & Pediatric.....	3
RSPT	2143	.....Mechanical Ventilation .....	3
RSPT	2963	.....Respiratory Care Clinical Practice I .....	3
RSPT	2976	.....Respiratory Care Clinical Practice II .....	6
RSPT	2982	.....Respiratory Care Professional Seminar .....	2
RSPT	2986	.....Respiratory Care Clinical Practice III .....	6

### MSCC Requirement (4 hours)

CSUR	1101	.....College Survival Skills .....	1
ENGL	2303	.....Oral Communication.....	3

### 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 40. **Students are admitted to this program in a cohort and must follow the prescribed curriculum sequence.** Twenty students will be accepted into this program annually.

#### Before Admission to Program:

Courses required for admittance to the program:

BIOL	1114/1100	....Biology/Lab .....	4	
BIOL	1214/1210	....Anatomy & Physiology I/Lab.....	4	
DMTH	1034	.....Developmental Math III .....	4	
or				
MATH	1104	.....Applied Technical Math .....	4	
ENGL	1113	.....English Composition I.....	3	
MEDP	1033	.....Medical Terminology .....	3	<b>Total 18</b>

#### 1st Year, 1st Semester

CSUR	1101	.....College Survival Skills .....	1	
BIOL	1224/1220	....Anatomy & Physiology II/Lab.....	4	
RSPT	1004	.....Respiratory Care Science .....	4	
RSPT	1023	.....Respiratory Care Assessment .....	3	
RSPT	1033	.....Cardiopulmonary Anatomy & Physiology.....	3	<b>Total 15</b>

#### 1st Year, 2nd Semester

CHEM	1314/1310	....Chemistry I/Lab.....	4
COMP	1113	.....Computer Fundamentals.....	3
RSPT	1222	.....Pharmacology for Respiratory Care .....	2

RSPT	1244	Respiratory Care Equipment & Procedures	4	
RSPT	1263	Pulmonary Disease	3	<b>Total 16</b>
<b>1st Year, 3<sup>rd</sup> Semester</b>				
RSPT	2123	Cardiopulmonary Diagnostics	3	
RSPT	2963	Respiratory Care Clinical Practice I	3	<b>Total 6</b>
<b>2nd Year, 1st Semester</b>				
BIOL	2504/2500	Microbiology/Lab	4	
RSPT	2133	Neonatal & Pediatric Care	3	
RSPT	2143	Mechanical Ventilation	3	
RSPT	2976	Respiratory Care Clinical Practice II	6	<b>Total 16</b>
<b>2<sup>nd</sup> Year, 2<sup>nd</sup> Semester</b>				
ENGL	1123	English Composition II	3	
ENGL	2303	Oral Communication	3	
PSYC	1403	Introduction to Psychology	3	
RSPT	2981	Respiratory Care Professional Seminar	2	
RSPT	2986	Respiratory Care Clinical Practice III	6	<b>Total 17</b>

## Aviation

## Aviation Maintenance Technology

Mid-South Community College offers a career pathway in Aviation Maintenance Technology which prepares students for FAA (Federal Aviation Administration) certifications as well as completion of an associate's degree in the field of Airframe Technology or Powerplant Technology.

### Certificate of Proficiency in General Aviation Maintenance Technology

#### 17 hours

The Aviation General Maintenance certificate addresses the general knowledge required for Federal Aviation Administration (FAA) certification as an Airframe and/or Powerplant maintenance technician.

#### Job Opportunities

Mechanics Helper

Aircraft Parts Department

Aircraft Line Service

#### Program Goals

Program completers will

- Develop the technical skills necessary for entry-level employment in the aviation maintenance industry including a basic understanding of math, physics, and electricity as they apply to aviation maintenance, as well as an introduction to associated tools, drawings and regulations.
- Attain the required technical knowledge for successful completion of Aviation Maintenance mechanics certification, required by Federal Aviation Regulation, Part 65.

- Strengthen core skills in reading, writing, mathematics, and science reasoning common to the aviation maintenance industry

### **Program Pre-Requisites or Co-Requisites:**

Students without prior college-level mathematics and/or physical science credits must pass MATH 1104 Applied Technical Math and PSCI 1103 Applied Physics with grades of “C” or better to meet Federal Aviation Administration (FAA) requirements for continuing in aviation maintenance programs. Those who do not do so may not enroll in additional Aviation Maintenance courses beyond those listed below until these core requirements are met. Consequently, students are encouraged to complete these courses first two semesters of enrollment while completing the certificate of proficiency to avoid heavy course loads for the technical certificate programs.

### **Program Requirements**

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

AMTG	1012.....	Aircraft Weight and Balance .....	2
AMTG	1024.....	Basic Aircraft Electricity .....	4
AMTG	1033.....	Shop Practices .....	3
AMTG	1052.....	Ground Operations .....	2
AMTG	1073.....	Federal Aviation Regulations .....	3
TECH	1003.....	Intro to Blueprint Reading .....	3

**Required Course Sequence:** Students should note that all courses are not offered every semester. Those who do not complete all required courses in a semester will have to wait for the next scheduled offering of the missed courses

### **Fall Semester**

AMTG	1024.....	Basic Aircraft Electricity .....	4
AMTG	1033.....	Shop Practices .....	3

### **Recommended Addition**

MATH 1114 .....	Applied Technical Math .....	4
or		
MATH 1113 .....	College Algebra .....	3

### **Spring Semester**

AMTG 1012 .....	Aircraft Weight and Balance .....	2
AMTG 1052 .....	Ground Operations .....	2
AMTG 1073 .....	Federal Aviation Regulations .....	3
TECH 1003 .....	Intro to Blueprint Reading .....	3

### **Recommended Addition**

PSCI 1103 .....	Applied Physics .....	3
-----------------	-----------------------	---

## **Technical Certificate in Aviation Airframe Maintenance Technology**

### **39/40 Credit Hours**

The Aviation Airframe Maintenance Certificate program provides students with the knowledge and hours required for their Federal Aviation Administration (FAA) Mechanics Airframe certification. The subjects covered include wood structures, aircraft covering, aircraft finishes, sheet metal and non-metallic structures, welding, assembly and rigging, airframe inspection, aircraft landing gear systems, hydraulic and pneumatic power systems, cabin atmosphere control systems, aircraft instrument

systems, communication and navigation systems, aircraft fuel systems, aircraft electrical systems, position and warning systems, ice and rain control systems, and fire protections systems.

Students who successfully complete the Certificate of Proficiency in Aviation General Maintenance Technology and the Technical Certificate in Aviation Airframe Maintenance Technology classes are eligible for the FAA “Mechanics Airframe Certificate” testing process.

### Job Opportunities

Avionics Technician  
Sheet Metal Technician

Composite Technician  
Electrician

Aircraft Painter

### Program Goals

- Develop the technical skills expected of a beginning licensed mechanic for the repair, maintenance, inspection and overhaul of airframe, including electrical systems, sheet metal, welding, hydraulic systems, rigging and assembly, wood, fabric, and doping, and general overhaul procedures.
- Meet the required technical knowledge for an Airframe Maintenance certification, required by Federal Aviation Regulation, Part 65.
- Develop core skills in reading, writing, mathematics, and science reasoning necessary for employment in the aviation maintenance industry

### Program Requirements

The prerequisite requirement for this course of study is successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.

AMTA	2003.....Airframe Auxiliary Systems .....	3
AMTA	2004.....Airframe Electrical Systems .....	4
AMTA	2022.....Aircraft Assembly and Rigging .....	2
AMTA	2043.....Hydraulics, Pneumatics, & Fuel Systems .....	3
AMTA	2052.....Wood, Fabric, & Finishes .....	2
AMTA	2053.....Landing Gear Systems.....	3
AMTA	2062.....Aircraft Instruments and Avionics .....	2
AMTA	2072.....Airframe Inspection .....	2
AMTA	2075.....Aircraft Metallic Structures.....	5
AMTA	2093.....Aircraft Composite Structures .....	3
AMTA	2101.....Airframe Review/FAA Test Prep .....	1
MATH	1114.....Applied Technical Math .....	4
or		
MATH	1113.....College Algebra .....	3
PSCI	1103.....Applied Physics .....	3
WELD	1053.....Fundamentals of Welding.....	3

**Required Course Sequence:** Students should note that all courses are not offered every semester. Those who do not complete all required courses in a semester will have to wait for the next scheduled offering of the missed courses.

### Fall Semester

AMTA	2003.....Airframe Auxiliary Systems .....	3
AMTA	2004.....Airframe Electrical Systems .....	4

AMTA	2043.....	Hydraulics, Pneumatics, & Fuel Systems .....	3	
AMTA	2053.....	Landing Gear Systems.....	3	
AMTA	2062.....	Aircraft Instruments and Avionics .....	2	
MATH	1114.....	Applied Technical Math .....	4	
or				
MATH	1113.....	College Algebra .....	3	<b>Total 18/19 Hours</b>

#### **Spring Semester**

AMTA	2022.....	Aircraft Assembly and Rigging .....	2	
AMTA	2052.....	Wood, Fabric, & Finishes .....	2	
AMTA	2072.....	Airframe Inspection .....	2	
AMTA	2075.....	Aircraft Metallic Structures.....	5	
AMTA	2093.....	Aircraft Composite Structures .....	3	
AMTA	2101.....	Airframe Review/FAA Test Prep .....	1	
PSCI	1103.....	Applied Physics .....	3	<b>Total 18 Hours</b>

#### **Summer Semester**

WELD	1053.....	Fundamentals of Welding.....	3	<b>Total 3 Hours</b>
------	-----------	------------------------------	---	----------------------

## **Technical Certificate in Aviation Powerplant Maintenance Technology**

### **41/42 Credit Hours**

The Aviation Powerplant Maintenance certificate provides students with the knowledge and hours required for the FAA (Federal Aviation Administration) Mechanics Powerplant certificate. The subjects covered include reciprocating and turbine engine operation theory, lubrication, powerplant electricity, ignition, starting, fire protection, auxiliary power units, engine instruments, induction, exhaust, cooling, fuel systems and fuel metering, propeller operation and overhaul, and powerplant inspection.

Students who successfully complete the Certificate of Proficiency in Aviation General Maintenance Technology and the Technical Certificate in Aviation Powerplant Maintenance Technology classes are eligible for the FAA "Mechanics Powerplant Certificate" testing process.

### **Job Opportunities**

Powerplant Technician                      Engine Manager                      Jet Engine Mechanic

### **Program Goals**

- Develop the technical skills expected of a beginning licensed mechanic for the repair, inspection and overhaul of aircraft powerplants, including their electrical components, propellers, ignition systems, lubrication systems, fuel systems, and exhaust systems
- Meet the required technical knowledge for a Mechanics Powerplant certification, required by Federal Aviation Regulation, Part 65.
- Develop core skills in general education in reading, writing, mathematics, and science reasoning necessary for employment in the aviation maintenance industry.

### **Program Requirements**

The prerequisite requirement for this course of study is successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.

AMTP	2006.....	Reciprocating Engines.....	6
AMTP	2013.....	Engine Lubrication & Cooling Systems .....	3



AMTP	2016.....	Turbine Engines .....	6
AMTP	2033.....	Engine Induction & Exhaust Systems.....	3
AMTP	2104.....	Engine Fuel Systems.....	4
AMTP	2144.....	Propeller Systems .....	4
AMTP	2156.....	Powerplant Electrical Systems.....	6
AMTP	2162.....	Powerplant Inspection.....	2
AMTP	2201.....	Powerplant Review/FAA Test Prep.....	1
MATH	1114.....	Applied Technical Math .....	4
or			
MATH	1113.....	College Algebra .....	3
PSCI	1103.....	Applied Physics .....	3

Required Course Sequence: Students should note that all courses are not offered every semester. Those who do not complete all required courses in a semester will have to wait for the next scheduled offering of the missed courses.

#### **Spring/or Summer Semester Prior to AMTP Enrollment**

MATH	1114.....	Applied Technical Math .....	4	
or				
MATH	1113.....	College Algebra .....	3	
PSCI	1103.....	Applied Physics .....	3	<b>Total 6/7 Hours</b>

#### **Fall Semester**

AMTP	2006.....	Reciprocating Engines.....	6	
AMTP	2013.....	Lubrication & Cooling Systems .....	3	
AMTP	2016.....	Turbine Engines .....	6	
AMTP	2033.....	Engine Induction & Exhaust Systems.....	3	<b>Total 18 Hours</b>

#### **Spring Semester**

AMTP	2104.....	Engine Fuel Systems.....	4	
AMTP	2144.....	Propeller Systems .....	4	
AMTP	2156.....	Powerplant Electrical Systems.....	6	
AMTP	2162.....	Powerplant Inspection.....	2	
AMTP	2201.....	Powerplant Review/FAA Test Prep.....	1	<b>Total 17 Hours</b>

## **Associate of Applied Science in Aviation Maintenance Technology**

### **69-72 Credit Hours**

The Aviation Maintenance Technology program provides an up-to-date, intensive training for this occupational field. Students who successfully complete the program, which is certified by the Federal Aviation Administration (FAA) under Title 14 CFR Part 147, meet the training and experience requirements of the FAA for Airframe and/or Powerplant certificate ratings. The number of credit hours is determined by the FAA required hours.

The Aviation Maintenance Technology curriculum is divided into three (3) parts: General, Airframe, and Powerplant. A student enrolling in this course of study must first enroll for the general curriculum. Upon completion of the general section, the student may elect to pursue the Airframe and/or Powerplant section.

Completion of the general curriculum qualifies the student for an Aviation General Certificate of Proficiency. Further successful completion of the Airframe and/or Powerplant courses satisfies FAA requirements of training and experience prior to testing for one or both of these ratings. Students are awarded technical certificates upon reaching the Airframe and/or Powerplant training milestones. Though not required for FAA certification, Mid-South Community College offers an AAS degree in this field. In order to qualify for the AAS degree, the student must complete the prescribed program of General, Airframe, and/or Powerplant sections, plus the additional General Education requirements.

### Job Opportunities

Maintenance Manager	Production Manager
Service Manager	Engine Manager

Aviation maintenance technicians may expect to gain employment in a wide variety of fields and locations. Various fields include but are not limited to airline, manufacturing, repair station, charter operation, corporate, general aviation, and airport operation. Very lucrative aviation maintenance positions are available in state as well as across the nation and worldwide. Skills sets acquired through the program also directly fit many job requirements for the missiles/defense industry and other technical fields.

### Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 102-103, program graduates will

- Develop the technical skills necessary for entry-level employment in the aviation maintenance industry.
- Meet the technical knowledge requirement for mechanics certification, required by Federal Aviation Regulation, Part 65.
- Develop general education in reading, writing, mathematics, and science reasoning applicable to the aviation industry.

### Program Requirements

#### General Education Core (18-19 hours)

ENGL	1113.....	English Composition I.....	3
ENGL	1123.....	English Composition II.....	3
or			
ENGL	1133.....	Writing for the Workplace.....	3
MATH	1114.....	Applied Technical Math .....	4
or			
MATH	1113.....	College Algebra .....	3
COMP	1113.....	Computer Fundamentals .....	3
Social Science Elective.....			3
PSCI	1103.....	Applied Physics .....	3

#### MSCC Requirement (1 hour)

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

**Technical Core (17 hours)**

AMTG	1012	Aircraft Weight and Balance	2
AMTG	1024	Basic Aircraft Electricity	4
AMTG	1033	Shop Practices	3
AMTG	1052	Ground Operations	2
AMTG	1073	Federal Aviation Regulations	3
TECH	1003	Intro to Blueprint Reading	3

**Aviation Airframe Maintenance Certificate Option (33 hours)**

AMTA	2003	Airframe Auxiliary Systems	3
AMTA	2004	Airframe Electrical Systems	4
AMTA	2022	Aircraft Assembly and Rigging	2
AMTA	2043	Hydraulics, Pneumatics, & Fuel Systems	3
AMTA	2052	Wood, Fabric, & Finishes	2
AMTA	2053	Landing Gear Systems	3
AMTA	2062	Aircraft Instruments and Avionics	2
AMTA	2072	Airframe Inspection	2
AMTA	2075	Aircraft Metallic Structures	5
AMTA	2093	Aircraft Composite Structures	3
AMTA	2101	Airframe Review/FAA Test Prep	1
WELD	1053	Fundamentals of Welding	3

**Aviation Powerplant Maintenance Certificate Option (35 Hours)**

AMTP	2006	Reciprocating Engines	6
AMTP	2013	Engine Lubrication & Cooling Systems	3
AMTP	2016	Turbine Engines	6
AMTP	2033	Engine Induction & Exhaust Systems	3
AMTP	2104	Engine Fuel Systems	4
AMTP	2144	Propeller Systems	4
AMTP	2156	Powerplant Electrical Systems	6
AMTP	2162	Powerplant Inspection	2
AMTP	2201	Powerplant Review/FAA Test Prep	1

**Recommended Course Sequence for the Aviation Airframe Maintenance Certificate Option**

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 40.

Students should note that all courses are not offered every semester. Those who do not complete all required courses in a semester will have to wait for the next scheduled offering of the missed courses

**1st Year, Fall Semester**

AMTG	1024	Basic Aircraft Electricity	4
AMTG	1033	Shop Practices	3
COMP	1113	Computer Fundamentals	3
CSUR	1011	College Survival Skills	1
MATH	1104	Applied Technical Math	4
or			
MATH	1113	College Algebra	3

PSCI	1103.....Applied Physics .....	3	<b>Total 17/18 Hours</b>
------	--------------------------------	---	--------------------------

### 1st Year, Spring Semester

AMTG	1012.....Weight and Balance .....	2	
AMTG	1052.....Ground Operations .....	2	
AMTG	1073.....Federal Aviation Regulations .....	3	
ENGL	1113.....English Composition I.....	3	
TECH	1003.....Intro to Blueprint Reading .....	3	
WELD	1053.....Fundamental of Welding .....	3	<b>Total 16 Hours</b>

### 1st Year, Summer Semester

ENGL	1133.....Writing for the Workplace .....	3	
	Social Science Elective.....	3	<b>Total 6 Hours</b>

### 2nd Year, Fall Semester

AMTA	2003.....Airframe Auxiliary Systems .....	3	
AMTA	2004.....Aircraft Electrical Systems .....	4	
AMTA	2043.....Hydraulic, Pneumatic and Fuel Systems .....	3	
AMTA	2053.....Landing Gear Systems.....	3	
AMTA	2062.....Aircraft Instruments and Avionics .....	2	<b>Total 15 Hours</b>

### 2nd Year, Spring Semester

AMTA	2022.....Aircraft Assembly and Rigging .....	2	
AMTA	2052.....Wood, Fabric, and Finishes .....	2	
AMTA	2075.....Aircraft Metallic Structures.....	5	
AMTA	2093.....Aircraft Composite Structures .....	3	
AMTA	2072.....Airframe Inspection .....	2	
AMTA	2101.....Airframe Review/FAA Test Prep .....	1	<b>Total 15 Hours</b>

### Recommended Course Sequence for the Aviation Powerplant Maintenance Certificate Option

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 40.

Students should note that all courses are not offered every semester. Those who do not complete all required courses in a semester will have to wait for the next scheduled offering of the missed courses

### 1st Year, Fall Semester

AMTG	1024 .....Basic Aircraft Electricity .....	4	
AMTG	1033 .....Shop Practices.....	3	
COMP	1113 .....Computer Fundamentals .....	3	
CSUR	1011.....College Survival Skills .....	1	
MATH	1104 .....Applied Technical Math .....	4	
	or		
MATH	1113 .....College Algebra .....	3	
PSCI	1103 .....Applied Physics .....	3	<b>Total 17/18 Hours</b>

### 1st Year, Spring Semester

AMTG	1012 .....Weight and Balance .....	2	
------	------------------------------------	---	--

AMTG 1052 .....	Ground Operations .....	2	
AMTG 1073 .....	Federal Aviation Regulations .....	3	
ENGL 1113.....	English Composition I.....	3	
TECH 1003 .....	Intro to Blueprint Reading .....	3	
WELD 1053.....	Fundamental of Welding .....	3	<b>Total 16 Hours</b>

#### **1st Year, Summer Semester**

ENGL 1133.....	Writing for the Workplace .....	3	
Social Science Elective.....		3	<b>Total 6 Hours</b>

#### **2nd Year, Fall Semester**

AMTP 2006.....	Reciprocating Engines.....	6	
AMTP 2013.....	Lubrication & Cooling Systems .....	3	
AMTP 2016.....	Turbine Engines .....	6	
AMTP 2033.....	Engine Induction & Exhaust Systems.....	3	<b>Total 18 Hours</b>

#### **2nd Year, Spring Semester**

AMTP 2104.....	Engine Fuel Systems.....	4	
AMTP 2144.....	Propeller Systems .....	4	
AMTP 2156.....	Powerplant Electrical Systems.....	6	
AMTP 2162.....	Powerplant Inspection.....	2	
AMTP 2201.....	Powerplant Review/FAA Test Prep.....	1	<b>Total 17 Hours</b>

## **Professional Pilot**

### **Associate of Applied Science in Professional Pilot**

**Note:** The Associate of Applied Science in Professional Pilot degree program is currently being revised, and as a result, no new enrollments will be accepted at this time.

## **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 Office Specialist (MOS) examination required.*

## **Associate of Applied Science in Business Technology**

### **62-63 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 Microsoft Office Specialist® certification.

Students planning to transfer to a four-year institution should note two possible options. Those planning to transfer to bachelor of science degrees in business should complete the Associate of Science Degree. 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

### **Program Goals**

In addition to satisfying the General Education Learning Outcomes listed on pages 105-106, 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, Business Administration Option

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 (15-16 hours)

#### Communication (9 hours required)

ENGL	1133.....	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 (3-4 hours required, select one class)

DMTH	1034.....	Developmental Mathematics III .....	4
MATH	1104.....	Applied Technical Math .....	4
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	2143.....	Business Logistics.....	3
BUSN	2043.....	Supervisor Safety Management .....	3

Any BUSN, COMP or general education courses not used to satisfy a state degree requirement.

**Students should choose additional courses from the following:**

### 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

### 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 40.

**Note:** All students must complete ENGL 1113 English Composition I, either DMTH 1034 Developmental Math III, MATH 1104 Applied Tech Math, 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	1453.....	Human Resource Management.....	3	
CSUR	1101 .....	College Survival Skills .....	1	
ENGL	1113.....	English Composition I.....	3	
DMTH	1034 .....	Developmental Mathematics III .....	4	
or				
MATH	1104.....	Applied Technical Math .....	4	
or				
MATH	1113 .....	College Algebra .....	3	
COMP	1113.....	Computer Fundamentals.....	3	<b>Total 16-17</b>

#### 1st Year, 2nd Semester

BUSN	1143.....	Business Communication.....	3	
BUSN	2033.....	Legal Environment of Business .....	3	
ENGL	1123 .....	English Composition II.....	3	
or				
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	2113.....	Principles of Management.....	3	
ECON	2213.....	Macroeconomics.....	3	
ENGL	2303.....	Oral Communication .....	3	<b>Total 15</b>

#### 2nd Year, 2nd Semester

BUSN	1201.....	Career Preparation .....	1
------	-----------	--------------------------	---



BUSN	1203.....	Basic Marketing .....	3	
BUSN	1433.....	Principles of Accounting II .....	3	
BUSN	2223.....	Microeconomics .....	3	
BUSN	2993.....	Capstone Learning Experience.....	3	
<i>or</i>				
BUSN	2133.....	Introduction to Project Management.....	3	
General Elective .....			3	<b>Total 16</b>

## AAS in Business Technology, Applications Specialist Option

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 (3-4 hours required, select one class)

DMTH	1034.....	Developmental Mathematics III .....	4
MATH	1104.....	Applied Technical Math .....	4
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 2143.....Business Logistics..... 3

BUSN 2043.....Supervisor Safety Management ..... 3

Any BUSN, COMP, or general education course not used to satisfy a stated degree requirement.

### **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 Office Specialist (MOS) examination required.

### **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 40.

**Note:** All students must complete ENGL 1113 English Composition I, either DMTH 1034 Developmental Math III, MATH 1104 Applied Tech Math, or MATH 1113 College Algebra, BUSN 1103 Introduction to Business, and COMP 1113 Computer Fundamentals within the first 30 hours of college-level enrollment.

#### **1st Year, 1st Semester**

BUSN 1103 .....Intro to Business ..... 3

BUSN 1453.....Human Resource Management ..... 3

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

DMTH 1034 .....Developmental Mathematics III ..... 4

or

MATH 1104.....Applied Technical Math ..... 4

or

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

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

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

**Total 16-17**

#### **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

or

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

Social Science Elective... ..... 3

**Total 15**

#### **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

**Total 15**

#### **2nd Year, 2nd Semester**

BUSN	1201.....	Career Preparation .....	1	
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	
General Elective .....			3	<b>Total 16</b>

# Associate of Science in Business

## 62 Credit Hours

The Associate of Science degree includes the state minimum core, but differs from the Associate of Arts degree and the Associate of Applied Science degree in that students are required to take additional hours in math and science and are allowed a wider choice of elective courses.

Students choosing this major will obtain a core of general education and fundamental business skills and knowledge designed for those intending to pursue a bachelor's degree in the field of business at a four-year Arkansas institution.

Credits earned in the State Minimum Core are transferable to all Arkansas public institutions of higher education. Students seeking the Associate of Science degree should refer to the curriculum requirements of the intended transfer institution when selecting courses to ensure maximum transfer credit. 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. Credits earned in the Business Core Requirements provide a basic understanding of business, economics and accounting issues.

The following schools accept this completed degree in its entirety: Arkansas State University, Arkansas Tech University, Henderson State University, Harding University, University of Central Arkansas, University of Arkansas Fort Smith, University of Arkansas Little Rock, University of Arkansas Monticello, University of Arkansas at Pine Bluff and Southern Arkansas University.

In compliance with Arkansas law, all associate degree students are tested on their learning in the general education curriculum. Students who complete 45-60 hours in the Associate of Science 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.

## Program Goals

In addition to satisfying the General Education Learning Outcomes, program graduates will

- Apply critical thinking, problem solving and technology skills to explore solutions to business-related issues.
- 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.
- Demonstrate the ability to analyze and interpret scientific principles and modes of inquiry.

### **Degree Requirements**

The following outline of requirements should be used as a planning worksheet. Students should check course descriptions and prerequisites in planning their program 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 coursework should refer to the guidelines for Conditional Enrollment on page 40.

**Note:** Students seeking an Associate of Science 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).

### **General Education Core (35 hours)**

#### **English (6 hours required)**

ENGL	1113.....	English Composition I.....	3
ENGL	1123.....	English Composition II.....	3

#### **Oral Communications (3 hours required)**

ENGL	2303.....	Oral Communications .....	3
------	-----------	---------------------------	---

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

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

#### **Science Requirements (8 hours required)**

BIOL	1114/1110 .....	General Biology/Lab.....	4
PSCI	1214/1210 .....	Physical Science/Lab .....	4

### **Fine Arts Elective (3 hours required)**

#### **Select one class**

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

### **Literature Elective (3 hours required)**

#### **Select one class**

ENGL	2153.....	World Literature I .....	3
ENGL	2163.....	World Literature II .....	3

### **History/Social Science Electives (9 hours required)**

#### **Select one class**

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

#### **Select one class**

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

**Sociology (3 hours required)**

SOCI 1303.....Introduction to Sociology ..... 3

**Directed Elective (3 hours required)**

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

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

**Business Core Requirements (24 hours required)**

BUSN 1423.....Principles of Accounting I ..... 3

BUSN 1433.....Principles of Accounting II ..... 3

BUSN 2033.....Legal Environment of Business ..... 3

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

ECON 2213.....Macroeconomics..... 3

ECON 2223.....Microeconomics ..... 3

MATH 2103.....Survey of Calculus ..... 3

MATH 2133.....Introduction to Statistics ..... 3

**Note:** Acceptance of electives in transfer toward baccalaureate degree requirements at out-of state institutions is solely at the discretion of the receiving institution. Students planning to transfer elective credit to four-year institutions outside Arkansas 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.

**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 40. **Note:** All students must complete ENGL 1113 English Composition I, MATH 1113 College Algebra, and COMP 1113 Computer Fundamentals within the first 30 hours of college-level enrollment.

**1st Year, 1st Semester**

BIOL 1114/1110.....General Biology/Lab .....	4	
COMP 1113.....Computer Fundamentals .....	3	
ENGL 1113.....English Composition I.....	3	
ENGL 2303.....Oral Communication.....	3	
MATH 1113.....College Algebra .....	3	
CSUR 1101.....College Survival Skills .....	1	<b>Total 17</b>

**1st Year, 2nd Semester**

ENGL 1123.....English Composition II.....	3	
Literature Elective .....	3	
MATH 2133.....Introduction to Statistics .....	3	
PSCI 1214/1210.....Physical Science/Lab .....	4	
SOCI 1303.....Introduction to Sociology .....	3	<b>Total 16</b>

**2nd Year, 1st Semester**

BUSN 1423.....Principles of Accounting I .....	3	
HPED 1702.....Concepts of Physical Activity .....	2	
ECON 2213.....Macroeconomics.....	3	
Fine Arts Elective.....	3	
History Elective .....	3	<b>Total 14</b>

## 2nd Year, 2nd Semester

BUSN 1433.....	Principles of Accounting II .....	3	
BUSN 2033.....	Legal Environment of Business .....	3	
History Elective .....		3	
ECON 2223.....	Microeconomics .....	3	
MATH 2103.....	Survey of Calculus .....	3	<b>Total 15</b>

# Diesel Maintenance 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.

### Job Opportunities

Mechanic (small shops)	Fleet Technicians (large shops)
Lead Technicians (trucking companies)	Shop Foreman (dealerships)
Specialty Technicians (dealerships Part Technicians)	

### Program Goals

Program graduates will be able to

- Know and 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 electrical and brake 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.

HTDM 1014 .....	Preventive Maintenance.....	4
HTDM 1034 .....	Brake Systems.....	4
HTDM 1054 .....	Diesel Engines I .....	4
HTDM 1094 .....	Diesel Engines II .....	4

## 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  
Parts Manager  
Service Technician  
Service Writer

Shop Supervisor  
Service Manager  
Specialty Technician

## Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 105-106, program graduates will be able to

- Know and 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 (7 hours)

ENGL	1113	.....English Composition I.....	3
DMTH	1034	.....Developmental Math III.....	4
or			
MATH	1104	.....Applied Technical Math.....	4

### College Requirement (1 hour)

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

### 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

# Digital Media

60/61 Credit Hours

## Associate of Applied Science in Digital Media

### Job Opportunities

Video Technician      Camera Technician      Audio Technician

### Program Goals

In addition to the General Education Learning Outcomes listed on pages 105-106, Associate of Applied Science in Digital Media graduates are expected to satisfy the following Program Goals:

- Operate professional, high-definition video equipment and compulsory accessories.
- Compose cinematic shots that demonstrate adequate knowledge of camera angles, focal length, and the various types of shots.
- Utilize non-linear editing software to edit videos that evidence familiarity with the concepts of importing, exporting, cutting, transitioning, matching action, and creating text.
- Identify basic cinematic terminology and explain the requirements and duties of various roles on a film set such as director, editor, and cinematographer
- Demonstrate basic proficiency in screenwriting techniques, audio production and with editing equipment.
- Use screenwriting software to compose story ideas.
- Produce recorded content in a studio and field environment

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.

### State Minimum Core (18 hours)

#### Communications (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

#### Computer Skills (3 hours required)

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

#### Mathematics (3/4 hours required)

##### Choose one

DMTH	1034	.....Developmental Mathematics III.....	4
MATH	1104	.....Applied Technical Math.....	4
MATH	1113	.....College Algebra.....	3

#### Social Science (3 hours required)

##### Choose one



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

#### **MSCC Requirement (1 hour required)**

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

#### **Technical Core (38 hours required)**

ARTS	1013	.....Intro to Film .....	3
BUSN	1203	.....Basic Marketing .....	3
DIGM	1033	.....Film & Video Production .....	3
DIGM	1043	.....Audio Production .....	3
DIGM	1053	.....Screenwriting .....	3
DIGM	2003	.....Cinematography .....	3
DIGM	2033	.....Producing and Directing .....	3
DIGM	2073	.....Advanced Digital Graphics .....	3
DIGM	2042	.....Digital Radio .....	2
ISTC	1053	.....Intro to Web Page Design .....	3
ISTC	2123	.....Digital Graphics for the Web .....	3
ISTC	2266	.....Web Design & Methodology .....	6

#### **Electives (3 hours required)**

ARTS	1123	.....Introduction to Theater .....	3
ENGL	2213	.....Creative Writing .....	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 40.

**Note:** All students must complete ENGL 1113 English Composition I, MATH 1113 College Algebra, COMP 1113 Computer Fundamentals and ARTS 1013 Intro to Film within the first 30 hours of college-level enrollment.

#### **1st Year, 1st Semester**

ARTS	1013	.....Intro to Film .....	3
COMP	1113	.....Computer Fundamentals .....	3
CSUR	1101	.....College Survival Skills .....	1
DIGM	1033	.....Film & Video Production .....	3
ENGL	1113	.....English Composition I .....	3
History/Social Science Requirement .....			3
			<b>Total 16</b>

#### **1st Year, 2nd Semester**

DIGM	1043	.....Audio Production .....	3
DIGM	1053	.....Screenwriting .....	3
ENGL	1123	.....English Composition II .....	3
or			
ENGL	1133	.....Writing for the Workplace .....	3

ISTC	1053	.....Intro to Web Page Design .....	3	
MATH	1104	.....Applied Technical Math .....	4	
or				
MATH	1113	.....College Algebra .....	3	<b>Total 15/16</b>

#### **2nd Year, 1st Semester**

ENGL	2303	.....Oral Communication.....	3	
DIGM	2003	.....Cinematography .....	3	
ISTC	2123	.....Digital Graphics for the Web .....	3	
ISTC	2266	.....Web Design & Methodology.....	6	<b>Total 15</b>

#### **2nd Year, 2nd Semester**

BUSN	1203	.....Basic Marketing .....	3	
DIGM	2033	.....Producing and Directing .....	3	
DIGM	2073	.....Advanced Digital Graphics .....	3	
DIGM	2042	.....Digital Radio .....	2	
Elective		.....	3	<b>Total 14</b>

## **Certificate of Proficiency in Film and Video Production**

### **12 Credit Hours**

The Certificate of Proficiency in Film and Video Production provides students with the opportunity to study the craft of film and video production and prepare for entry-level positions in the industry.

### **Job Opportunities**

Video Technician      Camera Technician      Audio Technician

### **Program Goals**

Program graduates will be able to

- Operate professional, high-definition video equipment and compulsory accessories.
- Compose cinematic shots that demonstrate adequate knowledge of camera angles, focal length, and the various types of shots.
- Utilize non-linear editing software to edit videos that evidence familiarity with the concepts of importing, exporting, cutting, transitioning, matching action, and creating text.
- Identify basic cinematic terminology and explain the requirements and duties of various roles on a film set such as director, editor, and cinematographer
- Demonstrate basic proficiency in screenwriting techniques, audio production and with editing equipment.
- Use screenwriting software to compose story ideas.
- Produce recorded content in a studio and field environment.

### **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.

ARTS	1013	..... Introduction to Film .....	3
DIGM	1033	..... Film and Video Production .....	3
DIGM	1043	..... Audio Production.....	3
DIGM	1053	..... Screenwriting .....	3

# Education

The Arkansas State Board of Education recently adopted new licensure standards/requirements for educator preparation programs for grades K-6 (formerly P-4) and middle-level, effective Fall 2015. As a result, the Associate of Arts in Teaching must be revised and approved by the Arkansas Department of Higher Education before new students may enter the program. For the 2014-2015 academic year, students will be advised to enroll in the Associate of Arts. Assistance is available in the Advising Success Center.

## General Education

### Associate of Arts in General Education

#### 60 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 60 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.

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 105-106, 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 (6 hours required)**

ENGL 1113	English Composition I	3
ENGL 1123	English Composition II	3

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

MATH 1113	College Algebra	3
MATH 2115	Calculus I	5

**Science (8 hours required)****Select one class and lab**

BIOL	1114/1110.....	General Biology/Lab.....	4
BIOL	1214/1210.....	Anatomy and Physiology I/Lab .....	4

**Select one class and lab**

CHEM	1314/1310.....	Chemistry I/Lab.....	4
PSCI	1214/1210.....	Physical Science/Lab .....	4
PSCI	1254/1250.....	Physics/Lab .....	4

**Fine Arts/Humanities (9 hours required)****Select one class**

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

**Select two classes**

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

**U.S. History/Government (3 hours required)****Select one class**

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

**Social Sciences (6 hours required)****Select one class**

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

**Select one class**

ANTH	2013 .....	Cultural Anthropology .....	3
GEOG	1133 .....	World Geography.....	3
PSYC	1403 .....	Introduction to Psychology.....	3
SOCI	1303 .....	Introduction to Sociology .....	3

**Directed Electives (15 hours required)**

**Select 15 credit hours not taken to satisfy General Education Core requirements listed previously.**

**Note:** Acceptance of electives in transfer toward baccalaureate degree requirements at out-of-state institutions is solely at the discretion of the receiving institution. Students planning to transfer elective credit to four-year institutions outside Arkansas 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.

ANTH	2013 .....	Cultural Anthropology .....	3
BIOL	1124 .....	Plant Biology/Lab .....	4
BIOL	1214/1210.....	Anatomy and Physiology I/Lab .....	4
BIOL	1224/1220.....	Anatomy and Physiology II/Lab .....	4
BIOL	2504 .....	Microbiology .....	4

CHEM	1314/1310	Chemistry I/Lab	4
CHEM	1324/1320	Chemistry II/Lab	4
CJUS	1003	Introduction to Criminal Justice	3
ECON	2213	Macroeconomics	3
ECON	2223	Microeconomics	3
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
MATH	2103	Survey of Calculus	3
MATH	2115	Calculus I	5
MATH	2124	Calculus II	4
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

### **MSCC Degree Requirements (10 hours)**

#### **Communication (3 hours)**

ENGL	2303	Oral Communication	3
------	------	--------------------	---

#### **Physical Education (3 hours required)**

HPED	1113	Health and Safety	3
HPED	1702	Concepts of Physical Activity	2
		Physical Activity Class	1

#### **College Success (4 hours required)**

COMP	1113	Computer Fundamentals	3
CSUR	1101	College Survival Skills	1

#### **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 40.

**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

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

### 1st Year, 2nd Semester

American Government or U.S. History Elective .....	3	
ENGL 1123 ..... English Composition II.....	3	
Fine Arts/Humanities Electives .....	6	
Science Elective .....	4	<b>Total 16</b>

### 2nd Year, 1st Semester

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

### 2nd Year, 2nd Semester

Directed Electives.....	9	
Fine Arts/Humanities Elective.....	3	
Social Science Elective.....	3	<b>Total 15</b>

# General Technology

## Associate of Applied Science in 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 and no more than 30 technical credit hours must be from one technical area. Remaining credit hours (15-21) 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 work experience toward the degree requirements. A maximum of 30 credits, but 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 Associate Vice President for Workforce Programs or the Academic Affairs Office, and validation of portfolio experience is dependent upon the approval of the Associate Vice President for Workforce Programs 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 Associate Vice President for Workforce Programs with input from the appropriate program advisory committee members.

### **Program Goals**

In addition to satisfying the General Education Learning Outcomes listed on pages 105-106, 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; DMTH 1034 Developmental Math III, MATH 1104 Applied Technical Math, or MATH 1113 College Algebra; and two technical courses to be approved by the Registrar within the first 30 hours of college-level enrollment

Students choosing the AAS in General Technology must meet with the Registrar to obtain an approved degree plan which includes a minimum of 15 approved general education core credits and 43-45 approved technical credits.

## **Hospitality Management**

Created as a partnership between Mid-South Community College and Southland Park Gaming and Racing, the Hospitality Management programs include a certificate of proficiency, technical certificate, associate of science and associate of applied science degrees. The primary focus of the programs is to serve the needs of the ever-growing hospitality industry in general and Southland Park and Gaming in particular. The University of Memphis Kemmons Wilson School of Hospitality and Resort Management is partnering with MSCC for a seamless transfer of the Associate of Science Degree.

Depending upon their choice of program(s), students may earn one or more of the following National Restaurant Association Educational Foundation industry certifications:

- Controlling Foodservice Costs – Food and Beverage Cost Controls
- Hospitality and Restaurant Management – Restaurant Layout & Design
- Hospitality Human Resources Management and Supervision – Hospitality Human Resource Management
- ServSafe Food Protection Manager – Food Service Management.

## Certificate of Proficiency in Food Service Management

12 hours

### Job Opportunities

Food Preparation/Crew leader

Assistant Cooks/Line Cooks

### Program Goals

Program graduates are expected to satisfy the following:

- Acquire a fundamental understanding of hotel, lodging, housekeeping, and food services management
- Demonstrate the professional/ethical behaviors of punctuality, of regular attendance, of respect for supervisors and co-workers, and of self-directed task completion
- Successfully apply learned theory and principles in practical applications relevant to the hospitality industry.

### Certificate of Proficiency in Food Service Management

HMGT	1013	.....Applications of Food Service Management in the Hospitality Industry*	..... 3
HMGT	1143	.....Food Service Management	..... 3
HMGT	1513	.....Nutrition and Menu Planning	..... 3
HMGT	2023	.....Food and Beverage Cost Controls	..... 3

\*This course does not apply toward the technical certificate or the associate degrees.

## Certificate of Proficiency in Hospitality Management

18 hours

### Job Opportunities

Food Service Supervisor/Assistant Manager

Housekeeping Supervisor/Assistant Manager

Restaurant Supervisor/Assistant Manager

Front Desk Supervisor/Assistant Manager

Food and Beverage Supervisor/Assistant Manager

### Program Goals

Program graduates are expected to satisfy the following:

- Acquire a fundamental understanding of hotel, lodging, housekeeping, and food services management
- 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
- Successfully apply learned theory and principles in practical applications relevant to the hospitality industry.
- Successfully pass the National Restaurant Association ServSafe Food Protection Manager Certification exam.

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.



### **Certificate of Proficiency in Hospitality Management\***

HMGT 1003	.....Introduction to Hospitality and Tourism Management .....	3
HMGT 1033	.....Hotel, Lodging and Housekeeping Management.....	3
HMGT 1043	.....Professionalism in Hospitality.....	3
HMGT 1143	.....Food Service Management .....	3
HMGT 1413	.....Gaming and Casino Management.....	3
HMGT 2003	.....Service Industry Structure and Leadership.....	3

\*Please note that all courses apply toward the AAS degree, but not to the Technical Certificate in Food Service Management.

## **Technical Certificate in Food Service Management**

**32/33 Hours**

### **Job Opportunities**

Food Preparation/Crew leader	Restaurant Supervisor/Assistant Manager
Assistant Cooks/Line Cooks	Food and Beverage Supervisor/Assistant Manager
Food Service Supervisor/Assistant Manager	

### **Program Goals**

In addition to the General Education Learning Outcomes listed on pages 105-106, Technical Certificate graduates are expected to satisfy the following Program Goals:

- Acquire a fundamental understanding of hotel, lodging, housekeeping, and food services management
- 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
- Successfully apply learned theory and principles in practical applications relevant to the hospitality industry.
- Successfully pass the National Restaurant Association ServSafe Food Protection Manager Certification exam, the National Restaurant Association Controlling Foodservice Costs certification exam, the NRAEF Hospitality Human Resources certification exam, the NRAEF Hospitality and Restaurant Management certification exam, and the NRAEF ServSafe Alcohol certification exam.

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.

### **Communication (6 hours required)**

ENGL 1113	.....English Composition I.....	3
ENGL 2303	.....Oral Communication.....	3

### **Mathematics (3/4 hours required)**

#### **Select one class**

DMTH 1034	.....Developmental Mathematics III .....	4
MATH 1104	.....Applied Technical Math .....	4

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

**MSCC Requirement (4 hours required)**

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

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

**Technical Core (19 hours required)**

HMGT 1143 ..... Food Service Management ..... 3

HMGT 2023 ..... Food and Beverage Cost Control ..... 3

HMGT 2043 ..... Hospitality Human Resources Management\* ..... 3

HMGT 2064 ..... Principles of Food Preparation ..... 4

HMGT 2153 ..... Restaurant Layout & Design\* ..... 3

HMGT 2203 ..... Beverage Management\* ..... 3

\*Please note that only one of these courses applies as an elective in the AAS in Hospitality Management.

## Associate of Science in Hospitality Management

### 61 Credit Hours

#### Program Goals

In addition to the General Education Learning Outcomes listed on pages 105-106, Associate of Science in Hospitality Management students are expected to satisfy the following Program Goals:

- Acquire a fundamental understanding of hotel, lodging, housekeeping, and food services management
- Successfully apply learned theory and principles in practical applications relevant to the hospitality industry.
- Successfully complete the National Restaurant Association ServSafe Food Protection Manager Certification exam.
- Satisfy requirements for transfer to a baccalaureate program in Hospitality Management or related field.

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.

#### State Minimum Core (35 hours)

##### Communications (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 2115 ..... Calculus I ..... 5

##### Science (8 hours required)

BIOL 1114/1110 ..... General Biology/Lab ..... 4

CHEM 1314/1310 ..... Chemistry I/Lab ..... 4

PSCI 1214/1210 ..... Physical Science/Lab ..... 4

PSCI 1254/1250 ..... Physics and Lab ..... 4

##### Fine Arts/Humanities (6 hours required)

**Fine Arts (Select one class)**

ARTS	1013	.....Intro to Film .....	3
ARTS	1103	.....Art Appreciation.....	3
ARTS	1123	.....Intro to Theatre.....	3
MUSC	1103	.....Music Appreciation.....	3

**Humanities (Select one class)**

ENGL	2153	.....World Literature I .....	3
ENGL	2163	.....World Literature II .....	3

**History (6 hours required)****Select one class**

HIST	2123	.....U.S. History Before 1877.....	3
HIST	2133	.....U.S. History After 1877 .....	3

**Select one class**

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

**Social Science (3 hours required)**

ECON	2213	.....Macroeconomics (recommended .....	3
------	------	--	---

**MSCC Requirements (7 hours required)**

CSUR	1101	.....College Survival Skills .....	1
SPAN	1113	.....Spanish I.....	3
SPAN	1123	.....Spanish II .....	3

**Hospitality Technical Core (19 hours required)**

BUSN	1423	.....Principles of Accounting I .....	3
HMGT	1003	.....Introduction to Hospitality and Tourism Management.....	3
HMGT	1033	.....Hotel, Lodging and Housekeeping Management .....	3
HMGT	1143	.....Food Service Management .....	3
HMGT	1213	.....Accounting Systems in the Hospitality Industry .....	3
HMGT	2064	.....Principles of Food Preparation .....	4

**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 40.

**1st Year, 1st Semester**

CSUR	1101	.....College Survival Skills .....	1
ENGL	1113	.....English Composition I.....	3
Fine Arts Elective.....			3
HIST	1153	.....World Civilization I.....	3
or			
HIST	1163	.....World Civilization II.....	3
HMGT	1003	.....Introduction to Hospitality and Tourism Management .....	3

MATH 1113 ..... College Algebra ..... 3 **Total 16**

### 1st Year, 2nd Semester

BUSN 1423 ..... Principles of Accounting I ..... 3  
 ENGL 1123 ..... English Composition II..... 3  
 HMGT 1033 ..... Hotel, Lodging  
 and Housekeeping Management..... 3  
 Humanities Elective ..... 3  
 Science Elective..... 4 **Total 16**

### 2nd Year, 1st Semester

ENGL 2303 ..... Oral Communication..... 3  
 HIST 2123 ..... U.S. History Before 1877..... 3  
 or  
 HIST 2133 ..... U.S. History After 1877 ..... 3  
 HMGT 1213 ..... Accounting Systems in the Hospitality Industry .. 3  
 Science Elective..... 4  
 SPAN 1113 ..... Spanish I..... 3 **Total 16**

### 2nd Year, 2nd Semester

Social Science Elective..... 3  
 SPAN 1123 ..... Spanish II ..... 3  
 HMGT 1143 ..... Food Service Management ..... 3  
 HMGT 2064 ..... Principles of Food Preparation ..... 4 **Total 13**

## Associate of Applied Science in Hospitality Management

**61/62 Credit Hours**

### Job Opportunities

#### Food Service

Food Preparation/Crew leader  
 Assistant Cooks/Line Cooks  
 Kitchen Supervisor/Manager  
 Food Service Supervisor/Assistant Manager  
 Restaurant Supervisor/Assistant Manager  
 Food and Beverage Supervisor/Assistant Manager

#### Lodging

Housekeeping Supervisor/Assistant Manager  
 Front Desk Supervisor/Assistant Manager  
 Front Desk Supervisor/Assistant Manager  
 Hotel Operations Supervisor/Assistant Manager  
 Sales & Catering Supervisor/Assistant Manager  
 Assistant General Manager  
 Hotel General Manager

### Program Goals

In addition to the General Education Learning Outcomes listed on pages 105-106, Associate of Applied Science in Hospitality Management students are expected to satisfy the following Program Goals:

- Acquire a fundamental understanding of hotel, lodging, housekeeping, and food services management
- 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
- Successfully apply learned theory and principles in practical applications relevant to the hospitality industry.

- Successfully complete the National Restaurant Association ServSafe Food Protection Manager Certification exam, the National Restaurant Association ManageFirst: Nutrition Certification exam, and the National Restaurant Association Controlling Foodservice Costs certification exam, as well as other industry certifications based upon the student's choice of program technical electives.

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.

### **State Minimum Core (15/16 hours)**

#### **Communications (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 (3/4 hours required)**

##### **Select one class**

DMTH	1034	..... Developmental Math III.....	4
MATH	1104	.....Applied Technical Math.....	4
MATH	1113	.....College Algebra.....	3

#### **History/Social Science ( 3 hours required)**

##### **Select one class**

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

#### **MSCC Requirement (2 hours)**

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

#### **Business Core (9 hours required)**

BUSN	1423	.....Principles of Accounting I.....	3
COMP	1113	.....Computer Fundamentals.....	3
ECON	2213	.....Macroeconomics.....	3

#### **Hospitality Management Technical Core (32 Hours required)**

HMGT	1003	.....Introduction to Hospitality and Tourism Management.....	3
HMGT	1033	.....Hotel, Lodging and Housekeeping Management.....	3
HMGT	1043	.....Professionalism in Hospitality.....	3
HMGT	1123	.....Hospitality Information Systems.....	3
HMGT	1143	.....Food Service Management.....	3
HMGT	1213	.....Accounting Systems in the Hospitality Industry.....	3
HMGT	1513	.....Nutrition and Menu Planning.....	3
HMGT	2003	.....Service Industry Structure and Leadership.....	3

HGMT 2023	Food and Beverage Cost Control	3
HMTG 2041	Hospitality Internship	1
HMTG 2064	Principles of Food Preparation	4

### **Hospitality Electives (3 hours)\***

#### **Select one class**

HMTG 1413	Gaming and Casino Management	3
HMTG 2043	Hospitality Human Resources Management	3
HMTG 2123	Kitchen Operations Management	3
HMTG 2133	Hospitality Sales and Marketing	3
HMTG 2153	Restaurant Layout & Design	3
HMTG 2173	Entertainment & Venue Management	3
HMTG 2203	Beverage Management	3
HMTG 2233	Principles of Tourism	3
HMTG 2253	Issues and Trends in Hospitality	3
HMTG 2273	Legal Issues in Hospitality and Tourism	3

\*Not all electives are offered every semester; please consult with Hospitality Management Lead Faculty to make a plan of study

### **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 40.

**Note:** All students must complete ENGL 1113 English Composition I; either DMTH 1034 Developmental Math III, MATH 1104 Applied Technical Math, or MATH 1113 College Algebra; COMP 1113 Computer Fundamentals, and HMTG 1003 Introduction to Hospitality and Tourism Management within the first 30 hours of college-level enrollment.

#### **1st Year, 1st Semester**

COMP 1113	Computer Fundamentals	3	
CSUR 1101	College Survival Skills	1	
ENGL 1113	English Composition I	3	
History/Social Science Requirement		3	
HMTG 1003	Introduction to Hospitality and Tourism Management	3	
Mathematics Requirement		3/4	<b>Total 16/17</b>

#### **1st Year, 2nd Semester**

BUSN 1423	Principles of Accounting I	3	
ENGL 1123	English Composition II	3	
or			
ENGL 1133	Writing for the Workplace	3	
ENGL 2303	Oral Communication	3	
HMTG 1033	Hotel, Lodging, and Housekeeping Management	3	
HMTG 1043	Professionalism in Hospitality	3	<b>Total 15</b>

ECON	2213	.....Macroeconomics.....	3	
HMG	1123	.....Hospitality Information Systems.....	3	
HMG	1143	.....Food Service Management .....	3	
HMG	1213	.....Accounting Systems in the Hospitality Industry ..	3	
HMG	1513	.....Nutrition and Menu Planning .....	3	<b>Total 15</b>

HMG1	2003	.....Service Industry Structure and Leadership.....	3	
HMG1	2023	.....Food and Beverage Cost Control .....	3	
HMG1	2041	.....Hospitality Internship .....	1	
HMG1	2064	.....Principles of Food Preparation .....	4	
Hospitality Elective.....			3	<b>Total 14</b>

## Certificate of Proficiency in Micro-Computer Upgrade and Repair

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 networking certifications.

## Computer Repair Technician A+ Technician

- 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

## Program Requirements

## 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	.....Network Fundamentals .....	3

## Certificate of Proficiency in Networking

### 15 Credit hours

This Network Associate Certificate of Proficiency trains students in the installation and configuration of routers and switches and introduces them to the Sun Solaris and UNIX operating systems. ISTC 1013 IT Principles and Practices must be taken as a prerequisite to the program or as a corequisite with ISTC 1513 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
- Troubleshoot an environment that uses 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

### 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	.....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



# Associate of Applied Science in 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 networking design and administration. Students enrolling in the program must document or demonstrate, through credit by examination, a fundamental understanding of computers and common applications software. Otherwise, they must successfully complete COMP 1113 Computer Fundamentals before or concurrently with 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 include network analysis and design, configuration and implementation, testing, monitoring and management, and system administration and maintenance.

## Job Opportunities

Network Administration      PC Support Technician      Network Support      IT Management

## Program Goals

In addition to satisfying the General Education Learning Outcomes listed on pages 105-106, 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
- Install, configure, and operate LAN and WAN-access services for small networks, including but not limited to use of these protocols: IP, RIP, OSPF, EIGRP, Frame Relay, VLANs, Fast Ethernet, Ethernet, and Access Lists, and network security
- Demonstrate the professional/ethical behaviors of punctuality, regular attendance, respect for supervisors and co-workers, and self-directed task-completion

## Program Requirements

### General Education Courses (15 hours)

#### 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 (3-4 hours required)

DMTH 1034.....Developmental Mathematics III ..... 4

MATH 1104.....Applied Technical Math ..... 4

or

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

#### Social Science Electives (3 hours required)

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

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

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

PSYC 1403.....Introduction to Psychology..... 3

SOCI	1303.....	Introduction to Sociology .....	3
------	-----------	---------------------------------	---

### **MSCC Requirement (4 hours)**

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

### **Technical Core (16 hours)**

BUSN	1201.....	Career Preparation .....	1
COMP	1213.....	Database Applications .....	3
ISTC	1013.....	IT Principles and Practices .....	3
ISTC	1053.....	Introduction to Web Page Design.....	3
ISTC	2613.....	Fundamentals of UNIX .....	3
ISTC	2993.....	Capstone Learning Experience.....	3

### **Network Concentration (27 hours)\***

ISTC	1023.....	IT Essentials I.....	3
ISTC	1033.....	IT Essentials II.....	3
ISTC	1043.....	A+ Certification Prep.....	3
ISTC	1513.....	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

\*Successful completion of these courses qualifies students to take examinations as follows:

ISTC 1023 and ISTC 1043	CompTIA A+ certification exam.
-------------------------	--------------------------------

### **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 40. **Note:** All students must complete ENGL 1113 English Composition I, either DMTH 1034 Developmental Mathematics III 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.

### **Networking**

#### **1st Year, 1st Semester**

COMP	1113.....	Computer Fundamentals .....	3	
CSUR	1101.....	College Survival Skills .....	1	
DMTH	1034.....	Developmental Mathematics III .....	4	
or				
MATH	1104.....	Applied Technical Math .....	4	
or				
MATH	1113.....	College Algebra .....	3	
ENGL	1113.....	English Composition I.....	3	
ISTC	1013.....	IT Principles and Practices .....	3	
ISTC	1513.....	Network Fundamentals .....	3	<b>Total 16-17</b>

#### **1st Year, 2nd Semester**

ENGL	1133.....	Writing for the Workplace .....	3
or			
ENGL	1123.....	English Composition II.....	3

ISTC	1023.....	IT Essentials I.....	3	
ISTC	1053.....	Introduction to Website Design.....	3	
ISTC	1523.....	Routing Protocols and Concepts.....	3	
ISTC	2613.....	Fundamentals of UNIX.....	3	<b>Total 15</b>

#### **2nd Year, 1st Semester**

BUSN	1201.....	Career Preparation .....	1	
ENGL	2303.....	Oral Communication.....	3	
ISTC	1033.....	IT Essentials II.....	3	
ISTC	1043.....	A+ Certification Prep.....	3	
ISTC	2563.....	LAN Switching and Wireless .....	3	
ISTC	2623.....	UNIX System Administration I.....	3	<b>Total 16</b>

#### **2nd Year, 2nd Semester**

COMP	1213.....	Database Applications .....	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 15</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.

# **Other Academic Programs and Services**

## **College Preparatory Programs**

### **Adult Education**

The Adult Education program of Mid-South Community College is committed to providing educational opportunities to all citizens of Crittenden County and, in particular, to those who lack basic skills, who do not have a high school diploma, and/or who speak English as a second language. The College offers free testing, and classes for adults from the literacy level to basic skills to the Official GED® Test. The three main program areas at MSCC include Adult Education (GED) classes, testing, and Literacy tutoring.

#### **Adult Education Instruction**

Adult Education classes are available for students who lack a high school diploma. We also offer English as a Second Language classes for students in need of English instruction. We offer morning and evening classes at our Mid-South Community College site. Day classes are offered at East Arkansas Youth Services in Marion (for students age 16-17 only), Crittenden County Detention Center, and at the Shopping Way site. Evening classes are also available at our Gilmore and at Earle sites. Class times are

different at the various sites, so students should call (870)733-6871 for current class schedules and for enrollment information.

MSCC is an Official GED® Testing Center for Arkansas residents. Students who pass the Official GED® Test will be recognized at the annual graduation ceremonies held each year. Additional information about the Adult Education program can be obtained by calling the Adult Education department at (870) 733-6871.

### **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 in order to break the cycle of 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. 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 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.

### **Job-Related Skill Development**

The Arkansas Career Readiness Certificate (CRC) Program allows citizens to measure their skills against those skills required for jobs with area businesses. Anyone who has taken the WorkKeys® assessment and needs to increase his or her score can come to Adult Education to use the KeyTrain® software to improve basic skills before retaking the test. Computers and staff are available to assist in this process during scheduled times each week. For more information please call the Adult Education department at (870) 733-6871.

## **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 SAT, 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**

#### **Communications**

DCOM 1034 Developmental Communication

DCOM 1054 Developmental Communication II

#### **Computer Skills**

DKEY 1101 Computer Keyboarding

DKEY 1201 Intro to Computers

#### **Reading and English**

#### **Mathematics**

DRDG 1004 Developmental Reading I  
DENG 1034 Developmental English I  
DRDG 1024 Developmental Reading II  
DENG 1054 Developmental English II

DMTH 1014 Developmental Math I  
DMTH 1024 Developmental Math II  
DMTH 1034 Developmental Math III

Students enrolled in DENG 1034 who believe by the end of the course that their writing skills are sufficiently strengthened to succeed in degree credit courses may seek the instructor's permission to test out of DENG 1054. To test out of DENG 1054, students must score an 80 or higher on the COMPASS English test and score a 4 or higher on an essay in relation to criteria established for entry into English Composition I.

Students enrolled in DRDG 1004 who believe their reading skills are sufficiently strengthened by the end of the course to succeed in degree credit courses may seek the instructor's permission to test out of DRDG 1024. To test out of DRDG 1024, students must score an 82 or higher on the COMPASS test. Note: Required placement scores or successful completion of both DENG 1054 and DRDG 1024 are prerequisites for most degree credit courses

Students enrolled in DMTH 1014 Developmental Math I, DMTH 1024 Developmental Math II, or DMTH 1034 Developmental Math III are placed according to placement scores; however, they have the option of pre-testing out of some modules by demonstrating knowledge and immediately moving on to the next course in the sequence.

Students must earn grades of "C" or better to successfully complete Developmental Education courses. Academic advisors and Advising Success Center staff will work with students to develop appropriate class schedules and to identify resources to support their academic success.

Developmental course grades affect students' grade point averages for their award programs, as well as 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 high school sophomores, juniors, and seniors in the Crittenden County area, including the Academics of West Memphis. 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 sophomores, 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, SAT, 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, including courses of study, may be obtained by calling the Admissions Office at (870) 733-6728.

## **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 Criminology  
Bachelor's degree in Middle Level 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 Arkansas at Fayetteville**

Bachelor's degree in Human Resource Development

**University of Arkansas at Fort Smith**

Bachelor's of Applied Science degree

Bachelor's of Science degree in Information Technology

**University of Arkansas at Pine Bluff**

Program(s) to be announced.

**University of Central Arkansas**

Bachelor's degree in Addiction Studies

# Workforce, Economic Development

## Business and Industry Services

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.

One initiative, 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 participating 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.

MSCC also has partnered with Southwest Tennessee Community College, the Greater Memphis Training and Education Consortium (GMTEC), to collaboratively address the educational and training needs of the larger Memphis metropolitan area.

These partnerships support 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. 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, the SWTCC campus, or at an employer's worksite. Additional information may be obtained by calling 870 733-6012 or visiting the GMTEC office in the Marion Berry Renewable Energy Building, Room 106-C





**MID-SOUTH**  
COMMUNITY COLLEGE

## **Academic Policies and Procedures**

### **Chapter 8**

## Academic Appeals

See also Student Complaints in the College Policies section of this catalog for procedures governing complaints regarding assignment or test grades or other classroom issues.

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 Senior 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 Senior 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 Senior 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 Senior Vice President for Learning and Instruction 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.

**Please note:** Although students may be granted Academic Clemency by MSCC which allows them to restart their academic careers anew, the federal financial aid program regulations make no provision for disregarding previously earned failing grades. Therefore, the MSCC Financial Aid Office must consider all courses applicable to a student's major (whenever taken) in evaluating a student's satisfactory academic progress.

## Academic Freedom

Academic freedom and responsibility are fundamental to an environment of higher learning and are essential to discovery, creativity and scholarship in teaching, research, and extension/outreach. College policies and procedures exist to insure academic freedom for the institution, its faculty and its students in an atmosphere of open inquiry and discussion and the free expression of ideas. Whereas creative tension exists between the institution's rights and those of individuals, all members of the professional community must endeavor to balance personal freedom with community responsibility and integrity. All members of the MSCC community share responsibility for maintaining an environment in which academic freedom flourishes.

MSCC ascribes to the four tenets of institutional academic freedom in that the administration determines who will teach, what subjects will be taught, what delivery methods and media will be used, and who will be admitted to the College and to specific programs it supports. Academic freedom also assures instructors the following rights:

- to teach the perceived truth in their academic subject area
- to openly discuss ideas and topics relevant to their discipline
- to participate in academic program development and in the determination of appropriate curriculum and course content
- to determine pedagogical methods and evaluation procedures which are in support of improved student learning and performance as governed by the MSCC Assessment of Student Academic Achievement program

- to conduct research and engage in creative pursuits, and publish the results of these endeavors, subject to the adequate performance of their other academic duties
- to engage in public service
- to participate in the governance of the College

The exercise of academic freedom also implies the following specific responsibilities of instructors:

- to pursue excellence, intellectual honesty, and professionalism in conducting research, teaching, extension/outreach, and public and institutional service
- to discuss ideas consistent with the discipline and professional expertise
- to maintain professional competence and relevance
- to encourage students and colleagues to engage in intellectual discourse and inquiry
- to evaluate student and colleague performance and achievement on a scholarly basis and
- to differentiate official duties as college employees and public servants from personal activities as citizens

Instructors are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Because of concurrent enrollment of high school students, MSCC instructors must also be sensitive to the presence of minors, whose parents may question or object to sexually explicit language or material not part of the approved curriculum.

College instructors are citizens, members of a learned profession, and official representatives of the institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educators, they should remember that the public may judge their profession or their institution by their utterances. Therefore they should, at all times, be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution.

## 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 appropriate academic associate vice president prior to confronting the student. When the associate vice president concurs that an infraction has occurred, 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 Senior Vice President for Learning and Instruction 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 someone else 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 appropriate associate vice president, providing all the relevant evidence the faculty member has gathered as well as the course syllabus which stipulates the penalty for academic dishonesty. If the associate vice president concurs, based upon facts and evidence, that academic dishonesty has occurred, the associate vice president and the faculty member will meet with the student to discuss the concern. Following the meeting, the associate vice president will notify the student in writing of the charge and the resulting penalty, which may include one or more of the following depending upon the penalty stipulated in the course syllabus and/or the history of prior offenses:

- A zero for the assignment
- An F for the course

- Referral to the Associate Vice President for Student Life for participation in an Academic Dishonesty workshop
- Suspension
- Expulsion

The decision of the associate vice president regarding the charge of academic dishonesty is final and is not subject to appeal. However, if the student considers a penalty of suspension or expulsion to be too punitive, he/she may appeal to the Associate Vice President for Student Life for reconsideration of the penalty.

## 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 Dean of Enrollment Management or designee to develop a plan of action to improve their grade point averages. 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.

Students on federal financial aid should also refer to the section on Satisfactory Academic Progress in the Tuition, Fees, and Financial Aid chapter of this catalog.

## Academic Suspension

Students will be suspended for a minimum of one semester 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.

All students who are on academic suspension must submit an Academic Suspension Appeal form, along with any supporting documentation, to the Dean of Enrollment Management before regular registration of their intended semester of enrollment. The Dean will convene the Academic Suspension Appeal Committee to review all appeals submitted by the deadline. The Academic Suspension Appeal Committee will not review incomplete appeals, appeals submitted after the registration period, or appeals submitted by students with other registration holds.

Students with approved appeals may re-enter after the suspension period has lapsed, under condition of academic probation for one semester, with approval of the Dean of Enrollment Management. 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. Regardless of the reason for absence, 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 in accordance with the make-up policy in the course syllabus. 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. 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 physical class meetings of a course or sign-in at any time to an electronic course during the first 11 days of a semester (5 days for a summer semester), are considered "no-shows," regardless of reason or notification to the instructor. 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.

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 Prior Learning Assessment

Enrolled students may earn up to a maximum of 50% of required award credits toward a certificate of proficiency or technical certificate or up to a total of 30 credits toward an associate's degree.

## Credit by Examination/Prior Learning Assessment 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 appropriate lead instructor and associate vice president. 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, program faculty, 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 50% of required award credits for a certificate of proficiency or technical certification or up to 30 credits for an associate's degree. 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 the appropriate associate 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 faculty 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 up to a maximum of 50% of required award credits for certificates or up to 30 credits for associate degrees.

Exam	Required Score	Course Equivalent	Course Title	Credit Hours
AP Art History	3	ARTS 1103	Art Appreciation	3
AP Biology	3	BIOL 1114/BIOL 1110	General Biology with Lab	4
AP Calculus AB	3	MATH 2115	Calculus I	5
AP Chemistry	3	CHEM 1314/CHEM 1310	Chemistry I with Lab	4
AP English Language*	3	ENGL 1113	English Composition I	3
AP English Language	4	ENGL 1113 & ENGL 1123	English Composition I & II	6
AP English Literature*	3	ENGL 1113	English Composition I	3

AP English Literature	4	ENGL 1113 & ENGL 1123	English Composition I & II	6
AP Macroeconomics	3	ECON 2213	Macroeconomics	3
AP Microeconomics	3	ECON 2223	Microeconomics	3
AP Psychology	3	PSYC 1403	Introduction to Psychology	3
AP Spanish Language/Literature I	3	SPAN 1113 & SPAN 1123	Spanish I & II	6
AP Statistics	3	MATH 2133	Introduction to Statistics	3
AP US Government & Politics	3	POLS 1143	American Government	3
AP US History	3	HIST 2123 or HIST 2133	US History Before 1877 OR US History After 1877	3
AP US History	4	HIST 2123 & HIST 2133	US History Before 1877 & US History After 1877	6
AP World History	3	HIST 1153 or HIST 1163	World Civilization I OR World Civilization II	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 a maximum of 50% of required award credits for certificates or up to 30 credits for associate degrees. 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.

Subject Examination	Qual. Score	Credit Awarded
English Composition (with essay)	50 50	ENGL 1113, English Composition I ENGL 1113 & ENGL 1123, English Composition I and English Composition II
Humanities	50 55	ENGL 2153, World Literature I ENGL 2153 World Literature I & MUSC 1103, Music
Natural Sciences	55	Appreciation or ARTS 1103, Art Appreciation BIOL 1114, General Biology & PSCI 1214, Physical Science
Social Sciences & History	50 55	HIST 1153, World Civilization I HIST 1153, World Civilization I & HIST 1163, World Civilization II

### *Computer Technology*

#### Info Systems and

Computer Applications	50	COMP 1113,	Computer Fundamentals
-----------------------	----	------------	-----------------------

### *History & Social Sciences*

---

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

### *Science and Mathematics*

---

General Chemistry	50	CHEM 1314	Chemistry I
Algebra, College	50	MATH 1113	College Algebra
General Biology	50	BIOL 1114	General Biology
Precalculus	50	MATH 1144	Precalculus

### *Business*

---

Principles of Management	50	BUSN 2113	Principles of Management
Principles of Accounting	50	BUSN 1423	Principles of Accounting I
Introductory Business Law	50	BUSN 2033	Legal Environment 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 appropriate associate vice president 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 or 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

Some courses, which are skills- or application-based or which accompany lecture courses for which a letter grade is earned, may carry only a CR (credit) or NC (non-credit) grade, for example, lab courses scheduled separately from related lecture courses but for which one combined grade is reported. When grades are assigned to the lecture section, the lab carries only a CR or NC designation.

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 online courses, so students should verify the expiration date with their instructors.);
- the instructor submits a "Request for Incomplete Grade" form for approval by the appropriate associate vice president 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 associate 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 associate vice president with a detailed list of assignments and grading scales to evaluate the student's work.
2. provide the student with the associate 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 associate 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 associate 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 the Registrar's Office **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 file an Intent to Graduate form with the Registrar's Office by the deadline listed in the Fall Semester section of the Academic Calendar. All students must complete the MSCC Graduate Survey, and associate degree students must complete the WorkKeys® assessments before the commencement ceremony to be eligible for graduation.

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 to be eligible to participate in the commencement ceremony. Students must have completed all requirements for graduation in order to participate in the spring commencement ceremony.** Diplomas will not be granted until award credits are successfully completed. Any program substitution(s) must be approved by the Senior Vice President for Learning and Instruction

## Maximum Time Allowed to Complete Certificates/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.

## **Reverse Transfer**

Mid-South Community College encourages reverse transfer for students who leave MSCC before completing their degree or certificate. MSCC is a partner institution in the Credit When It's Due initiative, which is a partnership between the 22 two-year colleges and 11 four-year public universities in the State of Arkansas. Students are responsible for requesting their transcripts be sent to the Registrar's Office and completing the Transfer Credit Evaluation form. For more information about reverse transfer, please contact the Registrar's Office at 870.733.6728 or email [admissions@midsouthcc.edu](mailto:admissions@midsouthcc.edu).

## **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**

Associate degree students graduating with honors shall be recognized at commencement with cords and with their names listed in the program as follows:

- Graduates with cumulative GPAs of 3.25-3.49 — Cum Laude – White Cord
- Graduates with cumulative GPAs of 3.50-3.79 — Magna Cum Laude – Red Cord
- Graduates with cumulative GPAs of 3.80-4.00 — Summa Cum Laude – Gold Cord

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 of college-level courses) 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

The Family Educational Rights and Privacy Act of 1974 (PL93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the College must be open to inspection by the student and may not be made available to any other person without the written authorization of the student. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. A "student" is defined as a person who has registered and paid for one or more Undergraduate (UG) or Continuing Education (CE) courses and who remains enrolled through the official date of record for that term.

### 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 |   |

## Selective Service

The college requires all male students to acknowledge, as part of the admissions process that they have registered with the Selective Service.

All men between the ages of 18-26 are required to register under the law. The exceptions to this rule are very few and include nonimmigrant aliens on student, visitor, or diplomatic visas, men on active-duty in the U.S. Armed Forces; and cadets and midshipmen in the Service Academies and certain other U.S. military colleges. All other men must register upon reaching age 18 (or before age 26, if entering and taking up residence in the U.S. when already older than 18). The college requires all male students to acknowledge, as part of the admissions, process that they have registered with the Selective Service.

## **Solomon Amendment**

In compliance with the Solomon Amendment, MSCC will release the following information on students age 17 and older to military recruiters for military recruitment purposes only:

1. Student's name
2. Local address
3. Telephone Number
4. Date and place of birth
5. Class level (freshman/sophomore)
6. Academic major
7. Degrees and awards granted

However, if a student has submitted a request to the Registrar to restrict the release of his/her directory information, then no information from the students' educational record will be released under the Solomon Amendment.

Military recruiters may request student recruitment information once each term or semester. The request should be submitted in writing on letterhead clearly identifying the unit of service requesting the student recruitment information and whether the information needed is for the current or previous semester.

## **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, student ID number or 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**  
COMMUNITY COLLEGE

**Support Services  
for Student Learning**

**Chapter 9**

## Academic Advising

New award-seeking students enrolled in College Survival Skills are assigned to their respective College Survival Skills instructor for academic advising. Returning award-seeking students are assigned an advisor according to their declared program of study. Students should log in to Campus Cruiser to locate their assigned advisor. Students who do not declare a particular program of study can seek assistance in course planning from the Advising Success Center staff in the Learning Success Center.

## Athletics—see Student Activities and Organizations

## Bookstore

Textbooks and other instructional supplies are available through a contractual arrangement with BBA Solutions Inc. All books may be purchased, and BBA Solutions also offers Rent-A-Text options on many of the most commonly-used publications. Dates and hours of operation are posted outside the bookstore in the Donald W. Reynolds Center for Educational Excellence

## 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 and job referrals.

### **Basic Eligibility Requirements:**

Qualified students must

- be an Arkansas resident
- be a parent or legal guardian of a child under the age of 21 who lives in his/her home, AND
- currently receive Transitional Employment Assistance (TEA)
- have an annual family income below 250% of federal poverty level (for a family of 4, the 2014 maximum income is \$59,625).
- 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. Not all degree programs may qualify, and the number of clients served is contingent upon sufficient state funding.

Program advisors provide counseling to assist students in choosing eligible programs, 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.

For more information, contact the Career Pathways office at (870) 733-6845.

## Career Services

The MSCC Career Services Center, located in the Enrollment Services Office, Reynolds Center, 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. The MSCC Virtual Career Center, which is the center piece of job preparation and job searching, can be accessed 24/7 via <http://collegecentral.com/midsouthcc/>.

Students and alumni may log in using their MSCC IDs and passwords.

Services provided to students include the following:

- Access to part-time, full-time job opportunities through the MSCC Virtual Career Center
- Resume preparation
- Career planning counseling
- Career assessment using the Arkansas College and Career Planning System
- Career development workshops
- Interview preparation assistance
- On-campus recruitment visits
- Career fairs
- Job search strategies
- Business/dinner etiquette workshops

Services provided to employers include the following:

- Emailing job openings to MSCC students and posting announcements through the MSCC Virtual Career Center
- Access to MSCC student resumes through the MSCC Virtual Career Center
- On-campus recruiting

## Child Care

Contact information for local agencies may be obtained at the Learning Success Center in the Donald W. Reynolds Center.

## Counseling Services

Mid-South Community College offers free professional counseling services for students through a partnership with CONCERN: SAP, a subsidiary of Baptist Memorial Health Care Corporation in Memphis, Tenn. CONCERN offers assistance with the following services:

- Marital and family relationships
- Alcohol or drugs



- Emotional concerns
- Grief
- Gambling
- Elder care
- Financial problems

CONCERN counselors are licensed or certified seasoned professionals. CONCERN: SAP is located at 2670 Union Extended, Suite 610, Memphis, TN 38112, (901) 458-4000 or (800) 445-5011. Multiple office locations are available, including Marion and West Memphis.

## 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.

To ensure timely accommodations, students should complete a Disability Services Request form at least two weeks prior to the start of classes for any semester for which accommodations are needed so that instructors and/or maintenance personnel are able to make the appropriate adjustments. Recent supporting documentation from a qualified professional which identifies the accommodations needed is required. For assistance, students should contact the Learning Success Center, 870 733-6790.

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.

Student and employee complaints related to the denial or neglect of disability accommodations should be addressed to the Vice President for Finance and Administration, who is the College's compliance officer for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The Vice President's office is located in the Reynolds Center on the South Campus, telephone (870) 733-6716.

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 MSCC Campus Cruiser 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. As a courtesy, email accounts are maintained for one year after students' last dates of attendance. Students or prior students who use college email accounts for personal business or for the

dissemination of offensive or harassing materials are in violation of the MSCC Computer and Email Use Policy, and are subject to the College's disciplinary policy and/or legal procedures as appropriate.

## **Intramurals—see Student Life: Organizations and Activities**

### **Learning Success Center**

Located in the Reynolds Center, the Learning Success Center (LSC) serves as a one-stop information center for students, an academic resource center, and an open computer lab with applications and academic support software for student use with assistance provided by a supportive staff. The Admissions/Registrar's Office, Advising Success Center, Testing Center, and Tutorial Services are housed in this area. The Center, which holds certification by the College Reading and Learning Association, offers students opportunities to work in groups or individually and to receive appropriate academic coaching.

Faculty members, professional and student peer academic coaches offer services in most academic areas. Supplemental instruction, via DVDs or computer resources, is also provided for mathematics, English, accounting, science, and computer applications, as well as other courses. Students must present valid MSCC IDs for entry into the LSC.

In addition to academic support and access to computer resources, The Learning Success Center provides assistance with:

- Academic advising
- Placement testing and test proctoring
- Financial aid
- Student records and graduation
- Services for Veteran students

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**

MSCC provides a mandatory 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.

## **Recreation—see Student Life: Organizations and Activities**

### **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 20,000 books, 2,147 videos & DVDs, and 737 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 64 print periodicals, three 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 General OneFile, Britannica Online, and three Salem Press databases give our students access via the Internet to multiple sets of reference materials, video clips, 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/DVDs, 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 replicating 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 MSCC homepage (accessible through the Current Students, Quick Links, and Student Affairs icons), 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 Life: Organizations and Activities**

The Office of Student Life supports the mission of Mid-South Community College and the retention, progression, and graduation of students by providing opportunities through registered student organizations and Student Life sponsored activities that are designed to cultivate learning, improve student development, provide leadership opportunities, compliment academic programs, and enhance character development. Student Life staff members collaborate with students, faculty, staff, and community leaders to provide activities which promote analytical and critical thinking, build interpersonal skills, which offer opportunities for creative expression, and which recognize and address current trends.

### **Student Organizations**

MSCC enhances the academic experience by providing extracurricular activities that promote personal growth, citizenship, scholarship, and leadership. Activities consist of workshops, field trips, movies, community service projects and competitions designed to empower students with self-sufficiency and personal, academic and career skills in addition to peer networking opportunities. Student organizations exist to provide opportunities for students to engage in teambuilding, promotion of campus spirit and community empowerment activities.

Students interested in joining a student organization or forming a new one may obtain information and guidelines from the Associate Vice President for Student Life, who is located inside the MSCC Library in the Reynolds Center.

#### **Baptist Collegiate Ministry**

MSCC is a state-supported institution and therefore nondenominational. The purposes of the BCM 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.

#### **Brother 2 Brother**

Brother 2 Brother (B2B) is a male mentoring organization designed to develop the engagement and self-confidence of African American male students to increase their success, retention, and completion of college. B2B further strives to improve the educational outcomes of African American male students through participation of service learning and civic engagement opportunities. Participants within B2B may also experience a mentoring relationship which is designed to facilitate both their personal and academic development. B2B meets bi-weekly under the supervision of a staff advisor.

#### **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.

### **Men Aspiring to Lead and Excel (MALE)**

The MALE Club is a student organization dedicated to improving the retention and goal achievement of males through mentoring, inspiration and encouragement. The club meets bi-weekly as members engage in mentoring sessions, community service projects and cultural enrichment field trips designed to provide academic, personal and social support for the male participants.

### **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.

### **Pep Club**

The MSCC Pep Club is an open enrollment club designed for students to show school spirit for MSCC's athletics and related activities. The club's mission is to enhance school pride through engaging the student body in pep rallies, game attendance, and community service events designed to boost team loyalty and support for our Greyhound athletic team.

### **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.

### **Sigma Kappa Delta**

Sigma Kappa Delta is a national organization for community college students designed to confer distinction upon students of the English language and literature. Eligible students must have completed twelve semester hours of college-level work with at least as 3.0 cumulative grade point average, at least one college-level English language or literature courses and with a grades of "B" or better in all English language and literature courses. Activities for the MSCC chapter, Sigma Kappa Delta, include sponsoring plays, book discussions, art exhibits, and contests, and serving as tutors in the Learning Success Center.

### **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.

### **Student Advisory Panel (SAP)**

The Student Advisory Panel is an interest group designed for student leaders of student organizations and other students who are interested in “being an advocate” for Student Affairs. These leaders engage in brainstorming sessions that allow student-driven ideas and strategies to be the catalyst of strengthening existing programs and starting new programs that enhance the academic and social experience of MSCC students.

### **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.

## **Other Activities**

### **Intercollegiate Athletics**

MSCC currently provides the opportunity to compete in two intercollegiate sports: men’s basketball and women’s basketball. The Greyhounds and Lady Greyhounds compete as members of the National Junior College Athletic Association and are subject to its rules and regulations. Students must complete at least twelve hours of course credit and maintain a 2.0 grade point average to be eligible to compete. General admission to MSCC games is free.

### **Recreation**

MSCC offers a variety of recreational sports designed to promote student participation in campus life, as well as fostering teamwork and leadership development opportunities for MSCC students. Recreational sports currently offered include softball, volleyball, three-on-three basketball, five-on-five basketball, soccer, and flag football, as well as several different types of events which are offered through the “Staff versus Student Series” every semester. Our teams participate in the West Memphis

Parks and Recreation League, the Arkansas Delta Intramural League (ADIL), as well as many other local, regional and state associational events. Most activities are open to both men and women.

The student lounge area in the Reynolds Center is open daily and avails students to a host of entertainment options including video games, table tennis and various board games. Information about fees, schedules, eligibility, and competition rules is available from the Student Life Office.

### **Workshops, Cultural Events, and Transfer Trips**

Student activities include a variety of self-development workshops, field trips to area museums, theater presentations, professional sports events, motivational speakers, and musical presentations. Students may access the event calendar through their Campus Cruiser accounts or check the plasma screens for announcements each month.

### **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 Advising Success Center at 870.733.6775 or email [myadvisor@midsouthcc.edu](mailto:myadvisor@midsouthcc.edu).
- 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.

### **Title III Grant Programs**

#### **Title III Allied Health Grant**

The goal of the federally-funded Title III Allied Health Grant is to support the development of and academic support for the Technical Certificate in Pharmacy Technology and the Associate of Applied Science degree in Respiratory Care. Special attention is given to academically underprepared and economically disadvantaged students.



### **Title III Predominantly Black Institutions Grant**

Goals of the Title III PBI Grant are to create new curricular models for Allied Health, Education, and Science, Technology, Engineering, and Math (STEM) programs to enhance at-risk students' success. Grant activities focus on contextualizing math, communication, and science skills into technical courses, on creating academic support through structured learning assistance, and on creating student activities that encourage student retention and goal achievement. Target populations are academically underprepared students and economically disadvantaged students with a special emphasis upon the success and retention of African American male students.

## **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 two 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 County, Ark., or Shelby County, Tenn. 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 Enrollment Services Office, 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, financial literacy, 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 with a TRIO SSS Counselor in the Learning Success Center in the Donald W. Reynolds Center to obtain 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
- JobCorps
- 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 | • Internet Access for Job Search |
| • Job Fairs           | • Resume Preparation Assistance  |
| • Job Research Tools  | • Career Assessment              |
| • Assisted Job Search |                                  |

#### Information Services

---

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| • Eligibility Determination         | • Local Training Provider Listings |
| • Filing for Unemployment Insurance | • Resource Library                 |
| • Labor Market Information          |                                    |

#### 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. Call (870) 735-6730 for additional information.



# MID-SOUTH COMMUNITY COLLEGE

## Course Descriptions

### Chapter 10

# How to Read this Section

Courses are identified by four letters and a four-digit number. The letters are an abbreviation of the discipline (ENGL=English); the numbers are a unique identifier for courses within the discipline. Under course number and title are a number and the word “credit(s).” This indicates the number of semester hours of credit for the course. The letter(s) “F,” “S,” and “Su” indicates the semester(s) in which the course is traditionally offered. Summer courses vary each year but generally include core English, math, and social science.

The numbers and words “lecture hours” or “laboratory hours” on the second line indicate the number of hours spent in instructional activities per week. Additional information is available by viewing semester class schedules. All credit schedules are posted on the College’s website prior to Early Registration for the next semester.

For ACTS Equivalent Course Numbers, please visit <http://acts.adhe.edu/studenttransfer.aspx>.

An example and explanation of a typical course description follows:

**ENGL 1123      English Composition II      3 cr.**  
**Sem: F/S      3 lecture hours per week**  
*Prerequisite: ENGL 1113 English Composition I with a grade of C or better.* English Composition II continues to develop the student’s writing skills through practice in different kinds of rhetorical development while emphasizing quality and forms of writing. Students learn both APA and MLA documentation and produce a research paper using either MLA or APA documentation.

“**ENGL 1123**” is the unique course prefix. “**English Composition II**” is the course title/name.

The number of “**credits**” awarded for successful completion of a course is generally determined as follows:

- 3 lecture/direct instructional hours per week during the semester with associated out-of-class assignments = 1 credit
- 2 direct instructional lab hours per week during the semester with associated out-of-class assignments – 1 credit. A higher lab hour to credit ratio occurs in some programs where equipment is shared by several students.
- 30 directed/supervised laboratory hours with associated out-of-class assignments = 1 credit
- 48 off-site clinical/externship learning hours with little to no out-of-class assignments = 1 credit

**Sem** is the semester/semesters the course is offered.

A “**prerequisite**” is a course which must be completed prior to registering for the described course. In this example, ENGL 1113 English Composition I must be successfully completed before the student may enroll in ENGL 1123 English Composition II.

A “**corequisite**” is a course which must be taken during the same semester as the described course.

**Courses are listed in alphabetical order by the area designation.**

## Addiction Studies

[illegible]

## Allied Health Sciences

## Anthropology

Required placement test scores (see Admissions and Placement chapter) or successful completion of DBDC 1024

**ANTH 2013 Cultural Anthropology 3 cr.**  
**Sem: S 3 Lec. Hrs./week**  
 This course covers the study of culture and cultural diversity, social institutions, ethnocentrism, cultural relativity, and methods of ethnographic fieldwork. Specific topics include communication, gender, marriage and family, economic and political systems, religion, inequalities of class and race/ethnicity, and globalization. Students will gain critical thinking skills that will allow them to analytically and holistically relate cultural anthropological concepts to their everyday lives.

Art
-----

**AMTA 2003    Airframe Auxiliary Systems                      3 cr.**

**Sem: F    1 Lec. /4 Lab Hrs. /week**

*Prerequisite:* Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.

This course presents the theory and practical application involved in the operation, service, and line maintenance of aircraft. Topics include troubleshooting techniques on fire protection systems, ice and rain control systems, and cabin atmosphere control systems. Safety procedures are also addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTA 2004 Airframe Electrical Systems 4 cr.**  
**Sem: F 1 Lec. / 6 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course engages students in electrical equipment installations with attention given to circuitry, motors and lighting with component inspection, maintenance, proper soldering procedures, and testing. Safety procedures are also addressed. Lectures are reinforced with laboratory projects. A lab fee is required

**AMTA 2022 Aircraft Assembly and Rigging 2 cr.**  
**Sem: S 1 Lec. / 3 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

A comprehensive study of the basic aerodynamics, assembly and rigging of fixed and rotary-wing aircraft including structural alignment, balancing and rigging of control systems and assembly of aircraft components. Safety procedures are also addressed. Lectures are reinforced with laboratory projects. A lab fee is required

**AMTA 2043 Hydraulics, Pneumatics, and Fuel Systems 3 cr.**  
**Sem: F 1 Lec. / 4 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics, and fuel. Application of basic concepts through detailed maintenance procedures. Safety procedures are addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTA 2052 Wood, Fabric, & Finishes 2 cr.**  
**Sem: S 1 Lec. / 2 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course covers the use and care of various covering materials, finishes and wood structures including approved methods and procedures. Safety procedures are also addressed. Lectures are reinforced with laboratory projects. A course fee is required.

**AMTA 2053 Landing Gear Systems 3 cr.**  
**Sem: F 1 Lec. / 4 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course covers the Inspection, Servicing, Overhaul, and Repair of Fixed and Retractable Landing Gear Systems. In-Depth Coverage of Systems, Components, and Operation. Topics include aircraft anti-skid and braking systems. Safety

procedures are addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTA 2062 Aircraft Instruments and Avionics 2 cr.**  
**Sem: F 1 Lec. / 2 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course covers the operation, removal, installation, and troubleshooting techniques on aviation electronics (avionics) and electromechanical instrumentation systems, including antenna installation practices, aircraft positioning and warning systems, aircraft instruments, communication, and navigation systems. Safety procedures are addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTA 2072 Airframe Inspection 2 cr.**  
**Sem: S 1 Lec. / 3 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

In depth coverage of methods and procedures to perform airframe conformity and air worthiness inspections (including One Hundred Hour Inspections) in accordance with Federal Aviation Regulations and manufacturers service information. Safety procedures are addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTA 2075 Aircraft Metallic Structures 5 cr.**  
**Sem: S 1 Lec. / 8 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course focuses on the formation and repair of sheet metal, including the calculation of bend allowances, special techniques used to construct sheet metal structures from plans, and acceptable methods of repair. Safety procedures are also addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTA 2093 Aircraft Composite Structures 3 cr.**  
**Sem: S 1 Lec. / 4 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course covers a study of the inspection and repairs of composite, fiberglass, honeycomb, and laminated structural materials including doors, windows, bonded structures, and interior furnishings on an aircraft. Safety procedures are also addressed. Lectures are reinforced with laboratory projects. A course fee is required.

**AMTA 2101 Airframe Review/FAA Test Prep 1 cr.**  
**Sem: F/S/SU 1 Lec. / 1 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology, Technical Certificate in Airframe Maintenance Technology, or prior experience.*

Federal Aviation Administration subject matter in the General and Airframe curricula are reviewed with an emphasis on enhancing knowledge and physical skills in preparing for the FAA-required computer, oral and practical examinations for the rating sought. Lectures are reinforced with laboratory projects. A lab fee is required

**AMTC 1003 Introduction to Aviation** 3 cr.  
**Sem: F** 3 Lec. Hrs. /week

*Prerequisite: None.*

This course provides a general overview of aviation, historical events, and aerospace studies/development opportunities for students interested in aviation careers. Topics include aviation and aerospace terminology, how aircraft fly, government and industry roles in the growth of aviation, and potential careers in aviation. Lectures are reinforced with laboratory projects. This course does not apply toward any FAA aviation certifications nor to any MSCC program certifications or degrees.

### Aviation General

**AMTG 1012 Aircraft Weight & Balance** 2 cr.  
**Sem: F/S** 1 Lec. /2 Lab Hrs. /week

*Prerequisite or Co-requisite: MATH 1104, Applied Technical Math. Please note that aviation technology students must earn a grade of "C" or higher in MATH 1104 to continue their program of study.*

An introduction to Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries. Safety procedures are addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTG 1024 Basic Aircraft Electricity** 4 cr.  
**Sem: F/S** 2 Lec. /4 Lab Hrs. /week

*Prerequisite or Co-requisite: MATH 1104, Applied Technical Math and PSCI 1103, Applied Physics. Please note that aviation technology students must earn a grade of "C" or higher in MATH 1104 and PSCI 1103 to continue their program of study.*

The course introduces students to calculating and measuring capacitance, inductance, electrical power, voltage, current, resistance, and continuity. Students will determine the relationship of voltage, current, and resistances in electrical circuits. Students will read and interpret aircraft electrical circuit diagrams, including solid state devices and logic functions as well as inspect and service batteries. Safety procedures are addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTG 1033 Shop Practices** 3 cr.  
**Sem: F/S** 1 Lec. /4 Lab Hrs. /week

*Prerequisite or Co-requisite: MATH 1104, Applied Technical Math. Please note that aviation technology students must earn a grade of "C" or higher in MATH 1104 to continue their program of study.*

This course is an introduction to shop safety, the correct use of hand tools, equipment and precision measurement, identification of aircraft hardware, and the fabrication of fluid lines and tubing. Emphasis is given to various methods of nondestructive testing and heating treating processes. Safety procedures are addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTG 1052 Ground Operations** 2 cr.  
**Sem: F/S** 1 Lec. /2 Lab Hrs. /week

*Prerequisite: None.*

This course is an introduction to aircraft fluid identification, servicing methods, safety procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control. Safety procedures are addressed. Lectures are reinforced with laboratory projects. A lab fee is required.

**AMTG 1073 Federal Aviation Regulations** 3 cr.  
**Sem: F/S** 2 Lec. /2 Lab Hrs. /week

*Prerequisite: None*

This course covers the understanding and use of the Federal Aviation Administration (FAA) and aircraft manufacturers' publications, forms, and records and the exercise of mechanic privileges within prescribed limitations. Lectures are reinforced with laboratory projects.

### Aviation Powerplant Maintenance

**AMTP 2006 Reciprocating Engines** 6 cr.  
**Sem: F** 2 Lec. /8 Lab Hrs. /week

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course covers the design, theory and operation of a reciprocating engine. Hands – on training emphasizes the knowledge and skills needed to disassemble, inspect, overhaul, and reassemble a reciprocating engine and return the aircraft to airworthiness status. Safety procedures are addressed, and lectures are reinforced with laboratory projects. A lab fee is required.

**AMTP 2013 Engine Lubrication & Cooling Systems** 3 cr.  
**Sem: F** 2 Lec. /2 Lab Hrs. /week

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course provides a comprehensive overview of the purpose, and function of lubricants, and lubrication systems for powerplants and gives students experience in identifying and selecting lubricants as well as inspecting, checking, servicing, and troubleshooting repair of cooling systems and components. Safety procedures are addressed and lectures are reinforced with laboratory projects. A lab fee is required.

**AMTP 2016 Turbine Engines** 6 cr.  
**Sem: F** 2 Lec. /8 Lab Hrs. /week

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*

This course provides a study of the construction, design, and theory, and operation of modern gas turbine engines and auxiliary power units (APU) used in the current generation of airplanes and helicopters. Hands – on training emphasizes the knowledge and skills needed to disassemble, inspect, overhaul, and reassemble a turbine engine and return the aircraft to airworthiness status. Safety procedures are addressed, and lectures are reinforced with laboratory projects. A lab fee is required.



**AMTP 2033 Engine Induction & Exhaust Systems 3 cr.**  
**Sem: F 2 Lec. /2 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
The course is designed to give the student the needed knowledge and experience needed to service and maintain induction systems, superchargers, exhaust systems, thrust reversers. The student will gain experience in inspection, checking, troubleshooting, and repairing various types of exhaust systems. Topics include the operation, inspection, checking, troubleshooting, and repair of engine fire detecting and extinguishing systems. Safety procedures are addressed, and lectures are reinforced with laboratory projects. A lab fee is required.

**AMTP 2104 Engine Fuel Systems 4 cr.**  
**Sem: S 2 Lec. /4 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
This course provides the student with the information and practice necessary to inspect, check, service, troubleshoot, and repair reciprocating and turbine fuel systems. The theory and practical application of carburetion, fuel injection systems, fuel metering, and water injection systems are also presented. Safety procedures are addressed, and lectures are reinforced with laboratory projects. A lab fee is required.

**AMTP 2144 Propeller Systems 4 cr.**  
**Sem: S 2 Lec./4 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
This course covers the maintenance, repair, as well as troubleshooting theory and practices for propellers and their systems components, which are found in today's reciprocating and turboprop aircraft. Safety procedures are addressed, and lectures are reinforced with laboratory projects. A lab fee is required.

**AMTP 2156 Powerplant Electrical Systems 6 cr.**  
**Sem: S 2 Lec./8 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
This course covers the operating principles of the power plant ignition and starting systems and components found on reciprocating and turbine engine powered aircraft. Included are various power plant electrical systems: DC twin generator, and AC generator. Auxiliary power units, their operation, removal and installation, and troubleshooting techniques are discussed in depth. Safety procedures are addressed, and lectures are reinforced with laboratory projects. A lab fee is required.

**AMTP 2162 Aircraft Powerplant Inspection 2 cr.**  
**Sem: S 1 Lec./ 3 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology.*  
Students learn to perform the various types of inspections of power plants according to federal air regulations and manufacturers' recommendations. They will demonstrate their knowledge of federal air regulations and the application of Federal Aviation Agency Airworthiness Directives,

Manufacturers Service Bulletins, and proper use of inspection equipment. They will use knowledge learned in the power plant curriculum to perform malfunction analysis of power plant and related systems. Safety procedures are addressed, and lectures are reinforced with laboratory projects. A lab fee is required.

**AMTP 2201 Powerplant Review/FAA Test Prep 1 cr.**  
**Sem: F/S/SU 1 Lec. /1 Lab Hrs. /week**

*Prerequisite: Successful completion of the Certificate of Proficiency in Aviation General Maintenance Technology, Technical Certificate in Powerplant Maintenance Technology, or prior experience.*

This course reviews Federal Aviation Administration subject matter in the General and Powerplant curricula with an emphasis on enhancing knowledge and physical skills in preparing for the FAA-required computer, oral and practical examinations for the rating sought. Lectures are reinforced with laboratory projects. A lab fee is required.

## Biology

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**BIOL 1114 General Biology 4 cr.**  
**Sem: F/S/Su 3 Lec./2 Lab Hrs./week**

*Prerequisite: DMTH 1024 Developmental Math II with a grade of "C" or better or equivalent placement test scores.*  
*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. A lab fee is required.

**BIOL 1124 Plant Biology 4 cr.**  
**Sem: S 3 Lec./2 Lab Hrs./week**

*Corequisite: BIOL 1120 Plant Biology Lab.*

This course is a survey of botany to include the fundamental structure and function of plants and their economic importance. This course introduces the student to the basics of plant biology including plant diversity, structure, physiology, metabolism, reproduction, genetics, evolution and ecology. A lab fee is required.

**BIOL 1214 Anatomy & Physiology I 4 cr.**  
**Sem: F/S 3 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**BIOL 1224     Anatomy & Physiology II     4 cr.**  
**Sem: F/S     3 Lec./2 Lab Hrs./week**

*Prerequisite: BIOL 1214 Anatomy & Physiology I.*

*Corequisite: BIOL 1220 Anatomy & Physiology II Lab.*

A continued study of the structure, function, and integrated activity of the cells, tissues, and organ systems of the human body. 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. A lab fee is required.

**BIOL 2413     Nutrition     3 cr.**  
**Sem: F/S     3 Lec. Hrs./week**

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 cr.**  
**Sem: F/S     3 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

## Business

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**BUSN 1103     Introduction to Business     3 cr.**  
**Sem: F/S     3 Lec. Hrs./week**

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 cr.**  
**Sem: F/S     3 Lec. Hrs./week**

*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 1201     Career Preparation     1 cr.**  
**Sem: F/S     1 Lec. Hr./week**

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 cr.**  
**Sem: F     3 Lec. Hrs./week**

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 cr.**  
**Sem: S     3 Lec. Hrs./week**

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 1303     Business Mathematics     3 cr.**  
**Sem: F     3 Lec. Hrs./week**

*Prerequisite: DMTH 1024 Developmental Math II with a grade of "C" or better or equivalent placement test scores.*

This course covers mathematics applied to problems in a business environment in areas such as marketing, accounting, finance, retailing, statistics, financial reporting, inventory, banking, and graphics. Problem solving exercises encourage students to make effective business and financial decisions based on mathematical computations. Other activities include reading, interpreting, and drawing conclusions from data tables in order to solve business problems and monitor issues related to business productivity. Students use authentic business documents, such as spreadsheets, databases, and financial reports to solve business problems.

**BUSN 1423     Principles of Accounting I     3 cr.**  
**Sem: F     3 Lec. Hrs./week**

*Prerequisite: DMTH 1024 Developmental Math II with a grade of "C" or better or equivalent placement test scores.*

This course presents the fundamentals of accounting theory, principles and terminology. Students are introduced to double-entry bookkeeping for proprietorships and partnerships.

**BUSN 1433 Principles of Accounting II** 3 cr.  
**Sem: S** 3 Lec. Hrs./week  
*Prerequisite: BUSN 1423 Principles of Accounting I with a grade of "C" or better.*

A continuation of BUSN 1423, this course completes the basics of accounting theory, principles, and terminology. Emphasis is given to financial statements and analysis.

**BUSN 1453 Human Resource Management** 3 cr.  
**Sem: F** 3 Lec. Hrs./week

This course addresses contemporary problems in human resource management using a systems approach that examines the many interdependencies affecting personnel decision-making, both from the organization's internal and external environments. Topics include the following human resource decision areas: planning, staffing, employee development, compensation and benefits, employee and labor relations. Emphasis is placed on measuring the effectiveness of human resource management programs.

**BUSN 2033 Legal Environment of Business** 3 cr.  
**Sem: S** 3 Lec. Hrs./week

An introduction to the legal system and its common law origin, this course emphasizes basic concepts of the judicial system, law of torts, contracts, and the Uniform Commercial Code that applies to business transactions.

**BUSN 2113 Principles of Management** 3 cr.  
**Sem: F/S** 3 Lec. Hrs./week  
 This course analyzes various elements necessary for managerial action, the importance of management, and various functions performed by managers, including planning, staffing, organizing, directing, and controlling.

**BUSN 2993 Capstone Learning Experience** 3 cr.  
**Sem: 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/written presentation at the conclusion of the semester.

### **Certified Nursing Assistant** (see Nursing Assistant)

### **Chemistry**

Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024

**Developmental Reading II and DENG 1054 Developmental English II** is a prerequisite for all courses unless otherwise noted.

**CHEM 1314 Chemistry I** 4 cr.  
**Sem: F** 3 Lec./2 Lab Hrs./week  
*Prerequisite: DMTH 1034 Developmental Math III 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. The topics that will be covered in this course include scientific measurement, the periodic table modern atomic theory nomenclature of inorganic chemical compounds, atomic and molecular structure, stoichiometry, chemical bonding, nuclear chemistry, and chemical reactions. The laboratory component provides students with applications of theory and enables them to use general principles on practice. A lab fee is required.

**CHEM 1324 Chemistry II** 4 cr.  
**Sem: S** 3 Lec./2 Lab Hrs./week  
*Prerequisite: A grade of "C" or better in CHEM 1314, Chemistry I.*  
*Corequisite: CHEM 1320 Chemistry II Lab.*

A continuation of CHEM 1314, this algebra-based 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 lab fee is required.

### **College Survival**

**CSUR 1101 College Survival Skills** 1 cr.  
**Sem: F/S** 1 Lec. Hr./week  
*Prerequisite: None*

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 skill. 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.

### **Communications** (see English)

### **Composition** (see English)

### **Computers**

(See also Developmental Education as well as Information Systems Technology)

Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024

**Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

### **Computer Applications**

**COMP 1113 Computer Fundamentals 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

*Prerequisite: Keyboarding skills of 20 words per minute or better or concurrent enrollment in DKEY 1101 Computer Keyboarding.*

This course is designed to provide students with a fundamental knowledge of computers and applications software. Topics include computer organization, storage media and devices file processing techniques, computer systems and configurations, computer-based information systems, and computer terminology. Additionally, the course serves as an introduction to the use of computer hardware; to word processing, electronic spreadsheet, and data base management software; and to the Internet. Students may challenge this course through Credit by Examination.

**COMP 1213 Database Applications 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

*Prerequisite: COMP 1113 Computer Fundamentals or ISTC 1013 IT Principles and Practices.*

This course emphasizes features, functions and terminology of relational database management in support of project development and management. Students will learn database design and data maintenance by using queries, form design, reporting, and macro writing. Students enrolled in the Applications Specialist track of the AAS in Business Technology are required to take the Office Specialist (MOS) Certification Exam. A testing fee is required.

**COMP 1313 Spreadsheet Applications 3 cr.**  
**Sem: S 3 Lec. Hrs./week**

*Prerequisite: COMP 1113 Computer Fundamentals or ISTC 1013 IT Principles and Practices.*

This course emphasizes features, functions, and terminology of electronic spreadsheets in support of project development and management. Students learn to create, edit and format worksheets, develop and format charts, write macros, and work with formulas and "what if?" conditions. Students enrolled in the Applications Specialist track of the AAS in Business Technology are required to take the Office Specialist (MOS) Certification Exam. A testing fee is required.

**COMP 1413 Document Processing 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

*Prerequisite: COMP1113 Computer Fundamentals or ISTC 1013 IT Principles and Practices and demonstration of minimum keyboarding skills of 20 wpm.*

This course emphasizes the application of word processing concepts and skills to enter, edit, and format documents. Students will create business letters, memoranda, reports, tables, columns, and merged documents.

**COMP 2003 Keyboarding for Professionals 3 cr.**

**Sem: S 3 Lec. Hrs./week**

*Prerequisite: COMP1113 Computer Fundamentals and keyboarding skills of 20 wpm with 90%+ accuracy.*

This course introduces students to computer keyboarding principles and techniques and provides practical application exercises through Microsoft application software. It is designed to increase both keyboarding speed and accuracy and provide students with a working knowledge of file management, including saving, retrieving, and deleting files, and networking through sending and receiving email attachments. Attention is also given to improving proof-reading skills and effectively following oral and written instructions for document preparation.

**COMP 2013 Presentation Applications 3 cr.**  
**Sem: F 3 Lec. Hrs./week**

*Prerequisite: COMP 1413 Document Processing or COMP 1113 Computer Fundamentals.*

This course is designed to give students basic knowledge of Computer Based Training software that allows them to create a variety of productions by creating and importing graphics, by importing video, by improving or changing colors and resolutions, and by utilizing different fonts and formats effectively. Students enrolled in the Applications Specialist track of the AAS in Business Technology are required to take the Office Specialist (MOS) Certification Exam. A testing fee is required.

**COMP 2503 Advanced Document Processing 3 cr.**

**Sem: F 3 Lec. Hrs./week**

*Prerequisite: COMP 1413 Document Processing.*

This course covers advanced Microsoft Word skills. Individuals learn how to work with larger documents and collaborate with others working on the same document, arrange text and text objects create and modify charts and forms, and customize the Word environment. Students enrolled in the Applications Specialist track of the AAS in Business Technology are required to take the Office Specialist (MOS) Certification Exam. A testing fee is required.

### **Criminal Justice**

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**CJUS 1003 Introduction to Criminal Justice 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

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.

### **Developmental Education**

Developmental education courses are designed to strengthen basic skills for students whose placement test scores indicate they need additional skills and knowledge to be successful in college level work. Credits earned do not satisfy degree requirements unless noted otherwise in the descriptions below. Grades earned are considered in computing students' academic standing and their financial aid eligibility. A grade of "C" or better is required for successful completion of all developmental education courses.

### **Developmental Communications**

See the Admissions and Placement chapter for a listing of ACT, SAT, and COMPASS placement score requirements for placement in developmental or college level courses.

#### **DCOM 1034 Developmental Communications I 4 cr. Sem: F/S/Su 4 Lec. Hrs./week**

*Prerequisite:* Appropriate placement test scores and keyboarding skills of 20 wpm or better or concurrent enrollment in DKEY 1101 Computer Keyboarding. This course is designed for students who need to develop their reading and writing skills to prepare for the demands of college-level coursework. Particular emphasis will be placed on the relationship between reading and writing and the skills required to become more proficient at both. Students will complete various reading and writing assignments that explore this relationship and develop these skills. A lab fee is required.

#### **DCOM 1054 Developmental Communications II 4 cr. Sem: F/S/Su 4 Lec. Hrs./week**

*Prerequisite:* Appropriate placement test scores and keyboarding skills of 20 wpm or better or concurrent enrollment in DKEY 1101 Computer Keyboarding. This course is designed to help students develop Basic English skills necessary for college level writing through continued emphasis on Standard American English grammar, sentence structure, and the development of clear, concise, well organized paragraphs and essays that are the building blocks of college essays and reports. Furthermore, this course emphasizes the relationship between reading and writing through reflective writing assignments that clearly show an understanding of the text. DENG 1054 does not satisfy the English requirement for degree and certificate programs. A grade of 'C' or better is required for successful completion of this course. This course utilizes computers. A testing fee is required

#### **DENG 1034 Developmental English I 4 cr. Sem: F/S/Su 4 Lec. Hrs./week**

*Prerequisite:* Appropriate placement test scores and keyboarding skills of 20 wpm or better or concurrent enrollment in DKEY 1101 Computer Keyboarding. This course incorporates a laboratory approach to individualized instruction to meet different students' needs. Course content may include fundamentals of grammar, sentence structure, and paragraph development. A grade of

"C" or better is required for successful completion of this course. A lab fee is required.

#### **DENG 1054 Developmental English II 4 cr. Sem: F/S/Su 4 Lec. Hrs./week**

*Prerequisite:* Appropriate placement test scores and keyboarding skills of 20 wpm or better or concurrent enrollment in DKEY 1101 Computer Keyboarding. This course is designed to help students develop basic English skills necessary for college-level writing through continued emphasis on grammar and sentence structure. It provides instruction in the development of clear, concise, well-organized paragraphs and essays that are the building blocks of college essays and reports. Some assignments may be completed outside of class through the use of web-based programs that support the textbook. DENG 1054 does not satisfy the English requirement for degree and certificate programs. A grade of "C" or better is required for successful completion of this course. A lab fee is required.

### **Developmental Computer Skills**

#### **DKEY 1101 Computer Keyboarding 1 cr. Sem: F/S 2 Lab Hrs./week**

*Prerequisite:* None. This course introduces students to computer keyboarding principles and techniques and provides practical application exercises designed to increase both speed and accuracy. Students may exit (test out) upon completion of all weekly assignments, coupled with the ability to type 20 WPM with 90 percent accuracy. College credit is awarded for successful completion, but no certificate or degree requirements are satisfied by this course.

#### **DKEY 1201 Introduction to Computers 1 cr. Sem: F/S 2 Lab Hrs./week**

*Prerequisite:* None. This is an introductory course covering basic computer skills. Emphasis will be placed on PC basics, file management, the Internet, email. An introduction to application software will also be presented. Enrollment is on a pass/fail basis. The course does not satisfy any degree or certificate requirements, nor is the grade computed in students' GPA calculations.

### **Developmental Mathematics**

All students whose placement test scores indicate a need for developmental mathematics will start in Developmental Mathematics I DMTH 1014 on Module 1, with the option of pre-testing out of some modules and immediately moving to the next module in the sequence. The Developmental Mathematics sequence includes 17 modules which, collectively, cover all of the arithmetic, algebraic, and problem-solving skills needed to prepare students for college-level math courses. Emphasis is placed throughout the sequence on solving algebraic equations and word problems.

#### **DMTH 1014 Developmental Mathematics I 4 cr.**

**Sem: F/S/Su** **4 Lec. Hrs./week**

*Prerequisite: None*

The course is self-paced, with one-on-one help available from an instructor. Developmental Mathematics I covers the first 5 modules out of the 17 Module Developmental Mathematics sequence. These 17 modules collectively cover all of the arithmetic, algebraic, and problem-solving skills needed to prepare students for college-level math courses. Emphasis is placed on solving algebraic equations and word problems.

**DMTH 1024 Developmental Mathematics II** **4 cr.**

**Sem: F/S/Su** **4 Lec. Hrs./week**

*Prerequisite: Required placement test scores or a grade of C or better in DMTH 1014 Developmental Mathematics I.*

The second course in the Developmental Mathematics sequence, Developmental Mathematics II covers modules 6 through 11 out of the 17-module sequence. The course format is computer based with one-on-one help available from instructor. These 17 modules collectively cover all of the arithmetic, algebraic, and problem-solving skills needed to prepare students for college-level math courses. Emphasis is placed on solving algebraic equations and word problems.

**DMTH 1034 Developmental Mathematics III** **4 cr.**

**Sem: F/S/Su** **4 Lec. Hrs./week**

*Prerequisite: Required placement test scores or a grade of C or better in DMTH 1024, Developmental Mathematics II.*

The third course in the Developmental Mathematics sequence, Developmental Mathematics III covers Modules 12 through 17 of the 17-module sequence. These 17 modules collectively cover all of the arithmetic, algebraic, and problem-solving skills needed to prepare students for college-level math courses. Emphasis is placed on solving algebraic equations and word problems.

### Developmental Reading

**DRDG 1004 Developmental Reading I** **4 cr.**

**Sem: F/S/Su** **4 Lec. Hrs./week**

*Prerequisite: Required placement test scores.*

This course provides individualized instruction for students whose placement scores indicate a need to strengthen reading skills for college success. Course content focuses on improving comprehension as well as developing a college-level vocabulary. Furthermore, this course will explore the relationship between reading and writing through short, reflective writing assignments that require a clear understanding of the text. A lab fee is required.

**DRDG 1024 Developmental Reading II** **4 cr.**

**Sem: F/S/Su** **4 Lec. Hrs./week**

*Prerequisite: Required placement test scores*

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. Furthermore, this course will explore the relationship between reading and writing through short, reflective writing assignments that require a clear understanding of the text. A lab fee is required.

### Diesel Maintenance Technology

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

Lecture and lab hours meet the requirements for National Automotive Technicians Education Foundation (NATEF) Certification.

### Diesel Maintenance

**HTDM 1014 Preventive Maintenance** **4 cr.**

**Sem: F/S** **1 Lec./6 Lab Hrs./week**

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. A lab fee is required.

**HTDM 1024 Electrical Systems I** **4 cr.**

**Sem: F** **1 Lec./6 Lab Hrs./week**

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. A lab fee is required.

**HTDM 1034 Brake Systems** **4 cr.**

**Sem: F** **2 Lec./5.5 Lab Hrs./week**

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. A lab fee is required.

**HTDM 1044 Electrical Systems II** **4 cr. Sem: S** **1 Lec./6 Lab Hrs./week**

*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. A lab fee is required.

**HTDM 1054 Diesel Engines I 4 cr.**  
**Sem: F 1 Lec./6 Lab Hrs./week**

*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. A lab fee is required.

**HTDM 1063 HVAC Systems 3 cr.**  
**Sem: S/Su 1 Lec./4 Lab Hrs./week**

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. A lab fee is required.

**HTDM 1073 Steering and Suspension 3 cr.**  
**Sem: F/Su 1 Lec./4 Lab Hrs./week**

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. A lab fee is required.

**HTDM 1084 Powertrain 4 cr.**  
**Sem: S 2 Lec./4 Lab Hrs./week**

*Prerequisite: 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. A lab fee is required.

**HTDM 1094 Diesel Engines II 4 cr.**  
**Sem: S 1 Lec./6 Lab Hrs./week**

*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 given to electronic fuel injection as well as the mechanical fuel injection diagnosis and repair procedures. A lab fee is required.

**HTDM 2004 Intro to Diesel Fuel Systems 4 cr.**  
**Sem: (TBD) 1 Lec./6 Lab Hrs./week**

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 manufacturer's fuel systems, unit injectors, and injectors. A lab fee is required.

**HTDM 2014 Automatic Transmissions 4 cr.**  
**Sem: (TBD) 1 Lec./6 Lab Hrs./week**

*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. A lab fee is required.

**HTDM 2102 Diesel Engine Diagnosis & Repair I 2 cr.**  
**Sem: (TBD) 1 Lec./2 Lab Hrs./week**

*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, tune-up adjustments, and preparation to run an engine under load in a dynamometer test cell with emphasis on basic engine operating factors and troubleshooting. A lab fee is required.

**HTDM 2113 Diesel Shop Practices 3 cr.**  
**Sem: (TBD) 1 Lec./4 Lab Hrs./week**

*Prerequisite: HTDM 2124 Diesel Engine Diagnosis & Repair II.* This course emphasizes actual shop operation including long and short term jobs covering all aspects of a vehicle. Emphasis includes vehicle maintenance, shop flat-rate procedures, work order and warranty claim procedures. A lab fee is required.

**HTDM 2124 Diesel Engine Diagnosis & Repair II 4 cr.**  
**Sem: (TBD) 1 Lec./6 Lab Hrs./week**

*Prerequisite: HTDM 2102 Diesel Engine Diagnosis & Repair I.*

This course is intended to give students a thorough understanding of advanced diesel engine performance, emissions systems and advanced diagnostic and troubleshooting skills. Students will receive engine performance theory, exhaust emissions treatment, diagnosis and correction of engine performance, emission complaints. Students perform hands-on component replacement and tune-up adjustments. Students will receive advanced instruction in the operation of engines under load in a dynamometer test cell. A lab fee is required.

## Digital Media

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**DIGM 1033 Film and Video Production 3 cr.**  
**Sem: F 2 Lec. Hrs./2Lab Hrs./week**

This course provides an introduction to cinematic techniques, lighting, and editing for narrative filmmaking that combines the presentation of theory, aesthetics, and methods with a hands-on practical filmmaking experience. A lab fee is required.

**DIGM 1043 Audio Production 3 cr**  
**Sem: S 3 Lec. Hrs./week**

This course is an introduction to the theory and practice of audio production, providing both hands-on experiences with equipment and techniques as well as discussions of the principles and ethics underlying the writing, recording and editing of creative audio presentations. A lab fee is required.

**DIGM 1053 Screenwriting 3 cr.**  
**Sem: S 3 Lec. Hrs./ week**

The course will examine the theory and techniques of writing for the screen with a fixed focus on the unique storytelling demands of the short narrative film. Students will be introduced to fundamentals of dramatic structure, visualization, and characterization, as well as pragmatic matters of format and marketplace. Each student will write a screenplay and become a more critical viewer of movies. A lab fee is required.

**DIGM 2003 Cinematography 3cr.**  
**Sem: F 3 Lec. Hrs./week**

*Prerequisites:* DIGM 1033 Film and Video Production and DIGM 1043 Audio Production.

This class focuses on visual storytelling, and explores advanced digital cinematography techniques. Students will operate HD video cameras, use light meters, determine set and lighting needs, block scenes and become familiar with topics including film space, continuity, lenses, color, filters, and camera control. Over the course of the semester, students will work together to produce a number of short films to demonstrate mastery of these concepts. A lab fee is required.

**DIGM 2033 Producing and Directing 3cr.**  
**Sem: S 3 Lec. Hrs./week**

*Prerequisites:* DIGM 1033 Film and Video Production and DIGM 1043 Audio Production.

This course focuses on the production process and performances from the perspectives of a producer and director. The roles of all other members of a film crew are also explored. Students will learn the economics of film production through the creation of detailed, line-item budgets for proposed projects. The stages of pre-production, production, post-production and distribution are examined

as well as the relationship between the producer and director. A lab fee is required.

**DIGM 2042 Digital Radio 2cr.**  
**Sem: S 2 Lec. Hrs./week**

*Prerequisite:* DIGM 1043 Audio Production. This course provides exposure to digital audio editing techniques through the application of advanced radio productions. Students will produce various types of radio productions by using advanced digital audio editing tools to craft messages geared towards specific target audiences. Participants will gain invaluable experience by creating content for MSCC's KWEM radio station. A lab fee is required.

**DIGM 2073 Advanced Digital Graphics 3cr.**  
**Sem: S 3 Lec. Hrs./week**

*Prerequisites:* ISTC 2123 Digital Graphics for the Web. In this course, students will explore and create graphic designs from a multitude of design software and concepts. Students will build on the elements of basic design learned in Digital Graphics for Web, and learn the advanced techniques necessary to become proficient in the field of graphic design. A lab fee is required.

## Economics

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless noted.**

**ECON 2213 Macroeconomics 3 cr.**  
**Sem: F 3 Lec. Hrs./week**

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 cr.**  
**Sem: S 3 Lec. Hrs./week**

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.

## Emergency Management

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**EMGT 1003 Environmental Hazards 3 cr.**  
**Sem: F 3 Lec. Hrs./week**

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,

Page 216



**Sem: F/S** **3 Lec. Hrs./week**  
*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 2213 Creative Writing** **3 cr.**  
**Sem: F** **3 Lec. Hrs./week**  
*Prerequisite: ENGL 1113 English Composition I with a grade of "C" or better.*

This course introduces students to the basics of creative writing. Students explore the creative process and apply it to writing poetry, fiction, drama, and nonfiction. The course offers a workshop environment where students have the benefit of peer review and critique.

### Oral Communication

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**ENGL 2303 Oral Communication** **3 cr.**  
**Sem: F/S/Su** **3 Lec. Hrs./week**  
 This course investigates the components of oral communication through study and practice in dyadic, small group, and speaker-audience situations.

### **Fine Arts** **(See Art, Music)**

### **Foreign Language** **(See Humanities)**

### **Geography**

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**GEOG 1133 World Geography** **3 cr.**  
**Sem: F/S** **3 Lec. Hrs./week**  
 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 (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**HPED-1011 Beginning Zumba** **1 cr.**  
**Sem: F/S** **2 Lab Hrs./week**  
*Prerequisite: None.* This Latin inspired fitness class is designed for all levels of fitness. The routines feature interval training sessions where fast and slow rhythms and core training are combined to tone and sculpt your body while burning fat.

**HPED 1113 Health and Safety** **3 cr.**  
**Sem: F/S** **3 Lec. Hrs./week**  
*Prerequisite: Placement by Testing or DRDG 1024 and DENG 1054*  
 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 1201 Beginning Basketball for Men** **1 cr.**  
**Sem: F** **2 Lab Hrs./week**  
*Prerequisite: Permission of the Coordinator for Athletics and Physical Education.*  
 This course utilizes both theoretical and practical techniques to educate students in the sport. The various skills of basketball including ball-handling, passing, shooting, rebounding and defense, as well as sportsmanship and knowledge of the rules of the game, will be taught. Skill and knowledge will be stressed so that through participation of basketball activities there will be enjoyment and competition.

**HPED 1221 Physical Conditioning for Men** **1 cr.**  
**Sem: F** **.5 Lec./1.5 Lab Hrs./week**  
*Prerequisite: Permission of the Coordinator for Athletics and Physical Education*  
 This course utilizes both lecture and experiential learning opportunities to instill a fundamental knowledge of physical conditioning skills which attempt to maximize athletic potential. The majority of the content will attempt to provide students with the knowledge and practice necessary to cultivate athletic fitness. It should be noted that this class is very strenuous in its physical requirements.

**HPED 1301 Beginning Basketball For Women** **1 cr.**  
**Sem: F** **2 Lab Hrs./week**  
*Prerequisite: Permission of the Coordinator for Athletics and Physical Education*

This course utilizes both theoretical and practical techniques to educate students in the sport of basketball. The various skills of basketball including ball-handling, passing, shooting, rebounding and defense, as well as sportsmanship and knowledge of the rules of the game will be taught in this course. Skill and knowledge will be stressed so that through participation of basketball activities there will be enjoyment and competition.

**HPED 1321 Physical Conditioning for Women 1 cr.**

**Sem: F .5 Lec./1.5 Lab Hrs./week**

*Prerequisite: Permission of the Coordinator for Athletics and Physical Education*

This course utilizes both lecture and experiential learning opportunities to instill a fundamental knowledge of physical conditioning skills which attempt to maximize athletic potential. The majority of the content will attempt to provide students with the knowledge and practice necessary to cultivate athletic fitness. It should be noted that this class is very strenuous in its physical requirements.

**HPED 1401 Beginning Weight Training 1cr.**

**Sem: F/S 2 Lab Hrs./week**

This course focuses on providing each student with an array of exercise options as well as providing the student with basic health benefits of those specific forms of exercise.

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

**Sem: F/S 2 Lec. Hrs./week**

*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.

**HPED 1801 Fitness 1 cr.**

**Sem: F/S 1 Lec. Hr./week**

This course focuses on providing each student with an array of exercise options as well as providing the student with basic health benefits of those specific forms of exercise. A lab fee is required.

## History

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**HIST 1153 World Civilization I 3 cr.**

**Sem: F 3 Lec. Hrs./week**

With emphasis on development of world civilizations, this course stresses cultural developments, the growth of

institutions, and the expansion of world civilization to the early modern period.

**HIST 1163 World Civilization II 3 cr.**

**Sem: S 3 Lec. Hrs./week**

With emphasis on development of world civilizations, this course stresses cultural developments, the growth of institutions, and the expansion of world civilization since the early modern period.

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

**Sem: F 3 Lec. Hrs./week**

Major topics in this course include discovery and development of America, the Colonial settlement, the Revolutionary War, the new government, the Civil War and Reconstruction. The course emphasizes ideals, attitudes, and values of Americans in development of politics, culture, society, and economics.

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

**Sem: S Lec. Hrs./week**

A continuation of HIST 2123, this course begins after Reconstruction and ends with the present era. Major topics include industrial growth, the emergence of the U.S. as a world power, the Depression, World War II, and international developments.

**HIST 2153 Arkansas History 3 cr.**

**Sem: S 3 Lec. Hrs./week**

This course provides an overview of the political, economic, social, and cultural development of Arkansas beginning with the Indians and ending at present day with a special emphasis on national and regional perspectives of Arkansas.

## Hospitality

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**HMG T 1003 Introduction to Hospitality and Tourism Management 3 cr.**

**Semester: F/S 3 Lec. Hrs./week**

This introductory course acquaints the student with the field of hospitality and tourism industry with focus on basic management theories and principles as they apply to hospitality and tourism: basic structure, organization, and management of industry components and the services/products they deliver.

**HMG T 1013 Applications of Food Service Management..... 3 cr.**

**Semester: F 3 Lec. Hrs./week**

*This course is restricted to high school students enrolled in the MSCC Technical Center. Prerequisite: None.* This course provides an overview of the field but concentrates on the different facets of the foodservice including a brief history of

the development of hospitality and professional foodservice; various types and styles of foodservice operations; the new brigade system; employment opportunities in foodservice; professional development and certifications; and the benefits of professional networking and introduction to management issues including human resources, customer service, operations, marketing, and planning.

**HMG 1033 Hotel, Lodging and Housekeeping Management 3 cr.**

**Semester: S 3 Lec. Hrs./week**  
This course examines both the operation of a rooms department of a typical full-service or selective-service facility and the theoretical applications of all revenue center operations including yield management and other vital hotel functions, with emphasis on the control function of management.

**HMG 1043 Professionalism in Hospitality 3 cr.**

**Semester: S 3 Lec. Hrs./week**  
*Prerequisites:* ENGL 1113, English Composition I and ENGL 2303, Oral Communication or permission of the Lead Faculty. This course teaches the "soft skills" necessary for success in the culturally diverse hospitality management environment with an emphasis on dress, proper etiquette, body language, the art of nonverbal communication, and business conversation. Networking and job search techniques are examined, and students explore the dynamics, meaning, and value of becoming a well-rounded person.

**HMG 1123 Hospitality Information Systems 3 cr.**

**Semester: F 3 Lec. Hrs./week**  
*Prerequisite:* COMP1113 Computer Fundamentals or permission of the Lead Faculty. This course will introduce students to hospitality information systems, including property and restaurant management systems, meeting management, club management, and communication networks.

**HMG 1143 Food Service Management 3 cr.**

**Semester: F/S 3 Lec. Hrs./week**  
Foodservice systems will be explored through examining the component parts of a typical foodservice operation which include management and organization, procurement, production, distribution, service, maintenance, and sanitation. The course will also explore modern trends in foodservice/restaurant management. All students will be required to take and pass the National Restaurant Association ServSafe Food Protection Manager Certification exam which is a prerequisite for HMG 2064 Principles of Food Prep. A testing fee is required.

**HMG 1213 Accounting Systems in Hospitality Industry 3 cr.**

**Semester: F 3 Lec. Hrs./week**  
*Prerequisite:* BUSN 1423 Principles of Accounting I. This course covers financial record keeping and reporting systems in the hospitality industry, with emphasis on payroll, purchasing, financial analysis and expense management.

**HMG 1413 Gaming and Casino Management 3 cr.**

**Semester: TBA 3 Lec. Hrs./week**  
This course provides a survey of the gaming industry, wagering and casino operation, security, social consequences, local regulatory issues, management and marketing.

**HMG 1513 Nutrition and Menu Planning 3 cr.**

**Semester: F 3 Lec. Hrs./week**  
This course is an introduction to basic nutrition principles and guidelines for the food service industry. Students will research current issues in nutrition from both a global and cultural perspective, and apply principles through menu development and meal planning. All students will be required to take the National Restaurant Association ManageFirst: Nutrition exam. A testing fee is required.

**HMG 2003 Service Industry Structure and Leadership 3 cr.**

**Semester: S 3 Lec. Hrs./week**  
Successful leadership as channeled through an organizational structure is a very critical concept in the service industries where the customer is usually present at the point of production of the product. This course will review both the content of organizational structure and leadership as well as the process of utilizing them to successfully direct an organization to its objectives.

**HMG 2023 Food and Beverage Cost Controls 3 cr.**

**Semester: S 3 Lec. Hrs./week**  
*Prerequisite:* MATH 1104 Applied Technical Math, MATH 1113 College Algebra, or permission of the Lead Faculty. This course emphasizes the theories and techniques that are commonly used in the restaurant industry for controlling food and beverage costs. It emphasizes how controllers, and managers can use these approaches to successfully measure and control food and beverage output. All students will be required to take the National Restaurant Association Controlling Foodservice Costs certification exam. A testing fee is required.

**HMG 2041 Hospitality Internship 1 cr.**

**Semester: S**  
*Prerequisite:* HMG 1043 Professionalism in Hospitality and permission of the Lead Faculty. Students will engage in employment in hospitality setting for a minimum of 320 clock hours in an instructor-approved learning situation and participate in a number of career preparation activities.

**HMG 2043 Hospitality Human Resource Management 3 cr.**

**Semester: TBA 3 Lec. Hrs./week**  
Students study human resource management specific to the hospitality industry: selection, placement, training, compensation, motivation, appraisal, labor relations and regulatory issues. All students will be required to take the NRAEF Hospitality Human Resources certification exam. A testing fee is required.

**HMGT 2064 Principles of Food Prep** 4 cr.  
**Semester: S** 4 Lec/Lab. Hrs./week  
*Prerequisite: HMGT 1143 Food Service Management and NRAEF ServSafe Certification or permission of the Lead Faculty.* This course presents the study of the various foods, production principles, cooking methods, food storage and equipment utilized in food preparation and includes both lab and classroom learning opportunities. The classroom component provides the theoretical basis of food types and production processes that will then be demonstrated and experimented with in the lab environment. Requires the purchase of professional uniform and some supplies. A lab fee is required.

**HMGT 2123 Kitchen Operations Management** 3 cr.  
**Semester: TBA** 3 Lec/Lab. Hrs./week  
*Prerequisite: HMGT 2064 Principles of Food Prep or permission of the Lead Faculty.* Students study food preparation techniques based on menu and recipe requirements, including ingredient quality and yield factors. Emphasis is given to aesthetic plate and buffet presentations in a laboratory setting. A lab fee is required.

**HMGT 2133 Hospitality Sales and Marketing** 3 cr.  
**Semester: TBA** 3 Lec. Hrs./week  
 This course focuses on the application of marketing principles and techniques to the hospitality and travel industries. Students will examine how the marketing concepts of product, place, price and promotion can be effectively utilized in the hospitality industry.

**HMGT 2153 Restaurant Layout & Design** 3 cr.  
**Semester: TBA** 3 Lec. Hrs./week  
*Prerequisite: HMGT 2064 Principles of Food Prep or permission of the Lead Faculty.* Location and arrangement of equipment for efficient utilization of space and development of work flow patterns to meet operational requirements. Work optimization, human interactions and styles of service and room configurations for front of the house. All students will be required to take the NRAEF Hospitality and Restaurant Management certification exam. A testing fee is required.

**HMGT 2173 Entertainment & Venue Management** 3 cr.  
**Semester: TBA** 3 Lec. Hrs./week  
 Students study major management functions: planning, organizing, implementing and controlling activities associated with sports and entertainment events including college and professional sports, concerts, local entertainment events and world events, such as the Olympics.

**HMGT 2203 Beverage Management** 3 cr.  
**Semester: F/S** 3 Lec. Hrs./week  
 This course presents the manager's role and responsibility in developing and operating a facility serving alcoholic beverages. All students will be required to take the NRAEF ServSafe Alcohol certification exam. A testing fee is required.

**HMGT 2233 Principles of Tourism** 3 cr.  
**Semester: TBA** 3 Lec. Hrs./week  
 This course provides an overview of the history and implications of travel and tourism as an economic, political and cultural force, and the effect of tourism development on the quality of life of the host society.

**HMGT 2253 Issues and Trends in Hospitality and Tourism** 3 cr.  
**Semester: TBA** 3 Lec. Hrs./week  
*Prerequisite: ENGL 1123 English Composition II and ENGL 2303 Oral Communications or permission of the Lead Faculty.* Students explore current trends and issues in the hospitality and tourism environment. Topics covered include hospitality and tourism in a global recession; travel trends including adventure travel, e-commerce and virtual tourism; and eco-friendly trends including "green hotels" and the "slow food movement." Strategic management and preparedness for issues like terrorism and natural disasters will also be discussed with an emphasis on practical business applications.

**HMGT 2273 Legal Issues in Hospitality and Tourism** 3 cr.  
**Semester: TBA** 3 Lec. Hrs./week  
*Prerequisite: ENGL 1123 English Composition II and ENGL 2303 Oral Communications or permission of the Lead Faculty.* This course examines the common and statutory law of the hospitality and tourism industry in the United States. Included are discussions of the duties and responsibilities of hospitality and tourism businesses to guests, including duties to maintain property, receive travelers and assume various liabilities for guests' property. The legal environment and issues of the hotel, restaurant and travel industry will be discussed and analyzed.

## Humanities

### Literature, Philosophy, & Spanish

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**ENGL 2153 World Literature I** 3 cr.  
**Sem: F/S** 3 Lec. Hrs./week  
*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.

**ENGL 2163 World Literature II** 3 cr.  
**Sem: S** 3 Lec. Hrs./week

*Prerequisite: ENGL 1123 English Composition II with a grade of "C" or better.*

In this course, students read and analyze masterpieces of the Late Middle Period (including works from the Middle East, India, Asia, and Europe) and of the Modern Era (including works from Africa, Southeast Asia, Europe, and the Americas). Students analyze and respond to reading selections in writing, through class discussions, and through individual projects.

**ENGL 2173 African American Literature 3 cr.**  
**Sem. F Lec. 3 Hrs./week**

*Prerequisite: English Composition II with a grade of "C" or better.* This course offers students an entry point into the advanced study of African-American Literature. While studying texts authored by African-American authors, students will be introduced to advanced literary terms, concepts, and techniques for reading, writing, and critically evaluating literature. Students will read, discuss, and write about a variety of traditional and non-traditional texts that represent the diversity of the African-American literary endeavor, including the Oral Tradition, non-fiction prose, and dramatic literature, ranging from the early days of the Diaspora to the present. Students planning to transfer this course should check with the receiving institution since the course is not included in the Arkansas Department of Higher Education's list of courses automatically accepted for transfer to Arkansas public universities.

**ENGL 2183 American Literature Before 1865 3 cr.**  
**Sem: S 3 Lec. Hrs./week**

*Prerequisite: ENGL 1123 English Composition II with a grade of "C" or better.*

This course provides an introduction to significant works in American literature spanning the genres of fiction, drama, poetry, and prose before 1865. Students analyze and respond to reading selections in writing, through class discussions, and through individual projects.

**ENGL 2193 American Literature Since 1865 3 cr.**  
**Sem: S 3 Lec. Hrs./week**

*Prerequisite: ENGL 1123 English Composition II with a grade of "C" or better.*

This course provides an introduction to significant works in American literature spanning the genres of fiction, drama, poetry, and prose since 1865. Students analyze and respond to reading selections in writing, through class discussions, and through individual projects.

**PHIL 2013 Introduction to Philosophy 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

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.

**SPAN 1113 Spanish I 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

This is a beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people.

**SPAN 1123 Spanish II 3 cr.**  
**Sem: S 3 Lec. Hrs./week**

*Prerequisite: SPAN 1113 Spanish I*

This course is a continuation of SPAN 1113. It seeks to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. It is strongly recommended that the student should have completed SPAN 1113 with a "C" or better.

## Information Systems Technology

(See also Computers and Developmental Education)

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**ISTC 1013 IT Principles and Practices 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

*Prerequisite: Keyboarding skills of 20 wpm or better or concurrent enrollment in DKEY 1101 Computer Keyboarding.*

*Corequisite: ISTC 1023 IT Essentials I: PC Hardware/Software.*

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 cr.**

**Sem: S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**ISTC 1033 IT Essentials II: Network Operating Systems Software 3 cr.**

**Sem: F 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**ISTC 1043 A+ Certification Prep Course 3 cr.**  
**Sem: S 2 Lec./2 Lab Hrs./week**  
*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 cr.**

**Sem: F/S 3 Lec. Hrs./week**

*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 Internet Web Professional 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. A lab fee and testing fees are required.

**ISTC 1513 Network Fundamentals 3 cr.**  
**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Pre- or Corequisite: ISTC 1013 IT Principles and Practices.*

The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment. A lab fee is required.

**ISTC 1523 Routing Protocols and Concepts 3 cr.**  
**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite: ISTC 1513 Network Fundamentals.*

This focuses on initial router configuration, IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills for configuring a router, for managing IOS Software, for configuring routing protocols, and setting access lists to control access to routers. A lab fee is required.

**ISTC 2563 LAN Switching and Wireless 3 cr.**  
**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite: ISTC 1523 Routing Protocols and Concepts.*

LAN Switching and Wireless focuses on command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP). Particular emphasis is given to students being able to demonstrate the ability to apply learning from prerequisite courses to a network and to be

able to explain how/ why a particular strategy is employed. A lab fee is required.

**ISTC 2573 Accessing the WAN 3 cr.**  
**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite: ISTC 2563 LAN Switching and Wireless.*

Accessing the WAN focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], Access Control Lists [ACLs], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. Emphasis is given to students being able to demonstrate the ability to apply knowledge from CCNA 1-CCNA 3 to a network and to be able to explain how and why a particular strategy is employed. A lab fee is required.

**ISTC 2613 Fundamentals of UNIX 3 cr.**  
**Sem: S 3 Lec. Hrs./week**

*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. A testing fee is required.

**ISTC 2623 UNIX System Administration I 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

*Prerequisite: 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. A testing fee is required.

**ISTC 2633 UNIX System Administration II 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

*Prerequisite: 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. A testing fee is required.

**ISTC 2983 Internship 3 cr.**  
**Sem: 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 cr.**  
**Sem: 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 requiring a minimum of 60 hours 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 Humanities)**

**Machine Technology**

**(See also Technical Core for basic courses shared by more than one technical program)**

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II 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).

Most machining classes are offered in a hybrid format, with the lecture component provided online so that students use class time to engage in intensive hands-on learning activities applying theory to practical hands-on applications involving skills development and critical thinking.

**MACH 1004 Measurement, Material & Safety 4 Cr.**  
**Sem: F/S 3 Lec./2 Lab Hrs./week**

*Prerequisite: None.*

This course provides comprehensive instruction and exercises on safety for CNC machinery, shop math, precision measurement, simple metallurgy, applications of the Machinery's Handbook, maintenance procedures, machine processes, and quality control. Students will be prepared to take the NIMS Level I Performance Assessment for Measurement, Materials & Safety. Lab and testing fees are required.

**MACH 1014 Job Planning, Benchwork & Layout 4 Cr.**  
**Sem: F/S 3 Lec./2 Lab Hrs./week**

*Prerequisite: MACH 1004 Measurement, Material & Safety*

This course provides comprehensive instruction and exercises on shop math (level II), precision measurement tools, applications of the Machinery's Handbook, basic machining theory, blueprint reading, speeds and feeds, and use of the Machinist Calculator Pro. Students will be prepared to take the NIMS Level I Performance Assessment for Job Planning, Benchwork & Layout. Lab and testing fees are required.

**MACH 1023 Introduction to Metallurgy 3 cr.**  
**Sem: F 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 1055 CNC Turning 5 Cr.**  
**Sem: F/S 3 Lec./4 Lab Hrs./week**

*Prerequisite: MACH 1014 Job Planning, Benchwork & Layout*  
This course provides comprehensive instruction and exercises on Haas lathe setup, Haas CNC lathe programming, the Haas lathe intuitive programming system, modern cutting tools, applications of the Machinery's Handbook, and basic machining theory. Students will be prepared to take the NIMS Level I Performance Assessment for CNC Turning. Lab and testing fees are required.

**MACH 1063 Inspection & Testing 3 cr.**  
**Sem: S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 1066 CNC Milling 6 Cr.**  
**Sem: F/S 4 Lec./4 Lab Hrs./week**

*Prerequisite: MACH 1055 CNC Turning.*

This course provides comprehensive instruction and exercises on Haas vertical 3-axis milling setup, Haas vertical 3-axis CNC milling machine programming, the Haas mill intuitive programming system, modern cutting tools, applications of the Machinery's Handbook, and basic machining theory. Students will be prepared to take the NIMS Level I Performance Assessment for CNC Milling. Lab and testing fees are required.

**MACH 1083 Introduction to Manual Machining 3 cr.**

**Sem: S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 1103 Intro to CNC Machining 3 cr.**  
**Sem: S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 1123 Statistics for Machining I 3 cr.**  
**Sem: F 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 1143 Intermediate Blueprint Reading 3 cr.**  
**Sem: F 2 Lec./2 Lab Hrs./week**

*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 whole features, radiuses, surface finishes, and common methods for threads. Students must demonstrate competency in core course objectives through practical applications. A lab fee is required.

**MACH 1163 CNC Safety and Proper Functions 3 cr.**

**Sem: F 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 1183 Metalworking Theory I 3 cr.**  
**Sem: S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 1203 Basic Manual Machine Setup and Operation 3 cr.**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 1223 Basic CNC Machine Setup and Operation 3 cr.**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 2003 Statistics for Machining II 3 cr.**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite: 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. A lab fee is required.

**MACH 2023 Engineering Drawings/GD&T 3 cr.**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 2033 Metalworking Theory II 3 cr.**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 2043 Computer Aided Manufacturing Basic Programming 3 cr.**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 2053 Advanced CNC Machining Setup and Operation 3 cr.**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

**MACH 2063 Specialty Equipment: EDM and Swiss-Style Setup/Operation 3 cr.**

**Sem: F/S 2 Lec./2 Lab Hrs./week**

*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. A lab fee is required.

## Mathematics

(See also Developmental Education)

**Required placement score or successful completion of designated math prerequisite and DRDG 1024 Developmental Reading are prerequisites for the following classes.**

**MATH 1104 Applied Technical Mathematics 4 cr.**

**Sem: F/S/Su 4 Lec. Hrs./week**

*Prerequisite: ACT Math Placement Test score of 16 or higher or 21 or higher on the COMPASS Algebra Placement test or permission of the Lead Faculty for Developmental and*

Technical Math. This course is a college-level mathematics course covering mathematical topics as they relate to technical skills and knowledge. However the course does not apply to transfer associate degrees or baccalaureate degrees unless specifically approved by the transfer institution. Specific emphasis is given to ratio and proportion, percentages, plan geometry, exponents, scientific notation, reading and constructing graphs, and solving quadratic equations in application problems. The course is supported by a one hour Structured Learning Assistance Lab each week for students who need skills review for operations with whole numbers, order of operations, conversions of decimals and fractions, etc.

**MATH 1113 College Algebra 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

*Prerequisite: DMTH 1034 Developmental Math III with a grade of "C" or better or ACT math score of 19 or equivalent COMPASS or ASSET score.*

Course content includes operations on functions and graphing functions; linear, rational, quadratic, higher-degree polynomial, absolute value, exponential, and logarithmic equations; linear, rational, and quadratic inequalities; applications of systems of equations and matrices. Real-life problems are integrated within various topics. This course incorporates the use of technology to supplement and enhance conceptual understanding, visualization, and inquiry.

**MATH 2103 Survey of Calculus 3 cr.**  
**Sem: S 3 Class Hrs./week**

*Prerequisite: MATH 1113 College Algebra with a grade of "C" or better.*

This is a basic calculus course focusing on applications and is generally needed for students majoring in business, education, health sciences, or social sciences. Course content includes a review of major functions, their graphs and applications; continuity and limits, differentiation of polynomial, exponential and logarithmic functions; using derivatives for curve sketching, determining rates of change, and optimization problems; anti-derivatives, indefinite and definite integrals, applications of definite integration. This course incorporates the use of technology to supplement and enhance conceptual understanding, visualization, and inquiry.

**MATH 2113 Math for Teachers I 3 cr.**  
**Sem: F 3 Lecture Hrs./week**

*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 cr.**  
**Sem: F 5 Class Hrs./week**

*Prerequisite: MATH 1113 College Algebra with a grade of "C" or better or ACT math score of 24 or better.*

This course is intended for students who wish to major in mathematics, natural science, engineering and related technology, or secondary mathematics education. Course content includes functions, limits, continuity, asymptotes, differentiation, implicit differentiation, critical points, anti-derivatives, definite and indefinite integrals, and inflection points. This course includes applications of the derivative and integral, such as slopes and rates of change; finding maximum, minimum, and relative extrema; curve sketching using Calculus techniques; exponential growth and decay; optimization; and calculating the area between curves. This course uses a graphing calculator to supplement and enhance conceptual understanding, visualization, and inquiry.

**MATH 2123 Math for Teachers II 3 cr.**  
**Sem: S 3 Lec. Hrs./week**

*Prerequisite: 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 cr.**  
**Sem: S 4 Class Hrs./week**

*Prerequisite: MATH 2115 Calculus I with a grade of "C" or better.*

This course is intended for students who wish to major in mathematics, a natural science, engineering and related technology, or secondary mathematics education. Course content includes integration with several techniques; applications of integration; sequences and infinite series; convergence tests; Taylor series; radius on convergence; and applying calculus concepts to polar coordinates, parametric equations, and vectors. This course uses a graphing calculator to supplement and enhance conceptual understanding, visualization, and inquiry.

**MATH 2133 Introduction to Statistics 3 cr.**  
**Sem: S 3 Class Hrs./week**

*Prerequisite: MATH 1113 College Algebra with a grade of "C" or better.*

An algebra-based course involving the presentation and interpretation of data, probability, sampling, basic inference, correlation and regression, and analysis of variance, this course is generally needed for students majoring in business, education, health sciences, or social sciences. Course content includes probability, binomial and normal distributions, sampling, confidence intervals, hypothesis testing, and linear regression. Emphasis is placed on methods of collecting, organizing, and analyzing data in order to make data-driven decisions. Applications are integrated in all topics. This course incorporates the use of technology to supplement and enhance conceptual understanding, visualization, and inquiry.

## Mechatronics

### **MANF 1153 Electric Motor Control Systems 3 credits** **Sem: S 2 Lec./2 Lab Hrs./week**

*Prerequisite: TECH 2033 Applied Electricity & Electronics*  
This course presents the electric relay control theory and operation of AC electrical motors found in industrial commercial and residential applications. Course content includes the operation, installation, design, maintenance and troubleshooting of AC motors and control circuits for various applications. AC induction motors, control components, voltage distribution and motor connections are covered as well. Safety procedures and devices including Lockout/Tagout, and grounding connections and safety systems are emphasized throughout the course. A lab fee is required.

### **MANF 1433 Advanced Fluid Power Systems 3 credits** **Sem: F 2 Lec./2 Lab Hrs./week**

*Prerequisites: TECH 2013 Fluid Power with a grade of "C" or better.*  
This course analyzes the principles of intermediate and advanced hydraulic and pneumatic systems. Topics include various types of hydraulic and pneumatic valves, pumps, cylinder types, control systems, filtering, hose fittings and other components relevant to industry-level skills related to the operation, installation, performance analysis, maintenance, and design of hydraulic and pneumatic systems. Safety procedures and practices are emphasized. A lab fee is required.

### **MANF 1513 Rotating Equipment 3 credits** **Sem: S 2 Lec./2 Lab Hrs./Week**

*Prerequisite: TECH 2033 Applied Electricity & Electronics with a grade of C or better or equivalent placement.*  
This course covers the principles, application, troubleshooting, and maintenance of rotating electrical motors as used in industry. Topics include various types of single and three phase AC motors, various types of DC motors, reduced voltage starting. The course builds upon principles covered in Applied Electricity and Electronics. All course material is supplemented with practical hands-on exposure to the items described. Safety procedures and devices including Lockout/Tagout, and grounding connections and safety systems are emphasized throughout the course. A lab fee is required.

### **MANF 2023 Mechanical Drives and Bearings 3 credits** **Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite: None*  
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, ball, and roller bearings, lubricants, couplings, and gear drives. The safe operation of industrial machines, tools and equipment is emphasized. A lab fee is required.

### **MANF 2044 Programmable Logic Controllers 4 credits** **Sem: S 2 Lec./4 Lab Hrs./week**

*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 using timers, counters, sequencers and other logic functions. A lab fee is required.

### **MANF 2113 Advanced Programmable Logic Controllers 3 credits** **Sem: (S) 2 Lec./2 Lab Hrs./week**

*Prerequisite: MANF 2044 Programmable Logic Controllers with a grade of "C" or better.*  
This course emphasizes programmable logic controllers and the local area network as they apply to the field of industrial controls. Students practice 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, human to machine interfaces, microprocessor, computers and feedback systems. The safe operation of industrial PLCs, testing equipment, and hand tools is emphasized. A lab fee is required.

### **MANF 2223 Advanced Mechanical Drives 3 credits** **Sem: S 2 Lec./2 Lab Hrs./week**

*Prerequisites: MANF 1123 Mechanical Drives & Bearings with a grade of "C" or better.*  
This course emphasizes the skills necessary to maintain and troubleshoot industrial mechanical drive systems including various types of bearings, seals, gearboxes and lubrication systems. Topics include central lubrication systems, brakes and clutches, ball screws, linear bearings, conveyor systems, heavy-duty belt drives, chain drives and multiple-shaft and pulley driven systems. The safe operation of industrial machines, tools and equipment is emphasized. A lab fee is required.

### **MANF 2253 The National Electrical Code & Conduit Installation 3 credits** **Prior Name: Overview of the National Electric Code (NEC)** **Sem: S 2 Lec./2 Lab Hrs./week**

*Prerequisites: TECH 2033 Applied Electricity & Electronics with a grade of "C" or better.*  
This course introduces the National Electric Code (NEC) and best practices for the safe installation, upgrade and maintenance of electrical systems and equipment. The course covers the current code changes and revisions which are updated by the National Fire Protection Association (NFPA) every three years and provides students with practical skills such as identifying key electrical terms, locating information specific to electrical installations, applying tables, locating code changes regarding special occupancies, wiring and protection techniques and methods.

The course also covers the proper bending and installation techniques of common conduit types.

**MANF 2463 Precision Alignment and Support Systems 3 credits**  
**Sem: (S) 2 Lec./2 Lab Hrs./week**

*Prerequisites: MANF 1123 Mechanical Drives with a grade of "C" or better.*

This course is designed to teach precision alignment, vibration analysis and the operation of industrial quality components. Laser precision alignment simultaneously measures and indicates the corrective action for vertical and horizontal parallel misalignment and vertical and horizontal angular alignment. The vibration analysis system teaches the use of vibration analysis to determine when to perform maintenance of power transmission components. The students apply skills developed using mechanical drives and bearings while using industry-relevant skills in the proper installation, operation, maintenance and troubleshooting of conveyors and conveyor support systems. Safety procedures and practices are emphasized. A lab fee is required.

**MANF 2473 Fluid Power Systems Maintenance & Troubleshooting 3 credits**  
**Sem: F 2 Lec./2 Lab Hrs./week**

*Co- or Prerequisites: MANF 1433 Advance Hydraulics & Pneumatic Systems, TECH 2013 Fluid Power with a grade of "C" or better.*

This course teaches hydraulic and pneumatic troubleshooting by providing a hands-on approach that models "real world" hydraulic and pneumatically powered machines. The course includes a computer-based fault insertion program that gives a wide array of faults which can be inserted into the training system automatically. The course provides realistic troubleshooting of hydraulic, pneumatic, mechanical and electrical components by introducing students to hydraulic and pneumatic loads, pressures used for systems tuning, power controls, installation and maintenance. Safety procedures and practices are emphasized. A lab fee is required.

**MANF 2493 AC/DC Motor Control Systems 3 credits**  
**Sem: F 2 Lec./2 Lab Hrs./week**

*Prerequisites: MANF 1153 Electric Motor Controls and TECH 2033 Basic Electricity & Electronics with a grade of "C" or better.*

This course is designed to teach industrial electronic motor drives which are used to provide accurate control of speed, position, and acceleration in applications such as CNC machine tools, conveyors, Robots, mixers and presses. Students acquire knowledge and hands-on skills of operating, installing, tuning, and troubleshoot three major types of AC & DC drives: AC & DC vector-type spindle drives, AC & DC servo axis drives, and AC variable frequency drives & DC pulse width modulated (PWM) drives. A lab fee is required.

## Medical Assisting

**Required placement test scores (See Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

Enrollment in the Medical Assisting Technology program requires special approval from the Director of Medical Assisting, a substance abuse screen, and criminal background check.

**MDAS 1003 Medical Assisting -- Administrative Procedures I 3 cr.**

**Sem: F 3 Lec. Hrs./week**

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 Assisting Technology program. Fees for supplies, uniform and drug screening/background check are required.

**MDAS 1033 Medical Law and Ethics 3 cr.**

**Sem: F 3 Lec. Hrs./week**

This course is designed to give Medical Assisting students 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 Assisting Technology program.

**MDAS 1053 Medical Assisting -- Clinical Procedures I 3 cr.**

**Sem: S 3 Lec. Hrs./week**

*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 Assisting Technology program. A lab fee is required.

**MDAS 1073 Medical Assisting -- Clinical Procedures II 3cr.**

**Sem: F 3 Lec. Hrs./week**

*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 Assisting Technology program. A lab fee is required.

**MDAS 2004 Medical Billing & Encoding 4 cr.**  
**Sem: F 4 Lec. Hrs./week**

*Prerequisite: MEDP 1033 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 Assisting Technology program. A lab fee is required.

**MDAS 2012 Medical Assisting 2 cr.**  
**Administrative Procedures II**

**Sem: S 2 Lec. Hrs./week**

*Prerequisite: MDAS 1003 Medical Assisting – Administrative Procedures I and DMTH 1034 Developmental Math III.*

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 Assisting Technology program.

**MDAS 2043 Medical Assisting-Laboratory 3 cr.**  
**Procedures**

**Sem: F 2 Lec./2 Lab Hrs./week**

*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 Assisting Technology program. A lab fee is required.

**MDAS 2081 Medical Assisting Certification 1 cr.**  
**Review**

**Sem: S 1 Lec. Hr./week**

*Corequisite: MDAS 2981 Medical Assisting 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 Assisting Technology program.

**MDAS 2981 Medical Assisting Seminar 1 cr.**  
**Sem: S 1 Lec. Hr./week**

*Corequisite: MDAS 2996 Medical Assisting Externship I.*

This course reviews the entire Medical Assisting Technology 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 Assisting Technology program.

**MDAS 2996 Medical Assisting Externship 6 cr.**  
**Sem: S 180 Clinical Hrs. During Semester**

*Prerequisite: Completion of all coursework except MDAS 2081 Medical Assisting Certification Review and MDAS 2981 Medical Assisting Seminar with a grade of B or better and permission of the Program Coordinator.*

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 240 clinical hours, as well as take the National Certification Exam.

**This course is limited to students admitted to the Medical Assisting Technology program Fees for testing, insurance, and background check are required.**

## Medical Professions

**Required placement test scores (See Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless courses are designated for high school students.**

**MEDP 1013 Introduction to Medical 3 cr.**  
**Professions I**

**Sem: F 4.5 Lec. Hrs./week in accordance with Arkansas Dept. of Career Education Requirements**

Available only to high school students enrolled in the MSCC 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 cr.**  
**Sem: F 3 Lec. Hrs./week**

This course is designed to develop the ability to recognize, understand and use medical terminology--the study and



practical application of a medical vocabulary system, including: structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

**MEDP 1043 Anatomy and Physiology 3 cr.**  
**Sem: F 3 Lec. Hrs./week**

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 cr.**  
**Sem: F 7.5 Lec. Hrs./week in accordance with Arkansas Dept. of Career Education Requirements**

Available only to high school students enrolled in the MSCC Technical Center, this course is 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 1083 Medical Procedures 3 cr.**  
**Sem: S 4.5 Lec. Hrs./week in accordance with Arkansas Dept. of Career Education Requirements**

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-T Introduction to Medical Professions II 3 cr.**  
**Sem: S 4.5 Lec. Hrs./week in accordance with Arkansas Dept. of Career Education Requirements**

*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.

## Music

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**MUSC 1103 Music Appreciation 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

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.

## Nursing Assistant

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

Enrollment in CNAS 1014 Nursing Assistant requires special approval from the Program Coordinator for Allied Health Sciences, substance abuse screen, and criminal background check.

**CNAS 1014 Nursing Assistant 4 cr.**  
**Sem: F/S/Su 2 Lec./4 Lab Hrs./week 16 Clinical Hrs.**

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% and have a minimum of 90 hours of training to be eligible to take the state certification exam.** This course is limited to students admitted to the Nursing Assistant program. Fees for supplies, uniforms, insurance, background check and testing are required.

## Phlebotomy

**Required placement test scores (See Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**PHLB 1016 Principles and Practice of Phlebotomy 6 cr.**

**Sem: F 5 Lec./2 Lab Hrs./week**  
*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 Assisting Technology program. Fees for supplies, insurance, uniforms, drug screening/background check and testing are required.

<p><b>Philosophy</b> (See Humanities)</p>
---

## Physical Science

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading and DENG 1054 Developmental English is a prerequisite for all courses unless otherwise noted.**

**PSCI 1113      Applied Physics                                  3 cr.**  
Sem: F/S                                  2 Lec./2 Lab Hrs./week

*Prerequisite: DMTH 1033 Developmental Math III with a grade of "C" or better or ACT math score of 19 or equivalent COMPASS or ASSET score, or successful completion of, or concurrent enrollment in MATH 1104.*

This course is a college level physical science course covering the major topics of physical science and physics related to technical skills and knowledge. Specific emphasis is given to mechanics, properties of matter, heat, sound, electricity and magnetism, light, atomic and nuclear physics. Laboratory activities are included. This course is not intended to meet the core curriculum science requirements for transfer associate degrees or baccalaureate degrees unless specifically approved by the transfer institution. A lab fee is required.

<b>PSCI 1214</b>	<b>Physical Science</b>	<b>4 cr.</b>
<b>Sem: F/S</b>	<b>3 Lec./2 Lab Hrs./week</b>	

*Prerequisite: DMTH 1024 Developmental Math II with a grade of "C" or better or equivalent placement test scores.*  
*Corequisite: PSCI 1210 Physical Science Lab.*

This course is designed for non-science majors and serves as an overview of the main topics in physics, chemistry, astronomy, and meteorology. Emphasis is placed on the fundamental principles and concepts of physics and chemistry. The laboratory component provides students with applications of theory and enables them to use general principles on practice. A lab fee is required.

**PSCI 1224**      **Earth Science**      **4 cr.**  
Sem: F/S      **3 Lec./2 Lab Hrs./week**

*Prerequisite: DMTH 1024 Developmental Math II with a grade of "C" or better equivalent placement test scores.*  
*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. A lab fee is required.

<b>PSCI 1254</b>	<b>Physics I</b>	<b>4 cr.</b>
<b>Sem: S</b>	<b>3 Lec./2 Lab Hrs./week</b>	

*Prerequisite: DMTH 1034 Developmental Math III with a grade of C or better in or equivalent placement test score.*  
*Corequisite: PSCI 1250 Physics Lab.*

This algebra-based college level physics course introduces the basic concepts of mechanics in one- and two-dimensions; linear and rotational motion; work, energy and power; thermodynamics; mechanical waves and sound; and fluid mechanics. The laboratory component provides students with applications of theory and enables them to use general principles on practice. A lab fee is required.

## Political Science

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**POLS 1143 American Government 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

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.

## Professional Pilot Program

**Required placement test scores or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

<b>PILT 1011</b>	<b>Aviation Orientation</b>	<b>1 cr.</b>
<b>Sem: F/S/Su</b>		<b>1 Lec Hr./week</b>

This course orients students to Mid-South's Professional Pilot Program and career opportunities in the broader aviation industry. The course covers, among other topics, financial aid, transfer & articulation, pilot training regulations and procedures, key aviation organizations such as the FAA and Air Traffic Control, career opportunities in general, commercial, and military aviation; and the basics of aviation job search and interview processes.

<b>PILT 1012</b>	<b>Aviation History</b>	<b>2 cr.</b>
<b>Sem: TBA</b>		<b>2 Lec. Hrs./week</b>

This course examines prominent developments in aviation from the earliest concepts of flight through the modern space age. Topics covered include the contributions and accomplishments of specific individuals, organizations, and aircraft that have helped to advance worldwide aviation to its present state. A lab fee is required.

<b>PILT 1013</b>	<b>Air Transportation</b>	<b>3 cr.</b>
<b>Sem: F/S/Su</b>		<b>3 Lec. Hrs./week</b>

This course traces the evolution of the aviation industry from its earliest days through the modern age. Topics addressed include significant aviation events and individuals, aircraft development, deregulation, administrative bodies, organizations and commercial companies that have influenced and/or continue to shape the domestic and international aviation industry. A lab fee is required.

**PILT 1023 Aircraft Systems 3 cr.**  
**Sem: F/S/Su 3 Lec. Hrs./week**  
 This course provides a study of the design, construction, and theory of operation of basic systems common to fixed-wing and rotary-wing aircraft. Topics covered include power plant, flight control, fuel, hydraulic, lubrication, airframe, landing gear, instrumentation, and electrical systems. A lab fee is required.

**PILT 1203 Aviation Meteorology 3 cr.**  
**Sem: F/S/Su 3 Lec. Hrs./week**  
 This course provides a study of atmospheric conditions and their related effects on aeronautical operations. Topics covered include basic meteorological principles/physics, atmospheric properties, weather developmental patterns and associated aviation hazards including thunderstorms, wind shear, turbulence, icing and low visibility, weather observation, forecasting resources, and how to obtain, interpret, and apply preflight and in-flight weather information. A lab fee is required.

**PILT 1223 Intro to Air Traffic Control 3 cr.**  
**Sem: F/S/Su 3 Lec. Hrs./week**  
 This course overviews the functions and responsibilities of the Air Traffic Control organization within the National Airspace System. Topics covered include administrative and organizational structure, National Airspace System, pilot/controller interaction, navigation systems, traffic control procedures, rules, regulations, terminology, and employment. A lab fee is required.

**PILT 1233 Aerodynamics 3 cr.**  
**Sem: F/S/Su 3 Lec. Hrs./week**  
 This course provides a study of the practical application of the laws of physics in the design and operation of aircraft. Specific topics covered include basic forces of flight, airplane and helicopter principles of operation, weight and balance, stability, and control, high speed flight, and aircraft design and testing. A lab fee is required.

**PILT 1012 Corporate & Business Aviation 2 cr.**  
**Sem: F/S/Su 2 Lec. Hrs./week Lec. 2 Hrs./week**  
 This course examines the corporate & business aviation industry and common business models and practices upon which successful companies are based. Topics covered include aircraft types, flight operations management, business administration, finance and accounting, government and industry regulations, security, training, aircraft maintenance, safety, and airports. A lab fee is required.

**PILT 1013 Human Factors & Safety 3 cr.**  
**Sem: F/S/Su 3 Lec. Hrs./week**  
 This course examines pilot performance as a function of physiological, psychological and environmental factors. Specific topics addressed include human physiology, training programs, stress, fatigue, spatial disorientation, visual illusions, cockpit resource management, decision making, and cockpit design. A lab fee is required.

**PILT 2022 FARs Explained 2 cr.**  
**Sem: F/S/Su 2 Lec. Hrs./week**  
 This course prepares students for the conduct of flight operations within the FAA regulatory environment by assisting them in the interpretation of Federal Aviation Regulations. Specific emphasis is placed on the roles of aviation regulatory organizations, interpretation and application of regulations pertinent to the conduct of basic pilot operations, and their review for associated legal implications. A lab fee is required.

**PILT 2202 Aviation Physiology 2 cr.**  
**Sem: F/S/Su 2 Lec. Hrs./week**  
 This course examines human physiological factors that affect pilot performance in the aviation environment and preventative measures that pilots can take to avoid or mitigate them. Specific topics addressed include basic human anatomy, altitude physiology, stress, in-flight medical emergencies, situational awareness, health maintenance programs, medical standards, regulations, and certification. A lab fee is required.

**PILT 2203 Aviation Management 3 cr.**  
**Sem: F/S/Su 3 Lec. hrs./week**  
 This course will prepare students to assume leadership roles in the aviation industry by providing some understanding of aviation management/administrative functions, issues and problems related to general aviation, fixed-base-operations and airports.

**PILT 2223 Aviation Law 3 cr.**  
**Sem: F/S/Su 3 Lec. hrs./week**  
 This course will provide aviation students with a basic understanding of law, the legal system, and of how the principles of law may be applied to air transportation. This class would help aviation managers, pilots, technicians, aircraft owners, employers, and others involved in the aviation industry build a solid foundation in relation to personal rights and obligations.

**PILT 2242 Capstone Learning Experience 2 cr.**  
**Sem: F/S/Su**  
 Students, with the assistance of a faculty facilitator, will choose a project, identify project stakeholders and develop and execute a formal project plan. Students will also maintain a journal which documents objectives, progress and barriers encountered. Project assignment will be made within the first two weeks of the semester with actual work time spanning 9 to 10 weeks. Projects will include an oral presentation or end-of-course paper at the conclusion of the semester.

## Process Technology

**PTEC 1004 Safety, Health & Environment 4 credits**  
**Sem: F/S 2 Lec. /4 Lab Hrs. /week**  
*Prerequisite: None.* This course provides an introduction to into the field of safety, health and environment within the process control industries. Topics include various types of plant hazards, safety and environmental systems and



equipment, and regulations under which plants are governed. A lab fee is required.

**PTEC 1024 Introduction to Process Technology 4 credits**  
**Sem: F/S 2 Lec. /4 Lab Hrs. /week**  
*Prerequisite: None.* This course provides an overview of process technology including an overview of various process industries (oil and gas, chemical, mining, power generation, pulp and paper, water and waste water treatment, food and beverage, and pharmaceutical) as well as an overview of basic chemistry, basic physics, safety, health, environment and security, quality, process drawings, and process equipment. A lab fee is required.

**PTEC 1003 Process Quality 3 credits**  
**Sem: F/S 2 Lec. /2 Lab Hrs. /week**  
*Prerequisite: None.* This course provides an overview of quality control within the process industry. Students will be introduced to operating consistency, continuous improvement, plant economics, team skills and statistical process control (SPC). Topics include the history of quality, the use of statistics, potential improvement strategies, and root cause analysis. Additional topics are include dealing with customers, management systems, and costs. A lab fee is required.

**PTEC 1204 Process Technology I: Equipment 4 credits**  
**Sem: F/S 2 Lec. /4 Lab Hrs. /week**  
*Prerequisite: None.* The course introduces equipment used in the process industries, i.e., including valves, tanks, pumps, turbines, motors, heat exchangers, cooling towers, furnaces, boilers, separation equipment, reactors, filters, dryers and solids handling equipment. A lab fee is required.

**PTEC 1213 Process Instrumentation I 3 credits**  
**Sem: F/S 2 Lec. /2 Lab Hrs. /week**  
*Prerequisite: None.* This course is designed to provide instruction on the various instruments used in the process industry. Topics include, but are not limited to, control loops, symbology, troubleshooting, and safety systems. A lab fee is required.

## Psychology

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**PSYC 1403 Introduction to Psychology 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**  
 Designed to introduce the basic concepts of modern psychology and applications of scientific principles and theories as they relate to the complexity of human behavior, this course explores the interaction of the biological and environmental influences on behavior, and examines the effect of the human brain on normal and abnormal behavior.

Major psychological disorders are also introduced as to their causes and challenges.

**PSYC 2413 Human Development 3 cr.**  
**Sem: S 3 Lec. Hrs./week**  
*Prerequisite: PSYC 1403 Intro to Psychology.*  
 This course in developmental psychology focuses on human development from infancy through late adulthood. It presents the lifespan developmental perspective and emphasizes the cognitive, social, physical, and emotional processes that occur throughout the human lifespan.

## Respiratory Care

**Required placement test scores (See Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted. Enrollment in all courses requires admission to the Respiratory Care program.**

**RSPT 1004 Respiratory Care Science 4 cr.**  
**Sem: F 3 Lec./2 Lab Hrs./week**  
 This course is designed to introduce the student practitioner to fundamental elements important to the delivery of healthcare in a safe, efficient, and professional manner, including fundamental concepts of the profession, professional standards, practice and physics of respiratory care. Fees are required for supplies, drug screen/background check, and testing.

**RSPT 1023 Respiratory Care Assessment 3 cr.**  
**Sem: F 2 Lec./2 Lab Hrs./week**  
 This course is designed to a fundamental approach to the subjective and objective evaluation, assessment, and care plan development for the individual needs of a patient. This includes: disease etiology, pathophysiology, occurrence, complications, clinical manifestations, treatment, and prevention. A lab fee is required.

**RSPT 1033 Cardiopulmonary Anatomy & Physiology 3 cr.**  
**Sem: F 3 Lec. Hrs./week**  
 This course is a study of cardiopulmonary physiology in relation to the practice of Respiratory Care.

**RSPT 1222 Pharmacology for Respiratory Care 2 cr.**  
**Sem: S 2 Lec. Hrs./ week**  
*Prerequisite: RSPT 1003 Respiratory Care Science with a grade of "C" or better.*  
 This course is designed to introduce the student to pharmacology related to cardiopulmonary disorders.

**RSPT 1244 Respiratory Care Equipment & Procedures 4 cr.**  
**Sem: S 2 Lec./4 Lab Hrs./week**  
*Prerequisite: RSPT 1004 Respiratory Care Science with a grade of "C" or better.*

This course is a study of respiratory treatment, equipment design, and operations related to non-critical care procedures. A lab fee is required.

**RSPT 1263 Pulmonary Disease 3 cr.**  
**Sem: S 3 Lec. Hrs./week**

*Prerequisite: RSPT 1003 Respiratory Care Science with a grade of "C" or better.*

This course is a study of cardiopulmonary pathophysiology, including: etiology, clinical manifestations, diagnostics, and treatment of disease states while incorporating clinical practice guidelines and therapist driven protocols.

**RSPT 2123 Cardiopulmonary Diagnostics 3 cr.**  
**Sem: Su 2 Lec./ 2 Lab Hrs./week**

*Prerequisite: RSPT 1222 Pharmacology for Respiratory Care with a grade of "C" or better.*

This course is a study of physical, radiological, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessments, including arterial blood gas analysis, pulmonary function testing, sleep diagnostics, and equipment used in diagnostic and therapeutic practice of respiratory care.

**RSPT 2133 Neonatal & Pediatric Care 3 cr.**  
**Sem: F 3 Lec. Hrs./week**

*Prerequisite: RSPT 2963 Respiratory Care Clinical Practice I with a grade of "C" or better.*

This course is a study of fetal development and the transition to the extrauterine environment. It includes the most common neonatal and pediatric cardiopulmonary disorders, disease processes, and modes of treatment in traditional and acute care. Other topics include: NRP (Neonatal Resuscitation Program) and PALS (Pediatric Advanced Life Support) certification. A lab fee and testing fees are required.

**RSPT 2143 Mechanical Ventilation 3 cr.**  
**Sem: F 2 Lec./ 2 Lab Hrs./week**

*Prerequisite: RSPT 2963 Respiratory Care Clinical Practice I with a grade of "C" or better.*

This course is the study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics, including indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilator support. Other topics include: hemodynamics, special procedures, and advanced cardiac life support (ACLS). A testing fee is required.

**RSPT 2963 Respiratory Care Clinical Practice I 3 cr.**  
**Sem: Su 180 clinical/6 seminar Hrs./semester**

*Prerequisite: RSPT 1222 Pharmacology for Respiratory Care with a grade of "C" or better.*

This course focuses on patient assessment, performance of respiratory care procedures, and care plan formation as practiced in a hospital environment. A procedural guide is used to evaluate competencies and performance of care procedures. Fees for supplies and insurance are required.

**RSPT 2976 Respiratory Care Clinical Practice II 6 cr.**  
**Sem: F 303 Clinical/15 Seminar Hrs./Sem**

*Prerequisite: RSPT 2963 Respiratory Care Clinical Practice I with a grade of "C" or better.*

Students will rotate through various subspecialty areas for evaluation of competency and performance of care procedures. Lab fees for supplies and background check are required.

**RSPT 2982 Respiratory Care Professional Seminar 2 cr.**  
**Sem: S 1 Lec./ 2 Lab Hrs./week**

*Prerequisite: RSPT 2133 Neonatal & Pediatric Care with a grade of "C" or better.*

This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. A testing fee is required.

**RSPT 2986 Respiratory Care Clinical Practice III 6 cr.**  
**Sem: S 298 Clinical, 15 Seminar Hrs./Sem**

*Prerequisite: RSPT 2133 Neonatal & Pediatric Care with a grade of "C" or better.*

Students will rotate through various Respiratory Care subspecialty areas: ICU, Homecare, Neonatal/Pediatric Care, Sleep Lab, and Pulmonary Rehabilitation. A procedural guide is used to evaluate competency. A testing fee is required.

## Science

(See Biology, Chemistry, and Physical Science)

## Social Science

(See Anthropology, Geography, History, Political Science, Psychology, Sociology)

## Sociology

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**SOCI 1303 Introduction to Sociology 3 cr.**  
**Sem: F/S 3 Lec. Hrs./week**

This introductory course provides an overview of the field of sociology and covers major sociological approaches, methods of sociological research, the organization of social life, social inequality, and social institutions such as the family, economics, politics, poverty, and the environment. Specific topics include socialization, demography, deviance, urbanization, culture, ethnicity, and racism.

## Spanish

(See Humanities)

## Speech

(See ENGL 2303 under English)

## Technical Core

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II is a prerequisite for all courses unless otherwise noted.**

**TECH 1003 Intro to Blueprint Reading 3 cr.**  
**Sem: F/S/Su 2 Lec./2 Lab Hrs./week**  
*Prerequisite: None.*

This course is designed to provide students with knowledge and skills needed to read and interpret drawings, symbols and systems schematics and to develop drawings and sketches of components, parts and pieces into usable, working prints. The student will develop drawings and sketches of repairs and alterations and learn to utilize blueprints, graphs and charts to obtain or provide needed information. A lab fee is required.

**TECH 1013 Shop Essentials 3 cr.**  
**Sem: F/S/Su 2 Lec./2 Lab Hrs./week**

*Prerequisite: None.* This course introduces the student to basic safety practices, fire safety, measurements through the use of Micrometer and tapes, conversion of metric and English measures, shop practices, common shop paper work and basic hand tools common to various industrial trades. Students must complete lab exercises where they demonstrate competency in identifying basic safety practices, fire classes, material and proper fire control methods. Students will perform and read measurements through the use of Micrometer and tapes and demonstrate a working knowledge of conversion tables of metric and English. In addition, they will be introduced to common shop practices, common shop paper work practices and identify and appropriately use basic hand tools through practical applications. A lab fee is required.

**TECH 1303 Industrial Safety 3 cr.**  
**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite: None.* This course covers the rationale for industry safety, safety regulations, and key safety movements. Hazardous materials handling, lock out-tag out, as well as OSHA regulations are introduced. Students must successfully complete lab exercises to demonstrate practical applications in the topics in the course. A lab fee is required.

**TECH 2013 Fluid Power 3 cr.**  
**Sem: TBA 2 Lec./2 Lab Hrs./week**

*Prerequisite: None* This course introduces fluid power principles, components, fluid line manufacturing, presenting basic circuit design using symbols, schematic diagrams, and routing to build a foundation of knowledge in fluid power. Students learn and practice safe operation and handling of fluids, components, motors, pumps, tools and equipment. Students will complete lab exercises by demonstrating competency through practical application. A lab fee is required

**TECH 2033 Applied Electricity/Electronics 3 cr.**  
**Sem: F/S 2 Lec./2 Lab Hrs./week**

*Prerequisite: None.*

This course introduces the student to electrical laws and theories pertaining to DC and AC circuits building a foundation for knowledge and understanding of electrical applications in a broad range of disciplines. Emphasis is given to the use of standard electrical testing equipment, electrical components, design of electrical circuits, troubleshooting procedures, and proper wiring techniques. Students must complete lab exercises demonstrating competency through practical applications. A lab fee is required.

**TECH 2293 Capstone Learning Experience 3 credits**  
**Sem: 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.

## Welding Technology

**Required placement test scores (see Admissions and Placement chapter) or successful completion of DRDG 1024 Developmental Reading II and DENG 1054 Developmental English II 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. Most welding classes are offered in a hybrid format, with the lecture component provided online so that students use class time to engage in intensive hands-on learning activities applying theory to practical hands-on applications involving skills development and critical thinking.

**WELD 1103 Introduction to Welding Applications 3 cr.**

As of Fall 2012, this course remains available only to high school students enrolled in the MSCC Technical Center. Designed for beginning welders in the manufacturing production and maintenance industry, this course provides basic skills and fundamental knowledge in oxyacetylene welding, cutting and brazing, Shielded Metal Arc welding,

Gas Metal Arc welding and Gas Tungsten Arc welding. Safety procedures and practices are emphasized. Lab and testing fees are required.

**WELD 1053 Fundamentals of Welding 3 cr.**  
**Sem: F/S/Su 2 Lec/2 Lab Hrs./week**  
*Prerequisites: None.*

This course introduces students to safety, application, technique, process essential variables, quality control, and inspection of common welding processes used in industry. The student will experience each welding process through instructor-led demonstrations and hands-on welding applications. Students who successfully complete this course will be able to make decisions regarding process selection and control common to non-essential welding personnel in an entry-level technical capacity. A lab fee is required.

**WELD 1113 Flux-Core Arc Welding FCAW 3 cr.**  
**SEM: F/S/Su 1 Lec/4 Lab Hrs./week**  
*Corequisites: WELD 1053 Fundamentals of Welding or completion of an introductory welding skills test.*

This course provides entry-level technical training to SENSE Level I/NCCER Level II in the Flux-Core Arc Welding (FCAW) process. Students will receive instruction in process safety, equipment, filler metal selection, terminology, power sources, equipment and operational mechanics pertaining to gas and self-shielded processes. A lab fee and a testing fee are required.

**WELD 1123 Shielded Metal Arc Welding: SMAW 3 cr.**  
**Sem: F/S/Su 1 Lec./4 Lab Hrs./week**  
*Corequisites: WELD 1053 Fundamentals of Welding or completion of an introductory welding skills test*

This course provides entry-level technical training to SENSE Level I/NCCER Level II in the shielded metal arc welding (SMAW) process. Students will receive instruction in process safety, equipment, filler metal selection, terminology, power sources, equipment and operational mechanics pertaining to self-shielded processes. A lab fee and a testing fee are required.

**WELD 1133 Gas Metal Arc Welding: GMAW 3 cr.**  
**Sem: F 2 Lec./2 Lab Hrs./week**  
*Corequisites: WELD 1053 Fundamentals of Welding or completion of an introductory welding skills test.*

This course provides entry-level technical training to SENSE Level I/NCCER Level II in the gas metal arc welding (GMAW) process, commonly referred to as MIG welding. Students will receive instruction in process safety, equipment, filler metal

selection, terminology, power sources, equipment and operational mechanics pertaining to gas shielded processes. A lab fee and a testing fee are required.

**WELD 1143 Gas Tungsten Arc Welding I: GTAW 3 cr.**  
**Sem: F/S/Su 1 Lec./4 Lab Hrs./week**  
*Corequisites: WELD 1053 Fundamentals of Welding or completion of an introductory welding skills test.*

This course provides entry-level technical training to SENSE Level I/NCCER Level in Gas Tungsten Arc Welding (GTAW) process, commonly referred to as TIG welding. Students will receive instruction in process safety, equipment, filler metal selection, terminology, power sources, equipment and operational mechanics pertaining to wire feed processes. A lab fee and a testing fee are required.

**WELD 2203 Introduction to Welding Fabrication 3 cr.**  
**Sem: F/S/Su 1 Lec/4 Lab Hrs./week**  
*Prerequisites: SENSE Level 1 Certifications in three processes.*

This course allows advanced welding students a hands-on training lab. Students will be given projects requiring them to read and interpret blueprints, lay out and cut material, and use at least three of the following processes, SMAW, GMAW, GTAW, and FCAW, to complete their projects. Students will demonstrate proper set-up, industry quality welds, inspection processes, and troubleshooting of their welding processes. A lab fee is required.

**WELD 2214 Advanced Welding Fabrication 4 cr.**  
**Sem: F/S/Su 1 Lec/6 Lab Hrs./week**  
*Prerequisites: Completion of WELD 1203 and SENSE Level 1 Certifications in three processes.*

This course allows advanced welding students a hands-on training lab. Students will develop their projects, budgets, computer-aided drawings, welding specifications, processes, work orders and procedures. Students will design projects that utilize three of the following processes: SMAW, GMAW, GTAW, and FCAW. Students will demonstrate proper set-up, industry quality welds, inspection processes, and troubleshooting, and complete welding processes which simulate master welding knowledge and project management. A lab fee is required.

### **Welding Technology**

**(See also TECHNICAL CORE for basic courses shared by more than one technical program)**



**MID-SOUTH**  
COMMUNITY COLLEGE

**College Personnel**

**Chapter 11**

# Full-Time Faculty and Staff

(Note: Academic credentials are listed for administrators and for employees who teach.)

## **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

## **Cliff W. Jones, Senior Vice President for Learning and Instruction**

Ph.D., Educational Administration, University of Texas at Austin  
M.P.A., Public Administration, University of Arkansas  
B.S., Human Resource Management, University of Arkansas

## **Robert Gunter, Vice President for Workforce Education**

Ed.D., Secondary & Technology Education, Arizona State University  
M.E.D., B.S., Adult & Vocational Education, Auburn University

## **Diane M. Hampton, Vice President for Institutional Advancement**

B.S., Marketing and Communications, University of Tennessee at Martin

## **Susan K. Marshall, CPA, Vice President for Finance and Administration**

B.S., Accounting, Arkansas State University

## **Jeremy Reece, Vice President for Student Affairs**

M.S. Leadership and Policy Studies, Student Personnel Concentration, University of Memphis  
B.A. Political Science, University of Memphis

## **Gheric Bruce, Associate Vice President for Student Life**

Ed.S., Educational Leadership, Cambridge College  
M.A., Education Administration, Grand Canyon University  
M.B.A., Business Administration, Dowling College  
B.S., Special Education, LeMoyne Owen College  
B.A., Political Science, Arkansas State University

## **Roshell Coleman, Associate Vice President for Learning and Instruction**

M.S., Educational Administration, Arkansas State University  
B.S., Elementary Education, Arkansas State University

## **Callie Dunavin, Associate Vice President for Institutional Research**

Ed.D., Higher Education Administration, University of Arkansas at Little Rock  
Ed.S., Community College Education, Arkansas State University  
M.S.E., B.S.E., Business Education, Arkansas State University

## **Peter Selden, Associate Vice President for Workforce Programs**

M.B.A., Arkansas State University  
B.A., Communication/Psychology, University at Buffalo



**Karyn Weaver, Associate Vice President for Finance**

B.S. Finance, Arkansas State University

---

**Leslie Anderson, Registrar**

**Beth Arnold, Administrative Assistant to the Executive Vice President and  
Coordinator of Facilities Scheduling**

**Anabeth Bartholomew, Adult Education Testing Coordinator**

**Kelly Bearden, Machining Instructor**

A.A.S., Mechanical Technology and Machine Shop Certification, University of Arkansas-Fort Smith  
NIMS Certification in CNC Milling Operator; Measurement, Materials & Safety; Job Planning, Benchwork  
& Layout; Milling I, Turning Operations: Turning Between Centers; and Drill Press Skills

**John Bennett, KWEM Station Manager**

**Kathy Bennett, Advancement Officer, MSCC Foundation**

**Paula Bingham, Director of Recruiting**

**Brente Bishop, TRiO Educational Opportunity Center Counselor**

**Sarah Black, TRiO Student Support Services Counselor**

**David Bond, Lead Faculty, Aviation Maintenance Technology**

B.S., Industrial Technology of Engineering, Southern Illinois University-Carbondale  
A.A., Aircraft Systems Maintenance Technology, Community College of the Air Force  
License: Airframe and Powerplant; Certificate: Occupational Instructor

**Donnie Brown, Diesel Technology Instructor**

Certification: ASE, Master Medium/Heavy Truck Technician

**Shermel Brown, Mathematics Instructor**

M.S., Mathematics, Arkansas State University  
B.S., Technology, Arkansas State University

**Jackie Brubaker, Director of Human Resources**

**Crystal Burger, Financial Aid Analyst**

**Pam Capps, Program Director, Medical Assisting Technology**

A.A., Business, East Arkansas Community College  
Certificate: Medical Assistant

**Holly Carlo, Administrative Specialist, Educational Opportunity Center**

**Sanjay Chowdhury, Information Systems Technology 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

**Suvra Das Chowdhury, Food Preparation Coordinator**

**Paul Cierzniwski, Aviation Maintenance Technology Instructor**

Licenses: Airframe, Powerplant, Private Pilot

**Janice Coleman, Coordinator of Career Services**

**Letory Collins, Counselor, TRiO Educational Opportunity Center**

**James Cook, Lead Faculty, Welding Technology**

American Welding Society (AWS) Certified Welder

Apprenticeship, Occupational Education Teachers License

Apprenticeship, Fabrication Welding

**Tom Cook, Computer Support Technician**

**Wendy Crawford, Business Manager**

**Chris Davis, Financial Aid Analyst**

**Ray Duch, Information Systems Technology Instructor**

B.S., Agriculture, University of Tennessee at Martin

Certifications: A+ and CCAI

**John Easley, Dean of Enrollment Management**

M.E., Workforce Development Education, University of Arkansas

B.B.A., Finance, University of Texas at Tyler

**Boyce Elliot, Human Resources Administrative Specialist**

**Kimberly Turner Ezell, Health and Physical Education Instructor, Women's Basketball Coach**

B.B.A., Business Administration/Marketing, Coastal Carolina University

A.S., Business, Hiwassee College

**Mary Field, Communications Instructor**

M.A., Speech and Drama, University of Arkansas

B.S.E., Arkansas State University

**Kayla Fisher, Administrative Assistant, Adult Education**

**Lori Payne Forrester, Education Instructor**

M.S.E., Early Childhood Education, Arkansas State University

B.S.E., Early Childhood-Elementary Education, Arkansas State University

**Sherry Fountain, Maintenance Assistant**

**James French, Equipment Mechanic**

**Brenda Gadberry, Coordinator of Admissions and Records**

**Gregory Gardner, Web and Media Developer**



**Marjorie Gardner, Lead Faculty, Hospitality Management**

**Virginia Gardner, Administrative Specialist, Workforce Programs**

**Gary Giordano, Lead Faculty, Machining Technology**

NIMS Certification in CNC Milling: Programming Setup & Operations; CNC Turning: Programming Setup & Operations; CNC Turning Operator; CNC Milling Operator; Turning Operations: Turning Chucking Skills; Turning Operations: Turning Between Centers; Measurement, Materials & Safety; Job Planning, Benchwork & Layout; Drill Press Skills; Milling I; Grinding Skills; and Certificate of Special Merit

**Erin Gordon, Lead Faculty, Science/Information Systems Technology**

M.S., Natural Science, Delta State University

B.S., Chemistry, Criminal Justice, Delta State University

**William Jeffrey Gray, Lead Faculty, Communications, Developmental Communications/Fine Arts, Contextualized Communications Specialist, Title III PBI Grant**

M.A., English, Arkansas State University

B.A., Philosophy, Arkansas State University

**Paula Greer, Director of Title III PBI Grant**

**Donnylle Hampton, Director of Adult Education**

**Roland Handy, Computer Operator**

**Deidre Stough Hawkins, Administrative Specialist, Facilities and Central Supply**

**Raymond Hawkins, Natural Science Instructor**

Ph.D., Microbiology and Immunology, University of Arkansas for Medical Sciences

B.A., Anthropology, University of Central Florida

L.P.N., Southeast Arkansas College

**Martha Herron, Lead Faculty, Nursing Assistant/Health Technology**

A.A.S., Nursing, Phillips Community College of the University of Arkansas

Certificate: Registered Nurse

**Peg Hess, Accounting Technician**

**Nancy Hogan, Director of TRiO Student Support Services**

**Donald Jacob Hutchinson, Communications Instructor**

M.A., English/Philosophy, Arkansas State University

B.A., English, Arkansas State University

**Anwar Jamison, Lead Faculty, Digital Media Technology**

M.A., Communications, University of Memphis

M.A., English, University of Memphis

B.S., English Writing, University of Wisconsin-Whitewater

**Debra Jennings, Financial Aid Specialist**

**Claire Rene Jones, Director of the Library Media Center**

M.L.S., Library Science, Louisiana State University

B.S.E., English, Arkansas State University

**John Judd, Lead Faculty, Mechatronics**

A.A.S., General Technology, Arkansas State University-Newport

**Joseph Kelman, Mathematics Instructor**

Ph.D., Physical-Mathematical Sciences, Academy of Sciences

M.S., Theoretical Physics, Kazakh State University

**Jodi King, Administrative Specialist, Workforce Education**

**Katherine (Paige) Koneski, Administrative Specialist, Title III PBI Grant**

**Stephanie Krehl, Lead Faculty, Developmental/Technical Math**

M.A., Teaching, Indiana University

B.A., Mathematics and Education, William Jewell College

**Jim Kuchenbecker, Director of Campus Safety**

**Craig Lafferty, Allied Health Instructor**

D.P.M., Podiatric Medicine, Rosalind Franklin University of Medicine and Science

M.S., Anatomy and Neuroscience, University of Tennessee Health Sciences

B.S., Biology, Rosalind Franklin University of Medicine and Science

B.S., Biology, Arizona State University

**Carol Lane, Social Science Instructor**

M.S.E., Education, University of Memphis

B.A., European History/Sociology/Secondary Education, Oklahoma Baptist University

**Michael Lejman, History Instructor**

Ph.D., Modern European History, University of Memphis

M.A., History, University of Memphis

B.A., History and English, Lyon College

**Prenita Lewis, Administrative Specialist, Registrar's Office**

**Belinda Looney, Case Manager, TAACCT Grant Programs**

**Sandra Mabry, Director of the TRiO Educational Opportunity Center**

**Phillip Marshall, Director of Information Systems Technology**

**Sheri Marshall, Lead Faculty, Professional Pilot**

M.A.S., Aeronautical Science, Embry-Riddle Aeronautical University

B.S., Professional Aeronautics, Embry-Riddle Aeronautical University

**Isaac McBride, Career Coach**

**Mark McClellan, Lead Faculty, History/Social Science**

M.A., History, University of Memphis

B.A., Journalism, Auburn University

**Leigh McDaniel, Fiscal Support Specialist**

**Patricia McGarrity, Library Support Assistant**

**Carol McHann, Director of Financial Aid**

**Gene McLaurin, Diesel Technology Instructor**

**Michelle McMillen, Director of Institutional Effectiveness**

M.A., English, University of Memphis

B.A., English, University of Memphis

**Sarah Mercer, Title III PBI Contextualized Science Specialist**

Ph.D., Life Sciences, Northwestern University

B.S., Biology, Rhodes College

**John Mestemacher, Information Technology Assistant**

**Karen Mitchusson, Lead Faculty, Business**

Master of Accountancy, University of Mississippi

Bachelor of Professional Accountancy, Mississippi State University

CPA, Comp TIA A+, MOS certifications

**Andrew Moffett, Administrative Specialist, Student Affairs**

**Jacki Murase, Literacy Coordinator and Developmental Communications Instructor**

M.A., TESOL, Eastern Michigan University

B.S., Cross Cultural Studies, North Central University

**Bonnie Nichols, Database and Research Administrator**

**Claudia Ohneck, Program Compliance Officer**

**Austin Oliver, Welding Technology Instructor**

Certificate as Fabricator-Welder Apprentice, American School

Certification Welding, Combination, State of Tennessee

Arc Welding Certification, State of Tennessee

**Jeannie Oliver, Coordinator of Academic Advising**

Ed.D., Higher Education Leadership, Nova Southeastern University

Ed.S., College Teaching, University of Arkansas

M.S., Speech Communication, Arkansas State University

B.A., Mass Communications, University of the Ozarks

**Brenda Pannell, Equipment Mechanic**

**Phillip Para, Digital Media Specialist**

**Chris Parker, Athletic Director/Men's Basketball Coach and Lead Faculty, Health/PE**

M.Ed., Physical Education/Sports Administration, Texas Tech University

B.S., Business, Abilene Christian University

Certifications: Certified Internet Web Professional

**Preston Parker, Maintenance Manager**

**Nettie Parr, Administrative Specialist, TRiO Student Support Services**

**Gerar Pope, Title III PBI Counselor**

**Melissa Powers, Coordinator of Instructional Technology, Information Systems Instructor**

M. Ed., Learning Systems Technology, University of Arkansas at Little Rock  
B.S., Graphics and Multimedia, Capella University  
A.A.S., Information Systems Technology, Mid-South Community College

**Cynthia Quarrels, Coordinator of Workforce Counseling**

**Sammie Redd, Developmental Mathematics Instructor**

M.E., Education, American Inter-Continental University  
B.S., Mathematics, Arkansas State University  
Certificate: Career Development Facilitator

**Barbara Reid, Career Pathways Counselor**

**Sherri Reid, Director of Program Compliance**

**LaToya Roberson, Human Resources Program Representative**

**Pamela Sanders, Accounting Technician**

**Erin Schlauch, Title III PBI SLA/Tutoring Coordinator**

M.A., Teaching, Belmont University  
B.S., Communication, Mississippi College

**Nicolle Seals, Administrative Specialist and College Switchboard Operator**

**Ellie Selden, Accountant**

**Melody Selph, TRiO Student Support Services Counselor**

**Danny Shaull, Director of Career Pathways**

**Donna Shaull, TRiO Student Support Services Counselor**

**Patrick Shipp, Mathematics Instructor**

M.S., Mathematics/Statistics, DePaul University  
M.A., Curriculum and Instruction, University of Memphis  
B.S., Mathematics/Statistics, University of Memphis  
B.A., Spanish, University of Memphis

**Emilee Sides, Accountant**

**Elizabeth Skelton, Career and Technical Education Counselor**

**Jeremy Smith, Lead Faculty, Pharmacy Technology**

B.A., Chemistry/Pre-Pharmacy, Arkansas State University  
A.A., General Education, Mid-South Community College

**Robert Smith, Computer Operator**

**Barbara Stewart, Purchasing Technician**

**Candace Stewart, Assistant Registrar**

**Peter Sullivan, Graphic Designer**

**Ted Sutton, Warehouse Specialist**

**Don Threm, Coordinator of Publicity**

**Christopher Tindall, Communications Instructor**

M.A., English, Mississippi State University

B.A., English, Mississippi University for Women

**Grace Troutman, Biology Instructor**

B.S.E., General Science, Arkansas State University

M.S.E., Biology, Arkansas State University

**Hung-Yu (Henry) Tseng, Systems and Network Manager**

**Daniel Turner, Communications Instructor**

M.A., English, Arkansas State University

B.A., Philosophy, Arkansas State University

**Opal Turner, GED Database Specialist**

**Janet Weathers, Program Director, Respiratory Care**

B.S., Allied Health Administration, Christian Brothers College

A.S., Respiratory Care, Jackson State Community College

**Elbert “Junior” Weaver, Coordinator of Intramurals/Fitness Center Manager**

**Deborah Webb, Executive Assistant to the President**

**Randy Webb, Director of Physical Plant**

**Anthony Wilkinson, Lead Faculty, Mathematics**

Ed. S., Mathematics Education, Nova Southeastern University

M.S., Mathematics Education, Florida State University

B.S., Mathematics, University of Arkansas at Pine Bluff

**John Wilkinson, Business Technology Instructor**

M.B.A., University of Maryland University College

B.S., Accounting, Salisbury State University

**Sandra Williams, Human Resources Specialist**

**Antwan (Tony) Wilson, Title III PBI Coordinator of Entrepreneurship**

**Mark Wilson, Lead Faculty, Renewable Energy**

B.F.A., Architecture, University of Memphis

A.M.E., Mechanical Engineer, State Technical Institute

**Elizabeth (Liz) Wooten, Maintenance Manager**

# Part-Time Faculty

**Clayton Adams, Phlebotomy Instructor**

Certification: Phlebotomy Technician

**Patrick Alston, Medical Professions Instructor**

A.S., Nursing, Norfolk State University

Licensure: Licensed Practical Nurse

**Latoya Beale, Developmental Mathematics Instructor**

M.A., Education, University of Arkansas-Little Rock

B.B.A., Computer Information Systems, University of Central Arkansas

**Danielle Bourgeois, Psychology Instructor**

Ed.S., Education, University of Memphis

M.A., School Psychology, University of Memphis

B.A., Psychology, University of Memphis

**Ebony Campbell, Developmental Communications Instructor**

B.A., English, Arkansas State University

**Lawrence Cannon, Welding Technology Instructor**

A.G.S., Central Texas College

**Reginald Cash, Diesel Technology Instructor**

Certification: ASE, Master Medium/Heavy Truck Technician

**Janet Chism, Information Systems Technology Instructor**

B.S., Computer Science/Mathematics, Birmingham Southern College

**Anna Cohen, Business Instructor**

M.B.A., Business Administration, University of Phoenix

B.S.E., Elementary Education, Arkansas State University

**Fredreca Cowan, Business Technology Instructor**

M.B.A., Business Administration, Colorado Technical University

B.S., Management/Leadership, Capella University

**Gloria Curne, Nursing Assistant Instructor**

B.A., Social Work, University of Memphis

A.S., Human Services, Shelby State Community College

R.N., East Arkansas Community College

**Sandra Edwards, Computer Applications Instructor**

B.A., Art History

Certifications: MS Office Specialist

**Shawnee Evans, Communications Instructor**

M.A., Media Arts and Telecommunications, Pennsylvania State University

B.A., Mass Communication/Spanish, Dillard University

**Kennith Freeman, Music Instructor**

D.M.A., Doctor of Musical Arts, University of Memphis

M.M., Music, University of Memphis

B.A., Music/English, Pepperdine University

**Gloria Gilliam, Developmental Reading Instructor**

M.S.E., Early Childhood Services, Arkansas State University

B.A., Sociology, Arkansas State University

**Mark Gosney, Business Technology Instructor**

E.M.B.A., Business Administration, University of Memphis

B.S.M.E., Mechanical Engineering, University of Memphis

B.A., Psychology, University of Memphis

**Thomas E. Graves, Business Technology Instructor**

M.B.A., Business Administration, University of Memphis

B.A., Business Administration/International Studies, Rhodes College

**Danny Gray, Geography/History Instructor**

M.A., History; B.A., Physical Geography, University of Memphis

**Nakeisha Griffin, Developmental Reading Instructor**

Ed.D., Higher and Adult Education, University of Memphis

M.A.T., Instruction and Curriculum Leadership, University of Memphis

B.L.S., Kinesiology, University of Memphis

**Darlene Hill, Nursing Assistant Instructor**

A.A.S., Nursing, East Arkansas Community College

L.P.N., Crowley's Ridge Technical College

**Jeffrey Hill, Social Science Instructor**

M.P.A., Public Administration, University of Memphis

B.A., Political Science, University of Tennessee, Knoxville

**Tonya Hill, Workforce Technology Instructor**

M.B.A., Business Administration, Webster University

B.B.A., Management, University of Memphis

**Paula Hopper, Addiction Studies Instructor**

M.S., Counseling, University of Memphis

B.S., Psychology, Middle Tennessee State University

**Olivia Hulsey, Communications Instructor**

M.A., English, University of Memphis

B.A., English, History, University of Memphis

**Deborah Jackson, College Survival Instructor**

B.S., Information Technology, Franklin University

**Carolyn Jennings, Developmental Reading Instructor**

M.E., Reading, University of Arkansas Little Rock

B.A., History/French, University of Arkansas

**Daphne Jones, Mathematics Instructor**

M.S.E., Secondary Administration & Supervision, University of Central Arkansas

B.S., Computer Science and Mathematics, University of Central Arkansas

**Murat Kavuncu, Developmental Mathematics Instructor**

B.S., Information Systems Database Management, Strayer University

B.S., Manufacturing, Engineering Technologies and Management, Black Sea Technical University, Turkey

**Ali Khalil, English/Literature Instructor**

M.A., English, Arkansas State University

B.A., English, Tishreen University

**Roxanne Baxter Lee, Developmental Mathematics Instructor**

M.A.E., Art Education, Memphis College of Art

B.S. Mathematics, Christian Brothers University

**Ashly Hood Lutz, English Instructor**

M.F.A., Creative Writing, University of Arkansas

M.A., English, Boston University

B.A., English, Ohio State

**Charity McDaniel, Medical Professions Instructor**

A.A.S., Nursing, East Arkansas Community College

Licensed: Registered Nurse

**Charlotte Moore, Business Instructor**

M.B.A., Business Administration, Union University

B.B.A., Business, Belhaven College

**Michelle Morris, Literature Instructor**

Ph.D., Religious Studies, Southern Methodist University

M.D., Divinity, Southern Methodist University

M.A., Comparative Literature, University of Arkansas

B.A., English/French, University of Arkansas

**Ronnie Nix, Medical Assisting Instructor**

A.A.S., Nursing, Phillips County Community College/University of Arkansas

**Jennifer Patton, Developmental English Instructor**

M.S., Guidance and Counseling, Tennessee State University

B.S., English, Tennessee State University

**Angela Payne, Business Technology Instructor**

M.B.A., Business Administration/CIS, Arkansas State University

B.S., Computer Information Systems, Arkansas State University

Certification: MOS Certification – Word 2010, PowerPoint 2010

**Jeremy Sager, Developmental English Instructor**

M.Ed., Education, Union University

B.S., English, Crichton College



**Flavio Sandoval, Spanish Instructor**

M.A., Agricultural Economics, Mississippi State University

B.S., Agricultural Economics, National University of Honduras

**Thomas Schlauch, Developmental Reading Instructor**

M.A.T., Teaching, Austin Peay State University

B.S., Physics, Austin Peay State University

**Mohammad Shouri, Medical Professions Instructor**

M.S., Graduate Health Sciences, University of Tennessee Health Science Center

M.P.H., Public Health, University of Tennessee Health Science Center

M.S., Biology, University of Tennessee Health Science Center

**Amelia Sims, Philosophy Instructor**

M.A., Philosophy, University of Memphis

M.A., History, University of Memphis

B.A., English, Vanderbilt University

**Darlene Smith, Developmental Mathematics Instructor**

B.S.E., Elementary Education, University of Arkansas

**Janet Smith, Medical Programs Instructor**

A.A.N., Nursing, East Arkansas Community College

Certificate: Licensed Practical Nurse

**Lanell Smith, Business Instructor**

B.S., Business Management, Bethel University

**Michael Smith, History Instructor**

M.A., History, Arkansas State University

B.S.B.A., Business, Arkansas State University

**Cynthia Stockton, Sociology Instructor**

M.A., Sociology, University of Memphis

B.A., Sociology, University of Memphis

**Abayomi Stovall, Information Systems Technology Instructor**

M.Ed., Education, Christian Brothers University

B.S., Computer Science, Rust College

**Kyle Strickland, History Instructor**

M.A., History, Arkansas State University

B.A., Bible, Harding University

**David Swinson, Welding Technology Instructor**

New York State teaching permit, Welding Technology

**Lisa Tilghman, English Instructor**

M.Ed., Teaching, William Carey University

M.Ed., English, William Carey University

B.B.A., Business Administration, Delta State University

**Alyssia Turner, Developmental Communications Instructor**

M.A., Education, Union University

B.S., Communication, Theater, Arkansas State University

**Lee Ann Turner, Addiction Studies Instructor**

M.A., Counseling, Appalachian State University

B.A., English & Business, Appalachian State University

National Board of Certified Counselors, Certified Counselor

**Herbert Tyson, Professional Pilot Instructor**

A.A.S., Computer Information Systems Technology, State Tech Institute

**Rachael Vaughn, Criminal Justice Instructor**

J.D., Law, University of Arkansas Little Rock Bowen Law School

B.S.E., Education, Henderson State University

**Amy Ware, Social Science Instructor**

M.S., Counseling and Personnel Services, University of Memphis

B.A., Psychology, University of Mississippi

**Mary Wilkins, Anthropology and Developmental English Instructor**

Ed.D., Instruction, Curriculum & Leadership, University of Memphis

M.A., Anthropology, University of Memphis

B.L.S., African American Studies/History, University of Memphis

**Jan Williams, Developmental Mathematics Instructor**

B.F.A., Design, University of Memphis

**Gary Woodard, Information Systems Technology**

A.A.S., Information Systems, Mid-South Community College

# University Center Representatives

**Terika Anderson**, Bethel University

**Dr. Cedric Macklin**, Arkansas State University

**Chris Robinson**, University of Arkansas at Pine Bluff

**Timothy Sanders**, University of Arkansas (Fayetteville)

**Andrea Thomas**, University of Arkansas at Fort Smith

**Lee Ann Turner**, University of Central Arkansas

# Index

---

## A

A. Jan Thomas Scholarship .....	60
AA, General Education .....	147
AATYC Academic All-Star Scholarship .....	60
Academic Advising .....	37, 191
Academic Appeals .....	170
Academic Calendar .....	2
Academic Challenge Scholarship .....	56
Academic Clemency .....	171
Academic Clemency, Financial Aid .....	68
Academic Freedom .....	171
Academic Misconduct .....	172
Academic Probation .....	174
Academic Programs .....	105
Academic Suspension .....	174
Access to Campus Facilities .....	72
Accreditation .....	19
Addiction Studies Classes .....	205
Adding Classes .....	38
Administrative Office Procedures .....	133
Admission of Dually or Concurrently-Enrolled High School Students .....	28
Admission of International Students .....	29
Admission of Non-Award Seeking Adult Students .....	30
Admission of Veterans .....	32
Admissions Requirements, Procedures .....	27
Adult Education .....	163
Advanced Manufacturing Technology .....	108
Allied Health Sciences .....	116
AP Exam Credit Policy .....	179
Arkansas Workforce Center .....	201
Arkansas Workforce Centers .....	63
Art Classes .....	205
Assessment, Student Academic Achievement .....	175
Associate of Applied Science (AAS) degree .....	107
Associate of Applied Science Degrees .....	16
Associate of Applied Science in Hospitality Management .....	156

Associate of Arts Degrees .....	16
Associate of Science Degree .....	16
Associate of Science in Hospitality Management .....	154
Attendance .....	176
Auditing a Course .....	183
Aviation Airframe Maintenance .....	126
Aviation Maintenance Classes .....	205
Aviation Powerplant Maintenance .....	128
Aviation Technology Options .....	125

---

## B

Baptist Collegiate Ministry .....	196
Biology Classes .....	208
Bloodborne Pathogens .....	72
Bookstore .....	191
Bookstore Charges .....	54
Business Classes .....	209
Business Opportunity for Student Success .....	196
Business Technology .....	133
Business, Associate of Science .....	139
Business, Industry Services .....	167

---

## C

Campus Security Act .....	82
Cancellation of Classes .....	79
Capstone Projects .....	176
Career Pathways .....	57, 191
Career Services .....	192
Cell phones .....	78
Certificate of Proficiency .....	106
Certificates .....	16
Certified Nursing Assistant Class .....	230
Changing Course Sections .....	38
Chemistry Classes .....	210
Child Care .....	192
Children on Campus .....	72
Chronic Communicable Diseases .....	72

Cisco Networking .....	160
Classroom Behavior .....	177
CLEP .....	180
College Board of Trustees.....	20
College Mission.....	17
College Personnel .....	238
College Profile.....	21
College Purposes .....	17
College Vision Statement.....	17
Comments Welcome about MSCC programs and services.....	5
COMPASS/ASSET Fee.....	47
Computer Applications Classes.....	211
Computer Usage .....	73
Conditional Enrollment.....	40
Conditional Enrollment Consequences.....	42
Core Academic Requirements, AA.....	41
Core Requirements, Technical Certificates and Associate of Applied Science Degrees.....	41
Corequisites .....	38
Cost of Attendance .....	50
Counseling Services .....	192
Course Availability .....	37
Course Descriptions.....	203, 205
Credit by Examination, Prior Learning Assessment .....	178
Credit Enrollment by Age.....	23
Credit Enrollment by Race, Gender .....	22
Credit/Non-Credit Enrollment .....	183
Crime Reporting.....	82
Crime Statistics .....	25
Criminal Justice Class .....	211
Cultural Anthropology Class .....	205

---

## **D**

Developmental Classes.....	211
Developmental Education .....	164
Diesel Maintenance .....	142
Diesel Maintenance Classes.....	213
Digital Media AAS .....	144
Digital Media classes.....	215
Disability Accommodations .....	193
Discrimination.....	74
Drop/Withdrawal Appeals .....	43
Dropping Classes.....	42

---

## **E**

Economics Classes .....	215
Educational Opportunity Center.....	200
Electronic Devices.....	78
Electronically-Delivered Courses .....	44
Email .....	193
Emergency Management Classes .....	215
Emergency Notifications.....	79
Emergency Procedures .....	79
EMT .....	116
EMT Class.....	216
English Classes .....	216
Enrollment at Two Institutions .....	53
Enrollment Procedures .....	38
Enrollment Requirements, Award-Seeking Students .....	39
Enrollment Status .....	52

---

## **F**

Federal Financial Aid.....	50
Federal Financial Aid Disbursement .....	53
Fees for All Students.....	47
FERPA.....	187
Film/Video Production Certificate .....	146
Financial Aid.....	49
Financial Aid Appeals.....	69, 70
Financial Aid Policies.....	65
Financial Aid, Maximum Hours.....	67
Financial Information.....	19
Foundation Scholarships.....	62
Freedom of Inquiry Statement .....	19
Freshman .....	187

---

## **G**

Gainful Employment Programs.....	24
GED Scholarship.....	59
General Education Learning Outcomes .....	105
General Education/Transfer Course Requirements.....	28
General Technology.....	150, 151
Geography Class .....	217
Goldsby Library.....	194
Goldsby Scholarships .....	62

Governor's Scholars Program .....	57
Grade Point Averages .....	182
Grade Reports.....	44
Graduation Rates .....	24
Graduation Requirements .....	185
Graduation with Honors .....	186
Grafton Moore Scholarship .....	60
Grievance Procedure, Non-Academic.....	95
Guard Tuition Assistance Program .....	64

---

## **H**

Harassment.....	74
Health and PE Classes .....	217
Herbert Carter Scholarship .....	61
History Classes .....	218
Honors Recognition .....	186
Hospitality Classes .....	218

---

## **I**

ID Cards.....	94
Inclement Weather .....	79
Incomplete Courses .....	183
Independent Study Courses.....	184
Index .....	252
Information Systems Classes .....	221
Information Systems Technology .....	159
Information Technology, Bachelor of Science .....	163
Insurance .....	195
Intercollegiate Athletics.....	198
International Students.....	29
Internships.....	176
Intramurals .....	199

---

## **L**

Learning Success Center .....	194
Library.....	194
Lottery scholarship .....	56

---

## **M**

Machine Technology Classes .....	223
----------------------------------	-----

Machinist I .....	109
Machinist II .....	109
Mathematics Classes .....	225
Mechatronics .....	227
Medical Assisting Classes.....	227, 228
Medical Assisting Technology.....	118
Medical Professions Classes .....	229
Meetings.....	80
Men Aspiring to Lead and Excel.....	197
Micro-Computer Upgrade, Repair .....	159
Mid-Term Grades.....	175
MSCC Degrees and Certificates .....	16
MSCC Foundation .....	20
MSCC Principal's Scholarship.....	61
MSCC Scholarships.....	58
MSCC Value Statements .....	18
Music Class .....	230

---

## **N**

National Technical Honor Society.....	197
Nondiscrimination Statement .....	20
Nursing Assistant .....	117

---

## **O**

Official Communications.....	80
Open Admissions Policy.....	27
Organizations.....	196
Orientation .....	194

---

## **P**

Parking, Traffic Regulations .....	80
Payment plan.....	46
Pell Grant .....	53
Pep Club.....	197
Personal Data.....	39
Phi Theta Kappa .....	197
Philosophy Class .....	231
Phlebotomy Class .....	230
Phlebotomy, CP .....	118
Physical Science Classes.....	231
Placement Testing .....	32
Political Science Class .....	231

Prerequisites .....	38
President's Message .....	4
Presidential Excellence Scholarship.....	59
Process Technology .....	113, 232
Professional Pilot Program .....	133
Professional Pilot Program Classes .....	231
Proficiency Credit .....	182
Psychology Classes.....	233

---

## **R**

Readmission of MSCC Students .....	32
Recreation .....	198
Refund Appeals.....	49
Registered Sex Offenders Notification, Restrictions	81
Registering for Classes .....	37
Registration Procedures .....	37
Rehabilitation Services .....	63
Religious Holy Days.....	82
Repeating a Course.....	38
Repeating Courses .....	69
Residency Determination .....	46
Respiratory Care .....	121
Respiratory Care Classes.....	233
Retention .....	24
Return of Title IV Funds .....	54

---

## **S**

Safety Provisions, Regulations, Crime Reporting.....	82
Satisfactory Academic Progress.....	66
Sexual Assault Reporting .....	83
Sexual Harassment .....	75
SkillsUSA .....	197
Smoking Policy .....	84
Social Media Policy .....	84
Sociology Class.....	234
Solomon Amendment.....	189
Sophomore .....	187
Spanish Classes .....	221
State Financial Aid .....	56
Strategic Goals.....	18
Student Advisory Panel.....	198
Student Arkansas Education Association.....	198
Student Conduct .....	85

Student Level .....	187
Student Organizations .....	196
Student Records .....	187
Student Right to Know.....	82
Student Support Services .....	200
Substance Abuse Policy .....	99

---

## **T**

Table of Contents .....	5
Technical Center .....	165
Technical Certificate .....	107
Technical Core Courses.....	235
Technical/Occupational Courses Requirements.....	29
Technical/Occupational Programs.....	106
Telephone Messages .....	199
Testing Services .....	199
Title III Grant Programs.....	199
Transcript fee.....	47
Transcript Requests .....	189
Transfer Credits .....	30
Transfer Options .....	107
Transfer Students .....	30
Transient Students.....	31
TRIO Programs .....	200
Tuition Refund (Non-Credit Courses) .....	48
Tuition Refunds.....	48
Tuition Waiver, Crittenden County Public Teachers	48
Tuition Waiver, Law Enforcement Officers, Firefighters .....	48
Tuition Waiver, State Residents 60+.....	48
Tuition, Fees .....	47
Tuition, Fees Payment .....	46

---

## **U**

Unconditional Enrollment .....	39
University Center .....	166
University Center Representatives .....	251

---

## **V**

Veterans Educational Benefits.....	63
------------------------------------	----

---

## **W**

Wallace Chandler Memorial Scholarship.....	61
Weapons Policy .....	103
Welding Classes .....	235
Welding Technology .....	113, 114, 115
Withdrawal from Course .....	185
Withdrawing .....	42
Workforce and Economic Development.....	167
Workforce Improvement Grant.....	58
Work-Study Program .....	53