

# MISSISSIPPI DELTA COMMUNITY COLLEGE

## CATALOG/STUDENT HANDBOOK



2024 - 2025

MDCC  
2024 – 2025  
CATALOG/STUDENT HANDBOOK

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662-246-MDCC(6322)  
[www.msdelta.edu](http://www.msdelta.edu)

### ACCREDITATION



Mississippi Delta Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Mississippi Delta Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### ASSOCIATE DEGREE NURSING

Board of Trustees of State Institutions of Higher Learning  
3825 Ridgewood Road  
Jackson, MS 39211  
Phone Number: 601-432-6486  
Website: [www.mississippi.edu/board](http://www.mississippi.edu/board)  
and  
Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
Phone Number: 404-975-5000  
Website: [www.acenursing.org](http://www.acenursing.org)

### **DENTAL HYGIENE TECHNOLOGY**

Commission on Dental Accreditation  
American Dental Association  
211 East Chicago Avenue  
Chicago, IL 60611-2678  
Phone Number: 800-621-8099 or 312-440-4653  
Website: [www.ada.org](http://www.ada.org)

### **MEDICAL LABORATORY TECHNOLOGY**

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Rd., Suite 720  
Rosemont, IL 60018-5119  
Phone Number: 773-714-8880  
Website: [www.naacls.org](http://www.naacls.org)

### **PHYSICAL THERAPIST ASSISTANT**

Commission on Accreditation in Physical Therapist Education (CAPTE)  
C/O Accreditation Department  
American Physical Therapy Association (APTA)  
3030 Potomac Ave., Suite 100  
Alexandria, Virginia 22305-3085  
Phone Number: (703) 706-3245  
Website: [www.capteonline.org](http://www.capteonline.org) / [accreditation@apta.org](mailto:accreditation@apta.org)

### **PRACTICAL NURSING**

Mississippi Board of Nursing  
713 South Pear Orchard Road, Suite 300  
Ridgeland, MS 39157  
Phone Number: 601-957-6300  
Website: [www.msbn.ms.gov](http://www.msbn.ms.gov)

### **RADIOLOGIC TECHNOLOGY**

The Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone Number: 312-704-5304  
Website: [www.jrcert.org](http://www.jrcert.org)

## **MEMBERSHIPS**

The American Association of Community Colleges  
The American Association of Community College Trustees  
Mississippi Association of Colleges  
The Mississippi Community/Junior College Association  
The Mississippi Library Association

## **COMPLIANCE**

### **Affirmative Action Plan**

The Board of Trustees of Mississippi Delta Community College has adopted a policy that assures that no person in the United States shall, on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity of the College. Further, this applies to any educational or employment opportunity associated with Mississippi Delta Community College. Harassment is also a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated. Any discrimination or harassment of a member of the college community by another member of the college community is a violation of this policy. Members of the college community are expected to treat each other with mutual respect.

Further, this applies to any educational or employment opportunity associated with Mississippi Delta Community College. This policy is extended to qualified persons with disabilities and to all programs and activities of the College.

The above described policy was adopted in response to Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts.

### **Privacy Rights of Parents and Students**

Mississippi Delta Community College protects the privacy rights of parents and students as dictated by the 1974 General Education Provisions Act and all subsequent revisions.

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the College.

The Office of Admissions and Records will honor a student's written request that his/her official academic record will not be released or information contained in his/her record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants, scholarships, and loans): name, date, birth place, address, dates of attendance and major field of study.

Transcripts are released only at the written request of the student.

### **Americans with Disabilities Act**

Mississippi Delta Community College abides by the regulations outlined in the Americans with Disabilities Act of 1990 (ADA). The College does not discriminate against any qualified individual



with a disability in regard to employment, transportation, accommodations, or telecommunications. This policy incorporates the provisions of the Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Section 505 of the Rehabilitation Act of 1973; Title 11 of the Civil Rights Act of 1964, as amended, and the Communications Act of 1934.

### **Veterans In-State Tuition Policy**

In accordance with Mississippi code §37-103-25, MDCC shall charge tuition at the in-state tuition rate for a student who is a veteran as defined by Title 38 of the United States code, or a person entitled to education benefits under Title 38 of the United States Code. The effective date of this policy is July 1, 2015.

### **Notice of Non-discrimination Statement**

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Dr. Steven Jones, Vice President of Administrative and Student Services; 662.246.6304 or [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu). Title IX: Christopher Lee, Dean of Student Services, 662.246.6444 or [titleIX@msdelta.edu](mailto:titleIX@msdelta.edu). Disability Support Services: Jalisha Kee, Coordinator of Counseling and Disability Support Services, 662.246.6442 or [ADAcompliance@msdelta.edu](mailto:ADAcompliance@msdelta.edu). The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.

## HISTORY

Sunflower Junior College was founded in connection with the Sunflower Agricultural High School early in 1926 and the first freshman class was enrolled in September, 1926. The College was fully accredited as a two-year junior college in April, 1928, by the Accrediting Commission of the Senior Colleges of Mississippi. It was admitted to full membership in the Southern Association of Colleges and Schools in December, 1930, and is now a member of the American Association of Community Colleges. The name of the school was officially changed from Sunflower Junior College to Mississippi Delta Junior College at the beginning of the 1960-61 legislative session. On July 1, 1989, the name was once again changed to Mississippi Delta Community College.

Until July 1, 1995, Mississippi Delta Community College was supported by the counties of Sunflower, Leflore, Humphreys, Washington, Issaquena, Sharkey, Bolivar, and Coahoma. Coahoma County was excluded from the MDCC District during the 1995 session of the Mississippi Legislature. The College's students come not only from these counties, but from many areas, including other states. During the history of the institution, the College has had two superintendents and eight presidents: B. A. Brady (1911-1913), J. H. Sargent (1913-1918), J. S. Vandiver (1918-1935), P. M. West (1935-1944), W. B. Horton (1944-1966), J.T. Hall (1966-1989), David L. Powe (1989-1992), Bobby Garvin (1992-2001), Larry G. Bailey (2001-2012), Lynda A. Steele, (Interim, 2012-2013), Larry J. Nabors (2013-2019), Tyrone Jackson (2019-present).

From its beginning in 1926, the College has achieved distinction among the junior/community colleges of the state. Further, in 2011, MDCC was named by the Aspen Institute, headquartered in Washington, D.C., as being among the top 10 percent of community colleges in the United States. MDCC's alumni are scattered throughout the United States in positions of trust and leadership.

## **MISSION**

Mississippi Delta Community College (MDCC) provides quality education through academic, career-technical, health science, adult education, and workforce training programs. MDCC enhances its communities through innovative personal and professional growth opportunities

## **GOALS**

MDCC is committed to fulfilling this mission by providing

- (a) academic programs of study that lead to an associate degree or meet requirements for students to continue their education;
- (b) career-technical programs of study that lead to a certificate or an associate degree to qualify students for employment or continue their education;
- (c) health science programs of study that lead to a certificate or an associate degree to qualify students for employment or continue their education;
- (d) adult education that supports high school equivalency achievement, career readiness, and lifelong learning;
- (e) workforce training that enhances employee productivity and promotes economic development and partnerships in the communities served by the college;
- (f) student services that foster academic excellence and personal growth through engaging activities and supportive facilities in an inclusive and nurturing environment; and
- (g) college infrastructure that supports instructional programs, student services, administrative processes, community services, and well-trained faculty and staff.

## LOCATIONS

### MOORHEAD

Mississippi Delta Community College is located at Moorhead, Mississippi, near the geographical center of the Mississippi Delta. The city is served by two highways and one railroad; State Highway 3, north and south; U.S. Highway 82, east and west, and the Columbus and Greenville Railway. The Delta Lines operates bus lines through the city affording convenient accessibility to nearby cities of Cleveland, Greenwood, Greenville, Jackson, and Memphis. The campus is located six blocks south of the business district of the city of Moorhead on State Highway 3, at the intersection of Cherry and Olive Streets.

The Moorhead campus of Mississippi Delta Community College covers two hundred and twenty acres on the eastern edge of Moorhead, Mississippi, in Sunflower County, and encompasses 19 principal buildings. State agencies and college authorities, including the local Board of Trustees, continuously strive to provide for the needed physical facilities.

### GREENVILLE

**The Greenville Higher Education Center (GHEC)** opened in January 2001 as a collaborative effort of three state-supported higher education institutions: Delta State University (DSU), Mississippi Valley State University (MVSU), and Mississippi Delta Community College (MDCC). MDCC assumed ownership of the facility in March, 2007 and continues to foster the collaborative environment with MVSU.

Located south of Greenville, Mississippi, on Highway 1, the three-story facility provides over 75,000 square feet of assignable space. The GHEC houses (18) eighteen classrooms, (2) two distance learning classrooms, (2) two media centers, a multi-purpose room, an instructional resource center, five computer labs, (2) two art classrooms, science labs (nursing, A&P, chemistry, physics, and biology), as well as the Physical Therapist Assistant program, Culinary Arts and thirty-five offices.

The College received approval to offer the Associate Degree at the GHEC in 2003 from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

### INDIANOLA

**The MDCC Charles W. Capps, Jr. Technology Center (Capps Center)**, a division of Mississippi Delta Community College, provides customized training, education, and skills improvement to new and existing businesses and industries within the MDCC service area. The Capps Center's 30,000 square feet physical plant houses an office wing, a seminar room, food preparation area, and four high bay areas that occupy a total of 8,000 square feet of training space for mechanical, electrical, process and assembly skills. Classroom space, three computer labs, and a distance learning lab complete the accommodations available in the Capps Center.

The Capps Center, opened in 2001, is located in Indianola, Mississippi, on U. S. Highway 82, seven miles west of the Moorhead campus. This location strategically places the Capps Center at the geographical center of the seven-county service area of Mississippi Delta Community College. A Cleveland native and long-time appropriations chairman of the House of Representatives is honored in the naming of the Charles W. Capps Jr. Technology Center.

## **GREENWOOD**

As a result of the continued increase in demand for classes in Greenwood, 20 miles east of the College's main campus, the College entered into a lease agreement for 5,000 square feet of space in downtown Greenwood during the spring 2003 semester.

**The Greenwood Center** offers academic, career-technical, and adult basic education classes. Due to the increased demand for more classes in Greenwood during the summer of 2005, the College leased a 10,000 square foot facility at 207 West Park Avenue and began offering classes in the new facility that fall.

Beginning Summer of 2023, the college began leasing a 7,500 sq. ft. space at 204 East Church Street while seeking a more permanent home during the 2023-2024 school year. The Culinary Arts program was moved to the Greenville Higher Education Center (GHEC) in a beautifully renovated and modern space during the fall of 2023.

The College received approval to offer the Associates Degree at the Greenwood Center in 2008 from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

## **BUILDINGS AND FACILITIES MOORHEAD CAMPUS**

**The Catherine & Allen Snowden Building**, named in honor of long-time MDCC Math Instructors, Catherine and Allen Snowden, is the oldest building on campus, having been constructed in 1955. The building was known as the Trojan Shield for many years until its renovation in 1988. From 1988 until 2016, the building provided a modern computer laboratory. In 2016, MDCC applied for and received funding from the Blue Cross & Blue Shield of Mississippi Foundation to renovate the facility. This building has been transformed into a community health and wellness center.

**The Greer-Stafford Allied Health Building**, named in honor of H. T. Greer, a former member of the Board of Trustees from Sharkey County, and Sam Stafford, a former Vice President, was completed in 1993. The building houses classrooms and laboratories for Medical Laboratory Technology, Medical Radiology Technology, and Licensed Practical Nursing. In 2001, the Dr. Arthur Richter Dental Hygiene Clinic, a 32,000 square feet addition named for the first Director of Dental Hygiene, Arthur Richter, was added to accommodate the Dental Hygiene Technology program.

**The Horton Building** accommodates classrooms, laboratory areas, and two computer labs for teaching Associate Degree Nursing, Business, English, and Social Sciences as well as eLearning, Student Success, Public Relations office space for personnel. The building, named in honor of W. B. Horton, a former president, was constructed in 1968.

**The Jack E. Harper Jr. Science Building** is a 26,700 square feet complex housing nine classrooms, eight laboratories, and office space. State-of-the-art technology and laboratories support the instruction of physical sciences, biological sciences, and mathematics classes. Completed in 1998, the building was named in honor of a long time member of the Board of Trustees from Sunflower County, Jack E. Harper, Jr.

**The Yeates Fine Arts Building**, named in honor of Mrs. Mildred Yeates, a former music instructor, was completed in 1973. The building houses classrooms and studios for teaching art, music, and

communication. The Joe Abrams Band Hall, Jean Abrams Art Gallery, Merle Tolbert Piano Lab, and M. E. Tharp Auditorium provide space for practice, displays, and performances for the "Spirit of the Delta" Marching Band, the Ambassadors Show Choir, and other special events.

**Tanner Hall**, completed in 1963, has classroom space for classes taught in College Prep English, Life Skills, and Education. The MDCC Bookstore is located in Tanner Hall. The building is named in honor of E. A. Tanner, former member of the Board of Trustees from Sunflower County.

**The Allen-Foley Career-Technical Center** provides classroom and laboratory space for the career and technical programs. The Center, completed in 1977, is named in honor of Otis W. Allen, a former member of the Board of Trustees from Leflore County and Charles Foley, former Dean of the Career-Technical Center. Classroom space was remodeled to house the ABE program in the Center during 2005. The ABE classroom is named the first director of the ABE program, Dr. Farilyn Bell.

**Jimmy Henderson Hall**, named in honor of a Board of Directors' member of the MDCC Development Foundation, James "Jimmy" Sydney Henderson, is part of the Career-Technical complex that faces the football stadium. It houses the Field Crops, Precision Agriculture Technology, Construction Equipment Operation, Automotive Machinist Technology, Electrical Technology and Brick, Block and Stone Masonry programs. Known formerly as the Mississippi Delta Vocational-Technical Center Addition, the building was constructed from 1975 to 1976.

**The Stanny Sanders Library**, a spacious structure featuring vaulted ceilings in the circulation and lobby areas, fulfills the academic needs of students, faculty, and community. In addition, the Counseling office is housed here. The library's computer labs provide access to online databases and provide students with opportunities for researching and keying papers on the same computers through access to all the Microsoft Office products. Copying machines, audio and video cassettes, interlibrary loans, records, a laser printer, and an automated library management system are all available for student use. Named in honor of a former member of the Board of Trustees from Leflore County, Stanny Sanders, the library was constructed in 1972. It has a seating capacity of 482, and also includes a large media center, the College Student Success Center of Learning, study rooms, a computer lab/classroom, and a Community College Network room.

**The Herman A. Thigpin Cafeteria**, built in 1986, provides 16,000 square feet of dining. The main dining area seats over 400 students, while a private dining room offers a smaller, quieter area for meetings and luncheons. The building is named in honor of a former long-time science instructor and Academic Dean, Herman A. Thigpin.

**The Boggs-Scroggins Enrollment Services Center** houses the Office of Business Services, the Offices of Enrollment Management (Admissions, Financial Aid, and Recruiting), the Office of Instruction, the Office of Effectiveness & Enrollment, Human Resources, Advising Office, Planning and Assessment Office, and the Office of Computer & Information Technology Services. Harmon Boggs, a former Dean of Instruction, and Miss Nannie P. Scroggins, a former business manager, are honored with the naming of this building.

**The Johnny Russell Building**, named in honor of John "Johnny" Bright Russell, a Moorhead native who became a songwriter and performer, is the range house for the Mississippi Delta Community College Law Enforcement Training Academy. Located on the eastern perimeter of the Moorhead campus, the building offers 4,000 square feet of classroom and office space.

**The J. T. Hall Coliseum**, named in honor of former president Dr. James Terry Hall, was completed in 1976 and renovated in 2010. The coliseum is a multi-purpose facility which can seat approximately 1,000. Home of the Trojans and Lady Trojans basketball teams, the coliseum also houses the office of the Athletic Director and offices for coaches. The Sports Hall of Fame Room is located in the J. T. Hall Coliseum and provides meeting space for activities held in the coliseum, as well as displays for the MDCC Sports Hall of Fame inductees. The Helen Allen Dance Studio is located in the J. T. Hall Coliseum and provides practice and performance space for the Delta Dancers. Helen Allen was a former Board of Trustees member from Sunflower County.

**The James "Wooky" Gray Field House**, completed in 1980, honors "Wooky" Gray, a former teacher and coach, who led the Trojans to success as the 1993 National Championship football team. The Field House provides space for athletic department offices, dressing rooms, training rooms, equipment storage, and accommodations for visiting teams.

**The Carl & Brenda Grubb Field**, named in honor of former MDCC coach and instructor, Carl Grubb and his wife Brenda Grubb, also a former MDCC instructor, serves as the women's softball field and is located on the Moorhead campus north of the coliseum. Completed in 1980, the field features a well-drained, sand in field with dugouts and scoreboard. In 2015, the field was complimented by the addition of a press box and concession stand.

**The Terry Thompson Building**, named after former MDCC head baseball coach, Terry Thompson, is located on the baseball field near the eastern perimeter of the Moorhead Campus. Constructed in 2010, the building includes a press box, concession stand and restrooms. Career-Technical students enrolled in the Brick, Block, and Stone Masonry and Construction Equipment Operation programs assisted in the construction.

**The Jim Randall Football Stadium**, named after former head football coach, Jim Randall, was relocated to its present site in 1966. The grass turf football field is flanked by a 4,000 capacity stadium. A new electronic score board was installed in 2010.

**The Jimmy Bellipanni Baseball Complex** was completed in 1974. Surrounded by a cypress fence, the complex accommodates a batting cage, dugouts, scoreboard, concession stand, restrooms, and bleachers. Red sand added to the base lines and around home plate gives the field a professional look in keeping with the facilities. The baseball complex is named in honor of a former long-time coach and Athletic Director, Jimmy Bellipanni.

**The Vandiver Student Union** is a state of the art Student Activity Center that houses the Dean of Student Services Office, Recreational Sports, Student Activities, and the Student Government Association. The building is equipped with conference space, a student lounge, a student grill, and a workout facility. The building, completed in 2016, is named after the college's first President, J.S. Vandiver.

**The Edwards-Stonestreet Men's Dormitory**, located on the eastern boundary of the campus, is a motel-style structure which houses 258 men. The building is named in honor of Lum Edwards, a former county Superintendent of Education, and J. D. Stonestreet, a former mathematics instructor and football coach. The building was renovated and reopened for occupancy in the fall of 2011.

**The Stennis-Penrod Building**, located on the northern edge of Trojan Lake, houses the sleeping quarters for the cadets attending the MDCC Law Enforcement Training Academy; two apartments for the staff of the LETA; and offices for the Director and staff of the LETA. A spacious lobby and an in-house laundry facility provide residents with comfort and convenience. The building is named in honor of Ms. Janie Stennis, a former science teacher, and Mrs. Noble O. Penrod, a former teacher of mathematics.

**The Hargett-Lee Hall** is the women's residence hall located on the Moorhead campus. Completed in 2008, the modern residence hall consists of 80 rooms that can accommodate 236 students. The facility has a lobby and recreation area both upstairs and downstairs. The residence hall was named in honor of Herbert M. Hargett, long standing member of the MDCC Board of Trustees for 43 years during which time he served as chairman of the board for 3 years, and in honor of Dunbar M. Lee, also a member of the MDCC Board of Trustees for 40 years.

**The President's Home**, built in 1973 and renovated in 2002, is located on the southeast edge of Trojan Lake and serves as the official residence of the institutional executive officer.

**MDCC Houses and Apartments** provide housing for faculty and staff in 7 three-bedroom houses, 4 three-bedroom duplexes, and 4 two-bedroom duplexes.

**The W.P. Lacy Building**, located on the northeastern edge of campus, houses the MDCC Police department and is named for former Police Chief W.P. Lacy.

**The Lineman Training Center**, completed in September of 2019, houses the Electrical Utility Lineman program and has 4,000 square feet of space consisting of a foyer, office, kitchen, classroom, dressing room and shop bay. All areas are climate-controlled. The shop is 2,000 square feet with roll-up doors on two sides. High-efficiency HVAC along with all LED lighting makes it a very economical building to operate.

**The Sims-Whitworth Lineman Training Field** is located beside the Lineman Building and is named in honor of Joe Sims and Randall Whitworth, who led the MDCC lineman program from its beginnings in August of 2010.

**The Henry L. Manuel Law Enforcement Training Academy Complex** is the home to Mississippi Delta Community College's Law Enforcement Training Academy and is located on the eastern perimeter of the Moorhead campus. It includes the Johnny Russell Building and firing range. The Law Enforcement Training Academy is a Class I State Accredited Academy by the Mississippi Board on Law Enforcement Officers' Standards and Training to offer all levels of training to law enforcement personnel throughout the State of Mississippi. The complex is named in memory of MDCC Campus Police Chief Henry L. Manuel. Henry Manuel served as the Mississippi Delta Community College campus police chief for over 18 years, until his passing in 2018.

**The Stauffer-Wood Administration Building** is located on the southern perimeter of the main campus. Due to fire damage sustained in 2017, the building was renovated and reopened in February 2022. The renovation converted the structure into a 14,735 square-foot office and multi-purpose building. In it are the Offices of the President, Administrative Services, Business Services, College Advancement and Alumni Affairs, Effectiveness and Research, Human Resources, and Public Relations. It also houses the Board of Trustees conference room. The building is named in



honor of Sherman Stauffer, former business manager and assistant to the president, and Pete Wood, an alumnus and former agriculture teacher.

### SUMMER ORIENTATION/REGISTRATION DATES FOR 2024

May 29	Wed.	1:00 p.m. – 4:00 p.m. – New Student Orientation MDCC Library
June 5	Wed.	1:00 p.m. – 4:00 p.m. – New Student Orientation MDCC Library
June 12	Wed.	3:00 p.m. – 6:00 p.m. – All Student Registration GHEC Library
June 19	Wed.	3:00 p.m. – 6:00 p.m. – All Student Registration Greenwood
July 3	Wed.	1:00 p.m. – 4:00 p.m. – Athletics & Performing Groups Orientation MDCC Library
July 11	Thurs.	1:00 p.m. – 4:00 p.m. – New Student Orientation MDCC Library

## 2024 – 2025 COLLEGE CALENDAR

### 2024 Fall Session

Aug. 12	Mon.	Convocation
Aug. 13	Tues.	6:00 p.m. – Adjunct Faculty meeting (Private Dining Room)
Aug. 13 – 16	Tues. – Fri.	Registration
Aug. 16	Fri.	<b>WORKDAY FOR ALL</b> faculty and staff Dining services opens for brunch at 10:45 a.m.
Aug. 16	Fri.	Move In Day – Residence Halls open for occupancy 8:00 a.m. – 1:00 p.m. 2:00 p.m. – Student Convocation
Aug. 19	Mon.	8:00 a.m. – DAY CLASSES BEGIN 6:00 p.m. – EVENING CLASSES BEGIN
Aug. 19 – 20	Mon. – Tues.	<b>LATE</b> Registration
Aug. 20	Tues.	LAST DAY TO REGISTER OR ADD A COURSE for classes beginning August 19
Aug. 26	Mon.	eLearning Fall Classes Begin
Sept. 2	Mon.	<b>STATE/NATIONAL HOLIDAY</b> Day and Evening classes do <b>NOT</b> meet Dining services closed
Sept. 3	Tues.	8:00 a.m. – Classes resume and offices open
Sept. 16	Mon.	Fall Special Session Begins
Sept. 19	Thurs.	Homecoming
Oct. 14 – Nov. 14		Student Evaluation of Instruction
Oct. 15	Tues.	Class Withdrawal period begins for traditional classes beginning September 16
Oct. 21	Mon.	eLearning Fall Special Session Begins
Oct. 22	Tues.	Class Withdrawal period begins for traditional classes beginning August 19
Nov. 4 – 14	Mon. – Thurs.	Priority Registration for <b>HOLIDAY INTERIM</b> and <b>SPRING 2025</b>

Nov. 4	Mon.	Class withdrawal period ends for traditional classes beginning September 16
Nov. 5	Tues.	Fall Special Session Ends
Nov. 21	Thurs.	Residence Halls close 4:00 p.m. Dining services closes at 1:30 p.m.
Nov. 25 – 28		<b>FALL BREAK/THANKSGIVING</b>
Dec. 1	Sun.	2:00 p.m. – Residence Halls open 4:45 p.m. – Dining services opens
Dec. 2	Mon.	8:00 a.m. – Classes resume and offices open
Dec. 5	Thurs.	eLearning Fall Session Ends
Dec. 5	Thurs.	Class withdrawal period ends for traditional classes beginning August 19 and last day to withdraw from school.
Dec. 5	Thurs.	DAY classes meet regular schedule Final exam for Thursday night class ONLY
Dec. 9 – 11	Mon. – Wed.	FINAL EXAMINATIONS IN ALL CLASSES
Dec. 12	Wed.	eLearning Fall Special Session Ends Dining services closes at 1:30 p.m. 4:00 p.m. – Residence Halls close
Dec. 12	Thurs.	10:00 a.m. – All grades due
Dec. 13	Fri.	<b>WORKDAY FOR ALL</b> 9:00 a.m. – Academic & Career/Technical Graduation MDCC Coliseum
Dec. 16 – Jan. 2		<b>CHRISTMAS HOLIDAYS</b>

#### HOLIDAY INTERSESSION

Dec. 13	Fri.	Holiday Intersession Begins
Jan. 9	Thurs.	Holiday Intersession Ends & Final Examinations
Jan. 10	Fri.	8:00 a.m. – Grades due for Holiday Intersession

#### 2025 SPRING SESSION

Jan. 6	Tues.	8:00 a.m. – Offices open
Jan. 6 – 10	Tues. – Fri.	8:30 a.m. – Spring Registration

Jan. 10	Fri.	<b>WORKDAY FOR ALL</b>
Jan. 12	Sun.	2:00 p.m. – 5:00 p.m. Residence Halls open for occupancy 4:45 p.m. – Dining services opens
Jan. 13	Mon.	8:00 a.m. – Day Classes Begin 6:00 p.m. – Evening Classes Begin
Jan. 13 – 14	Mon. – Tues.	<b>LATE</b> Registration
Jan. 14	Tues.	LAST DAY TO REGISTER OR ADD NEW COURSE
Jan. 16	Thurs.	Dining services closes at 1:30 p.m.
Jan. 20	Mon.	<b>STATE/NATIONAL HOLIDAY</b> 4:45 p.m. – Dining services opens Evening classes do <b>NOT</b> meet
Jan. 21	Tues.	eLearning Spring Session Begins
Jan. 21	Tues.	8:00 a.m. – Classes resume and offices open
Feb. 17	Mon.	Spring Special Session Begins
Mar. 6	Thurs.	4:00 p.m. – Residence Halls close Dining services closes at 1:30 p.m.
Mar. 10 – 13		<b>SPRING HOLIDAYS</b>
Mar. 16	Sun.	2:00 p.m. – Residence Halls open 4:45 p.m. – Dining services opens
Mar. 17	Mon.	eLearning Spring Special Session Begins
Mar. 17	Mon.	8:00 a.m. – Classes resume and offices open
Mar. 25	Tues.	Class withdrawal begins for traditional classes beginning January 13
Mar. 25	Tues.	Class withdrawal begins for traditional classes beginning February 17
Apr. 7 – 17	Mon. – Thurs.	Priority Registration for <b>SUMMER 2025</b> and <b>FALL 2025</b>
Apr. 14	Mon.	Class withdrawal ends for traditional classes beginning February 17
Apr. 15	Tues.	Spring Special Session Ends
Apr. 28	Mon.	Service & Leadership Program
Apr. 30	Wed.	Honors Day Program
May 1	Thurs.	eLearning Spring Session Ends

May 1	Thurs.	Class withdrawal period ends for traditional classes beginning January 13 and last day to withdraw from school.
May 5 – 7	Mon. – Wed.	FINAL EXAMINATIONS IN ALL CLASSES
May 7	Wed.	1:30 p.m. – Graduation Practice for Health Science MDCC Coliseum
May 8	Thurs.	eLearning Spring Special Session Ends
May 8	Thurs.	10:00 a.m. – All grades due 4:00 p.m. – Residence Halls close Dining services close at 1:30 p.m.
May 8	Thurs.	10:00 a.m. – Health Sciences Pinning/Graduation MDCC Coliseum 1:30 p.m. – Graduation Practice for Academic & Career/Technical MDCC Coliseum
May 9	Fri.	<b>WORKDAY FOR ALL</b> 9:00 a.m. – Academic & Career/Technical Graduation MDCC Coliseum – Alphabet A-L 1:00 p.m. – Academic & Career/Technical Graduation MDCC Coliseum – Alphabet M-Z
May 26	Mon.	<b>HOLIDAY – MEMORIAL DAY</b>

<b>2025 SUMMER SESSION</b>		
<b>MAYMESTER</b>		
May 12 May 19 May 22	Mon. Mon. Thurs.	Summer Intersession Begins Class withdrawal period begins for Maymester classes Exams for Summer Intersession
<b>eLEARNING SUMMER</b>		
June 2 July 3 July 24	Mon. Thurs. Thurs.	eLearning Summer Begins Class withdrawal period begins for eLearning Summer classes eLearning Summer Ends
<b>SUMMER 1</b>		
May 27  June 12 June 25	Tues.  Thurs. Wed.	Summer 1 Begins *Dining services opens at 7:00 a.m. Class withdrawal period begins for Summer 1 Exams for Summer 1 *Dining services closes at 6:30 p.m. (last day of Summer 1)
<b>SUMMER 2</b>		
July 1  July 17 July 30	Mon.  Thurs. Wed.	Summer 2 Begins *Dining services opens at 7:00 a.m. Class withdrawal period begins for Summer 2 Exams for Summer 2 *Dining services closes at 6:30 p.m. (last day of Summer 2)

\*Dining services subject to change.

## STUDENT COSTS

### STUDENT FEES

Mississippi Delta Community College is a public tax-supported institution. The fees and costs in all departments of the college are set on a semester basis. Statements showing unpaid balances on student accounts are mailed to the student at least twice a semester. It shall be the responsibility of the student to see that all bills are paid promptly.

Each residential student must purchase a meal ticket. The student's ID will be activated for the cafeteria upon payment of board. Students who plan to live in the residence hall at MDCC must have a valid Mississippi Delta Community College ID card.

Please remember that your ID card will be used as your meal ticket. Check the MDCC web-site for additional information. Students not holding an activated ID card for meals for the current boarding period will be required to pay the cafeteria cash for their meals until the ID is activated.

So far as possible, the expenses will not exceed the amounts listed below; however, MDCC reserves the right to make fee increases in the event it becomes necessary.

#### **Students Costs – Full Time Students:**

Tuition fee, per semester	\$1,725.00
Tuition, over 21 hours	\$160.00/per credit hour
Activity fee, per semester	\$45.00
Technology Fee, per hour	\$10.00
Housing Fees per semester	\$650.00/\$750.00/\$1,200.00
Meal Plan:	
16 meals & \$300 flex, per semester	\$1,650.00
Out-of-State fee per semester	\$1,300.00

#### **Commuting Student – in-state:**

Total cost per semester @ 15 hours	\$1,920.00
Total cost per year	\$3,840.00

#### **Residential Student, in-state resident:**

Total cost per semester @ 15 hours	\$4,320.00
Total cost per year	\$8,640.00

#### **Commuting Student – out-of-state resident:**

Total cost per semester	\$3,220.00
Total cost per year	\$6,440.00



**Residential Student, out-state resident:**

Total cost per semester	\$5,620.00
Total cost per year	\$11,240.00

**\*Other Costs:**

Dual Enrollment Fee 3 credit hour course	\$135.00
Dual Enrollment Fee 4 credit hour course	\$180.00
VCC Fee per credit hour	\$25.00
Housing application fee – <b>Non-Refundable</b>	\$100.00
Part-time tuition fee per credit hour	\$160.00

\*Additional fees may apply in some Career-Technical programs for tools.

**Part-Time Tuition** – A tuition charge of \$160 per semester hour will be made for all students enrolled for less than twelve semester hours. Part-time students are entitled to course privileges only.

**Other Fees:**

Return Check Fee	\$40.00
Transcript/Online Order	\$10.00/\$13.00
Duplicate Student Activity Card (ID)	\$25.00
Vehicle Registration	\$25.00
Cap & Gown Fee	\$35.00
Phi Beta Lambda Dues	\$35.00
Skills USA Dues	\$30.00

**Per meal cost for holders of MDCC identification card (plus sales tax):**

Breakfast	\$8.00
Lunch	\$8.00
Dinner	\$8.00
Sunday Lunch	\$14.00

**Per meal cost other than holders of MDCC identification card (plus sales tax):**

Breakfast	\$9.00
Lunch	\$10.00
Dinner	\$10.00
Sunday Lunch	\$14.00

**Law Enforcement Tuition & Fees:**

Ten-Week Basic Course	\$4,000.00
200 Hour Refresher Course	\$1,500.00

**Non-Resident Fee** – For students whose parents or guardians are not legal residents of the State of Mississippi, there is a nonresident tuition fee of \$1,300.00 per semester. This fee is included in the fees above.

House Bill No. 524 which became effective July 1, 2005 provides the following:  
The residence of a person less than twenty-one years of age is that of the father, the mother or a general guardian duly appointed by a proper court in Mississippi. If a court has granted custody of the minor to one (1) parent, the residence of the minor is that of the parent who was granted custody by the court. A student who has been a secondary school student in Mississippi for not less than the final four (4) years of secondary school attendance shall not be required to pay out-of-state tuition.

To view the current fee payment schedule, go to the MDCC website, [www.msdelta.edu](http://www.msdelta.edu), and click on Quick Links, Business Services, Tuition & Fees and the term you wish to view.

## **POLICY FOR REDUCTION OF INSTITUTIONAL CHARGES**

Reduction of institutional charges is based on total charges and not on the amount paid by the student. A student who officially withdraws from the college may obtain a reduction of college fees as follows:

1. Matriculation Fee:
  - 100% if official withdrawal is made within the first two weeks (full fall and spring semesters)
  - No refund if enrollment extends two weeks beyond the opening date
2. Club dues are non-refundable
3. Board: No deduction made for an absence of less than one week
  - Beginning the second week of the semester and continuing through the fourth week of the semester, board fees will be reduced based on a weekly proration
  - After the fourth week of the semester no reduction of board fees will be made
4. Residential Hall room rent is non-refundable
5. Students with absences resulting in missing over 10% of a special session or a summer session will not receive a refund

## **PELL GRANT REFUNDS**

Pell grant refunds will be processed through BankMobile beginning around the 9<sup>th</sup> week of school. Institutional and other aid refunds will be processed beginning the week following the first Pell refund process.

## **MDCC CHECKS**

All checks issued by MDCC are valid for 90 days from the date of the check. Any checks not cashed or deposited within this time frame will be voided. Any third party (Pell, scholarship, etc.) refunds not cashed or deposited within this time frame may be subject to return to the awarding entity.

## STUDENT FINANCIAL AID

Mississippi Delta Community College (MDCC) offers a comprehensive program of financial aid to assist students in obtaining a college education. To be eligible for federal and/or state financial aid or an institutional scholarship, a student must be enrolled in courses that can be applied toward a college degree or certificate (A.A., A.A.S., or Career certificate.) The Free Application for Federal Student Aid (FAFSA) is the foundation for all financial assistance at MDCC. Students applying for federal, state, and institutional aid (including Foundation Scholarships) at MDCC **MUST** first apply for federal financial aid.

### AID TYPES

#### **FEDERAL PROGRAMS**

APPLY ON-LINE AT [www.studentaid.gov/h/apply-for-aid/fafsa](http://www.studentaid.gov/h/apply-for-aid/fafsa) (MDCC school code – 002416)

Students applying for multiple types of financial aid should be aware that the total financial aid award package includes Title IV aid and/or state aid and/or institutional aid may not exceed the cost of attendance or the financial need of the individual student as determined by the need's analysis.

The **Federal Pell Grant** is available to student(s) pursuing their first under-graduate degree or certificate who demonstrates an exceptional financial need. A student who has earned a baccalaureate degree or first professional degree is not eligible to receive Pell. You are eligible to receive a Pell Grant for up to 12 semesters or equivalent. If you have exceeded the 12-semester maximum, you will lose eligibility for Federal Pell Grant beginning July 1, 2012. Equivalency is calculated by adding together the percentage of your Pell eligibility that you received each year to determine whether the total amount exceeds 600%. The Student Aid Report (SAR) from the Free Application for Federal Student Aid (FAFSA) is used by the financial aid administrator to determine eligibility. The federal government establishes minimum awards and maximum awards. (Example: \$740 - \$7,395 for 2024-2025). The Federal Pell Grant is an entitlement program and once final eligibility is established, the award is the base for all other financial aid. Students eligible student must maintain Satisfactory Academic Progress for continuation. Help is available for students online or by calling the Federal Student Aid Information Center (FSAIC) at 1-800-4-FED-AID (1-800-433-3243).

The **Federal Supplemental Educational Opportunity Grant (FSEOG)** is available to a limited number of undergraduate students who demonstrate substantial financial need. The SAR is used by the financial aid administrator to determine eligibility for FSEOG that is typically \$100 – \$1,000 per year. Priority consideration is given to the full-time student that demonstrates a need. The eligible student must maintain Satisfactory Academic Progress for continuation.

The **Federal Work-Study Program** provides part-time, on-campus employment to eligible students. The SAR from the FAFSA is used by the financial aid administrator to determine eligibility for this

work-study program. Depending on need, an eligible student may earn from \$750-\$1,800 per year by working up to twenty hours per week on campus. Eligible students must maintain Satisfactory Academic Progress for continuation.

### ***OTHER FINANCIAL AID OPPORTUNITIES***

**Veterans Educational Services** Mississippi Delta Community College is an approved institution for providing educational training for veterans. Designated members of the administrative staff serve as veterans' advisors and offer assistance in handling problems pertaining to their respective training programs.

Any change in status from the last certification to the Veterans Administration will be reported promptly to the VA. Reports of unsatisfactory progress, drops, or withdrawals will be made to the Veterans Administration within thirty days. Before a veteran can be certified for benefits, the veteran's advisor must have copies of transcripts on file from every institution attended. A transfer student will be evaluated based on previous credit earned under the guidelines listed below.

In order for a veteran to continue to receive benefits, he/she must maintain satisfactory standards of progress. A veteran is not making satisfactory progress when his/her quality-point average drops below a 2.00. When the quality-point average drops below a 2.00, he/she is automatically placed on probation for benefits and is allowed two additional semesters to pull his/her cumulative GPA up to a 2.00 or be placed on suspension for veterans' benefits. A part-time student receiving VA benefits must pass at least half of his/her course work and maintain a 2.00 cumulative quality-point average or higher. A part-time student receiving VA benefits will be allowed two additional semesters to pull his/her cumulative average up to a 2.00 or be placed on suspension for VA benefits.

It is the policy of MDCC to award two hours of HPR (Health, Physical Education, and Recreation) credit to the Veteran upon receipt of his/her DD-214 or a Certificate of Eligibility.

**MDCC does not participate in any type of loan program including the Federal Family Education Loan Program.**

### ***STATE FINANCIAL AID***

APPLY ON-LINE AT [www.msfinancialaid.org](http://www.msfinancialaid.org)

Students applying for multiple types of financial aid should be aware that total financial aid award packages, which include Title IV aid and/or state funded aid and/or institutional aid, may not exceed the cost of education or the financial need of the individual student as determined by the needs analysis document (FAFSA). For more information and applications for the following state programs, contact Mississippi Student Financial Aid, 3825 Ridgewood Road, Jackson, MS 39211-6453, call 1-800-327-2980, or visit [www.msfinancialaid.org](http://www.msfinancialaid.org).

The **Mississippi Resident Tuition Assistance Grant (MTAG)** offers up to \$500 per year for eligible students who are residents of Mississippi and do not qualify for a full Pell Grant. The SAR from the FAFSA is used by the Mississippi Office of Student Financial Aid to determine eligibility. Eligible students should have a high school grade point average of 2.5 and a minimum ACT score of 15. Students must maintain 15 credit hours and a minimum 2.5 grade point average to remain eligible once they are awarded. Other eligibility criteria may apply. Interested students should apply on-line at [www.msfinancialaid.org](http://www.msfinancialaid.org). **DEADLINE – SEPTEMBER 15.**

The **Mississippi Eminent Scholars Grant (MESG)** offers up to \$2,500 per year (not to exceed the actual tuition) for students who are residents of Mississippi with a high school grade point average of 3.5 and a minimum ACT score of 29. Students must maintain 15 credit hours and a 2.5 grade point average to remain eligible once they are awarded, other eligibility criteria may apply. The Free Application for Federal Student Aid (FAFSA) is not used to determine eligibility for this grant; however, MESG recipients may also be eligible for MTAG (see MTAG criteria). Interested students should apply on-line at [www.msfinancialaid.org](http://www.msfinancialaid.org). **DEADLINE - SEPTEMBER 15.**

The **Higher Education Legislative Plan (HELP)** provides full tuition, Mississippi residents who meet certain eligibility criteria. The SAR from the FAFSA is used by the Mississippi Office of Student Financial Aid to determine eligibility. Interested students should review the full criteria available at [www.msfinancialaid.org](http://www.msfinancialaid.org) and apply on-line. **DEADLINE – MARCH 31.**

### ***MDCC SCHOLARSHIPS***

**TO BE ELIGIBLE TO RECEIVE ANY SCHOLARSHIP FUNDS, YOU MUST COMPLETE AND HAVE A FAFSA ON FILE AT MDCC. You can apply on-line at [www.studentaid.gov](http://www.studentaid.gov) and enter MDCC's school code (002416).**

Limited funds are available for institutional scholarships. MDCC strives to provide eligible scholars with funds to cover maximum cost. Students applying for multiple institutionally funded scholarships should be aware that certain institutional scholarships cannot be combined. In some cases, when combined with other aid (federal, state and other institutional), the actual amount of one or more scholarships may be reduced or rescinded. The individual scholarship descriptions will provide specific information regarding "stacking" institutional scholarships. Scholarship eligibility is established based on the priority deadline. The student who will be attending MDCC for the first time in the spring semester may apply for institutional scholarships for the following academic year. **DISCIPLINARY FINES ARE NOT COVERED BY ANY INSTITUTIONAL SCHOLARSHIP.**

**PRESIDENTIAL SCHOLARSHIP. Must have an ACT score minimum of 25 and be a first-time entering freshman.** Limited scholarships are available for full-time students who meet these academic requirements and who have **not** completed the requirements for an associate degree or a bachelor's degree. **STUDENTS MUST BE A MISSISSIPPI RESIDENT.** The Presidential Scholarship for the on-campus student may be up to full tuition, room and board (book allowance is not included). The Presidential Scholarship award for an off-campus student may be up to full tuition and a \$1,200 annual book allowance. This scholarship is renewable up to four consecutive

fall/spring semesters. VCC fees are not covered by this scholarship. To remain eligible, the student must be enrolled in and complete a minimum of 15 credit hours per semester with a minimum 3.0 GPA. Failure to do so will result in the loss of the scholarship. There is no appeal process for this scholarship. The FAFSA is not used to determine scholarship eligibility; however, Presidential scholars may also be eligible for other types of financial aid. In some cases, when combined with other aid (federal and state and other institutional), the actual amount of the Presidential or other scholarship(s) may be reduced or rescinded. **Applicants are required to apply for federal and state financial aid.** Maximum Award - up to the published cost of tuition, room and board. Minimum Award - \$400.00/year. Maximums and minimums are subject to change based on availability of funds and other financial aid eligibility. Scholarships are subject to the availability of funds.

**DEAN'S SCHOLARSHIP. Must have an ACT score of 18-24 and be a first-time entering freshman.**

Limited scholarships are available for full-time students who meet these academic requirements and who have **not** completed the requirements for an associate degree or a bachelor's degree. **STUDENTS MUST BE MISSISSIPPI RESIDENTS.** The Dean's scholarship provides full tuition and is renewable up to four consecutive fall/spring semesters. VCC fees are not covered by this scholarship. To remain eligible, the student must complete minimum of 15 credit hours per semester with a minimum 3.0 GPA. Failure to do so will result in the loss of scholarship. There is no appeal process for this scholarship. The FAFSA is not used to determine eligibility for this scholarship; however, Dean scholars may also be eligible for other types of financial aid. In some cases, when combined with other aid (federal, state and other institutional), the actual amount of the Dean's or other scholarship(s) may be reduced. **Applicants are required to apply for federal and state financial aid.** Maximum Award - up to the published cost of tuition. Minimum Award - \$200.00/year. Maximums and minimums are subject to change based on availability of funds and other financial aid eligibility. Scholarships are subject to the availability of funds.

**OTHER INSTITUTIONAL SCHOLARSHIPS.** These are limited funds for other academic scholarships including GED, DOC, Dual Enrolled, and Faculty/Faculty Dependent. The amount of the award will vary depending on availability of funds.

**ACTIVITY SCHOLARSHIP.** Based on talent and need. Scholarship amounts vary depending on the activity. These scholarships are renewable up to four consecutive fall/spring semesters. The student must maintain a 2.0 or higher grade point average and complete a minimum 15 earned credit hours each semester to continue receiving an activity scholarship. In some cases, when combined with other aid (federal, state and other institutional), the actual amount of the Activity or other scholarship(s) may be reduced or rescinded. **STUDENTS MUST BE A MISSISSIPPI RESIDENT.** Maximum Award - up to the published cost of tuition, room and board. Minimum Award - \$400.00/year. **OUT OF STATE TUITION WILL NOT BE COVERED BY ANY ACTIVITY SCHOLARSHIP.** Maximums and minimums are subject to change based on availability of funds and other financial aid eligibility. A limited number of Activity Scholarships are available for each sponsored activity (Band, Dance, Cheer, Ambassadors, etc.). Deadline - based on tryout date. Students interested in applying for an Activity Scholarship should contact the sponsor or department for an application. More information about clubs, organizations, and activities is available in *Section II - Student Life*.

**SERVICE/LEADERSHIP ORGANIZATION SCHOLARSHIPS.** Scholarship amounts vary depending on the organizational guidelines. These scholarships are renewable up to four consecutive fall/spring semesters. Unless otherwise stated, the student must maintain a 2.0 or higher grade point average and complete full-time enrollment (minimum 15 earned credit hours) each semester to continue receiving a service/leadership organization scholarship. Applicants are required to complete the Free Application for Federal Student Aid (FAFSA) [www.fafsa.gov](http://www.fafsa.gov). In some cases, when combined with other aid (federal and state and other institutional), the actual amount of the service/leadership organization or other scholarship(s) may be reduced or rescinded. Maximum Award – varies by service organization. Minimum Award - \$100.00/year. Maximums and minimums are subject to change based on availability of funds and other financial aid eligibility. A limited number of Service Organization Scholarships are available for each sponsored activity (Delta Directors, RA, SGA, etc.)

Students interested in applying for a Service Organization Scholarship should contact the sponsor or department for an application. More information about clubs, organizations and activities is available in Section II - Student Life.

**FOUNDATION SCHOLARSHIPS.** Final Application deadline: June 20. The online scholarship application is available at [www.mdcc.awardspring.com](http://www.mdcc.awardspring.com). All applicants for Foundation Scholarships must apply for federal financial aid by completing The Free Application for Federal Student Aid (FAFSA). Apply on-line at [www.studentaid.gov](http://www.studentaid.gov). Enter school code 002416.

**ATHLETIC GRANT-IN-AID.** Based on ability and need. Athletic grant-in-aid is available for baseball, basketball (men & women), football, and women's softball. The grant-in-aid is renewable up to four consecutive fall/spring semesters. To remain eligible, the student must maintain a 2.0 or higher grade point average and complete minimum of 12 earned credit hours each semester. Applicants are required to complete the Free Application for Federal Student Aid (FAFSA). Maximum and minimum awards are subject to guidelines established by the Mississippi Association of Community and Junior College (MACJC) and the National Junior College Athletic Association (NJCAA). Deadline - based on tryout date. Contact the MDCC Athletic Department for tryout information.

**FEDERAL WORK -STUDY.** The Federal Work-Study Program provides part-time, on-campus employment to eligible students. Eligible students are required to complete the Free Application for Federal Student Aid (FAFSA). The SAR from the FAFSA is used by the financial aid administrator to determine eligibility for the work-study program. An eligible student may earn from \$750-\$1,500 per year by working up to twenty hours per week on campus. The eligible student should maintain a 2.0 or higher grade point average and complete full-time enrollment of minimum 12 earned credit hours each semester.

**COLLEGE WORK STUDY.** Fully funded by the institution, the college work-study program provides part-time, on-campus employment to eligible students. Eligible students are required to complete the Free Application for Federal Student Aid (FAFSA). The SAR from the FAFSA is used by the

financial aid administrator to determine eligibility for this institutional work-study program. An eligible student may earn from \$750-\$1800 per year by working up to ten hours per week on campus. The eligible student should maintain a 2.0, or higher, grade point average and complete full-time enrollment (minimum 12 earned credit hours) each semester.

## **DEADLINES**

MDCC will accept and process financial aid applications throughout the school year; however, students planning to attend MDCC in the fall semester are encouraged to apply for financial aid early and provide the documents requested. This will allow the Financial Aid Office time to process your aid in a timely manner. The priority deadline is **August 1**.

**IMPORTANT: Students should apply for financial aid annually.**

### ***MID-YEAR TRANSFER STUDENTS***

Transfer Students may go online to [www.studentaid.gov](http://www.studentaid.gov) and add the MDCC college code (002416) or call 1-800-4FEDAID (433-3243) and ask to add the MDCC college code (002416).

Also, if you previously received state financial aid (including MTAG, MESH), you should go online to [www.msfinancialaid.org](http://www.msfinancialaid.org) and change your school to MDCC.

### **CHECK YOUR FINANCIAL AID STATUS\***

***NOTE: First-time students must be fully admitted before being able to access the Financial Aid Status module of the website. Contact the MDCC Admissions Office at 662-246-6306 for admissions requirements.***

The link for checking Financial Aid Status is [www.msdelta.edu](http://www.msdelta.edu)

- *Click on My Delta*
- *Log-in with Username and Password*
- *Click on My Banner*
- *Click on Financial Aid Status or Click on Eligibility or Click on Award*

**\*IMPORTANT – All students should regularly check their MDCC Student email account. Most notifications will be sent via email.**

## **HOW TO APPLY FOR FINANCIAL AID AT MDCC**

### **FINANCIAL AID CHECKLIST\***

***\*The priority date to complete the FAFSA and submit all required paperwork is August 1.***



- **Apply for admission/readmission to MDCC.**

All applicants must meet admission requirements to receive financial assistance. All previously attended accredited college transcripts must be submitted for financial aid purposes. (*Students must be admitted and currently enrolled in a degree granting or certificate program.*)

- **Complete the Free Application for Federal Student Aid (FAFSA).**

- Apply for an FSA ID at <https://studentaid.gov/fsa-id/create-account/launch>.

All students must obtain a FSA ID. In addition, if the student is dependent, one parent must also obtain a FSA ID. The FSA ID can be used for subsequent school years. You will use your FSA ID to sign the FAFSA electronically.

- Complete the online FAFSA application at [www.studentaid.gov/h/apply-for-aid/fafsa](http://www.studentaid.gov/h/apply-for-aid/fafsa).

Include MDCC's school code – **002416**. You must sign and submit the FAFSA with your FSA ID. Also, dependent students must have their parents sign using their FSA ID.

- **Waiting Period.**

The federal processor sends results to MDCC if the school code is listed on the FAFSA usually within 3 to 5 business days. A Student Aid Report (SAR) is also sent to the student. Review the SAR for accuracy and be sure MDCC is listed as an institution.

- **Respond promptly to the MDCC Financial Aid Office (FAO).**

If additional information is needed, the student will receive an email to his/her MDCC student email account from the FAO indicating there are item(s) needed. This information is posted on the student's My Banner account. Click on Unsatisfied Requirements. Submit the requested information as soon as possible. (*The priority date for Fall is August 1 and Spring is December 1. Paperwork received after the priority date may not be completed by the beginning of the Fall/Spring Semester.*)

- **To determine if a file is complete.**

If all requirements are satisfied and aid has been awarded, an award notification letter will be emailed to the student's MDCC email account indicating that he/she has been awarded. Award information is posted on the student's My Banner account. It is the responsibility of the student to check his/her financial aid status regularly on his/her My Banner account.

- **Maintain Satisfactory Academic Progress (SAP).**

Students receiving any form of financial aid from MDCC will be expected to maintain satisfactory academic progress toward their degree objective. The Satisfactory Academic Policy can be found on our website in our catalog and under Financial Aid Policies.

- **Need additional information.**

Please visit [www.msdelta.edu](http://www.msdelta.edu), Current Student, Financial Aid, or contact 662-246-6263.

## **POLICIES**

### **MDCC SCHOLARSHIP POLICY**

Institutional and Foundation scholarships are all subject to a maximum yearly amount. The amounts vary and are clearly stated in each scholarship description. Under no circumstances would a combination of all scholarships awarded (from all sources, excluding Pell) exceed the actual cost of tuition, room and board. Scholarships are subject to the availability of funds.

1. This scholarship policy will be the same for entering freshmen and transfer students.
2. Scholarship applicants will be required to complete the federal financial aid application (FAFSA). The FAFSA must be submitted and all requested documents submitted to the Financial Aid Office prior to the 1<sup>st</sup> day of class. The priority deadline for the FAFSA is August 1.
3. Meet all MDCC department application guidelines, deadlines, and defined criteria.
4. If the minimum academic (GPA) requirement of the academic and/or activity scholarship is not met, **institutional** scholarship recipients (excluding Athletic Scholarships) will no longer be eligible.
5. If the full-time enrollment requirement of the academic and/or activity scholarship is not met, scholarship recipients will forfeit their scholarship and will no longer be eligible.
6. The maximum institutional scholarship award will not exceed actual tuition, room and board. Not all scholars will be eligible for the maximum scholarship.
7. All available federal funds will be applied first; afterwards the institutional awarded funds will then be applied. Likewise, MDCC reserves the right to limit institutional scholarship awards to a minimum of \$200 per award year based upon FAFSA determined need. (Note: *All institutional awards are to be deemed non-refundable by their nature.*)
8. Institutional scholarships cannot be applied toward summer school tuition, fees, or textbooks.
9. The scholarship policy does not apply to athletes; all athletes must comply with the academic and enrollment requirements established by the MACJC and NJCAA.
10. Disciplinary fines are not covered by any institutional scholarship.

### **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY**

Students receiving any form of Federal Student Aid from Mississippi Delta Community College will be expected to maintain satisfactory academic progress (SAP) toward their program objective.

Failure to achieve the qualitative and quantitative levels required by SAP will result in termination of the student's Federal Student Aid. SAP will be checked at the end of each semester or term.

Federal Student Aid consists of:

- Pell Grant
- Federal Work-Study
- SEOG

**Satisfactory progress will be measured according to the following criteria:**

1. Students must pass a minimum percentage of all courses attempted (quantitative) and must maintain a minimum cumulative GPA (grade point average) as calculated by the Registrar's Office as shown below:

<b>Hours Attempted - Cumulative</b>	<b>Minimum Required GPA-Cumulative</b>	<b>Percentage of Hours Passed-Cumulative</b>
<b>0 - 32</b>	<b>1.50</b>	<b>50%</b>
<b>33 or more</b>	<b>2.00</b>	<b>67%</b>
<b>96</b>	<b>Generally Not Eligible</b>	<b>Generally Not Eligible</b>

\*Completion rate is calculated by dividing the number of hours the student has completed by the total number of hours the student has attempted (included withdrawals and failing grades).

2. **150 percent rule:** Complete the educational program (major) within 150 percent of the published length (according to MDCC Catalog). For example, a major or program requiring 64 hours for a degree allows a maximum of 96 attempted hours (64 hours x 150% = 96). Once a student exceeds 150% of hours needed to complete the degree, he or she will no longer be eligible for Federal Financial Aid.
3. **Transfer hours from other colleges** - A student's entire academic record will be evaluated to determine eligibility for financial aid, regardless of whether financial aid was received for all semesters. Official transcripts from all previous institution must be submitted to the office of admissions and evaluated for transfer credits. Transfer credits passed from other colleges that are placed on the MDCC academic transcript will be included as hours attempted, hours earned, and in the GPA calculation. Transfer credits will be subject to the same SAP standards as institutional credits. Banner will calculate SAP based on the transfer credits that have been entered into the system.
4. **Effective date of this policy** - This policy will be effective beginning with the Fall 2011 term. SAP for summer term 2011 and fall 2011 term will be checked at the end of the fall 2011 term using this policy. For terms beginning after the end of the fall 2011 term, SAP will be checked at the end of each term.
5. **Exceeding the maximum hours that may be attempted** - Students not meeting SAP requirements due to exceeding the maximum hours attempted, generally 96 credit hours, will be placed on Financial Aid Suspension and given a code of MAX and are not eligible for Federal Student Aid.
6. **Financial Aid Warning** - Students not meeting SAP due to not passing the percentage of hours attempted or earning the minimum GPA requirements at the end of the semester

will be placed on Financial Aid Warning for the next semester. Students on Financial Warning may continue to receive Federal Student Aid for one more semester. If the student does not meet SAP at the end of the next semester, the student will be placed on Financial Aid Suspension and is no longer eligible for Federal Student Aid.

7. **Financial Aid Suspension** - Students on Financial Aid Suspension are no longer eligible for Federal Student Aid. The student may pay out of pocket and attempt to get back into compliance with the SAP requirement or the student may appeal the suspension if there were any extenuating or special circumstances that prevented him/her from meeting the SAP Requirements.
8. **Financial Aid Probation** – Students on Financial Aid Suspension and who have an appeal approved will be placed on financial aid probation and will be eligible for Federal Student Aid for one semester. At the end of the semester, the student must be meeting SAP requirements or successfully following an academic plan devised by the school. Students following an academic plan must pass all work attempted with a 2.0 GPA or higher each semester or a cumulative 2.0 GPA.

Below is a chart that demonstrates the pace of progression a student must maintain to ensure completion within the maximum time frame:

After Attempting This Many Hours-Cumulative	Percentage of Hours Attempted That Must Be Passed-Cumulative	At Least This Many Hours Must Be Passed-Cumulative	Minimum Cumulative GPA Must Be At Least
6	50%	3	1.50
12	50%	6	1.50
19	50%	9	1.50
24	50%	12	1.50
32	50%	16	1.50
33	67%	23	2.00
48	67%	33	2.00
63	67%	43	2.00
75	67%	51	2.00
84	67%	57	2.00
95	67%	63	2.00
96	Generally not eligible	Generally not eligible	Generally not eligible

If your program of study requires more than 64 credit hours earned for a degree to be conferred, according to the MDCC catalog, the maximum number of hours you may attempt will be the number of hours required by the MDCC Catalog multiplied by 150%. You will still need to pass at a minimum 67% of all work attempted and maintain a 2.00 minimum GPA to be eligible for Federal Student Aid.

9. **Prior Bachelor's Degree:** Students who have a prior bachelor's degree and are planning to enroll in educational programs at MDCC to pursue a new degree are not eligible to receive a Federal Pell Grant. However, such a student is eligible to apply for the College Work-Study Funds. Students must have on file in the MDCC Registrar's Office all required transcripts from previously attended colleges. No financial aid will be awarded if all required transcripts are not on file.
10. **Withdrawals:** Withdrawals ('W' Grade) for classes attempted at MDCC will count as hours attempted.
11. **Remedial Classes:** Developmental studies classes will be treated the same as regular classes.
12. **Incomplete Courses:** Grades of incomplete remain an 'I' for a period of one year. At that point, if the course has not been completed and a grade recorded, then the 'I' becomes an 'F.'
13. **Repeat Courses:** Repeat courses will count as hours attempted but only once in hours earned, if the student passes the course, then only the highest grade on the repeated courses will be included in the GPA calculation.

**NOTE: Students who have been academically dismissed or placed on academic suspension and wish to appeal that status should contact the office of Admissions for instructions. Completing an appeal of financial aid suspension will not correct the student's academic standing. Likewise, being readmitted through the Office of Admissions will not automatically remedy the student's financial aid suspension.**

14. **Notification of Ineligibility:** Attempts to notify all students by mail and/or email to their MDCC email account will be made; **however, all students will be responsible for checking their "My Banner" account at [www.msdelta.edu](http://www.msdelta.edu) to see their official status.**

#### **How to Appeal Financial Aid Suspension:**

Any student being denied Federal Student Aid due to not meeting SAP requirements may appeal if there are some extenuating or special circumstances such as illness of student, severe injury of student, death of close relative of student or other extenuating hardship such as lack of transportation, incarceration of student, military service, or other circumstance determined by the Financial Aid Director or Appeal Committee as extenuating or special.

**Forms are available online at [www.msdelta.edu](http://www.msdelta.edu):**

- ***Current Student***
- ***Financial Aid***
- ***How to Apply/Forms***
- ***Choose SAP or Max Credit Appeal***

The student must explain the reason for failure to maintain SAP and explain what has changed in his/her situation that will allow demonstration of achievement of SAP at the end of the next term(s), if the appeal is approved. Additional documentation such as accident reports, physician's statements, third party affidavits, etc. should be attached. The student must meet with his/her advisor or counselor to complete an academic plan to be submitted with the appeal.

**Appeals and other documentation may be accessed online at [www.msdelta.edu](http://www.msdelta.edu):**

- ***Current Student***
- ***Financial Aid***
- ***How to Apply***
- ***Choose SAP or Max Credit Appeal***

Include your Banner ID number or your social security number and your complete name on your appeal.

**Mississippi Delta Community College  
Financial Aid Office  
P. O. Box 668  
Moorhead, MS 38761  
Fax Number: 662-246-6328  
[financialaid@msdelta.edu](mailto:financialaid@msdelta.edu)**

Appeals will be considered on its own merit. Appeals may be denied. Student will be notified through their MyDelta portal. Appeals will generally be reviewed within 30 days after receipt. Appeals received after the appeal deadlines for each semester will generally be effective for the subsequent term. Appeals are limited to one per student except in extreme extenuating circumstances. All appeals with the exception of the maximum credit appeal will be granted for one semester only and the student will be reviewed for satisfactory academic progress at the end of that semester before being granted financial aid for additional semesters. The maximum credit appeal, if granted, will allow the student to complete the program of study that they are enrolled in as long as they are making satisfactory academic progress.

#### **Appeal Decisions:**

**Appeal Denial:** If an appeal is denied, the student may choose to enroll without benefit of financial aid. If the student successfully completes a semester without receiving financial aid and is not meeting cumulative SAP requirements, another appeal may be submitted. If a student successfully completes a semester without receiving financial aid and meets the cumulative SAP requirements, the student will regain financial aid eligibility.

**Appeal Approval:** Academic plans may be used for students who appeal their financial aid suspension and it is not mathematically possible for them to meet SAP standards within one semester. Academic plans are individualized based on the student's advisor. If a student is

granted an appeal based on an academic plan, they will be eligible on a semester-by-semester basis. Students are required to submit an academic plan before financial aid can disburse funds for the semester. Students must follow their academic plan exactly in order to continue to receive federal financial aid. If an academic plan is not followed, their financial aid status will be placed back on financial aid suspension. Once a student is again meeting the minimum SAP standards, their academic plan will be removed.

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

***Special rules apply when students withdraw after receiving Title IV financial aid for the term from any of the following programs:***

#### ***Federal Pell Grant Federal Supplemental Educational Opportunity Grant (SEOG)***

The Higher Education Amendments of 1998 define “withdrawal” as failure to complete the period of attendance on which federal aid eligibility was based. Therefore, this policy affects not only those individuals who complete the formal withdrawal notification process, but also those students who simply stop attending class (unofficial withdrawal). The last date of attendance recorded will be used for unofficial withdrawals. In either case, when a recipient of Title IV funds ceases attendance during a term, the college must calculate how much was earned by the student.

These rules are federally mandated and the amount of aid a student has earned for the enrollment period is based on the length of time the student remains enrolled for that period. The Financial Aid Office determines the percentage of the term completed by dividing the number of calendar days completed as of the date of withdrawal by the total number of calendar days in the term. If withdrawal occurs on or before 60 percent of the term has elapsed, the percentage of federal aid earned is equal to the percentage of the term completed. However, 100 percent of federal aid is earned if the date of withdrawal occurs after 60 percent of the term has elapsed.

Mississippi Delta Community College will return all unearned Title IV Funds to the Department of Education and the business office will charge the student’s account for the unearned amount.

## ADMISSIONS

### APPLICATION FOR ADMISSION

Applications for admission to Mississippi Delta Community College should be submitted to the Office of Admissions and Records. It is the responsibility of the student to arrange to have his/her record of high school or college credits and other documents required for admission submitted in advance of registration. MDCC does not discriminate in application of its admissions or other policies on grounds of race, color, sex, or national origin. If an admissions applicant indicates that he/she has been convicted of a felony, an admissions hearing will be required with the Admissions Committee. If an applicant provides false information on his/her application for admission, the applicant may forfeit his/her right to attend Mississippi Delta Community College.

### PRE-ADMISSION INFORMATION

Students planning to enroll may obtain information concerning offerings and opportunities available by contacting the Office of Admissions and Records or other administrative personnel. Prospective students are encouraged to visit the campus and to observe some of the activities in progress.

### SUMMER SCHOOL

Admission requirements are the same as those required of students enrolling for the regular session. Students admitted to the summer session who are on academic probation/suspension will be able to clear their academic standing as a result of obtaining satisfactory grades for summer work.

There is no refund for summer term classes once classes begin. Students who register for courses and do not plan to return for the registered semester must drop their classes from the campus computer system **before the first day of class**. Failure to drop classes from the campus computer system will result in charges to the student's account and those courses will appear on the student's transcript.

### OPEN ADMISSIONS

MDCC ascribes to an "open admissions" policy consistent with all appertaining laws. MDCC embraces the philosophy that students be provided the opportunities for learning experiences, e.g., college prep courses, counseling, tutorial assistance, etc., that will help the individual students to succeed in achieving their educational goals. MDCC utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program options to assure student success.



## ADMISSION TO THE FRESHMAN CLASS

Candidates for enrollment in the freshman class must comply with the following:

1. Submit a completed Application for Admission form. This form may be found at [apply.msdelta.edu](http://apply.msdelta.edu).
2. Submit an official transcript showing graduation by diploma from a high school accredited by the Mississippi Department of Education or by other recognized accrediting agencies. A student who has not graduated may submit a transcript showing 20 acceptable units of credit of which three units must be in English and twelve in the area of Mathematics, Science, Social Studies, Business Education, and Foreign Languages. This transcript must be sent directly to MDCC from the school which the student last attended.
3. Applicants who have not completed requirements for a high-school diploma may submit satisfactory high school equivalency certificate (GED or HiSET) scores in lieu of a high-school transcript showing graduation.
4. Each applicant is encouraged to have copies of his/her ACT scores sent to the Office of Admissions and Records. The ACT code for MDCC is 022440. These scores are used for placement purposes in various academic classes.

Health Science Programs (Associate Degree Nursing, Dental Hygiene, Healthcare Assistant, Medical Laboratory Technology, Phlebotomy, Physical Therapist Assistant, Practical Nursing, and Radiologic Technology) and career-technical programs have special admission requirements. ACT scores are required for admission to technical and health science programs. For specific requirements refer to program descriptions. ACT scores are not required for students enrolling in technical certificate programs.

An ACT sub-score of 17 in English is needed to qualify for English Comp I (ENG 1113).

An ACT sub-score of 19 in Mathematics is needed to qualify for College Algebra (MAT 1313).

Any applicant who does not have an ACT score submitted with his/her admissions application will be placed in the College Prep curriculum.

5. No applicant will be approved for admission until all required documents have been received and evaluated by the Office of Admissions and Records.

Academic and Advanced Technical students must meet one of the following criteria for admissions:

- a. The completion of at least one unit less than the minimum acceptable high school units as prescribed by law, i.e., if the state requires 21 high school units to graduate, a student can be admitted into a community/junior college with 20 high school units; or,
- b. A high school equivalency certificate (GED or HiSET); or
- c. A high school diploma; or
- d. A state-approved Career Certificate from a Mississippi Community or Junior College; or
- e. An official transcript from an accredited college or university.

Technical certificate students must meet one of the following criteria for admissions:

- a. The completion of at least one unit less than the minimum acceptable high school units as prescribed by law, i.e., if the state requires 21 high school units to graduate, a student can be admitted into a community/junior college with 20 high school units; or
- b. A high school equivalency certificate (GED or HiSET); or
- c. A high school diploma; or
- d. An official transcript from an accredited college or university.

A student not meeting the requirements stated above may be admitted as a non-degree seeking student under the following conditions:

- a. Meets the requirements to enroll in dual enrollment/dual credit Academic, Career-Technical Classes; or
- b. Meets the requirements to enroll in an approved career-pathway program that integrates Adult Education (AE) with skills training (Career-Technical).

## **ADMISSION IN THE DUAL ENROLLMENT PROGRAM**

Mississippi Delta Community College has a dual enrollment program that will allow current high school students to be enrolled at their high school and with MDCC simultaneously. The complete Dual Enrollment Policies and Procedures Manual may be found at the following link:

<https://www.msdelta.edu/programs/dual-enrollment/counselor-guidelines.php>

Requirements for dual enrollment are as follows:

1. Students must have completed a minimum of fourteen (14) core high school units.
2. Students must have a 3.0 grade point average on a 4.0 scale or better on all high school courses, as documented by an official high school transcript; a home schooled student must submit a transcript prepared by a parent, legal guardian, or custodian with a signed, sworn affidavit to meet the requirement of this paragraph.
3. Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit a parent, legal guardian, or custodian's written recommendation to meet the requirement of this paragraph.
4. An ACT sub-score of 17 in English is needed to qualify for English Comp I (ENG 1113).
5. An ACT sub-score of 19 in Mathematics is needed to qualify for College Algebra (MAT 1313).

**Special Condition:**

Students who have not completed 14 score high school units may be considered for dual enrollment if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score and have the required grade point average and recommendations prescribed above.

All composite ACT scores mentioned in this catalog refer to composite ACT scores earned on or after October 28, 1989.

All received documentation will be reviewed by Admissions staff to validate student's qualification in the Dual Enrollment program.

**ADMISSION OF TRANSFER STUDENTS**

A transfer student is defined as one who satisfactorily completes twelve hours or more at another accredited college. Developmental or remedial hours are not considered acceptable. Those individuals should submit an application for admission and an official transcript of the coursework from the previously attended institution(s). Applicants whose records show unsatisfactory scholastic standing may be accepted on probation if their individual cases indicate that they may deserve special consideration.

A student who is transferring less than twelve semester hours of credit must also meet freshman entrance requirements as outlined. Transfer of any technical credit hours (other than college transfer credit) is evaluated on an individual basis.

Students should go the Office of Admissions and Records concerning the evaluation and acceptability of transfer credit within the first semester of entrance.

## **Transfer Credits**

Mississippi Delta Community College (MDCC) grants transfer credit based on the content comparability of the courses sought to be accepted to the course offered by MDCC. Credits earned at a degree granting, accredited institution may be considered for acceptance by the Registrar.

MDCC uses the Uniform Course Numbering System in Mississippi issued by the Mississippi Community College Board for transfer of academic credits from another institution of higher learning. Academic courses eligible for transfer must be included or must be equivalent to the courses included in the Uniform Course Numbering System in Mississippi.

MDCC uses the Uniform Course Numbering System in Mississippi issued by the Mississippi Community College Board for transfer of career or technical credits from another institution of higher learning. Career or technical courses eligible for transfer must be included or must be equivalent to the courses included in the Uniform Course Numbering System in Mississippi. Only courses from programs approved by the Mississippi Community College Board for MDCC are eligible for transfer.

Transfer credit is identified on an official college transcript and cannot exceed the institution's credit value assigned to the course. Credit is allowed only for those courses in which a grade of "D" or higher has been earned. In order to receive a degree, at least 25% of a degree requirement needs to be earned at MDCC (ex: 16 hours of a 62-hour AA degree).

## **ADMISSION OF INTERNATIONAL STUDENTS**

Mississippi Delta Community College is not an eligible college to complete the required I-20 Form of the Immigration and Naturalization Service for nonimmigrant students. Consequently, the College does not recruit or admit them. Any other student who is not a U.S. citizen must present proof that they are a permanent resident of the United States.

## **ADMISSION OF MISSISSIPPI STATE PENITENTIARY STUDENTS**

### **Admissions Requirements**

All students will be required to have a complete admissions packet that is approved for state reimbursement through Mississippi Community College Board (MCCB). Those items include:

- Mississippi Delta Community College Application for approved term
- Placement scores from official ACT report or ACCUPLACER
- Official transcripts for high school (or equivalent) and/or prior college
- Residency letter from Mississippi Department of Corrections (MDOC)

### **Applications**

Paper applications and High School Equivalency Transcript Request forms will be collected and

processed for each student. Once the application is processed, holds will be placed until documentation listed on the application by the student has been received by MDCC admissions department.

### **Document Collection**

MCCB will provide GED documentation as requested by MDCC. MDOC personnel will aid in obtaining any additional documentation required for admission to MDCC. If proper documentation is not obtained, the student's schedule will be purged.

### **Testing**

A paper Accuplacer test will be administered at Mississippi State Petitionary to assess each student's placement into courses for which test scores are required.

### **LIMITED ENGLISH PROFICIENCY POLICY (LEP)**

Limited English Proficiency (LEP) means persons who are unable to communicate effectively in English because their primary language is not English, and they have not developed fluency in the English language. A person with Limited English Proficiency may have difficulty speaking or reading English. An LEP person will benefit from an interpreter who will translate to and from the person's primary language. A LEP person may also need documents written in English translated into his or her primary language so that person can understand important documents related to health and human services. (hhs.gov)

The College has a procedure in place to identify and assess applicants with limited English proficiency.

All prospective Career-Technical students will be TABE tested in the areas of reading and language. Individuals who are determined to require additional assistance in these areas will be directed to the Coordinator of Disability Services. The Registrar, who oversees the Office of Admissions, and the Dean of Career-Technical Education will be responsible for making sure the TABE test is administered.

### **ADMISSION OF PERSONS WITH PRIOR FELONY CONVICTIONS OR DISCIPLINARY DISMISSALS**

#### **Summary**

It is the policy of Mississippi Delta Community College to require applicants for admission to report whether they have been convicted of a felony. Applications from such candidates must be reviewed by a campus committee before admission is granted.

#### **Policy**

The application for admission to campuses of the College contains a question regarding whether the applicant has been previously convicted of a felony. It is the policy of the College that such a

question be included in applications for college admissions, re-admission, full-time, online and/or part-time.

### **Campus Admission Review**

It is the responsibility of the College to accept or deny admission to an applicant based on prior criminal convictions where such admission would involve an unreasonable risk to person or property, would pose a risk to the safety and welfare of faculty, staff, students and the public or be disruptive of the educational environment. Campus policy should include procuring appropriate information related to previous criminal and incarceration records and obtaining recommendations from corrections officials and, at times, current employment or educational supervisors. Campuses must utilize a standing committee to review applicants who affirm that they have been convicted of a felony.

The purpose of the campus committee is to review appropriate information and decide whether an applicant with a felony conviction should be admitted. If admitted, the conditions of admissibility must also be decided, as to whether on-campus housing will be allowed. The committee may request the applicant to provide the following:

1. The specifics of the felony conviction such as background, charges filed, and date of occurrence. Appropriate releases may have to be executed by the applicant for receipt of criminal history information and

For applicants with felony convictions, references must be provided from the Department of Correctional Services, Division of Parole, including the name and addresses of parole officers. For those currently in parole status, the committee should obtain the conditions of parole and determine if the campus environment affords compliance. The committee should also review whether specific services will be needed for the prospective student. Parole officials should be questioned as to whether the applicant would pose a threat to the safety of the campus community; and

2. A personal interview to either clarify or verify information.

After review of all available information, the committee will decide whether to deny admission, admit the applicant or admit the applicant with certain conditions. To clarify the lines of communication, the President of the College will designate a campus official to act as the liaison person with the Division of Parole and the Department of Correctional Services and the local parole office.

### **ADMISSION OF STUDENTS SEEKING TO AUDIT COURSES**

Students desiring to take courses for no grade/credit must follow all admissions processes. The student will be registered as auditing the class and there will be no grade/credit assigned upon completion of the course.

## REGISTRATION AND ORIENTATION

Students currently enrolled who plan to re-enroll at MDCC may pre-register for their classes for the coming semester during the period that is set by the College. These dates are usually announced approximately six weeks ahead of time. Orientation and pre-registration of freshman and transfer students will not be possible until all entrance requirements are completed. These students are notified by email as to when they should come. Faculty advisors will be available during pre-registration and orientation to advise and assist students in arranging their courses of study.

## LATE REGISTRATION

All students are expected to register during the days set aside for this purpose, as indicated by the Academic Calendar.

## CREDIT BY EXAMINATION

Other than the Accuplacer placement examination and Advanced Placement examinations, Mississippi Delta Community College does not award credit by examination.

### CRITERIA FOR THE PLACEMENT OF STUDENTS IN MAT 1313, MAT 1233, and MAT 0123

MATH ACT SUB SCORE	COURSE PLACEMENT
19 or higher.....	MAT 1313 College Algebra
16-18.....	MAT 1233 Intermediate Algebra
15 or below.....	MAT 0123 Beginning Algebra

### CRITERIA FOR THE PLACEMENT OF STUDENTS IN ENG 1113, ENG 0123, and ENG 0113

ENGLISH ACT SUB SCORE	COURSE PLACEMENT
17 or higher.....	ENG 1113 English Composition I
14-16.....	ENG 0123 Intermediate English
13 or below.....	ENG 0113 Beginning English

A student who wishes to challenge their ACT sub score in English or math, may take the Accuplacer test for a small charge which should be paid to the Business Office. The student should contact the testing coordinator at 662-246-6378 to schedule an appointment. The testing should be scheduled before the regular semester begins. The Accuplacer may be taken a maximum of three times for English placement and a maximum of three times for Math placement. Students must wait 24 hours between retests. Students must pay designated fee for each test attempt.

The following are scores for placement:

English (AC E)	Math (AC M)
ENG 0113 Beginning English 400-473	MAT 0123 Beginning Algebra 200-230
ENG 0123 Intermediate English 474-501	MAT 1233 Intermediate Algebra 231-253
ENG 1113 Comp I 502-600	MAT 1313 College Algebra 254-300

### **ADVANCED PLACEMENT PROGRAM**

Advanced placement and three hours of credit are awarded in American History, Biology, Calculus, Chemistry (2), English (1), Western Civilization, Physics, Spanish, and French to students who participate in the College Entrance Examination Board (CEEB) Advanced Placement Program offered through their high school, and who earn scores of three or higher on the final examinations. A student must earn twelve hours at MDCC before advanced placement credit may be recorded on the student's transcript. The total number of hours one may earn by the advanced placement program is fifteen.

- a. Any student who receives a three or four on the examination will receive three hours of credit for English 1113. Any student who receives a five on the examination will receive six hours of credit for English 1113 and English 1123.
- b. Chemistry laboratory is not included.

### **CHANGE OF SCHEDULE**

A student is held responsible for attendance in all classes to which he/she is assigned. A change in schedule may be made with the permission of the appropriate Department Chair and without penalty, according to the date indicated by the College Calendar. Any subsequent changes will be made only at the request of the instructor.

### **WITHDRAWAL PROCEDURES**

#### **Class Withdrawals (Drops)**

Students may withdraw from class beginning after the 60% attendance day of a semester until one week prior to the start of exams. Students who would like to withdraw from a class should initiate the process with their instructor during the withdrawal period. The process of withdrawing from a class is maintained between the student and instructor only. The instructor should fill out a withdrawal form including the last date of attendance (LDA) for the class. The student is required to sign the withdrawal form, and the instructor will provide the student with a copy of the form. The instructor will go into Banner and record the LDA, then file the original form. If a student is cut out by the instructor due to excessive absences prior to the withdrawal date, they may come to the instructor after the withdrawal period has begun to withdraw. Students must realize that an earlier LDA may cause financial aid consequences.



### **Excessive Absences (Cut-outs)**

If a student is dropped by the instructor due to EXCESSIVE ABSENCES prior to the 60% withdrawal date, a grade of “F” is automatically recorded in Banner with an LDA. It is the student’s responsibility to return to the Instructor after the Drop period has begun to fill out the withdrawal form (see Class Withdrawal (Drops) procedure). Once the withdrawal form is complete, the instructor will record a “W” with the LDA in Banner.

### **School Withdrawals**

Students wishing to officially withdraw from all classes at MDCC should begin the process in the Office of Advising in the Boggs-Scroggins Student Services building.

1. The student will visit with the Advising Coordinator or Academic Advisor in the Office of Advising where he/she will be issued a School Withdrawal form.
2. The student should obtain signatures from:
  - the **Library** (staff will check for any materials the student may have checked out and not returned)
  - the **Business Office** (staff will check for any fines the student may have incurred)
  - **Financial Aid** (staff will inform the student of the consequences resulting from a total withdrawal from MDCC)
3. The student will sign the completed form verifying his/her complete understanding of the consequences which may result from a total withdrawal from MDCC. The student should then bring the signed form and their MDCC issued student photo ID card back to the Office of Advising for completion. Students will complete a Student Withdrawal Survey. When the survey is completed, staff will sign the form verifying that the withdrawal process is complete. An e-mail will be sent to the instructors informing them that the student has officially withdrawn from MDCC. Upon receipt of the e-mail, each instructor should enter the LDA for that student into Banner.

### **eLearning Class Withdrawals**

MDCC students may withdraw from an eLearning class by completing an online withdrawal form after the 60% date which will be published on the eLearning web page and on Canvas. The form may be found at [www.msdelta.edu](http://www.msdelta.edu), Current Students, eLearning, Forms, Withdrawal Form. Forms received prior to the 60% date WILL NOT BE PROCESSED.

## **ATTENDANCE POLICY**

### **Academic, Technical, and Health Science Programs**

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance record, and these records will become part of the student’s official record. Absences are a serious deterrent to good scholarship; it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. The student will be allowed to make up assignments for absences resulting from personal illness, death in the immediate family, official school functions, and those excused by the Vice President of Instruction, the Dean of Career-Technical Education, and the Dean of Health Sciences assuming proper documentation. When an absence occurs (excused or unexcused), it is the student’s responsibility to contact his/her

instructors for make-up assignments. The student must complete the assignment within the time specified by the instructor. When a student's absences in a course exceed the following, the student will be dismissed from the course:

One class meeting, lecture, or laboratory, per week.....	2
Two class meetings, lecture, or laboratory, per week.....	4
Three class meetings, lecture, or laboratory, per week .....	6
Four class meetings, lecture, or laboratory, per week.....	8
Five class meetings, lecture, or laboratory, per week .....	10

**Absences caused by change of schedule or late registration will be recorded as absences. Students enrolled in career-technical courses and health science courses should be aware that additional stipulations may apply to absentees. These will be included in the program/course syllabus.**

### **REINSTATEMENT FOR COURSES**

If a student exceeds the allowable absences for each particular course, the instructor will inform the student of their cut from the class. If the student contacts the instructor within three school days from the cut-out date, the student may be reinstated into the class with the understanding that the student cannot have additional absences. A reinstatement form may be filled out by the instructor which will be signed by both the student and instructor. A copy will be given to the student.

### **TARDY POLICY**

Tardiness is a serious interruption of instruction and continuous infractions will not be permitted. Students are expected to be in class on time. A student may be considered absent after the completion of the roll call and/or in compliance with directives included in the class syllabus.

### **STUDENT LOAD AND ACADEMIC STATUS**

To be considered full-time, a student must be enrolled in 12 or more hours. A normal load is considered to be 15 hours or more each semester. A semester hour of credit represents one hour of class work or two hours of laboratory work a week, plus the necessary preparation for a semester. In some career and pre-professional courses, three laboratory hours are required for one hour of credit.

The maximum load for a student each semester is 19 hours. Students whose previous academic record shows a 3.0 or higher may be allowed to register for a maximum of three additional credit hours with permission of the Vice President of Instruction or the Dean of Career-Technical Education.

Sophomores who lack a maximum of 19 semester hours to meet requirements for graduation may be granted a waiver of the 3.0 requirement, provided that the number of quality points needed for graduation does not exceed the number of semester hours needed for this purpose.

A student enrolled for fewer than 12 academic semester hours will be classified as a part-time student.

Recipients of scholarships granted by MDCC must be enrolled in a minimum of 15 hours for the semester and **pass** all 15 hours.

### **PROBATION POLICY\***

Probation (eligible to enroll with restrictions)

- a. Any full-time/part-time student who fails to earn a 1.5 GPA for the current semester will be placed on academic probation.
- b. Any student re-admitted following dismissal for academic reasons from MDCC or any other college or university will be accepted on probation.

### **SUSPENSION POLICY\***

Suspension (not eligible to enroll for a specific period of time)

- a. Any full-time/part-time student on probation must maintain a 1.5 GPA for the current semester or be placed on academic suspension for a minimum of one semester.
- b. Any appeal to the suspension policy must be made to the Office of Admissions and Records at least three working days prior to the start of the semester.

\*For probation and suspension purposes, a student's classification is based on the number of hours enrolled in after the last day to drop a class without receiving a grade.

### **CELL PHONE USE POLICY**

The use of cell phones and other electronic devices is not allowed in classrooms, labs, shops, or other venues where teaching or testing is taking place, unless permitted by the instructor. This includes texting, ear devices, and smart watches. **First Offense:** A warning will be issued if the device is used in the course of a teaching session. **Subsequent infractions** during teaching sessions will result in appropriate disciplinary action, including but not limited to, being counted absent and possible withdrawal from the course. If such a device is used in the course of graded work, the work will be confiscated, and the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor's course policy. This may include failure of the assignment, failure of the course, or dismissal from the institution.

## **CLASSIFICATION**

Students who have completed fewer than 24 semester hours in their curriculum are classified as freshmen. Classification of all students is made by the Office of Admissions & Records at the beginning of the fall semester.

## **ACADEMIC HONESTY POLICY**

Academic honesty is a fundamental attribute of higher learning. Students who violate the principle of honesty deny themselves an opportunity to master the skills that they are credited to possess, cheat their classmates of deserved recognition, and demean the college and its degrees. It is a matter of great concern that all members of the college community strive for high standards of personal integrity.

Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures with the process of evaluation. Misrepresenting the relationship between the work being evaluated and the student's actual state of knowledge is an act of academic dishonesty.

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student is expected to accomplish his/her own work.

Academic misconduct includes, but is not limited to, deceptive acts such as the following:

- plagiarizing from any source
- cheating in any manner on tests, papers, reports, etc.
- turning in work as a student's own when, in fact, it was not his/her work
- improperly using technology including Artificial Intelligence (AI)
- stealing, buying, or selling course materials
- either impersonating another student during a test or having another person assume one's identity during a test
- deliberately conveying false or misleading information

When academic misconduct has occurred, the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor's policy. This may include failure of the assignment, failure of the course, or dismissal from the institution.

## **GRADING SYSTEM AND QUALITY POINTS**

The final grades for each student are determined by combining the grades received in daily recitations, laboratory work, written work, class attendance, and periodic tests, with those received on final examinations.

Letter grades will be assigned for all completed courses according to the following scale:

**A** = excellent – represents superior work in addition to the regularly prescribed assignments

**B** = good – represents work for above average of the class.

**C** = satisfactory – average achievement.

**D** = poor – the lowest grade for which credit is given. It represents achievement below the average of the class.

**F** = failure – represents an inferior work, and the course must be repeated in order to receive credit.

**I** = incomplete – represents a temporary mark that may be removed without repeating the course; it is submitted by the instructor when the student, because of illness or other circumstances beyond his/her control, has been unable to complete the course requirements. “**I**” grades must be cleared at the earliest possible opportunity through arrangements approved by the Vice President of Instruction and the instructor and, in all cases, before the student withdraws from school. A grade of **F** will be recorded on the permanent record if the condition is not removed within **ONE** year.

**W** = withdrawal – represents a student withdrew from a course without penalty and before the last date to withdraw.

On all repeated subjects, Mississippi Delta Community College will consider only the highest grade earned in determining course credit and quality-point averages. This is a local college policy and may not apply to other colleges or universities to which you may wish to transfer. All attempts to take the course will be recorded on the transcript.

For those accustomed to an evaluation in terms of percent, the standard MDCC grading scale is as follows:

A=93-100; B=84-92; C=75-83; D=68-74; F=below 68

Deviations to the standard MDCC grading scale are reviewed and approved each semester by the Vice President of Instruction. Students should consult their course syllabus or program handbook for course/program specific grading scales.

Semester hours indicate the amount of work done. Quality points are a measure of the quality of work. For a course carried throughout a semester, the following grades will be awarded for each semester hour of credit:

**A** = four quality points

**B** = three quality points

**C** = two quality points

**D** = one quality point

**W, F, or I** = zero quality points

A minimum of 62 academic semester hours and 124 quality points are required for all types of diplomas granted by Mississippi Delta Community College.

## **EXAMINATIONS**

Examinations are administered at the close of each semester and at such other times as instructors deem necessary. **There will be no exemptions from examinations unless approved by the Vice President of Instruction.** Absences from final examinations, except in cases of unusual emergencies, are automatically recorded as failures. Examinations can only be rescheduled with the approval of the Vice President of Instruction.

## **VIEWING SEMESTER GRADES**

The Office of Admissions and Records posts grades of all students at the end of the semester. These grades can be accessed online through the college website through MyDelta, Banner.

Special reports covering the academic or conduct record of a student will be mailed to the student at any time that it may be deemed necessary.

## **MANAGEMENT OF RECORDS**

The custodian of the records at Mississippi Delta Community College is the Office of Admissions and Records.

Mississippi Delta Community College maintains records to show continued pursuit of course enrollment and the progress made. Student records include the grade in each course per semester and record of withdrawal from any course. These records are maintained in a fire proof vault in the Office of Admissions and Records.

The College maintains a written or electronic record of previous education and training which clearly indicates that appropriate credit has been given by the College for previous education and training, with the training period shortened proportionally, if applicable, and the person and other appropriate agencies notified.

Proof that entrance requirements are met is part of the student's record.

## **STUDENT PRIVACY**

Mississippi Delta Community College complies with all provisions of the Family Educational Rights and Privacy Act (FERPA) concerning student records. FERPA provides for the rights concerning the privacy of student records and serves as the basis for the College's policy concerning the release of student records.

Mississippi Delta Community College will release directory information about any student unless he/she has notified the Office of Admissions and Records in writing that he/she does not want any such information released. This written request must be filed within two weeks after the student registers each semester.

Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student, and other similar information.

Students can file a complaint concerning alleged failure by Mississippi Delta Community College to comply with the requirements of FERPA with the U. S. Department of Education at the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **Individual Student Records**

Records on an individual student may be disclosed under the following circumstances:

#### **Student Requests:**

- Students have the right to inspect and review their education records maintained by the College. MDCC is not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. MDCC may charge a fee for copies.
- Students have the right to request that Mississippi Delta correct records which they believe to be inaccurate or misleading. If MDCC decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if MDCC still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

#### **Agency and Institutional Requests:**

- Generally, MDCC must have written permission from the student in order to release any information from a student's education record. However, FERPA allows Mississippi Delta to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - College officials with legitimate educational interest;
  - Other colleges to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the College;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

### **Parent Requests:**

- FERPA allows parents of dependent students, age 18 and older, the right to examine the record of their dependent students. Parents of dependents must follow the same procedure as independent students regarding confidentiality and access to the dependent student's record. Parents of independent students are not allowed to view the student's record without written, verifiable permission of the student(s).

### **Transcripts**

An official transcript of a student's record may be obtained by the student submitting a written request complete with the student's signature to the Office of Admissions and Records. Forms may be obtained by visiting Admissions, Records and requesting a transcript online. The College also utilizes the Transcripts on Demand service for E-script services which can be located on the College's website. Transcripts are released to students who have met all financial obligations to the college. A fee, payable in advance, is required for each copy.



## **MDCC LIBRARY SYSTEM LIBRARY SERVICES**

**Library Commitment** – The MDCC Library System supports the mission of the College through services and resources that enhance the quality of life of the college community. The Library provides access to knowledge and promotes learning through the diversity of print, media, online electronic information, resource sharing, computer-assisted instruction, and other experiences made available by constantly expanding technologies. Continuous effort is made to develop and utilize innovative information delivery systems.

**Information** – The MDCC Library System houses a library on each of the three campus sites that offers a variety of services, which include accommodations of the book and non-print collection, Online Card Catalog (OCC), and computers. The Library subscribes to print and digital periodicals with a selection of local and state newspapers, and provides computers in designated areas. While the Moorhead campus offers all resources, some campuses may be limited in their particular resources.

**Library Patrons** – To manage the circulation of materials and ensure a quality study environment for Library patrons, students must present a current ID when entering the Library. MDCC students and faculty have open access to the library holdings and electronic resources on any of the three campuses. Non-MDCC students and community patrons must present some form of ID and are limited to areas of access in the library. An instructor or parent must accompany non-MDCC students that are in public or private schools wanting to use library services and materials. No food, tobacco, or cell phone conversations are permitted in the library.

**Web Page** – MDCC students, faculty, and staff can access the Library web page through the MDCC Web Page located at [www.msdelta.edu](http://www.msdelta.edu) under current students. Located on the web page is general information about the three locations, information about electronic resources including but not limited to OCC, EBSCOhost e-books (256,589), Films on Demand (47,643 streaming videos), discipline specific databases, subject guides, including Mississippi Alliance for Gaining New Opportunities through Library Information (MAGNOLIA), and Mississippi Electronic Libraries Online (MELO). Also included are helpful links for general information and to support classroom instruction. Some of the databases require a password which may be obtained through Canvas or by contacting the library. In addition, as a member of the MS Library Partnership, MDCC patrons have access to print materials from Delta State, MS State, MS University for Women plus 50 public libraries around the state.

## **MEDIA SERVICES**

**Computer Labs** – Each campus library has computers for student use. To use the computers, students must sign in at the appropriate area. The labs may be reserved for class use.

## COLLEGE LIFE

### WHOM TO SEE

KRISTY BARIOLA.....Library (662) 246-6378

Director of Library Services

ANGELA FANT.....Boggs-Scroggins Student Services Center (662) 246-6473

Director of Financial Aid

Veteran Affairs

WIOA Coordinator

DOUGLAS FREEZE.....Charles W. Capps, Jr. Technology Center (662) 887-2876

Vice President of Workforce Education & Economic Development

Lineman Program

JAY GARY..... Boggs-Scroggins Student Services Center (662) 246-6306

Dean of Enrollment Management

Admissions

Advising

Financial Aid

Recruiting

CLAIRE GREEN..... Tanner Hall (662) 246-6399

Department Chair, Humanities

MARKRICUS HIBBLER..... W.P. Lacy Campus Police Office (662) 246-6470

Chief of Campus Police and Director of Public Safety

DR. STEVEN JONES.....Stauffer-Wood Administration Building (662) 246-6304

Vice President of Administrative and Student Services

Dr. PATRICIA KELLY.....Horton Building (662) 246-6417

Dean of Health Sciences

Health Science Absentees

Health Science Admissions Information

Health Science Programs

Health Science Schedule Changes

Health Science Withdrawal

CHRISTOPHER LEE..... Vandiver Student Union (662) 246-6444  
Dean of Student Services  
Campus Police  
Career Closet  
Counseling and Disability Support Services  
Delta Dancers  
Judicial Affairs  
Student Activities and Recreation  
Student Development  
Student Housing and Residence Life  
Student Illnesses and COVID-19 Coordination  
Student Organizations  
Title IX Coordinator  
Trojan Rides (Transportation Program)  
Trojan Stockade (Food Pantry)

ALLYSON LOFTON..... Horton Building (662) 246-6236  
Department Chair, Social Sciences

BURNADETTE MCDONALD .....Coliseum (662) 246-6474  
Department Chair, Health, Physical Education, & Recreation

STACI MILLER..... Boggs-Scroggins Student Services Center (662) 246-6356  
Vice President of Business Services  
Bookstore  
Cafeteria  
College Advancement and Alumni

ELIZABETH SCRIVNER ..... Harper Science Building (662) 246-6402  
Department Chair, Math & Science

SUZANNE THOMPSON ..... Allen Foley Career-Technical Complex (662) 246-6516  
Dean of Career-Technical and Adult Education  
Adult Education  
Career/Technical Absentees  
Career/Technical Admissions Information  
Career/Technical Programs  
Career/Technical Schedule Changes  
Career/Technical Withdrawal

TERESA WEBSTER ..... Boggs-Scroggins Student Services Center (662) 246-6317  
 Vice President of Instruction  
 Department Chair, Business/CIS  
 Absentees  
 Academic Transfer Programs  
 Advising  
 Dual Enrollment  
 eLearning  
 Instructional Complaints  
 Instructional Technology  
 Schedule Changes  
 Student Success Center of Learning

JENNIFER WOODARD .....Fine Arts (662) 246-6348  
 Department Chair, Fine Arts  
 QEP Director

**IMPORTANT PHONE NUMBERS**

Residence Hall Directors:

Hargett-Lee Residence Hall – Women .....662-246-6000 or 6580  
 Edwards-Stonestreet Residence Hall – Men .....662-246-6588 or 6575

Campus Police ..... 662-246-6470  
 Campus Police Emergency Line..... 662-246-8011  
 Sunflower County Sheriff’s Office ..... 662-887-2121

Dean of Student Services Office..... 662-246-6445

Coordinator of Student Housing & Residential Life..... 662-246-6449

**STUDENT INFORMATION**

Each student at Mississippi Delta Community College is considered a distinct personality with his/her own individual characteristics. All of the organizations, activities, and services regularly functioning as a part of the college program are designed to help meet specific needs of the student. These nonacademic or extracurricular activities are considered by the community college to be an integral part of the students’ education.

Students are encouraged to take an active role in clubs, social activities, publications, athletics, and other organizations that interest them. The campus is noted for the friendly and democratic atmosphere that exists among its students. Adjustment to life on the campus is made easier by our staff and faculty members along with student leaders who assist students in solving their problems and in making the necessary adjustments required for successful college life.

## **ACADEMIC ADVISING**

The Advising Coordinator is located in Boggs-Scroggins 308. Students are encouraged to report to their assigned advisor for academic advising. However, the Advising Coordinator is available for additional support services and for navigating students through the advising process.

## **ATHLETICS**

Students are encouraged to participate daily in some type of physical recreation. The administration believes that an athletic program properly regulated will tend to promote both the physical and moral development of the participants and will assist in fostering a wholesome college spirit. Those who possess the interest and ability are encouraged to take part in team sports and the intercollegiate program.

Mississippi Delta Community College is a member of the National Junior College Athletic Association and the Mississippi Association of Community and Junior Colleges. A full schedule of intercollegiate games is played each year, chiefly with other Mississippi community colleges, in football, basketball, softball, and baseball.

## **BOOKS**

Books are sold through the MDCC Bookstore, located in Tanner Hall. Second-hand books are often available and sold to students at a reduced price. At the end of the school year, books to be used the next session are purchased from students at a fair price. The annual cost of books is chiefly dependent upon the curriculum that the student follows.

## **STUDENT SUCCESS CENTER OF LEARNING LAB**

Mississippi Delta Community College provides a Student Success lab on the Moorhead campus in the Library (Student Success Center of Learning). The Student Success lab is staffed with a full-time Student Success Center of Learning Coordinator, and part-time faculty, and student tutors. Students may use other resources available in the computer labs such as Anatomy and Physiology models, Thinkwell Mathematics software, Mosby's Nursing software, and CyberEd Biology, and chemistry software. The Student Success lab is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. Virtual tutoring is available to any student at any of the MDCC campuses.

## **INSTRUCTIONAL TECHNOLOGY**

Mississippi Delta Community College provides a "Tech Zone" technology center and Live-Stream classrooms for students and employees to use. The Tech Zone is located on the Moorhead campus in Horton room 130b. This lab is equipped to provide technology assistance, collaboration spaces, study space, and computer access. Live-Stream classrooms are located at each academic campus. Live-Stream rooms are used to connect students with instructors and classes at multiple sites. The Instructional Technology Specialist is located in the Tech Zone and is available for assistance with understanding and utilizing technology in the educational environment.

## **COLLEGE PUBLICATION**

The *Retrospect*, the college annual, is an illustrated publication depicting a record of the campus activities. It is published by the students with faculty guidance. Upon payment of the tuition fees in

the fall semester, the student is entitled to the insertion of his/her picture in the annual and to receive one copy of the publication.

### **COUNSELING AND DISABILITY SUPPORT SERVICES**

The Office of Counseling and Disability Support Services at Mississippi Delta Community College supports the college's mission by helping to alleviate barriers to success.

### **COUNSELING SERVICES**

The Counseling Department empowers current and prospective students to identify and achieve their academic, career, and personal goals. Counselors aim to create a safe and warm environment which is respectful, accepting, and compassionate toward all students. The Office of Counseling Services is dedicated and committed to understanding, honoring, and promoting the enhancement of holistic student development.

Professional Counselors are located on all MDCC campuses:

Jalisha Kee, Moorhead Campus  
Vandiver Student Union  
Phone: 662-246-6442  
Email: [jkee@msdelta.edu](mailto:jkee@msdelta.edu)

Darla Poole, Moorhead Campus  
Boggs-Scroggins Enrollment Services Center  
Phone: 662-246-6361  
Email: [dpoole@msdelta.edu](mailto:dpoole@msdelta.edu)

Katie Jones, Greenwood Campus  
Administrative Offices  
Phone: 662-477-1760  
Email: [kjones@msdelta.edu](mailto:kjones@msdelta.edu)

Pam Venton, Greenville Campus  
Greenville Higher Education Center (MDCC Office Suite), Office 139  
Phone: 662-332-8205  
Email: [pventon@msdelta.edu](mailto:pventon@msdelta.edu)

Counselors from these locations are also available for students at the Charles W. Capps Jr. Technology Center in Indianola, MS by appointment. Contact Jalisha Kee, counselor on the Moorhead campus. For general counseling needs, please email the Office of Counseling at [counseling@msdelta.edu](mailto:counseling@msdelta.edu).

Counseling information must remain confidential and secure; nothing is shared with anyone without written permission except in specific legal exceptions as outlined in the informed consent process, or unless a client writes a release to communicate information to specific persons

outside the office. MDCC provides a wide range of solution-focused student supports including such services as these:

- Educational goal setting
- Career interest exploration
- Personal counseling and referrals
- College transfer assistance

Professional development and services provided by the Office of Counseling Services further enhance the healthy functioning of the college, its students, faculty and staff through these supports:

- Educational Presentations and Workshops
- Professional Consultation and Training
- Collaboration with Community Members and Agencies

Students are encouraged to schedule appointments, but accommodations are made for walk-ins. All contact information for these offices and sites is available on the MDCC Counseling webpage at <https://www.msdelta.edu/counseling/index.php>.

### **DISABILITY SERVICES**

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, Mississippi Delta Community College provides reasonable accommodations for students with special needs. To request accommodations, please contact the Office of Counseling and Disability Support Services, located in the Boggs-Scroggins Enrollment Services Center.

Darla Poole  
Boggs-Scroggins Enrollment Services Center  
Phone: 662-246-6361  
Email: [adacompliance@msdelta.edu](mailto:adacompliance@msdelta.edu)

*Students Have the Responsibility to:*

- Self-identify specific accommodations needed in a timely manner;
- Provide, in advance, a reasonable amount of time for a requested accommodation;
- Provide current documentation of a disability from an appropriately certified or licensed professional;
- Request in a timely manner, specific accommodations that are appropriate to the documented disability;
- Maintain reasonable contact with the Counseling and Disability Support Services Coordinator;
- Follow procedures outlined by the Counseling and Disability Support Services.

MDCC provides a wide range of Disability Support Services including such services as these:

- Advises, counsels, and provides reasonable accommodations to students.
- Advocate with the College faculty and administration on behalf of student with disabilities.
- Coordinates and/or provides in-service training for the College community to promote awareness of the special needs of students with disabilities.
- Coordinates admission, counseling, and support services for students with self-identified disabilities in need of ADA accommodations.
- Ensures College compliance with federal, state, and local regulations regarding student access to facilities and instructional programs.

After a student has requested accommodations, provided appropriate documentation, and completed all other steps and processes, several academic adjustments may be considered to assist the student. These might include extended time on tests, auxiliary aids and services. Auxiliary aids and services can be note-takers, readers, recording devices, screen readers, voice recognition and other adaptive software or hardware for computers, and other devices that can be used to accommodate students.

### **RECRUITING OFFICE**

College recruiting services help prospective students transition to college. These services are coordinated through the lead recruiter at the Moorhead Campus but are available at all sites.

They include the following services:

- General information about MDCC
- Campus tours for individuals and groups
- Recruiting at area high schools and career fairs
- Educating prospective students about admission and scholarships

### **DRESS CODE FOR STUDENTS**

MDCC enforces a policy of appropriate dress. ALL students must comply with the institutional guidelines related to appropriate attire. This policy addresses, but is in no way limited to:

- no extremely high cut shorts
- no low cut and/or revealing tops
- no sagging pants
- no pajamas worn in public

Violators of this policy will be subject to punitive actions consistent with the common practices of the Dean of Student Services Office. **(See Appendix for examples of acceptable and unacceptable forms of dress)**

### **HEALTH SERVICE**

In case of serious illness an ambulance will be called, and parents or guardian will be contacted.



The cost of special services such as ambulance and medicine will be the responsibility of the student involved.

Commuting students who become ill during school should report to the Dean of Student Services Office. Temporary care will be provided, and the parent or guardian will be notified at the request of the student or if deemed necessary by the Dean of Student Services Office.

### **DELTA HEALTH SYSTEM TELEHEALTH SERVICES**

Telehealth connects students to a healthcare provider through real-time audio and video technology and can be used as an alternative to traditional in-person care delivery. It is the same personal care from a regular doctor's visit without leaving the College. Students should follow the steps below to connect with a provider:

Step 1: Call 662.725.6261 to schedule an appointment (Monday-Thursday: 8am-5pm; Friday: 8am-12pm)

Step 2: Inform the registration specialist you are calling to schedule a telehealth appointment and your end-user site is MDCC.

Step 3: Complete registration paperwork that will be emailed to you. Return your completed forms prior to the telehealth appointment.

Step 4: At least 5 minutes before your appointment time, go to Room 233 in the Horton Building to begin your telehealth visit.

Step 5: Make sure the tele cart is powered on "power button". When you see the provider calling the screen, touch the "Accept" button.

Step 6: Follow your healthcare provider's instructions.

Step 7: Look for an email with the link to pay online.

### **GENERAL INFORMATION ON COVID-19**

Mississippi Delta Community College is carefully monitoring developments related to the Coronavirus. This is a rapidly evolving situation, and we will provide updated information and guidance as it becomes available. Our highest priority remains the health and safety of our students, faculty and staff. For the most recent COVID-19 updates, please check the web site at: [msdelta.edu](http://msdelta.edu).

### **HOMECOMING**

The Homecoming Court will be composed of the following:

Moorhead Campus – two freshmen maids and two sophomore maids

Greenville Campus – two freshmen maids and two sophomore maids

Greenwood Campus – two freshmen maids and two sophomore maids

One Homecoming Queen (per campus) will be elected from all sophomore maids.

A student may represent only one campus and must be fully enrolled on the campus they represent.

Qualifications for freshman Homecoming maid are as follows:

1. Must be a full-time student-defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Freshman student-defined as having completed 23 or less hours or enrolled as a first-year student of a Career-Tech program
3. Cumulative GPA of 2.5 or higher
4. Must not have any disciplinary infractions; must not be on academic probation, disciplinary probation or residence hall dismissal.

Qualifications for sophomore Homecoming maid and Homecoming queen are as follows:

1. Must be a full-time student-defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Sophomore student defined as having completed 24 or more hours
3. Cumulative GPA of 2.5 or higher
4. Must not have any disciplinary infractions; must not be on academic probation, disciplinary probation or residence hall dismissal
5. Must have attended MDCC for at least one semester prior to elections

**Each member of the Homecoming court selects escorts from the student body for coronation and may select a male figure for escorting on the field during half-time of the homecoming game. These escorts are subject must meet the same qualifications as the court (see above).**

**One election for Homecoming Court will be held per campus. The election shall be held no later than two weeks before the date set for Homecoming. Election shall be by popular vote by all college students. The Homecoming Queen will be the Sophomore Maid who receives the highest number of votes. While the homecoming Court will be announced after elections are completed, the Homecoming Queen will not be announced until Homecoming Day.**

**Any student wishing to participate in homecoming must attend a mandatory interest meeting to be informed about other requirements such as coronation and parade participation, homecoming activities participation, etc. At this time, they must also pick up a petition from the Office of Student Services and return the completed document before being added to the ballot.**

## **MAIL**

Residential students may pick up their mail in the lobby of their residence hall. Mail should be addressed to the individual as follows:

USPS (Post Office)	Shipping (FedEx, UPS, DHL, etc.)
Name AND Room Number	Name AND Room Number
MDCC Residence Hall	MDCC Residence Hall
Hargett-Lee Women's Residence	Edwards-Stonestreet Men's Residence
P.O. Box 668	100 Lucas St.
Moorhead, MS 38761	Moorhead, MS 38761

It is requested that money be sent only in the form of a check or money order. Please allow two days for mail processing by MDCC staff once you have been notified your package has been delivered. Once your package has been brought to Student Services it will be delivered to your residence hall for pick-up. Check with your on-duty Residence Hall RA or Director.

## **MEALS AND MEAL PLAN**

Meals are served in the cafeteria at regular hours, except during holiday periods. A schedule of meals is posted at the beginning of the semester and is also available on the College website. Changes in eating times will be posted around the residence hall and the cafeteria. All students living in residence halls are required to purchase one of two meal plans below:

- The Regular meal plan covers:
  - Sunday dinner
  - 3 meals Monday – Thursday
  - 4 Friday brunch
- The Weekend meal plan covers in addition to the regular meal plan:
  - Friday dinner
  - Saturday brunch and dinner
  - Sunday brunch

Residential students will be required to present their ID to the cashier at each meal. Residential students who fail to present their ID will be required to pay cash.

Visitors and guests of students who eat in the cafeteria are required to pay for their meals. Students who no longer live on campus for any reason can obtain a commuter meal plan. Commuting students can apply in the Business office if you would like to continue eating meals in the cafeteria.

## **OFFICIAL COMMUNICATIONS**

Communications issued by administrative personnel are distributed by the following three methods:

1. mailed to the campus or home address;
2. posted on bulletin boards;
3. e-mail to students' college issued email accounts. It is the student's responsibility to check his/her email account to obtain official announcements and other pertinent information concerning the school program.

## **RECREATIONAL SPORTS**

Recreational sports at Mississippi Delta Community College are designed to provide opportunities for students and staff to participate in competitive and noncompetitive, organized, and informal sports activities as regularly as their time and interests permit.

For more information on recreational sports offered, contact the Dean of Student Services Office.

The College and its staff members are not responsible for students who sustain injuries while participating in recreational sports or any other student activities.

## **SOCIAL ACTIVITIES AND RECREATION**

All social functions must be cleared through the Dean of Student Services Office. A well-rounded program of social activities is provided. Various athletic contests attended by the student body and citizens of the area are a part of the recreational program. Parties, banquets, and picnics are included periodically.

The College sponsors a series of programs by professional artists and senior college groups each year. All regularly enrolled students are admitted to these programs free of charge or for a small fee with a valid Student ID Card.

## **STUDENT ACTIVITY CARD (ID)**

A student ID card is issued to each student during the orientation/registration process. This ID is to be worn at all times. It serves as a ticket that entitles the student to admittance at all regular, scheduled activities, and it must be presented each time he/she attends such activities. The ID card should be presented to any college official for identification purposes.

## **STUDENT ELECTIONS**

For a student to qualify as a candidate for all elections, Mr. and Miss MDCC and Homecoming Court, he or she must meet the following criteria:

### **Homecoming Court**

Full-time student  
Petition signed by 20 currently  
enrolled MDCC students  
Overall GPA of **2.5**

### **Mr. and Miss MDCC**

Full-time student  
Petition signed 20 currently  
enrolled MDCC students  
Overall GPA of **3.0**

In order to vote in in person student elections, a student must show his/her ID. For elections held online, students must be able to log in to their MyDelta account and enter the required information.

### **MISTER AND MISS MDCC ELECTIONS**

Students who desire to run for Mister or Miss MDCC must meet the following qualifications:

1. Must be a full-time student-defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Sophomore student defined as having completed 24 or more hours
3. Cumulative GPA of 3.0 or higher
4. Must not have any disciplinary infractions; must not be on academic probation, disciplinary probation or residence hall dismissal
5. Must have attended MDCC for at least one semester prior to elections

**Any student wishing to run for these positions must attend a mandatory interest meeting to be informed about other requirements such as coronation and parade participation, homecoming activities participation, SGA participation, etc. At this time, they must also pick up a petition from the Office of Student Services and return the completed document before being added to the ballot.**

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association exists for the sole purpose of serving the student community. It is the political voice and liaison for the student body. The College recognizes the need and worthwhile contribution of student input in all facets of the College decision-making processes. The Student Government Association has long been active in this regard and has worked for the betterment of student life and academic quality. Student Government Association officers and Senators are chosen each semester. All members are enrolled in a one-hour credit course where they learn leadership skills and hold meetings. The College encourages Student Government Association membership from students on all campuses. The Greenwood and Greenville campuses will select students to participate in SGA on the Moorhead campus or form a chapter of their own. Interested students should contact the Dean of Students Office at 662-246-6445.

### **USE OF FACILITIES**

College facilities exist for the primary purpose of serving a planned and scheduled program of educational activity. At times, when not required by the regularly planned educational program and with prior approval of the responsible head of the college unit or group concerned, college facilities may be made available for extracurricular use to departments and other organizational units of the College, to organizations composed exclusively of faculty and staff, to organizations which exist solely for the benefit of the College, and to recognized student organizations.

Ordinarily college facilities will not be made available to outside organizations for their own purposes. However, when a facility is not in use for a regularly scheduled activity nor for an

extracurricular use by a college organization, the President may approve the use of facility by an outside organization. A schedule of rental fees for use of facilities by outside organizations can be found in the MDCC Policies and Procedures Manual. Outside organizations should contact the Office of Special Events concerning scheduling.

### **USE OF BULLETIN BOARDS**

Organizational signs, brochures, etc. cannot be attached to walls, windows, or doors. Bulletin boards and other areas designated by the Dean of Student Services Office may be used to display materials. All items to be displayed on the bulletin boards must be approved by the Dean of Student Services Office.

### **VETERANS AFFAIRS**

Mississippi Delta Community College is an approved institution for providing educational training for veterans and GI Bill students. The Veterans Affairs' Office is housed in the Office of Financial Aid that is located in the Boggs Scroggins Student Services Building on the main campus in Moorhead, Mississippi.

## **CLUBS/ORGANIZATIONS**

**ART CLUB** is an organization for students of all backgrounds and interests. Students make art, prepare work for archival storage, arrange displays or exhibitions of art and prepare receptions for the MDCC campus. ART Club members learn to coordinate and participate in Gallery Exhibits, write artist statements, and prepare a professional portfolio.

**CHEERLEADERS** serve as boosters of campus school spirit, and as leaders for pep rallies and cheering squads. Regulations governing eligibility, nomination, and elections of members of this group are listed below:

#### ***Cheerleader Selection***

Cheerleader selections are made during the spring semester each year. Freshman cheerleaders are selected from area high school senior classes. Sophomore cheerleaders are elected from the college freshman class. Full scholarships that cover tuition and room/board are awarded to students who are selected.

Cheerleaders will be chosen by a panel of judges.

The cheerleader sponsor will be responsible for organizing and supervising the cheerleader selection process.

### **CHORAL ORGANIZATIONS**

The **Ambassadors Show Choir** is a high energy performing group that serves as a public relations and recruiting medium for the College. Students are selected on the basis of a vocal and dance audition. Auditions are held several times each year. Students selected receive one hour of credit and a full scholarship, which covers the cost of tuition and room/board. The Ambassadors

sing and dance to all types of music such as pop, country, patriotic, and Broadway musicals. The group performs for MDCC campus functions, statewide conventions, banquets and conferences, and schools in the district, and presents several performances during the year.

The **MDCC Singers Concert Choir** offers an opportunity to all students interested in choral singing. The choir, which performs traditional choral music, is open to anyone. No audition is required. The members of the Ambassadors Show Choir and vocal music majors are required to participate in the MDCC Singers. The choir presents concerts during the year.

**DELTA DANCERS** is a dance troupe that performs with the MDCC Marching Band at football games during the fall semester. This group also performs at MDCC basketball games, college assembly programs, clubs, and community events. All types of dances are taught including jazz, hip hop, high kick, pom, and modern. Dancers receive one hour of credit for this group. Full scholarships that cover tuition and room/board are awarded to students who are selected. Selection of students to participate is usually held during spring semester.

**DELTA DIRECTION** is a recruitment team which promotes and develops leadership skills. Team members assist the College by giving campus tours and recruiting at high school and college functions.

Delta Direction team members are chosen through an interview process and may be students from both the academic and career-technical areas. Delta Direction team members may receive a scholarship and one hour non-academic credit per semester.

### **INSTRUMENTAL ORGANIZATIONS**

Scholarships are available to those students who have participated in high school bands and who meet the entrance requirements set up by the Director of Bands.

The **MDCC Trojan Marching Band**, known as “The Spirit of the Delta” stresses pride, leadership, and excellence in the field of instrumental music. Auditions for Drum Major are held during the spring semester.

The **Ambassadors Band** is a small ensemble composed of trombones, trumpets, saxophones, drums, and guitars, and provides accompaniment for and travels with the Ambassadors Show Choir. Members are selected at the beginning of the fall semester and are chosen on the basis of talent, musical background, and ability to perform several different styles of music. Students receive one hour of credit for their participation.

The **Concert Band**, the **Jazz Band**, and other smaller ensembles perform throughout the district during the year. The purpose of these organizations is to enhance the musical knowledge of band members, contribute to the cultural development of the college community, and promote a positive image of Mississippi Delta Community College.

The **MISSISSIPPI ORGANIZATION FOR ASSOCIATE DEGREE NURSING STUDENT ASSOCIATION** strives to promote nursing at the local, state and national levels; to promote and maintain Associate Degree Nursing as the entry level into nursing practice; and to maintain both the Registered Nurse title and the current scope of practice.

**FUTURE BUSINESS LEADERS OF AMERICA (FBLA-COLLEGIATE)** is an association for any academic or career-technical student majoring in a business related program of study to encourage interest and foster networking relationships in the field of business.

**SKILLS USA** is open to any Career-Technical Education students. Its mission is to empower its members to become world-class workers, leaders, and responsible American citizens.

### **PROCEDURE FOR STARTING A NEW CLUB/ORGANIZATION**

1. Only currently enrolled students of Mississippi Delta Community College may initiate the establishment of a new student organization.
2. A student club or organization application must be completed and submitted to the Dean of Students Office. To complete the application with the necessary information, the following steps must be taken:
  - a. Select an advisor (must be a full time MDCC faculty or staff member).
  - b. Have seven or more MDCC students interested as petitioned members.
  - c. Create bylaws/constitution.
3. A petitioned member of the club/organization must present the constitution at an SGA board meeting. The proposed club/organization must receive 2/3 vote for the proposed club/organization at an SGA meeting. Once sanctioned, proposed club/organization must hold first official meeting and select or elect officers (must include at minimum a president, vice president, secretary, treasurer within two weeks of sanctioning).
4. Within a week of officer elections, club/organization must officially register in Dean of Students Office (see link to registration packet)

### **EMERGENCY PLANS**

#### **Quick Reference**

#### **INTRODUCTION**

This plan was developed to help provide protection for the students, faculty, and staff of Mississippi Delta Community College.

Please read this plan. All college personnel should be prepared to take proper action should an emergency of any type occur. Familiarize yourself with the categories.

#### **AUTOMOBILE ACCIDENT**

If you are involved in or witness an automobile accident on Campus, you should call Campus Police. Phone 662-246-6470



A full report should be given to the Dean of Student Services and the Campus Police Department by the person witnessing the accident.

**BOMB THREAT – DO NOT TREAT BOMB THREATS AS A JOKE**

***Call Immediately:***

Campus Police Department (662-246-8011 or 662-246-6470)

**and**

Dean of Student Services Office (662-246-6442, 6443, or 6444)

Action to be taken will be as directed by the Dean of Student Services Office or a designated representative.

***Evacuate the Building:*** Everybody must leave the building immediately. All personnel, when evacuated, will be moved to their respective evacuation area. To report the bomb threat call:

Campus Police Office (662-246-8011 or 662-246-6470)

or

Dean of Student Services Office (662-246-6442)

<b>Allen-Foley Career-Technical Building</b>	<b>Soccer Field</b>
Boggs-Scroggins Student Services Building	Fenced Area on West side of Cherry Street
<b>Edwards-Stonestreet Men’s Residence Hall</b>	<b>Soccer Field</b>
Greer-Stafford Allied Health Building	Soccer Field
<b>Hargett-Lee Women’s Residence Hall</b>	<b>Football Field</b>
Herman Thigpin Cafeteria	Football Field
<b>Horton Building</b>	<b>Football Field</b>
J. T. Hall Coliseum	Football Field
<b>Jack E. Harper, Jr. Science Building</b>	<b>Football Field</b>
Jack Harris Maintenance Building	Practice Football Field
<b>Law Enforcement Training Academy</b>	<b>Baseball Field</b>
Law Enforcement Barracks	Open lot behind Faculty Row
<b>Lineman Program</b>	<b>Baseball Field</b>
Stanny Sanders Library	Fenced Area on West side of Cherry Street
<b>Stauffer-Wood Administrative Building</b>	<b>Open lot behind the building</b>
Tanner Hall	Fenced Area on West side of Cherry Street

<b>Vandiver Student Union</b>	<b>Football Field</b>
Veteran’s Apartments	Football Field
<b>Yeates Fine Arts Building</b>	<b>Fenced Area on West side of Cherry Street</b>

**Stay in a Safe Area** until the building is declared safe by authorities and stay out of the facility. Count heads to see that everyone in your area is out of the building.

**CIVIL DISTURBANCE**

A civil disturbance is any set of circumstances that in the judgment of the administration would cause a disruption of normal college activities and would potentially jeopardize the safety of students, faculty, or staff. To report these incidents call:

Campus Police (662-246-8011 or 662-246-6470)  
or  
Dean of Student Services Office (662-246-6442)

**CRISIS RESPONSE TEAM**

A safety committee composed of the Office of Student Services and other college personnel meet during the school year to review the safety and emergency procedures of the College. The committee welcomes comments and suggestions from the faculty, staff, and administration in making the College a safer environment. A responsibility of the committee will be to review any accidents that occur on campus and determine if the accident could have been prevented and if proper emergency procedures were followed.

**HAZARDOUS WEATHER**

When the weather conditions are severe enough to warrant limited activities at Mississippi Delta Community College, students and employees will be advised by the MDCC Text messaging services, the MDCC website, or listening to their local radio and TV stations (Greenwood, Greenville, and Cleveland). For additional information, call the Office of Public Relations (662-246-6273).

**SERIOUS INJURY OR ILLNESS**

Report serious injury/illness to the:

Dean of Student Services Office (662-246-6442)  
or  
Campus Police Emergency Line (662-246-8011)

1. The Dean of Student Services Office, or his designated representative, will call for emergency medical services and/or transportation to local healthcare facilities.
2. In case of injury or illness, the Dean of Student Services will notify the involved person’s family.

3. All safety precautions should be enforced and injured persons should not be moved until they have been checked.
4. A full report should be given to the Dean of Student Services by the person administering aid to the victim.

### **SMOKE/FIRE**

When smoke or fire is discovered in any building on campus, take the following steps immediately:

1. **Call the Campus Police Emergency Line (662-246-8011).**
2. **Count Heads.** Each instructor or department head will make sure all his/her students/employees are out of the building and will notify Campus Police if someone is missing.
3. **Evacuate the Building.** Supervise students and others and proceed to the designated area for your respective building.
4. **Keep Access Roads Open.** College personnel will make sure that access roads are kept open for emergency vehicles.
5. **Stay Clear.** Building Coordinators and instructors will make sure occupants are evacuated to their respective areas.
6. **Stay in a Safe Area.** No one, absolutely no one, will be allowed to go back into the building for any reason until the fire department officials declare the area safe.
7. **Use Fire Extinguishers.** Attempt to put the fire out. Know the location of and how to operate fire extinguishers in your building.
8. **Warn others:** Identify others in the building that are not familiar with the evacuation procedures.

### **TORNADOES**

A siren will sound if a tornado warning is given for the immediate vicinity. One long blast of 15-30 seconds means a tornado is in the area.

All persons in the building will be alerted as to the emergency situation by Text Alert, telephone, police radio, and word of mouth. All college personnel (faculty, staff, and students) should go immediately to the designated areas for their respective building.

In each building, contact people have been identified. They will be notified when warnings are issued. Please follow their instructions.

## **FACILITIES MANAGEMENT (BUILDING PROBLEMS)**

### **Contact Numbers:**

<b>Facilities Management:</b>	Daytime:	662-246-6441
	After-hours/or Emergency:	662-207-0194
<b>Campus Police:</b>	Daytime:	662-246-6470
	After hours/or Emergency:	662-246-8011

### **Electrical/Light Fixture**

Call Facilities Management or Campus Police.

### **Gas Leaks**

**Stop all operations.** Leave the building. Do not touch light switches or use any equipment, including cell phones. **This will cause an explosion.** Exit the building and call Facilities Management, Campus Police, or the Dean of Student Services Office.

### **Plumbing Failure/Flooding**

Stop using electrical equipment immediately. Call Facilities Management or Campus Police.

### **Ventilation Problems**

If smoke or foul odors come from the ventilation system, immediately notify Facilities Management and Campus Police.

### **Weekends/Nights**

Emergency services can be reached by calling the after-hours number listed above for Facilities Management or Campus Police.

## **RIGHTS AND RESPONSIBILITIES**

Mississippi Delta Community College recognizes that there are certain indisputable rights and responsibilities of students. These rights are as follows:

1. The right of admission and access to educational programs offered by MDCC for which the student is qualified.
2. The right to participate in student organizations approved by MDCC for educational, political, social, religious, or cultural purposes.
3. The right to have a voice concerning college rules, regulations, and policies through participation in approved student organizations and campus committees.
4. The right to freedom of inquiry, freedom of thought, and freedom of expression.
5. The right to search for truth and knowledge without abridging a searcher's right to reveal his/her findings.

6. The right to pursue legitimate activities without interference, intimidation, coercion, or disruption.
7. The right to expect the rights and freedoms guaranteed under the Constitution of the United States.
8. The right to the preservation of academic freedom without any effort or attempt by any individual, group, or organization to limit these freedoms by disrupting the legitimate activities of the College.
9. The right to open communications for all concerns, issues, and grievances to be pursued openly and thoroughly through college policies and procedures; therefore, coercive negotiation is not acceptable, for it is in basic conflict with the openness of academic freedom.

MDCC recognizes that students have certain responsibilities that accompany the rights listed above:

1. The responsibility to be familiar with the *MDCC College Catalog/Student Handbook* and other published college rules, regulations, and policies in order to maximize educational experiences at MDCC.
2. The responsibility to recognize the College's authority, abide by the code of conduct, maintain honesty, respect the rights of others, value private and public property, and assume the consequences of one's own actions.
3. The responsibility to attend class regularly and successfully meet the expectations set by classroom instructors.
4. The responsibility to meet financial obligations and deadlines.
5. The responsibility to see that personal dress will not disrupt the educational or social environment.

The College has defined a disruptive activity as any action by an individual, group, or organization to impede, interrupt, interfere with, or disturb the holding of classes, the conduct of college business, or the authorized scheduled events and activities of any and all segments of the College.

If, notwithstanding efforts to maintain freedoms essential to the academic community, disruptive activities occur the following action outlined under code of conduct will be initiated. The provisions of this policy are in addition to those of civil law.

### **CODE OF CONDUCT**

One of the objectives of MDCC is to develop self-reliance and to form desirable and acceptable habits of conduct. All students will be expected to be truthful, to respect the rights of others, and to

have regard for the preservation of state and college property as well as the private property of others. At the time of registration each student signs a pledge to conform to established policies of the college and additional ones which may be deemed essential by the Administration and the Student Government Association.

Some acts of misconduct are unacceptable and subject to disciplinary action listed below. Those apprehended and proven responsible of violating these regulations may receive a maximum penalty of dismissal from the College. It is the student's responsibility to read and know the following regulations:

1. All students are expected to be reasonably cooperative and to follow specific directions when given by college staff members.
2. Any student charged with or convicted of a violation of law, or college regulation injurious to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and the circumstances of the case, by the President of the College or his delegate.
3. Anyone found guilty of tampering with electrical systems or fire prevention systems or equipment.
4. Cheating or knowingly furnishing false information to the College to include plagiarism.
5. Disruption: Any conduct by an individual in the classroom or group of individuals on campus, or near the campus that disrupts the learning process, or disturbs classes, or disrupts authorized college activities is strictly prohibited. Boisterous or any type of horseplay that risks the safety of student, faculty, staff or visitors is strictly prohibited.
6. Excessive Noise: Excessive noise and/or boisterous conduct which disrupts students, faculty, or residents who may be studying or resting is prohibited. Portable sound systems are not allowed on the campus except in the student's room in the residence hall.
7. Financial Irregularities: Giving bad checks, failure to pay bills.
8. Fires: Setting of, or adding to, unauthorized fires on college property.
9. Fishing and Swimming in the Campus Lake: Students are allowed to fish in the Trojan Lake, but swimming and boating are strictly prohibited. Riding horses on campus is prohibited except by special permission.

10. Gambling in any form is prohibited.
11. Hazing: in any form by clubs, individuals, or groups.
12. Identification: Failure or refusal to present ID card upon request to any official of the College.
13. If a student, convicted of a criminal offense of any kind which interferes with the orderly educational operation of the College, were allowed to remain enrolled and would endanger the health, safety, or property of the members of the college community, shall be sufficient grounds for administrative
14. disciplinary action against such student.
15. Inciting others to violate written college policies.
16. MDCC reserves the right to search any residence hall room or vehicle for the welfare and safety of people, the protection of property, and the possible violation of law or college rules wherever there is reasonable cause, the Dean of Student Services Office or other authorized college officials may search a vehicle.
17. The student will be present when possible; however, in all cases a witness will be present. Of words, behaviors and/or actions which intentionally inflicts mental, physical or emotional distress on others, or disrupts the educational environment at MDCC is prohibited. This includes actions on social media.
18. Official Announcements/Use of Bulletin Boards: Students will be held responsible for reading of official announcements placed on bulletin boards in each building on campus daily. Any persons wanting to place announcements on campus bulletin boards must get prior approval from the Dean of Student Services Office.
19. Penalties or Assessments: Any penalties or assessments levied by the administration, or a governing committee must be cleared before any school record of the person concerned will be transferred or released.
20. Reproduction of keys to any MDCC lock is prohibited.
21. Riotous Conduct: Participation in riot, mob, or unapproved demonstration in residence halls, on or off campus.
22. Social Behavior: Any type of social behavior exhibited by a student on the campus or while under the jurisdiction of the school which projects a negative image upon the school will incur disciplinary action. Sexual interaction is not allowed on campus.

23. State and Federal Laws: Any other conduct which constitutes a violation of state or Federal laws.
24. Students are expected to conduct themselves in a respectful manner and abide by all rules and regulations of the college. Note: No one has the right to save a place in the food line. Persons who break line will forfeit their dining privileges or be charged a fine.
25. Students are not allowed to bring children to school.
26. Students are not allowed to bring pets on campus without special permission from the Dean of Student Services Office.
27. Students are required to tell the truth in all forms of written and verbal communication with the College.
28. Students are responsible for their guests on campus. Guests and visitors must observe all college regulations.
29. Students may not loan their ID cards to any other person for use at any time.
30. The use and/or possession of illegal drugs or narcotics will result in the automatic suspension from the residence hall and other disciplinary actions.
31. Theft and vandalism, destroying, damaging, or defacing college property, to include the property of any member of the college community.
32. Traffic: Violation of parking, speeding, reckless driving, running stop signs, and other college traffic regulations.
33. Unauthorized Use of College Facilities: To include entry or exit and the use of residence halls for soliciting or conducting business.
34. Use of vulgar or profane language and/or physical or verbal abuse of any person, or the use of words, behaviors and/or actions which intentionally inflicts mental, physical, or emotional distress on others, or disrupts the educational environment at MDCC is prohibited. This includes actions on social media.

### **DISMISSAL**

A student can be dismissed from school for failure to comply with school regulations concerning conduct. If a student is dismissed for a disciplinary reason, he/she shall not be permitted on the MDCC campus during his/her period of suspension from college.



## TRAFFIC AND PARKING REGULATIONS

Students and staff who wish to operate any type of motor vehicle on the MDCC campus must register the vehicle with the Campus Police Office. A parking permit will be purchased by the student when the vehicle is registered. This parking permit allows students to park in any DESIGNATED parking space on campus that is not reserved for faculty, or restricted (yellow curb).

**Fees for parking permits must be paid in cash or by check. Once the fee has been paid, the student or employee will receive a parking decal along with instructions for placement of the decal on the vehicle. Note: Institutional Aid does not cover the cost to register a vehicle on campus.**

***The following rules apply to parking:***

1. All vehicles must be parked in a designated area
2. All white-striped parking areas — reserved only for faculty and staff
3. All disabled parking – reserved for disabled persons
4. Any other areas restricted which may be marked off with orange cones, yellow lines or curbs, or barricades, and all other “no parking” areas
5. Yellow lines – designated for all other students

***Penalties*** will also be assessed for the violations of the following rules:

1. Bicycles may not be operated on sidewalks. Bikes must have lights or reflective tape affixed to them if operated after dark.
2. No persons will be permitted to ride on the outside of vehicle fenders, bumpers, hoods, or hanging out of windows, etc.
3. The administration reserves the right to restrict the use in part or entirely of any car which endangers the welfare of an individual or the school.
4. The school zone speed limit is 20 miles per hour.
5. Three-wheelers, four-wheelers, dirt bikes, and hover-boards are not allowed on campus. All motorcycle riders must wear a helmet.

### **Penalties will be assessed for the Following Violations (*Fees are subject to change*)**

Backing into a parking space .....	\$20.00
Blocking driveway .....	\$25.00
Disabled parking space .....	\$50.00
Double parking or blocking vehicle .....	\$25.00
Excessive noise, to include radios, horn blowing, loud music.....	\$25.00
Improper decal placement .....	\$20.00

Improper lane usage .....	\$20.00
Improper muffler .....	\$25.00
Littering .....	\$25.00
No campus permit.....	\$20.00
No parking zone .....	\$20.00
Parking in faculty space .....	\$20.00
Parking in the opposite direction .....	\$20.00
Parking on the grass.....	\$25.00
Reckless driving .....	\$50.00
Speeding .....	\$25.00
Stop sign violation.....	\$20.00
Yellow line or curb .....	\$20.00

- Students may receive multiple tickets in the course of a day.
- \$10.00 fee for incident, accident, and offense reports.

Note: Please allow a minimum of seven days after the incident to pick up an incident report.

### **Tow Away Policy**

Students who fail to register their vehicles by refusing to display a decal or who repeat parking violations are subject to having their vehicles towed away. The students must pay the tow away fee. MDCC reserves the right to further regulate the use of motor vehicles by students or employees who refuse to abide by the parking and traffic regulations.

### **ASSEMBLY AND ASSOCIATED ARRANGEMENTS**

For rights of assembly and associated arrangements, the Dean of Student Services Office and the Office of Public Relations must be contacted ten days in advance to request permission for such activities so that no interference with campus order occurs.

Only currently enrolled students, faculty members, and/or recognized student organizations may organize or participate in demonstrations on the campus. Demonstrations which become disruptive or set an atmosphere which invites or leads to disruption; which interfere with the rights of other members of the academic community; or which result in physical harm to persons, damage to individual or college property, or attempted or actual unauthorized entrance of college buildings are expressly prohibited.

Students who organize, encourage, and participate in demonstrations which disrupt and interfere with campus order and access are subject to regular disciplinary action which may result in expulsion.

### **CAMPUS SOLICITATION**

- A. Private businesses may not solicit business on college premises. Exceptions to the solicitation policy will be made by the Dean of Student Services Office only when the student organization has requested a particular service and when such service is directly relevant to the purposes of that organization.

- B. Recognized student organizations may solicit membership and dues at meetings. Money may not be raised for projects not directly connected with a college activity and not approved by the Dean of Student Services Office.
- C. Recognized student organizations may engage in fund raising activities with the approval of the Dean of Student Services Office and under the following conditions:
  - 1. A financial report, certified by the organization advisor, must be submitted in writing to the Dean Student Services Office and the Office of Business Services Offices within two weeks of the event.
  - 2. That funds derived from such activity must be used for purposes consistent with the goals of the organization.
  - 3. That no disruption of traffic, either vehicular or pedestrian, is involved.
  - 4. That no door-to-door solicitation in college residence halls is involved.
  - 5. That such activities do not conflict with the educational purposes of the college.

#### **FREE SPEECH**

The area of the main campus near the Little Bell Tower is designated as the college's free speech area. No PA systems are permitted and the area may be used only during daylight hours. Any individual or organization utilizing the free speech area must request to use the space through the Dean of Student Services Office located in the Vandiver Student Union.

#### **OFF-CAMPUS SPEAKERS**

The freedoms of speech and assembly guaranteed by the first and fourteenth amendments to the United States Constitution shall be enjoyed by the students and faculty and staff of MDCC. Free discussion of subjects of controversial nature shall not be curtailed.

However, as there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting of speech, the issuance of invitations to outside speakers shall be limited in the following particulars, but only in the manner set forth herein:

- 1. A request made by a recognized organization may be denied only if the head of the institution, or his/her authorized designee, determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such action as:
  - a. The violent overthrow of the government of the United States, the State of Mississippi, or any political subdivision thereof; or
  - b. The willful damage or destruction, or seizure and subversion, of the institution's buildings or on the property; or
  - c. The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes or other educational functions;or

- d. The physical harm, coercion, intimidation, or other invasion of lawful rights, of the institution's officials, faculty members or students; or other campus disorder of a violent nature.
2. A request to invite an outside speaker will be considered only when made by a member of an organized student or faculty group recognized by the President of the College.
3. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker no later than ten calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization, the proposed date, time, and location of the meeting, the expected size of the audience, and topic of speech. Any request not acted upon by the head of the institution or his/her authorized designee within four business days after submission shall be deemed granted.
4. No invitation by an organized group shall be issued to an outside speaker without prior written concurrence by the appropriate administrator and the President of the institution, or such person or committee as may be designated by him/her (hereafter referred to as his/her authorized designee), for scheduling of speaker dates and assignment of campus facilities.

In determining the existence of a clear and present danger, the head of the institution, or his/her authorized designee, may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any state educational institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.

## HOUSING

The college residence halls provide living quarters for men and women. All rooms are furnished; however, each student is responsible for his/her personal bed linens, towels, pillows, toiletries, and other needed items. ***MDCC is not liable for any loss of possessions due to fire or natural disaster.*** Residential room housing assignments are administered as follows:

1. The priority assignments will be made to those students who provide special service to the institution which makes it imperative that they live on campus (i.e., athletes, performance groups, and leadership organization members).
2. The next assignments generally will be extracted from students who live in our supporting counties. However, consideration will be given to those individuals who are considered out-of-district and out-of-state students with compelling circumstances, e.g., residents who are enrolled in a special program such as nursing, radiology, or dental hygiene.

3. Any remaining space will be assigned to students according to the dates on their housing applications.

Residence hall room assignment confirmations are generally made by the Director of Student Housing and Residence Life in May for those entering during the fall semester. Other housing accommodations are made as rooms become available.

All housing applications must be accompanied by a **\$100.00 non-refundable room reservation fee** which must be paid in each academic year (and covers Fall, Spring, and Summer of that academic year). All rooms are furnished to accommodate three occupants.

The occupants of each room will be held liable for any damage to the room and furnishings. Any assessment made for damage must be paid before a transcript of grades can be issued. Part-time students (less than 12 hours) may not live in on-campus housing.

All room changes must be approved by the Director of Student Housing and Residence Life. A student who makes an unauthorized room change will be subject to a monetary fine. The college reserves the right to inspect rooms and to move any student to another assignment for reasons of, but not limited to, conflict amongst roommates, space management, and maintenance work.

Any student living in the residence hall who leaves overnight or for an extended period of time must notify his/her parents and the Residence Hall Director. When notifying the Residence Hall Director, you must do so in writing. Please let the Residence Hall Director know how to get in touch with you in case of an emergency. Students are encouraged to let roommates know where they are going whenever they leave the Residence Hall.

### **ITEMS TO BRING**

**Below are some items you should bring to the residence hall:**

- Sheets for a single bed (twin extra long, 39 in. x 80 in.)
- Blankets
- Towels
- Pillows
- Mattress cover
- (1) Microwave oven per room
- (2) Dorm-size refrigerators per room are permitted
- Small lamp
- Computer (wireless internet provided in many locations)
- Toiletry items: toilet paper, personal hygiene products, cleaning supplies, etc.
- Shower curtain and shower rod hooks
- (1) TV and a coaxial cable for TV hookup per room
- Stereo with headphone jacks and headphones

- Removable adhesive products to hang pictures, posters, etc.
- (2) Combination locks for securing wardrobe

## PROHIBITED ITEMS

Below are some items that are prohibited from the residence hall:

- Pets (please see the Emotional Support Animal Policy)
- Christmas lights/twinkle lights
- Electric blankets
- Extension cords
- Candles and incense
- Fragrance plug-ins and wax warmers
- Fireworks of any kind
- Firearms, guns, knives, and other deadly weapons
- Heaters of any kind
- Hover boards
- Non-removable adhesive stickers and foam tape for the walls
- Electric skillets, George Foreman type grills, coffee pots, toaster/toaster ovens, deep fryers

## RESIDENCE HALL REGULATIONS

The Residence Hall represents a unique living facility, unlike any other. It is not a house, motel, barracks, or private apartment. It is a group living facility for single students designed for sleep and study. Most halls also provide space for social and creative activity.

- A. **Students** are not to tamper with fire extinguishers and alarm systems. Any student who violates this directive will be dismissed from the residence hall.
- B. **Accidents and Illness:** Residents should contact the Residential Hall Director if they become ill or have an accident. The Residential Hall Director will secure medical attention if necessary. Parents will be notified if hospitalization is necessary or confinement to bed rest is required. Students are requested to remain at home during time of confinement as the family doctor is more familiar with past medical history and contagious viruses spread rapidly in group-living situations.
- C. **Counseling:** Each Residence Hall Director is on call 24 hours a day concerning personal difficulties that may arise. Information and referral to the counseling center will be used if a situation dictates.
- D. **Damages:** Willful destruction or damaging of college, public, or private property, such as tampering with lighting or electrical equipment, vending machines, telephones, doors, windows, etc., and unnecessary noises or “horseplay” are prohibited. All musical instruments must only be played in the Band Hall.
- E. **Decorations:** Room decorations such as pictures, pennants, and calendars may be posted only in such manner as to avoid damage to walls, doors, etc. Any damage

resulting from improper posting will be assessed to the residents. Display of lewd or obscene pictures is prohibited.

- F. **Financial Responsibility:** The assigned occupants of a residence hall room are financially responsible for all property that is a part of that room. Residents will be checked in by the Residence Hall Director, checked out when they leave, and held accountable for any damage that occurs while living there. Admission to residence hall and room assignments are made by the Housing Director with consultation from the Residence Hall Director after a student pays a room reservation fee and semester fees to the Business Office.
- G. **Group-Living Considerations:** Group-living situations require that every individual conducts his/her affairs with consideration for others in mind. Reasonable quiet that is conducive to academic pursuits as well as allowing for sleep and relaxation must be observed at all times. Residents violating the rights of others or causing disruption in the group living situation may be referred to the Dean of Student Services for appropriate action.
- H. **Hours:** Students living in the Residence Hall will have self-regulating hours with supervision. The lobby of each Residence Hall will be locked at 10 p.m. each night. Students on campus must be in their rooms by 11 p.m. Students who come in after 11 p.m. should go directly to their respective Residence Hall. Students will be expected to come in no later than 2 a.m.
- I. **Inspection:** The College reserves the right to inspect any room at any time in the absence of a student. Pets of all kinds and types are prohibited and cannot be kept in the residence.
- J. **Laundry:** Coin-operated washing machines and dryers are in each residence hall for student use.
- K. **Limitations:** Residents may not have electrical appliances with heating elements. No cooking is permitted in the rooms. Electric irons and hair dryers are permitted.
- L. **Lobbies:** All residence hall lobbies will be closed at 10:00 p.m. and locked at 2:00 a.m. and unlocked no earlier than 6:00 a.m.
- M. **Loitering:** Loitering around Residence Hall by non-residents will not be permitted. Persons not residing in the resident hall are not to be in or around the building.
- N. **Resident students living on campus** must report any unannounced or unauthorized visitors. **No visitors** are allowed between 10:00 p.m. and 1:00 p.m. unless they have special permission from the Residence Hall Director or the Dean of Student Services.
- O. **Mail:** Mail is picked up each day in the Library. Stamped letters may be put in the mailbox in the Library. Do not place money in a letter to be mailed. Mailboxes may be rented by students at the local post office in Moorhead.
- P. **Meal Plan:** All students living in the Residence Hall must purchase a meal plan.
- Q. **Overnight House Guests:** Students may have overnight house guests of the same sex when written permission is granted by the Dean of Student Services Office, all roommates have been approved, and a bed is available. Overnight house guests must be 18 years of age or older. Guests are expected to observe the same regulations as

student residents. The guest's host will be held responsible for any infringement of regulations.

- R. **Residence Hall Director:** The Residence Hall Director is a live paraprofessional that is in charge with the day to day operations of the residence hall. The Hall Director will enforce all rules and regulations and report offenders to the Dean of Student Services as well as the Coordinator of Student Housing and Residential Life.
- S. **Resident Assistants:** Resident Assistants are student workers that assist the Hall Director in day-to-day operations. Their duties are also to enforce all rules and regulations as well as assist any student in need that is conducive to their stay in the residence hall, including maintenance issues and other various things.
- T. **Residency:** Any person who has a conviction on a drug-related charge, or, one who is awaiting final disposition of his/her case on a drug related charge which may take longer than ten days, or who has been indicted on a drug-related charge will not be eligible to live on campus.
- U. **Room Assignments:** Rooms will be assigned by the Director of Student Housing and Residence Life with consultation from the Residence Hall Director. Roommate requests will be honored if space permits. The Residential Hall Director may change room assignments of students if vacant spaces exist or behavior of individual students makes it necessary.
- V. **Safety:** Admission to the Residence Hall after 2:00 a.m. may be accomplished by presenting current ID to MDCC Police Officer on duty. The Campus Police Department will keep a current list of residents for late admission to Residence Hall. Keep room locked at all times when not in the room. Students are responsible for keeping up with possessions.
- W. **Unauthorized Moving:** Written permission must be obtained from the Director of Student Housing and Residence Life by the student for room changes. A \$100 fee will be assessed if a student changes rooms without written permission.
- X. **Vacation Periods:** Room charges will not cover any college holiday period. Occupants may not leave items in their rooms during summer vacation.
- Y. **Visitors:** Members of the opposite sex are not allowed in any of the corridors or bedrooms unless special permission has been obtained from the Residence Hall Director.

**Note: MDCC Police Department** may stop all vehicles entering campus between 10 p.m. and a.m. The South Entrance to campus should be used after 10 p.m. each evening.

## ACADEMIC REQUIREMENTS FOR RESIDENTIAL STUDENTS

Residential students must maintain 12 hours of on-campus classes and a 1.75 cumulative grade point average each semester to live in the Residence Hall. NOTE: Online courses will not be counted in the 12 hour minimum. Those who fail to meet this requirement will be placed on academic probation by the Dean of Student Services Office. Note: Failure to comply will result in forfeiture of one's room assignment.



## **RESIDENCE HALL REGULATIONS FOR COMMUTING STUDENTS**

Commuting and visiting students may visit the Residence Hall if they receive permission from the Residence Hall Director and are accompanied by a residential student. All visitors must abide by the rules and regulations of the Residence Hall. Visitation hours are 1:00 p.m. to 10:00 p.m. Visitors are not allowed in the Residence Hall before 1:00 p.m. or after 10 p.m. without permission from the Residential Hall Director.

## **EMOTIONAL SUPPORT ANIMAL POLICY**

Below is the policy for Emotional Support Animal (ESA). Students must follow this policy to bring an ESA on the campus. The documentation for ESA can be found in the Reception Office in the Vandiver Student Union.

Mississippi Delta Community College is in compliance with Title III of the Americans with Disabilities Act (ADA) 1990, as amended and Rehabilitation Act of 1973 as amended. The Americans with Disabilities Act prohibits on the basis of discrimination on the basis of a disability.

Mississippi Delta Community College (MDCC) recognizes the importance of assistance animals to individuals with disabilities and has established the following policy. This policy provides that students with disabilities, who require the use of an Assistance Animal as a reasonable accommodation, receive the benefit of the therapeutic support they provide. MDCC is allowing approved students with disabilities the use of an Assistance Animal in student housing to facilitate their full-participation and equal access to the residential experience. Set forth below are specific requirements and guidelines concerning the appropriate use of (and protocols associated with) Assistance Animals in residence halls. MDCC reserves the right to amend this policy as circumstances require.

MDCC may not permit service animals when the animal poses a direct threat to the life, health, safety, or welfare of the MDCC community or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. MDCC will make these determinations on a case by case basis.

### **Section I. Distinction between Service Animal and Emotional Support Animals**

#### **A. Service Animal**

A "Service Animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of "service animal" under ADA regulations at 28 CFR 35.104. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, do not qualify as Service Animals. Examples of such work or tasks include guiding people

who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, or performing other duties. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

### **B. Emotional Support Animal**

"Emotional Support Animal" (also called comfort or therapy animals) are animals that enable a person with a disability an equal opportunity to use and enjoy student housing by alleviating the symptoms of the disability. Unlike a Service Animal, an Emotional Support Animal might not be trained and it does not accompany a person with a disability at all times. Although an Emotional Support Animal may be considered for limited access to College housing, they are not permitted in other areas of the College (e.g. libraries, academic buildings, classrooms, labs, student center, etc.). Approved emotional support animals are only allowed in the residential room in which the student resides.

## **Section II: Additional Definitions**

### **A. Pet**

A "Pet" is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or Emotional Support Animal and is not covered by this policy. Residents are not permitted to have pets.

### **B. Approved Animal**

An "Approved Animal" is an Assistance Animal for use in the residential environment that has been granted as a reasonable accommodation due to the impact of the Handler's disability.

### **C. Handler**

The "Handler" is the student who has requested the accommodation and has received approval from MDCC to bring the Approved Animal into the residence halls.

## **Section III. Service Animal Control Requirements, Etiquette, and Waste Clean Up**

1. The animal should be on a leash when not providing a needed service to the handler unless the leashing directly impedes a service animal's ability to perform its trained task.
2. The animal should respond to voice or hand commands at all times and be in full control of the handler.
3. To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environment.

4. The animal must wear identification identifying the animal as a working animal, but not disclosing the disability.
5. Science labs, boiler rooms, and other areas with special safety or logistical consideration may not be accessible to animals under certain circumstances. Handlers who wish to access specialized facilities of this nature should notify the Office of Disability Services as early as possible so that the office can work with the appropriate administrators to determine what accommodations are possible. Depending on the nature of the animals and the circumstances, the College may impose additional reasonable requirements for the health, safety, and effective functioning of the College community.
6. The animal should not sniff people or the personal belongings of others.
7. The animals should not display any behavior or noises that are disruptive to others, unless it is part of the service being provided to the handler.
8. The animal should not block an aisle or passageway for fire egress.
9. Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should do the following:
  - a. Always carry equipment sufficient to clean up the animal's fecal matter when the animal is on campus.
  - b. Properly dispose of waste in appropriate containers
  - c. Cost incurred for waste cleanup is the sole responsibility of the handler

#### **Section IV. Exceptions, Exclusions, and Removals**

The College may place restrictions on, may exclude, or removal an Assistance Animal. Restrictions, exclusions, and/or removals will be considered on a case-by-case basis. An animal may be excluded or removed if:

- 1) It is out of control and effective action cannot control it or is not taken to control it;
- 2) Continuous improper animal behavior occurs
- 3) Its size is prohibitive in relation to the size of the residence hall;
- 4) It is not housebroken;
- 5) It poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications. An animal with a history of biting or aggression may be considered to pose such a threat;
- 6) Its presence fundamentally alters the nature of programs, services, or activities in student housing;
- 7) Other reasons as may be determined.

#### **Section V. Conflicting Health Conditions**

Housing personnel will make a reasonable effort to notify roommates / suitemates in

the residence hall where the Approved Animal will be located.

Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Office of Student Housing & Residence Life through normal assignment processes and procedures.

### **Section VI. Handler's Responsibilities in Student Housing**

1. The Handler must complete an Assistance Animal Registration form for the approved animal in the Office of Disability Support Services (DSS).
2. The Handler is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there.
3. The Handler is financially responsible for the actions of the Approved Animal including bodily injury or property damage. The Handler's responsibility covers but is not limited to cleaning or replacement of furniture, carpet, windows, and wall covering. The Handler is expected to cover these costs at the time of repair.
4. The Handler is responsible for any expenses incurred for cleaning beyond standard cleaning or repairs to the College premises that are assessed after the student and animal vacate the residence hall. As with all accounting processes, MDCC will bill the Handler's through the business office.
5. The Handler must notify DSS in writing if the Approved Animal is no longer needed or is no longer in residence hall. To replace an Approved Animal, the Handler must file an updated Assistance Animal Registration form. The Handler must update the Assistance Animal Registration form each semester with DSS.
6. The Handler's residence may be inspected for fleas, ticks or other pests during normal Health and Safety Inspections or as needed. If fleas, ticks or other pests are detected, the residence hall will be treated using approved fumigation methods by a College-approved pest control service provider. The Handler will be billed for the expense of any pest treatment beyond standard pest management in the residence hall.
7. All roommates or suitemates of the Handler must sign an agreement allowing the Approved Animal to be in residence hall with them. In the event that one or more roommates or suitemates do not approve, either the Handler and Approved Animal or the non-approving roommates or suitemates may be moved to a different location. This provision is only applicable for students residing in a shared room.

8. Due to maintenance or other Housing staff needing to occasionally enter student rooms, it is imperative that the Approved Animal is housed in an appropriate enclosure or kennel at all times while the Handler is away. The enclosure must be of an appropriate size for the animal. Caged and kenneled animals are to be kept in appropriate cages with flooring and liner to prevent any damage to floors and to allow sanitary removal of pet waste. When outside the residence, the Handler of an Assistance Animal shall carry proof that the animal is an Approved Animal.
9. Approved Animals may not be left overnight in campus housing to be cared for by another student. Animals must be taken with the student if they leave campus for a prolonged period - dogs especially should not be left unattended through the day.
10. Housing has the ability to relocate Handler and Approved Animal as necessary according to current contractual agreements.
11. The Handler is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the College. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in an outside trash receptacle. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.
12. The Handler agrees that emotional support animals are not allowed indoors on the MDCC campus other than the handler's assigned residence hall.
13. The Handler understands the College reserves the right to remove an animal that is unruly or disruptive (e.g. barking, running around, bringing attention to itself, jumping up on people, whining, squawking, scratching, chewing, being aggressive or not being properly housebroken).
14. Should the Approved Animal be removed from the premises for any reason, the Handler is expected to fulfill his/her housing obligations for the remainder of the housing contract.
15. Care and supervision of the animal are the responsibility of the Handler who benefits from the Approved Animal's use. The Handler is responsible for the health and hygiene of the animal, including daily grooming and occasional baths as may be required to keep animal odor to a minimum. Handlers should not use the sinks or showers in the residence hall to bathe the Approved Animal.
16. In accordance with local ordinances and regulations the Approved Animal must be immunized against diseases common to that type of animal. Dogs must have

current vaccination against rabies and wear a rabies vaccination tag. Cats should have the normal shots required for a healthy animal. Local licensing requirements must be followed.

17. When outside the Handler's room, the Approved Animal must be on a leash, if appropriate for the animal, at all times.
18. Cruelty to animals is a violation of policy. Beating, neglecting, or otherwise harming an animal in your care will result in the animal being removed.
19. Other Conditions: The College may place other reasonable conditions or restrictions on the Approved Animals depending on the nature and characteristics of the animal.
20. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through both the College and Student Conduct process.

#### **Section VI. Procedure for Requesting Housing Accommodations**

**Assistance Animals may not be brought into College housing without expressed approval of College officials.**

1. The student needs to register with the Office of Disability Support Services.
2. Student submits an Animal Assistance from an LPC (Licensed Professional Counselor), LCSW (Licensed Clinical Social Worker), licensed clinical psychologist, psychiatrist, or other medical doctor who is not related to the student, on letterhead paper or stationary and must include the following information:
  - a. The nature of the student's mental health, substance abuse, or co-occurring concern(s)
  - b. The length of time the provider has been working with the student
  - c. Whether the animal is specifically prescribed as a part of the treatment for the student
  - d. Symptoms that will be reduced by having the emotional support animal
  - e. Signature of the provider and his/her license number

Please note that this letter should go to the Office of Disability Services.

3. The student must also bring the following materials to the Office of Student Life and Housing:
  - a. Record of Up to Date Vaccinations
  - b. Record of current veterinarian Clean Bill of Health

- c. Completed and signed Assistance Animal Application Form (can be found at Office of Disability Services)
  - d. A clear 4 by 6 color photograph of the animal
  - e. Completed and signed Confirmation of Understanding Animal Assistance Policy (can be found at the Office of Student Housing and Residence Life).
4. The student is instructed to schedule an appointment with the Director of Housing to review the Housing & Residential ESA Policy, which outlines responsibilities for maintaining an animal in the student's residence.
  5. Provide an Annual Assistance Animal Care Plan which includes annual proof of current vaccinations and certification of health: The handler will provide the Office of Housing & Residence Life with appropriate documentation from a licensed veterinarian confirming vaccinations, treatments, and annual health check-up prior to moving the specific assistance animal into the residential facility, and then on an annual basis if the specific assistance animal continues to live in the MDCC housing system. The handler must ensure that the assistance animal remains current on vaccinations and preventative treatments common to the specific assistance animal. Assistance animals must wear the appropriately required valid vaccination tag(s).
  6. The student will be notified after the ESA committee reviews all documentation.

## **DISCIPLINARY PROCESS FOR STUDENTS**

Mississippi Delta Community College is concerned with maintaining an environment in which the rights of all members of the campus community are protected while they pursue their educational objectives. It is important that each student become aware of and abide by the regulations published in the Student Handbook. It is also important that members of the College community be willing to confront violations and the infringement of another's rights by filing complaints with Campus Police or the Office of Student Services.

When a disciplinary referral is received, the student involved is notified in writing by the Dean of Students/Operating Dean or their designee that an Administrative/ Disciplinary Committee Hearing will be held.

The Office of Student Services is assisted in the disciplinary determination by a series of committees, which hear cases assigned to them. (See Appendix for list of committees and definitions; additional information is provided in The Due Process for Students brochure which is available to all students in the Reception Office of the Vandiver Student Union)

## **Student Disciplinary Committee**

The Student Disciplinary Committee meets on an as needed basis and is charged with the responsibility of enforcing the College's due process procedures for student conduct matters by providing administrative hearings to afford students the opportunity to be heard and/or present supporting evidence. The Dean of Student Services is designated by the President as the chair of the Student Disciplinary Committee. Students may appeal the outcome of a disciplinary hearing to the Vice President of Administrative and Student Services. The appeal to the Vice President of Administrative and Student Services is final unless the student has identified a procedural violation. Students who believe a procedural violation exist may appeal the outcome of a disciplinary hearing to the President.

## **Types of Judicial Cases**

Violations of the college rules, regulations, and policies are considered either minor cases or major cases based on the nature and severity of the incidents.

- ***Minor Cases***

Minor cases involve violations of college policies that do not justify expulsion, suspension, or disciplinary warning. Some examples of minor cases may include, but are not limited to, visitation violations; minor alcohol policy violations; violation of residence hall community standards; excessive noise or quiet hour violations; damage to property; and petty theft.

- ***Major Cases***

Major cases involve violations of college rules, regulations, or policies that, at the discretion of the Dean of Student Services or his/her designee, justify the imposition of a sanction of expulsion or suspension. A faculty/staff hearing committee or an administrative hearing officer hears these cases. Some examples of major cases may include, but are not limited to, violation of rules, regulations, or policies; behavior potentially harmful to other people (including assault, harassment, or the use of fireworks); conduct which leads to the embarrassment of or indignities to other persons; vandalism to property; possession of firearms; major theft; multiple or repeated violation of college policies; major alcohol violations; and possession or sale of illegal substances.

## **Off-Campus Misconduct**

In general, the College does not take disciplinary action for off-campus misconduct when court action is pending or has taken place. However, the College reserves the right to take action in such instances when the misconduct constitutes a violation of the College community. In such cases, the College may initiate action whether or not legal action has been taken.

## **On-Campus Misconduct and the Law**

Normally, on-campus misconduct by students will result in disciplinary action being taken on campus. On some occasions, however, the College may call on external law enforcement authorities to assist, as appropriate, in the investigation of alleged on-campus criminal activity. Specifically, actions which cause or threaten serious harm to members of the campus community or that severely impair the essential functions of the College may require the institution to call upon off-campus authorities. On such occasions, only the Dean of Student Services will summon outside



authorities. Students should recognize that the College is obliged to report to off-campus authorities the commission of any act that is considered a serious crime.

### **Overview of the Judicial Process**

An appropriate college official will first investigate an alleged violation of college rules, regulations, and policies. This involves meeting with individuals involved in the situation and examining the circumstances of the case. The student in question will receive a written description of the alleged violation of rules, regulations, or policies; evidence regarding the alleged violation; and information regarding the judicial process. Customarily, pending action taken by the College, the student has a right to be present on the campus or attend classes. The Dean of Student Services reserves the right to remove a student from the campus or college residence prior to a formal hearing if there are concerns for the student's emotional or physical welfare or for the well-being of the college community. On occasions when such action is necessary, a hearing will be held as soon as possible.

### **Responsible Pleas**

If the student in question accepts responsibility in a minor case, the administrative hearing officer determines sanction for the violation. If the student in question accepts responsibility in a major case, the faculty/staff hearing committee hears and determines appropriate sanction.

By accepting responsibility, the student in question waives his/her right to an appeal or any procedural matters. However, students may appeal based on the severity of sanctions.

### **Hearing Procedures**

All non-academic discipline hearings shall be informal and strict rules of evidence shall not apply. A hearing committee shall not be bound by common law or by statutory rules of evidence or by technical or formal rules of procedure, but may conduct such hearings in such a manner as best to ascertain the truth. Hearsay evidence, if admitted, shall not be the sole basis for the determination of facts by a hearing committee.

The student(s) in question shall be notified, in writing, of the alleged charge(s) and of the date, time, and place of the hearing. Every effort will be made to schedule a hearing within five (5) working days after an incident occurs (unless a shorter notification period is acceptable by the student); however, factors such as holiday breaks, end of academic term, on-going investigation, etc., may prevent the College from meeting this guideline. Notice of the hearing will be mailed or delivered to the student(s) three (3) days prior to the hearing unless a shorter notification period is acceptable by the student. The student in question and the complainant have the right to:

1. Be present at the hearing. However, if either or both the student in question and complainant fail to appear at the hearing after being properly notified, the hearing may be held in their absence and a decision rendered accordingly, based on evidence presented.
2. Present evidence by witness, or by signed written statement if a witness is unable to attend the hearing. It is the responsibility of the student in question and the complainant to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence.

3. Bring an advisor of his/her choice to the hearing provided notice is given at least one day prior to the hearing; however, the advisor may not make any presentation and shall act in an advisory capacity only.
4. Be informed of the disciplinary outcome.

A record of the hearing shall be electronically recorded in a manner suitable for later transcription.

Disciplinary hearings are closed.

### **Appeals**

The Appeals Committee will hear appeals of decisions from the Student Disciplinary Committee at the recommendation of the Appeals Committee Chair. Appeals will be considered based on the hearing transcript, written materials, and a meeting with the student in question and the Chair of the Appeals Committee. The Vice President of Administrative and Student Services has been appointed by the President to serve as Appeals Committee Chair.

The Appeals Committee Chair hearing the appeal may take the following action:

- Accept the appeal, and recommend the appeal be heard by the full appeals committee or
- Deny the appeal

Appeals must be made in writing within five calendar days after a disciplinary decision is rendered. Appeal consideration is based on one or more of the following reasons:

- Deprivation of due process,
- Inadequate evidence to justify decision, or
- Sanction not in keeping with gravity of wrongdoing.

A disciplinary sanction does not go into effect until the appeal is completed, unless stipulated otherwise by the Office of Student Services. Decisions by an appeals committee are conclusive and final.

### **Offenses Subject to Disciplinary Action**

Any student or non-student who violates state, federal, or local laws or ordinances, or any college rules, regulations, or policies while on MDCC managed property or while representing the College may be subject to college disciplinary action. In addition, students or non-students found in violation of any of the items listed below may be subject to college disciplinary action.

***(The list below should not be seen as all-inclusive)***

1. Any form of verbal or physical harassment, including but not limited to threatening, attempting, or committing physical harm to any person.
2. Any interference with functions or activities of the college and the educational programs by blocking accesses to or from college facilities.

3. Any violation of college rules regarding the operation and/or parking of motor vehicles.
4. Destruction or damage or attempted damage to personal or college property, including acts of arson or vandalism.
5. Disrupting the peace and good order of the College by other things such as fighting, quarreling, inciting to riot or other disruptive behavior.
6. Engaging in sexual assault or harassment.
7. Failure to comply with the directions of college officials during emergencies, such as building evacuation(s).
8. False reporting of an emergency including, but not limited to, false fire alarms and bomb threats.
9. Forgery, alteration, unauthorized possession, or misuse of college documents, records, or instruments of identification.
10. Furnishing false information to the college.
11. Knowingly presenting a worthless check or forging a money order in payment to the college or to a member of the college community acting in an official capacity, or failure to make satisfactory arrangement for the settling of accounts with the college.
12. Possession, use or distribution of narcotics, hallucinogens, barbiturates, or amphetamines and other controlled substances defined by Mississippi statutes, except as expressly permitted by law.
13. Theft, attempted theft, or possession of stolen personal or college property, including acts of larceny, burglary, breaking and entering, or robbery.
14. Unauthorized possession, storage, use of weapons, firearms, knives, and fireworks.
15. Violation of the computer use policy.
16. Violation of visitation or closing hour regulations.
17. Aiding or abetting any conduct described above.

## **Range of Judicial Outcomes**

The hearing officer or judicial body may impose one or more of the following sanctions for each policy violation.

- ***Expulsion***

This is the permanent dismissal from the college with no possible future readmission to the college. A student who has been expelled is barred from visiting the campus.

- ***Suspension***

This is mandatory separation from the college for a specified period of time up to two years. An application for readmission will be considered after the time period of the suspension has elapsed. Readmission is subject to stipulations by a faculty/staff hearing committee and the Office of Student Services. A student who has been suspended is barred from visiting the campus unless written permission is granted by the Dean of Student Services.

- ***Disciplinary Probation***

This is a sanction serving notice to a student that his/her behavior is in serious violation of college rules, regulations, or policies. The sanction is assigned for a time period of up to two years. A breach of rules, regulations, or policies by a student during the probationary period may result in suspension or expulsion from the college.

- ***Disciplinary Warning***

This sanction serves as notice to a student that his/her behavior is in violation of college rules, regulations, or policies. The sanction is assigned for a time period of up to one year. A breach of college rules, regulations, or policies by a student during the specified time period may result in further action including disciplinary probation, suspension, or expulsion from the college.

- ***Termination or Change in Residency Privileges***

This sanction terminates or changes a student's residency and is usually accompanied by other disciplinary sanctions determined by the hearing body.

- ***Restriction or Revocation of Privileges***

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including but not limited to use of a particular facility or service, visitation privileges, and parking privileges.

- ***Fines***

Fines are penalty fees payable to the college as determined by the hearing body for violation of certain college policies. This definition does include administrative charges imposed by the college. Fines are to be paid by the student and are not covered by financial aid.

- ***Restitution***

Restitution is payment made for damages or losses to the college or to individuals as directed by the hearing body.

- ***Counseling Intervention***

When behavior indicates that counseling may be beneficial, the student may be referred to a college counselor or other mental health professional.

- ***Other Appropriate Action***

Other sanctions not specifically described above must be approved by the Office of Student Services.

**NOTE: All violations of criminal laws of the State of Mississippi and the United States of America (State and or Federal) are subject to prosecution by the appropriate authorities. (See Appendix for violation code, description, and punishment)**

### **Disciplinary Records**

Notice of disciplinary action may be sent to update parent(s) of students who have been declared dependents on the parents' last federal income tax return. The final decision to send notification to parents will be made by the Dean of Student Services. The Dean of Student Services will maintain records of disciplinary action. The use of these records is governed by college policy concerning confidentiality of student records. In the event of a guilty verdict, a student's disciplinary records may be reviewed by a hearing body to determine appropriate sanctions.

## **INVOLUNTARY WITHDRAWAL POLICY**

**DEFINITION:** MS Delta Community College is committed to the holistic welfare of its community members. Therefore, a student may be involuntarily withdrawn from the College if it is determined that the student presents a danger to self or others. A decision for involuntary withdrawal will only be made after less drastic measures have been considered and rejected as inappropriate or insufficient for the given situation. Prior to any involuntary withdrawal, a student will be encouraged to withdraw voluntarily.

**STANDARDS:** The standard for involuntary withdrawal is clear and convincing evidence that the student represents a danger to self or others. Examples of such circumstances include, but are not limited to students threatening themselves or other individuals with severe bodily harm, students who are not able to care for their own basic needs to the extent that their lack of self-care represents a threat to the health of the campus community, and/or students exhibiting extremely bizarre or destructive behavior to self or others. This policy may not be used to involuntarily withdraw a student simply because he or she exhibits eccentric or unusual behavior.

**EVALUATION:** Decisions for involuntary withdrawal will be made by a Student Care Team (SCT) representing service areas that may include but are not limited to Student Services, Campus Police, Counseling, Resident Life, and Disability Support. Prior to involuntarily withdrawing a student, SCT may require that the student undergo a mandatory assessment. The evaluation will not be required if SCT believes that such an assessment will not be helpful in arriving at a decision.

**PROCESS:** A student who is being considered for involuntary withdrawal shall be notified in writing by SCT. If the student would like to request a hearing before SCT, he/she must request a hearing in writing within 48 hours of the initial notification. If a student requests a hearing, it will be conducted as soon as possible, but no later than seven calendar days after the request is made, unless both the student and SCT agree that a further postponement is necessary. While the hearing is pending, SCT may, for safety reasons, prohibit the student from being on campus or limit other student privileges or access to College facilities or resources.

**HEARING:** The hearing will be informal. The student may bring a parent, an advisor, or a mental health professional to the hearing. The student will be allowed to present any evidence that he or she believes demonstrates that involuntary withdrawal is not necessary. If a student fails to appear at a scheduled hearing, SCT may, at its discretion, conduct the hearing in the absence of the student. The Chair shall be from the Dean of Student Services or another designee of the President. Other than questions asked by the Committee, all questioning of a witness shall be made through the Chair, who shall make all determinations regarding the relevancy or admission of testimony, information, or written materials. A tape recording shall be made of the proceedings. The hearing may be recessed to gather further information if necessary. The deliberation of the Committee shall be private and shall not be recorded. The decision to involuntarily withdraw or place other restrictions upon a student's participation or presence at the College shall be made by a majority of those present based upon fundamental fairness, the information presented, and the individualized objective assessment of the student's particular circumstances. The student shall be informed in writing.

**APPEAL:** Within five business days from the delivery of the decision of the Committee, the student may request, in writing, that the Dean of Student Services or his/her designee review the Committee's decision. Within three days of the receipt by the Dean of Student Services of a notice of appeal from a student, both SCT and the student will submit written reports to the Dean of Student Services for review. No hearing will be made upon appeal. The Dean of Student Services will rule as soon as possible, but no later than seven days after the receipt of the written reports from SCT and the student. The review shall be limited to whether the proper procedures were followed and whether the decision is supported by the record. The student shall state in writing the specific issues the student wishes the Dean of Student Services or designee to consider. The Dean of Student Services or designee may do the following:

- affirm the decision,
- modify the decision,
- remand the matter back to the Committee for further proceedings or consideration, or
- reject the decision.

The decision of the Dean of Student Services or his/her designee is final.

**READMISSION:** A student who is involuntarily withdrawn, or who has been the subject of a decision restricting activities, may not re-enroll, be readmitted, or have the restriction lifted, without the approval of the Committee. Approval may be granted only if the Committee

determines, by simple majority vote, that in its judgment the conditions that caused the significant risk and resulting involuntary withdrawal or restriction are no longer present or that they have been or can be safely mitigated or managed. The Committee may request any information, documentation, or evaluation that it deems necessary. The student may appeal the readmission decision to the Dean of Student Services or his/her designee, whose review shall be limited to whether the decision is supported by the record. The decision of the Dean of Student Services or his/her designee is final.

**FEES:** The normal policies and procedures for the entry of grades or fee refunds for students who withdraw during an academic term, as described in College policies, will apply to students who are withdrawn pursuant to this policy.

**DEVIATIONS:** Reasonable and documented deviations from these procedures will not invalidate a decision unless significant prejudice to the student results.

## **STUDENT COMPLAINT PROCESS**

MDCC is committed to creating and maintaining a community where students, faculty, administration, and staff can work together in an atmosphere of mutual respect, functioning in one accord, with institutional policies and procedures. A student may use the procedures outlined below for instructional, non-instructional, and discrimination complaints.

### **Instructional Complaint Process**

The instructor has authority over all matters affecting conduct of classes, including the assignment of grades. If a student has a complaint about instructional activities or a grade, the student may submit a complaint in accordance with the following procedures:

1. Student must discuss complaint with faculty member involved.

#### ***If the matter is not resolved with the faculty member:***

2. Student must meet with the department chairperson/program director and faculty member to discuss complaint.

#### ***If the matter is not resolved after meeting with the department chairperson/program director:***

3. Student may submit a written appeal to the Vice President of Instruction within three (3) working days of meeting with the department chairperson/program director. Within five (5) working days after receipt of the written appeal, the Vice President of Instruction will render a written decision to the student or call a meeting of the Instructional Appeals Committee to hear and rule on the appeal. The Instructional Appeals Committee will hear from all parties involved and render an oral decision to the Vice President of Instruction. This decision will then be placed in written format to the student within five (5) working days after the hearing.

***If the student is unsatisfied with the decision of the Vice President of Instruction or the Instructional Appeals Committee:***

4. Student may submit a written appeal to the President within three (3) working days of the decision in step 3. The President will render a written decision to the student within five (5) working days. The decision of the President is final.

**Non-Instructional and Discrimination Complaint Process**

If a student has a (non-instructional or discrimination) complaint, the student may submit a complaint in accordance with the following procedures:

1. Student must discuss complaint with staff member involved.

***If the matter is not resolved with the staff member:***

2. Student must then meet with the department administrator and staff member to discuss complaint.

***If the matter is not resolved after meeting with the department administrator:***

3. Student may submit a written appeal to the Dean of Student Services within three (3) working days of meeting with the department administrator. Within five (5) working days after receipt of the written appeal, the Dean of Student Services will render a written decision to the student or call a meeting of a Complaint Committee to hear and rule on the appeal. The Complaint Committee will render a written decision to the student within five (5) working days after the hearing.

***If the student is unsatisfied with the decision of the Dean of Student Services or the Complaint Committee:***

4. Student may submit a written appeal to the President within three (3) working days of the decision in step 3. The President will render a written decision to the student within five (5) working days. The decision of the President is final.

**A student has one academic year from the time of the alleged incident to file a complaint.**

The Office of Instruction and the Office of Administrative and Student Services will each maintain a log which records all written complaints that have been received from students, along with documentation on how the complaint was addressed. These records will be retained and made available for accreditation and regulatory purposes.

**Non-Retaliation Statement**

An individual filing a complaint in good faith shall not be subjected to any form of retaliation by the college. An individual has the right to file a complaint alleging retaliation.



## **POLICIES**

### **SEXUAL AND GENDER BASED HARASSMENT PROCEDURE**

Mississippi Delta Community College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from College programs or activities.

This procedure is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Mississippi laws that prohibit discrimination on the basis of sex. It does not preclude application or enforcement of other College or School policies.

It is the responsibility of the College to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the College's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this procedure may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the School or program.

#### **Retaliation**

This procedure seeks to encourage students, staff, and faculty to express freely and responsibly their concerns about any possible instances of sexual harassment. Any act of reprisal (e.g., interference, restraint, penalty, discrimination, coercion or harassment)—overt or covert—by a college faculty member, employee, agent, or student against another who is responsibly using this procedure and its procedures interferes with free expression and openness. Such acts violate this procedure and require prompt and appropriate disciplinary action.

#### **Definition**

As defined in the guidelines of the Equal Employment Opportunity Commission and adopted by the United States Supreme Court in *Meritor Savings Bank, FSB v. Vinson*, 477 U.S. 57 (1986), sexual harassment of employees or students includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or

- (2) Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive environment for working or learning.

Examples of Sexual Harassment: Examples of prohibited verbal, nonverbal or physical conduct include, but are not limited to:

- (1) Physical assault;
- (2) Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- (3) A pattern of conduct intended to discomfort or humiliate, or both, that includes:
  - (a) Comments of a sexual nature;
  - (b) Sexually explicit statements, questions, jokes, or anecdotes;
  - (c) Persistent propositions of a sexual nature;
  - (d) Subtle pressure for sexual activity;
- (4) A pattern of conduct that would discomfort or humiliate, or both, a reasonable person to whom the conduct was directed that includes:
  - (a) Unnecessary touching, patting, hugging, or brushing against a person's body;
  - (b) Remarks of a sexual nature about a person's clothing or body;
  - (c) Remarks about sexual activity;
- (5) Use of electronic mail or computer dissemination of sexually oriented, sex-based Communications.

Sexual harassment is often a specific form of discrimination in which the power inherent in a faculty member's or supervisor's relationship to his or her students or subordinates is exploited. While sexual harassment most often takes place in a situation of differential professional power between the persons involved, this procedure recognizes that sexual harassment may occur between persons of the same college status, e.g., student-student, faculty-faculty, staff-staff. It may occur where inverse power relationships exist as when a student exhibits such behavior toward faculty or staff. It may occur between persons of the same sex. Behaviors may be initiated by both men and women. Persons who are negatively affected by others' behavior, even though the behavior is not directed towards them, may bring claims of third-party harassment.

### **Groundless Charges or Malicious Mischief**

Accusations of sexual harassment are serious matters. They should never be made casually and without cause. This procedure shall not be used to bring groundless and malicious charges against students, faculty members, or employees. Disciplinary action concerning personal misconduct may be taken under the appropriate faculty and staff personnel policies or the Student Code of Conduct against any person bringing a groundless and malicious charge of sexual harassment. Bringing groundless and malicious charges may also result in legal liability for the person filing the charges.

The same sanctions appropriate to a violation of sexual harassment procedure shall apply to those who bring charges in bad faith

### **Sanctions Resulting From Findings of a Violation of the Sexual Harassment Policy**

The following sanctions are applicable to all MDCC Faculty/Staff and Students when a finding or a violation of the sexual harassment procedure has been determined, or when frivolous or malicious charges have been brought.

A first offense could be grounds for dismissal, and more than one sanction may be imposed for any single offense. Administrators responsible for implementing sanctions will report to the complainant the sanction that has been imposed.

#### **Sanctions for faculty and professional staff:**

- Written or oral warning
- Formal reprimand placed in the respondent's permanent file
- Reassignment of duties (e.g., teaching or service duties involving students)
- Reduction in salary for one or more years
- Suspension without pay
- Dismissal

#### **Sanctions for classified staff:**

- Warnings and written reprimands
- Dismissals, demotions and suspensions

#### **Sanctions for students:**

- Warning, oral or written
- Reprimand in writing
- Restitution
- Probation
- Suspension
- Expulsion

#### **For purposes of this procedure, the following definitions apply:**

**Advisor** is a person of a party's choice, who may be an attorney, who may accompany the party during any meeting or proceeding under this Procedure.

**Complainant** means a person who has allegedly been subject to sexual misconduct, and for whom a formal or informal complaint has been made with the College; the College may also be a complainant.

**Consent** means a knowing, voluntary, and affirmatively communicated willingness to mutually participate in sexual conduct; from an individual with the ability and capacity to exercise free will

and make a rational and reasonable judgment; expressed either by affirmative words or actions, as long as the words or actions create a mutually understandable permission regarding the conditions of sexual activity. Consent can be withdrawn at any time. Consent cannot be obtained where there is any hint of force, threat, coercion, fraud, manipulation, intimidation, or reasonable fear of injury, or through the use of a party's mental or physical helplessness or incapacity. Consent cannot be implied from acquiescence or based upon the mere fact of previous consensual dating or sexual relationship. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

**Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

**Decision Maker:** This refers to those who have decision-making and sanctioning authority within the Formal Grievance process.

**Domestic Violence** means violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant, or by any other person against an adult or youth complainant.

**Hostile Environment** means an environment in which a person is sexually harassed and the harassing conduct is sufficiently serious to deny or limit the person's ability to participate in or benefit from a College program or activity.

**Interim Measures** means reasonable available steps an institution may take to protect the parties while a sexual misconduct investigation is pending.

**Notice** means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

**Notice of Investigation and Allegations** is deemed to have been properly provided when written notification of the allegations and alleged code of conduct violation is sent to the student's assigned MDCC email address and/or delivered via Certified Mail to the local or permanent address(es) of the parties as indicated in official MDCC records, or personally delivered to the student. Students, staff, and faculty are responsible for all communication delivered to their college email address.

**Personal Identifying Information** means any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or

biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, or financial information.

**Preponderance of the Evidence** means the evidence demonstrates it is more likely than not the conduct occurred; in other words, greater than 50% however slightly over 50%. This standard is often referred to as "50% plus a feather."

**Respondent** means a person or persons who have been formally or informally accused of engaging in acts of sexual misconduct and may be subject to College imposed sanctions.

**Responsible Employee** includes any employee who (1) has the authority to take action regarding sexual misconduct; (2) is an institution administrator, non-confidential employee in a supervisory role, a faculty member, an athletic coach, institution law enforcement officer, or other non-confidential first responders; or (3) is someone an individual could reasonably believe has this authority or duty, such as resident advisors.

**Retaliation** means intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or MDCC procedure relating to sexual misconduct, or because an individual has made a report, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to sexual misconduct. Retaliation includes retaliatory harassment.

**Sexual Assault** – Non-Consensual Sexual Intercourse. Any act of sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth-to-genital contact.

**Sexual Harassment** is any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when: (1) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of the College; (2) Submission to or rejection of such conduct by an individual is used as the basis for academic, employment, or activity or program participation related decisions affecting an individual; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e., it is sufficiently severe or pervasive to create an intimidating, hostile, humiliating, demeaning or sexually offensive working, academic, residential or social environment.

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**Procedures for Handling Complaints Involving Students**  
**Pursuant to the Sexual and Gender-Based Harassment Procedure**

The Title IX Coordinator has been charged with implementing the following procedures for students pursuant to the Sexual and Gender-Based Harassment Procedure. An investigator from

the Campus Police Department will serve as the Title IX Investigative Officer who will report directly to the Title IX Coordinator.

MDCC students, faculty, staff, or third parties may request information or advice, including whether certain conduct may violate the procedure; seek informal resolution; or file a formal complaint. These three options are described below. Initiating Parties are encouraged to bring their concerns to the Title IX Coordinator.

As set forth below, interim measures designed to support and protect the Initiating Party or the College community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding. Consistent with the College's procedure, interim measures might include, among others: restrictions on contact; course-schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus. These interim measures are subject to review and revision throughout the processes described below.

### **I. Confidential Resources**

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, meaning they are not required to report actual or suspected discrimination or harassment to appropriate college officials. They can offer options and advice without any obligation to inform an outside agency or campus official unless a Complainant has requested information to be shared. Therefore, those individuals whose offices have been designated, as a "Confidential Resource" are not required to make reports to the Title IX Coordinator. However, these individuals are encouraged, in appropriate circumstances, to recommend that the Complainant contact the Office of Title IX. If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following on-campus Confidential Resources:

- Counseling Services (Main Campus) 662-246-6361
- Counseling Services (Greenville) 662-332-8205
- Counseling Services (Greenwood) 662-453-7377

### **II. Mandatory Reporting of Child Abuse to Campus Police**

For child protection purposes, a child is any person under 18 years of age. A freshman student, a "dual enrolled" high school student, or a summer camp participant, among others, may fall into the category of a "child." The College encourages those with responsibilities that involve interaction with children, including students, volunteers, and representatives as well as third-party vendors and their employees, representatives, and/or volunteers, that contract for use of College facilities to report (orally and then in written form) known or suspected child abuse to Campus Police. Sexual abuse, which is one element of the more comprehensive term "abuse" under Mississippi law, includes actual or attempted rape, molestation, sexual exploitation, etc.

### **III. Jurisdiction**

The College retains jurisdiction to address all categories of prohibited conduct under this procedure when:

- The Respondent is a College student, staff-member, or faculty member;
- If the conduct occurs on-campus (including provided internet/Wi-Fi services), off campus location which the college exercises control over or at a College-sponsored event
- Alleged harassment must have occurred within the United States

### **IV. Supportive Measures**

Supportive measures are non-disciplinary, non-punitive, and individualized services offered as appropriate, as reasonably available, without fee or charge to the parties before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. The College will institute supportive measures to the parties upon receiving a formal complaint or to a Complainant once a report is brought forth to the Title IX Coordinator. At the time that supportive measures are offered, the Title IX Coordinator will inform the Complainant, in writing, that they may file a formal complaint with the University either at that time or in the future, if they have not done so already. If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. The grievance process is not initiated, though the Complainant can elect to initiate it later, if desired. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Supportive measures will be provided confidentiality, to the extent they can be, without interfering with the College's ability to provide the supportive measures, and will always be provided in a way that is as private as possible. Support measures will be implemented under this procedure pursuant to procedures developed by the Title IX Coordinator.

### **V. Emergency Removal**

After a complaint has been received, the Title IX Coordinator may remove a Respondent from the college's education programs and/or activities on an emergency basis, if an individualized safety and risk analysis determines an immediate threat to the physical health OR safety of any student or other individual and that the threat arises from the allegations under this procedure. If, after an individualized safety and risk analysis, an Emergency Removal occurs, the Respondent will be provided with notice and an opportunity to challenge the decision immediately following the removal. Procedures for conducting the individualized safety and risk analysis will be determined by the Title IX Coordinator in coordination with appropriate College offices. Procedures for conducting the opportunity to challenge the decision will be determined by the Title IX Coordinator. Non-student employee Respondents may be placed on Administrative Leave during the pendency of any investigation.

## **VI. Requests for Informal Resolution**

Initiating Parties may make a request, either orally or in writing, for informal resolution to the Title IX Coordinator. The request should identify the alleged harasser (if known) and describe the allegations with specificity. The Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

Upon determining that informal resolution is appropriate, and in instances when the Initiating Party makes the request to the Title IX Coordinator, the Title IX Coordinator will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others, as indicated. The Title IX Coordinator also may put in place any appropriate interim measures to protect the educational and work environment. The Title IX Coordinator will attempt to aid the parties in finding a mutually acceptable resolution.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the Title IX Coordinator. At any point prior to such an express agreement, the Initiating Party may withdraw the request for informal resolution and initiate a formal complaint under these Procedures.

Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request.

## **VII. Confidentiality**

The Title IX Coordinator, the Title IX Investigative Officer and others at the College involved in or aware of the complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the Complainant, the Respondent, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they therefore keep such information – including any documents they may receive or review – confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory.

Retaliation of any kind is a separate violation of the procedure and may lead to an additional complaint and consequences.

The parties remain free to share their own experiences, other than information that they have learned solely through the investigatory process, though to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.



### **VIII. Request to Withdraw the Complaint**

While every effort will be made to respect the Complainant's wishes to withdraw a formal complaint, the College must be mindful of its overarching commitment to provide a non-discriminatory environment. Thus, in certain circumstances, the Title IX Coordinator may determine that investigation is appropriate despite a Complainant's request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined, where, for example, a request to withdraw is made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

### **IX. Request for Informal Resolution After a Complaint has Been Filed**

Once a complaint has been opened for investigation and before the final report has been provided to the parties, a party may request informal resolution as an alternative to formal resolution of the complaint, but that disposition requires agreement of the Complainant and the Respondent and the approval of the Title IX Coordinator.

If such a request is approved, the timeframes will be stayed, and the Title IX Coordinator will take such steps as he or she deems appropriate to assist in reaching a resolution. If the parties cannot reach an informal resolution within two weeks from receipt of the request, then the Title IX Investigative Officer will resume the investigation of the complaint in accordance with the formal complaint procedures.

### **X. Procedures for Formal Complaints**

#### **A. Initiating a Complaint**

An Initiating Party may file a formal complaint alleging a violation of the procedure. A complaint of sexual or gender-based harassment should be filed directly with the Title IX Coordinator, regardless of the identity of the Respondent. (If the Respondent is not a student, see **Referral of Complaints Against Staff, Faculty, Other MDCC Officials, or Third Parties** below). The Title IX Coordinator will inform the Respondent that a complaint has been received, and, if indicated by the Complainant will put in place any appropriate interim measures.

A formal complaint must be in writing and signed and dated by a Complainant. It should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the Complainant's own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence and records, and the like) that the Complainant believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

The Title IX Investigative Officer will not investigate a new complaint if it has already adjudicated a formal complaint based on the same circumstances or if the parties and the

Title IX Coordinator already have agreed to an informal resolution based on the same circumstances.

**B. Referral of Complaints Against Staff, Faculty, Other MDCC Officials, or Third Parties**

These Procedures cover complaints against students. When allegations are asserted against a staff member, faculty member, or other MDCC officials, or third party, the Title IX Coordinator will inform the appropriate Administrator with a copy of the complaint. The Title IX Coordinator, will determine if the Title IX Investigative Officer will need to conduct all or part of the investigation, and will inform the Complainant.

**C. Timeframe for Filing a Complaint**

The College does not limit the timeframe for filing a complaint. The College encourages complaints to be filed as soon as reasonably possible following an alleged procedure violation because the College's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing of a complaint. Further, with respect to those cases that will be reviewed by disciplinary bodies at the conclusion of the investigation, the College's ability to complete its processes may be limited with respect to Respondents who have graduated from or are no longer employed by the College.

**D. Initial Review**

Once a formal complaint is received, the Title IX Coordinator will assign the case to the Title IX Investigative Officer for an initial review. The Title IX Investigative Officer will have appropriate training, so that they have the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations.

The Title IX Investigative Officer will contact the Complainant in an attempt to gather a more complete understanding of the allegations. Based on the information gathered, the Title IX Investigative Officer will determine whether the information, if true, would constitute a violation of the procedure such that an investigation is warranted or whether the information warrants an administrative closure. The Title IX Investigative Officer will convey this determination to: the Complainant and the Title IX Coordinator. The Title IX Investigative Officer will work with the Title IX Coordinator to implement any appropriate interim measures to be put in place pending the completion of the case (or to revise as necessary any measures already in place).

Ordinarily, the initial review will be concluded within one week of the date the complaint was received.

**E. Investigation**

After the receipt of a formal complaint, a Notice of Investigation and Allegations (NOIA) will be sent to the parties. The notice will include sufficient details known at the time, including:

- The parties involved in the incident,
- The conduct allegedly constituting Prohibited Conduct, and the date and location of the alleged incident.

- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- That both parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as described under this procedure.
- That both parties may inspect and review evidence as described under this procedure.

The Title IX Coordinator will assign one or more Investigators to meet with the parties and witnesses, gather evidence, and conduct the investigation.

#### **F. Evidentiary Review**

After the Investigator has sorted the evidence and begun working on the Investigative Report, the parties will be given ten days to review the evidence. Each Party, along with their advisor(s), will have the opportunity to review and respond to all evidence collected pursuant to the procedures developed under this procedure by the Title IX Coordinator.

After all parties have had a minimum of ten days to review all evidence collected the Investigator(s) will draft the Investigative Report. The report will include all relevant evidence collected during the investigative stage. Each party will receive a copy of the Report and have the opportunity to review and respond to the Report.

#### **G. Hearing**

At the conclusion of the investigation a hearing will follow. Both parties in question shall be notified, in writing, of the alleged allegation(s) and of the date, time, and place of the hearing. Every effort will be made to schedule a hearing within (10) working days after the completion of the Investigative Report. Notice will be sent to the students MDCC email address, and to the home address listed on file at the College.

The hearing will be recorded. A recording and/or a transcript of any live hearing will be made available to the parties for inspection and review. The hearing will be overseen by a non-voting Hearing Administrator. The hearing will consist of three individuals who will serve on the Hearing Committee. The Title IX Coordinator and the Title IX Investigators are prohibited from serving on the Hearing Committee. Both parties have the right to:

1. Be present at the hearing. However, if either or both the student in question and complainant fail to appear at the hearing after being properly notified, the hearing may be held in their absence and a decision rendered accordingly, based on evidence presented.
2. Present evidence by witness, or by signed written statement if a witness is unable to attend the hearing. It is the responsibility of complainant to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence.
3. Bring an advisor of his/her choice to the hearing who may question their advisee and cross exam the other party.

4. Be informed of the disciplinary outcome.

At the conclusion of the hearing, the committee will submit their findings to Title IX Coordinator who will be responsible for notifying both parties of the decision.

#### **H. Appeals**

All parties will be entitled to an appeal based on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time of the determination regarding responsibility, that could affect the outcome of the matter; and/or
- The Title IX Coordinator, investigator(s), or hearing committee(s), had a conflict of interest or bias for or against complainant or respondents generally or the individual complainant or respondent that affected the outcome of the matter

All appeals require that both parties are notified in writing when an appeal is filed and given a reasonable opportunity to submit a written statement in support of or challenging the decision.

**Contact:** Christopher Lee  
Dean of Student Services/Title IX Coordinator  
Mississippi Delta Community College  
Office: 662-246-6444  
Email: [clee@msdelta.edu](mailto:clee@msdelta.edu)  
Fax: 662-246-6209

#### **Drug and Alcohol Policy**

MDCC has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises as part of its activities in compliance with the Drug-Free Schools and Communities Acts of 1989 Public Law 101-226.

In its commitment to maintaining a drug-free environment in conformity with state and federal laws as set forth in the Uniform Controlled Substances Law of the State of Mississippi the following policy has been established.

#### ***Policy Prohibiting Drugs and Alcohol***

MDCC strictly prohibits the unlawful possession, use, or distribution of illicit drugs, including drug paraphernalia, and alcohol on campus and during any college sponsored activities.

#### ***Students:***

The following is a list of minimum disciplinary actions that will be taken should a student choose to violate the drug and alcohol regulations on the MDCC campus:

- a. The illegal use and/or possession of illegal drugs will result in, but not limited to, automatic suspension from the residence halls, with a maximum possible penalty of suspension from the College.
- b. The use and/or possession of alcoholic beverages will result in
  1. 10 hours of supervised work
  2. \$200.00 fine
  3. mandatory counseling until the student is released from the counseling center
  4. probation and/or possible suspension as a resident student with a maximum possible penalty of suspension from the college
- c. Illicit drugs are defined in Section 202 of the Controlled Substance Act; and the Mississippi Uniform Controlled Substance Law, Mississippi Code Supplement (1989). Alcoholic beverages are defined in Sections 41-29-139, 141, 61-1-37, 81, 97-29-7 of the Mississippi Code Annotated for 1972 (1989 Supplement).

As specified in Section 41-29 142, 41-29-139, 61-1-37, 61-1-81, 97-29-47 of the Mississippi Code Supplement, legal sanctions are applied to the following actions: possession of alcohol on college property; public drunk on college property; utilization of false ID to obtain alcohol; driving under the influence of alcohol; possession of illicit drugs, sale of illicit drugs near schools; possession of paraphernalia; and sale of paraphernalia. Sanctions range from fines of \$25 to \$1 million and jail sentences of 30 days in the county jail to 30 years in the state penitentiary.

***Health Risks Associated With The Use Of Illicit Drugs And The Abuse Of Alcohol:***

- Accidents and car crashes while under the influence
- Chills, nausea, and irregular breathing
- Heart irregularities, coma, even death
- Increased blood pressure and temperature
- Increased pulse and heart rate
- Major organ damage to the brain, lungs, liver, spleen, and stomach
- Overdoses may be lethal
- Possible permanent genetic damage
- Predictable cycles of “high,” energetic to tired, depressed, irritable “lows”
- Risk of AIDS and other infections from sharing needles

**Explosives and Weapons – Mississippi Code 97-37-17**

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and any sharp-pointed or edged instrument. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be

fined not more than one thousand dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

### ***Guns Are Strictly Prohibited On Campus***

It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any powerful explosion on educational property. Any person violating this subsection shall be fined not more than five thousand dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

### **Information Network Resources and Systems (See Appendix for Form)**

The Computer and Information Services Department is responsible for coordination and maintenance of computer systems on campus. The department has established the following guidelines:

#### **A. Introduction and Purpose**

The purpose of the MDCC Information Network is to support the overall educational mission of the College, in accordance with college policies. Access to the network and its resources is a privilege. Network users must respect the rights of others and the integrity of the components of the network.

This policy governs the use of all computers, computer-based networks, and related hardware and software at MDCC. Under federal statutes and the sections of the Mississippi code that regulate the use of these resources, the College is required to ensure that this equipment and software are used properly and for the purpose for which state funds were expended. The intent of this policy is to allow maximum freedom of use consistent with state and federal law, college policy, and a productive work environment.

#### **B. Scope**

This policy applies to all college faculty, staff, administrators, students, and members of the community who use the College network resources. It covers all computing hardware that is connected to the network, including microcomputers, printers, and the college midrange computer. It also includes all network infrastructure: data wiring and fiber optic cable, routers, switches, hubs, servers, data connectors, and all other associated hardware and materials.

The following types of software are covered under this policy: operating systems, network software, compilers, and all instructional and application software defined as “supported by the college.”

The following categories of data systems are included: the administrative and student information system and data that have been collected or generated by the College. Not covered is software or data that the College does not support, even though such may be stored on college hardware and/or used by individual departments.

### C. General Statements

1. Training – is provided for administration, faculty and staff as new hardware, software and services are made available. Prior to receiving access to the network, each employee must demonstrate a satisfactory level of proficiency in certain areas such as proper use of passwords, how to access the Internet, e-mail, administrative software, and other application software. Administration, faculty and staff are encouraged to attend workshops and classes at off-site locations provided sufficient funds are available in the departmental budgets.
2. Access to the Internet – The College provides Internet access through the college network to all employees and students having a network account. Internet access is intended only for official college business. The College discourages personal use of the Internet through the College network. The College does not condone access to sites which contain pornography and other sexually explicit material. The use of the Internet for political purposes, illegal activity, profit-making ventures, or the harassment of individuals or organizations is considered a violation of college policy. Users should be aware that the system logs all Internet sites which are accessed through the network. This information will be monitored on a regular basis through normal network maintenance and to investigate abuse of the resource.
3. Agreement – Every employee who uses the network is required to read and sign an Information Network Resources Use Agreement. If misuse of the network by an employee threatens the stability of the network, the Director of Information Technology will suspend network privileges immediately. Additional sanctions could include reprimand by the appropriate supervisor, dismissal, or criminal prosecution.
4. Computer Hardware – Computer hardware should not be relocated or have components added or removed without coordination with the Information & Technology Services Department.
5. Disaster Recovery Plan – Information & Technology Services maintains a Disaster Recovery Plan. All programs, files, folders, configuration, and security information are saved daily. **Backup of individual personal computers is the responsibility of the individual user.**
6. E-Mail – An e-mail account is provided for each employee who has a network account. As with Internet access, e-mail is intended only for official college business and not for illegal activity, personal profit-making ventures, political purposes, or to harass any person or organization. E-mail is, by definition, public, and is subject to review by college officials without prior notification. Users are responsible for maintaining their e-mail accounts and removing old messages.

7. Ethical Use– The network is for official college use only and must not be used for personal business, profit-making ventures, political activities, or to harass or offend anyone. Some employees will be given access to the student information systems and/or other administrative systems. The confidentiality of these records is governed by the federal Family Education Rights and Privacy Act of 1974 (a.k.a. Buckley Amendment, FERPA). All information is confidential, and students have a right to expect that their scholastic records are being properly supervised and maintained. Requests for disclosure of this information must be approved by the appropriate administrative officer.

8. Network Access – Network access is controlled by passwords, and the level of access granted is determined by a user’s job-related or educational requirements.

- User IDs and Passwords

**Construction:** The best security against a password incident is simple: following a sound password construction strategy. The organization mandates that users adhere to the following guidelines on password construction:

- Passwords should be at least 8 characters
- Passwords should be comprised of a mix of letters, numbers and special characters (punctuation marks and symbols)
- Passwords should be comprised of a mix of upper and lower case characters
- Passwords should not be comprised of, or otherwise utilize, words that can be found in a dictionary
- Passwords should not be comprised of an obvious keyboard sequence (i.e., qwerty)
- Passwords should not include "guessable" data such as personal information about yourself, your spouse, your pet, your children, birthdays, addresses, phone numbers, locations, etc.

Creating and remembering strong passwords does not have to be difficult.

Substituting numbers for letters is a common way to introduce extra characters - a '3' can be used for an 'E,' a '4' can be used for an 'A,' or a '0' for an 'O.' Symbols can be introduced this way as well, for example an 'i' can be changed to a '!'.

Another way to create an easy-to-remember strong password is to think of a sentence, and then use the first letter of each word as a password. The sentence: 'The quick brown fox jumps over the lazy dog!' easily becomes the password 'Tqbfjotld!'. Of course, users may need to add additional characters and symbols required by the Password Policy, but this technique will help make strong passwords easier for users to remember.



**Confidentiality:** Passwords should be considered confidential data and treated with the same discretion as any of the organization's proprietary information. The following guidelines apply to the confidentiality of organization passwords:

- Users must not disclose their passwords to anyone
- Users must not share their passwords with others (co-workers, supervisors, family, etc.)
- Users must not write down their passwords and leave them unsecured
- Users must not check the "save password" box when authenticating to applications
- Users must not use the same password for different systems and/or accounts
- Users must not send passwords via email
- Users must not re-use passwords

**Change Frequency:** In order to maintain good security, passwords should be periodically changed. This limits the damage an attacker can do as well as helps to frustrate brute force attempts. The organization does not wish to apply any hard limits to when passwords must be changed, but asks that users exercise discretion and change passwords sporadically.

- Accounts – Network accounts for employees are managed by the Computer & Information Services staff. Requests for establishment or modification of employee accounts must be approved at the Division Chair/Supervisor level or above. Specific access granted to an employee account is subject to approval by the appropriate Division Chair/Supervisor with the guidance of the Director of Information & Technology Services. Removal of an account occurs when the owner is no longer an employee of the College, or when disciplinary action is indicated. It is the responsibility of the employee's supervisor to notify the Information Technology staff within 24 hours of an account holder's separation from service.

9. Sanctions:

- a. Employees – An employee found guilty of violating the terms of the Information Network Resources Use Agreement is subject to sanctions. If misuse of the network by an employee threatens the stability of the network, the Director of Information and Technology Services will suspend network privileges immediately. Additional sanctions could include reprimand by the appropriate supervisor, dismissal, or criminal prosecution.

- b. Students – A student found guilty of misuse of the network is subject to loss of network privileges, criminal prosecution, or other disciplinary action by the College.
- c. Public – A member of the public found guilty of misuse of the network is subject to loss of network privileges and possible prosecution.

10. Security – All information is property of MDCC and use or distribution is prohibited without approval of the appropriate department. Information should be protected against unauthorized access and/or destruction. A backup copy of administrative information is made daily and stored off-campus. It is recommended that each user make a backup copy of information on individual personal computers frequently. A disaster recovery plan is maintained by the Information & Technology Services Department. Users should not leave a terminal/computer unattended while signed on. A secure off-site facility will be provided for storage of backups, user documentation, copies of disaster plan, and critical forms. The College attempts to protect the network from intrusion from within and without. All suspected attempts to violate network security must be reported to the Director of Information & Technology Services as soon as possible. If it is determined that a breach in network security has compromised sensitive information, the President of the college may request the aid of law enforcement to handle the investigation.

The Information & Technology Department will periodically check for, and follow up on, security violations.

11. Software Supported by the College – Software standards will be established and distributed by the Computer & Information Services Department. Only approved software will be supported and maintained. The support and maintenance of other software will be the responsibility of the user. Computer software should be properly registered to obtain updates and protect warranties or other legal rights.

- Student accounts and public accounts must be requested and maintained by the appropriate department under the supervision of the Computer & Information Services staff.
- Students — A student found guilty of misuse of the network is subject to loss of network privileges, criminal prosecution, or other disciplinary action by the College.
- Students — The maximum possible penalty may be suspension.

12. User Requests – All requests for services which fall within the realm of Information & Technology Services (telephones, e-mail, hardware, software, programming, network services and support, Internet access) should be submitted using the Computer & Information Services Request Form and approved by the appropriate supervisor(s). If

approved, the request will be directed to the proper technician for resolution.

13. **Web Site** – The College will operate a web site for the purposes of recruiting and disseminating college information. This service is operated and maintained by a webmaster under the supervision of the campus web committee. All requests concerning this area should be directed to the webmaster through the appropriate administrative channels.

### **Intellectual Property Rights Policy**

MDCC maintains rights to intellectual property created at the College's expense. Intellectual property refers to works that are typically eligible for copyright, created when something new has been conceived or when a non-obvious result, which can be applied for some useful purpose, has been discovered using existing knowledge.

The College reserves the rights of ownership of all intellectual property including, but not limited to, curricular materials, books, musical compositions, web pages, social media, electronic publications, and programs written or otherwise created by an employee or student while using college materials or equipment or when being compensated by MDCC.

All classes of intellectual property, scientific and technological developments, materials or objects created or produced by an employee or student on personal time without the assistance of MDCC personnel, equipment, materials, or facilities, shall be the exclusive property of the individual.

Any MDCC employee or student who plans to create materials or objects developed wholly or partially using the College's time, equipment, materials, or facilities, and who intends to copyright, patent, or otherwise merchandise those materials or objects must receive written permission from the President of MDCC.

It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed upon and that appropriate permission has been obtained for the use of copyrighted material by adhering to the copyright law of the United States (Title 17, United States Code). Creators of intellectual works that are not partially owned by MDCC own the copyrights of their works and are free to register the copyright and receive any compensation or revenues resulting from such works.

Any disputes involving a student and the College regarding intellectual property may be addressed through the Complaint Process outlined in this *Student Handbook*.

### **Photography Disclaimer:**

Any photographs or video taken under the direction of the Office of College Advancement & Public Relations, or any other College sponsored program, may be used in news stories, on the web, or in publications. Photos may be used in publicly disseminated promotional materials. If you prefer not to be photographed, simply inform the photographer at the time photos are taken.

### **Tobacco Use Policy**

The Surgeon General of the United States has documented that the use of tobacco is harmful to the health of our citizens and that secondary smoke can be a health hazard to non-smokers; therefore, MDCC prohibits the use of tobacco on any campus or instructional site.

**Enforcement:** Complaints regarding this policy should be referred to the Dean of Student Services Office.

- a. Students – The maximum possible penalty may be suspension.
- b. Faculty and staff – The maximum possible penalty may be termination.

## INSTRUCTION

Mississippi Delta Community College strives to produce students well prepared for entrance into the workforce or higher education. This is accomplished through environments that are conducive to student learning. Curriculum is designed to enable an ease of transition from one course to another. This design is consistently evaluated, redefined, and redesigned with the approval of the College Curriculum Committee and in accordance with annual statewide curriculum alignment meetings. Instruction at MDCC is categorized into three colleges: College of Academics, College of Career Technical Education, and College of Health Sciences Programs.

### **College-Level General Education Competencies**

Mississippi Delta Community College measures the extent students have attained college-level general education competencies through an external assessment and locally developed examinations with embedded test questions. The general education competencies are provided below:

- Students will be able to analyze facts to draw conclusions.
- Students will learn to interpret graphic data/information to problem solve.
- Students will be able to read and use written text.

### **Program-Level Outcomes**

#### **College of Academics/Associate of Arts Degree**

- Students will develop critical thinking skills as a result of a broad-based core curriculum.
- Students will be able to use technology appropriate to the content they are studying.
- Students will comprehend reading from a variety of texts.
- Students will improve their ability to communicate in a variety of modes.

#### **Colleges of Career-Technical Education and Health Sciences Programs/Associate of Applied Science Degrees**

- Each program determines their own Program Level Outcomes by program.

A complete listing of all Program Level Outcomes may be found on the college's website by going to Programs A to Z and choosing Curriculum Map at the right from the list of Related Links.

### **College Prep English – Humanities Department**

The Humanities Department offers courses designed to elevate students' skills according to their individual needs. These courses are available to those students who need assistance in the academic areas of English and Reading. Students without an ACT score or students with an English ACT sub-score of 13 or below will enroll in ENG 0113 Beginning English. Students with an English ACT sub-score of 14-16 will enroll in ENG 0123 Intermediate English. Students must make a "C" or better in each College Prep English course in order to be eligible to advance to ENG 1113 Comp I. A student who fails to meet these standards must re-enroll in the courses until the exit standards are met. ENG 0113 and ENG 0123 do not count toward graduation.

The Humanities Department also offers several transfer courses designed to enhance study skills and employability skills including LLS 1413 Enhancement of Study and LLS 1723 Employment Readiness.

LLS 1311 Orientation is offered to introduce students to college life as well as student policies and procedures.

In addition, The Humanities Department offers several courses for students seeking teacher certification at a four-year university. These include EDU 1613, Foundations in Education, EDU 2513, Introduction to Elementary Education, and EDU 2613, Introduction to Secondary Education. Each of these education courses also require a minimum of 15 hours of supervised field observation in local schools. Some school districts may require students to do a background check at the students' own expense. Students should check with the desired transfer university to ensure acceptance of education courses.

### **College Prep Math – Math and Science Department**

The Math and Science Department offers courses designed to elevate students' skills according to their individual needs. These courses are available to those students who need assistance in the academic area of Math. Students without an ACT score or students with a Math ACT sub-score of 15 or below will enroll in MAT 0123 Beginning Algebra. Students with a Math ACT sub-score of 16-18 will enroll in MAT 1233 Intermediate Algebra. Students must make a "C" or better in each College Prep Math course in order to be eligible to advance to MAT 1313 College Algebra. A student who fails to meet these standards must re-enroll in the courses until the exit standards are met. MAT 0123 and MAT 1233 do not count toward graduation.

## **HONORS**

I. Honors recognized by MDCC are as follows:

- A. Phi Theta Kappa\*
- B. Hall of Fame\*
- C. Departmental Awards\*
- D. Achievement Awards\*
- E. Honors College
- F. All USA Academic Team\*
- G. Service & Leadership Awards
- H. President's, Dean's and Honors Lists\*
- I. Alpha Delta Nu
- J. Lambda Nu

\*Recipients of these honors will be recognized at the annual Honors Day program.

II. Criteria for Awards

- A. **Phi Theta Kappa** – *non-secret* international honor society for junior/community colleges. Initial selection of candidates is made by a review of transcripts by society advisors. Candidates must meet all of the following criteria:
  - 1. Must be a full time student enrolled in a program of study leading to an A.A. or A.A.S. degree and have completed one or more semesters with at least fifteen (15) academic/technical hours. *Intermediate, developmental and remedial courses will not be considered*

2. As a *freshman*, have a cumulative grade point average of 3.5 or better on fifteen (15) semester hours during the \*qualifying semester. (\*fall or \*spring semester). *Summer school hours will not be considered*
  3. As a *sophomore*, have a cumulative grade point of 3.5 on at least thirty semester hours
  4. Transfer students must complete fifteen hours through MDCC before being considered for membership
  5. Exhibit superior scholarship and leadership
  6. Show evidence of good character
  7. To remain in good standing, a student must maintain a cumulative grade point of 3.0
- B. **Hall of Fame** — highest honor bestowed by Mississippi Delta Community College. The Standing College Committee on Honors and Awards is responsible for the selection of candidates based on recommendations from the faculty. It is bestowed upon an undesignated number who meets the following criteria:
1. Be a sophomore
  2. Have a scholastic average of 3.5 or better through the first term of the sophomore year
  3. Have been in school for an equivalent of three consecutive semesters
  4. Have rendered service and contributions to the school program
  5. Possess qualities of leadership, loyalty, character, overall excellent school citizenship, and potential community leadership
  6. Be presently enrolled in school
- C. **Departmental Awards** – highest honor bestowed on a student by a department. In order for a student to be eligible for a departmental award, he/she must meet the following criteria:
1. Be currently enrolled at MDCC and a full-time student
  2. Be a sophomore (unless enrolled in a one-year program)
  3. Possess good traits of citizenship
  4. Show potential of success in the future in the departmental area of study
  5. Be selected by the faculty members of that department under the direction of the department chair
  6. Have taken at least twelve semester hours or equivalent in the department (including three semester hours of courses in which currently enrolled)
  7. Each department may award one departmental award. Should a student receive a Departmental Award, he/she will not be eligible for an Achievement Award from the same department
- D. **Achievement Awards** – awarded to students by departments for achievement in a particular discipline. An Achievement Award may be given to students meeting the following criteria:
1. Must be enrolled as a full-time freshman or sophomore
  2. Must have completed six hours in the department (which may include hours of current enrollment)
    - a. If more than one instructor teaches the course — one award per instructor, per 6 hour course (or two related 3 hour courses) may be given (awards for specialty 3 hour courses may be given upon approval by the Vice President of Instruction)

- b. Departments may have additional requirements
  - c. Departments may give one Achievement Award to a part-time student
- E. **Honors College** – MDCC Honors College provides academically gifted students an educational experience beyond the standard curriculum in an environment that promotes discovery and creativity.

The Honors College at Mississippi Delta Community College offers academically gifted in-state students a scholarship which covers all tuition and room and board, and provides a book allowance in the bookstore. Students who elect to forgo a dorm room and commute will receive the commuter meal plan, instead.

Mississippi Delta offers a wide array of electives in Mathematics, Science, English, the Arts, and Humanities; Honors College students participate in leadership seminars, lectures, Honors excursions, and group activities in which they explore current social issues.

### **Eligibility**

A student applying for the MDCC Honors College must:

- Be an incoming freshman (24 or fewer cumulative hours)
- Have a composite ACT score of 23 and all sub scores 20 or higher
- Provide an official high school transcript

### **Scholarship Options**

All in-state students receive 100% tuition plus room and board and a book allowance. Students who elect to forgo the dorm room and commute may request to receive a commuter meal plan, instead.

### **Book Allowance**

\$800 book allowance for students with an ACT of 25+

\$500 book allowance for students with an ACT of 23 or 24

### **Requirements**

- Maintain a cumulative GPA of 3.5 or above with no grade below a B.
- Complete the Honors course requirements.
- Attain an Associate's Degree from Mississippi Delta Community College.
- Complete four contiguous fall/spring semesters of at least thirteen hours each, including the Honors Forum.
- Take Calculus I and Chemistry I and II, lab and lecture, during freshman year.
- Take at least one additional Honors designated course each semester of the sophomore year.



## Honors College Probation

MDCC Honors College will allow one probationary semester for students who drop below the required cumulative GPA of 3.5, but not below a cumulative GPA of 3.0, who receive a grade of C in any class.

Students will remain in the program and retain the scholarship during the probationary semester.

Any student whose cumulative GPA falls below 3.0, who earns more than one grade of C in any class, or who has any grade below a C in any class will no longer qualify for the Honors College or its scholarship.

- F. **All USA Academic Team** — Phi Theta Kappa faculty committee selects two (2) students from faculty nominations. They will be recognized on the state level as well as be considered for national honor.
1. To be eligible for nomination, a student must be currently enrolled in an institution that is a member of the American Association of Community Colleges
  2. The nominee must have completed at least twelve semester hours in pursuit of an Associate of Arts, or an Associate of Applied Science degree, prior to being nominated and must currently post a cumulative grade-point average of not less than 3.5 on all course work taken at that college
- G. **Service and Leadership Awards** — recognizes students, not for academics, who have gone above the call of duty in giving their time and energies in some specific area of the school program at MDCC. The student should not have a record of academic or disciplinary probation. Organizational advisors are responsible for the selection of candidates based on recommendations from the faculty.
- H. **President's, Dean's and Honors List** — the Office of Admissions will prepare and issue an Honor Roll at the end of each semester. This list will include those students who have, as judged by their grades, done superior academic work during the term. Those attaining an average of 4.0 will be listed on the President's List. Those making 3.5-3.99 averages will be cited on the Dean's List. Those with 3.0-3.49 will be recognized on the Honors List. Averages will be based on the total load carried. To be considered for any type of honor recognition, the student must carry a minimum load of twelve academic hours and have no grade lower than a C. Grades for ENG 0113, ENG 0123, MAT 0123, and MAT 1233 will not be calculated in the GPA for inclusion on these lists.
- I. **Alpha Delta Nu** — The Alpha Iota Chapter of the Organization for Associate Degree Nursing Alpha Delta Nu Nursing Honor Society shall recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advanced degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified

individuals into the profession of nursing. Membership shall be offered to students after the first three semesters who have:

1. have earned a grade of B or better in each nursing class of the nursing program
2. no previous failures in any nursing course
3. demonstrated conduct on campus and the clinical areas that reflects integrity and professionalism
4. sponsored one educational or recruitment project

J. ***Lambda Nu*** – Mississippi Alpha Chapter of Lambda Nu is a honor society for radiologic and imaging sciences that was inaugurated at Mississippi Delta Community College in 2013. Initial selection of candidates is made by a review of transcripts by society advisors. Candidates must meet all of the following criteria:

1. Professional course GPA 3.0 or higher on 4.0 scale after one full time semester
2. Enrollment in a radiologic or imaging sciences program as a full time student for at least two semesters
3. Evidence of professional commitment beyond minimum requirements of the program, including, but not limited to:
  - GPA higher than Chapter minimum
  - Actively pursuing an independent research project
  - Active membership in a professional organization, as evidenced by:
    - Holding office or committee appointments
    - Preparing for presentation of a professional paper or poster
  - Preparing for competition in a Quiz-Bowl
  - Clinical-based employment in a radiologic or imaging sciences field
  - Participating in a radiology elective course (Computed Tomography or Sectional Anatomy)

## **eLEARNING**

### **MISSISSIPPI VIRTUAL COMMUNITY COLLEGE**

MDCC is an active participant in the Mississippi Virtual Community College (MSVCC). The Mississippi Virtual Community College is a consortium of Mississippi's 15 community colleges that makes it possible for colleges to leverage their distance learning resources -- including faculty, courses, support services, and technology. Through the MSVCC, students may take courses from community colleges anywhere in Mississippi while getting support services from a local college. To take a course from a provider college, a student enrolls through MDCC. MDCC supports the student with a full slate of student services, including advisement and counseling, financial aid, learning resources and awards credit for the course. The provider college provides the course instruction.

MDCC recognizes the needs of students, who because of various time or space barriers cannot attend the traditional classroom offerings of our courses. Through the use of the Internet and Canvas, the current learning management system, MDCC brings the opportunity for students to receive courses wherever internet access is available. MDCC provides a growing number of credit courses through eLearning delivery.

Faculty and students participating in eLearning courses interact through phone, e-mail, discussion boards, chat rooms, and virtual meetings. These courses meet the same educational requirements as the traditional classroom, but in a more flexible format. Admission/Registration procedures for eLearning courses are the same as outlined for the traditional courses. Cost for eLearning courses are maintained at the same rate as the traditional courses plus an additional online fee. The majority of materials required for eLearning courses are available digitally (eBooks) and can be accessed once the course is active. The cost of digital materials for MDCC and some other community college course is automatically generated and will be added to the student's account. However, some courses from MDCC and/or other community colleges may have additional fees not generated on the student's account. Other textbooks and/or materials can be purchased in the MDCC Bookstore.

Information regarding the schedule for eLearning courses may be found on the MDCC eLearning webpage located on the college website, [www.msdelta.edu/elearning](http://www.msdelta.edu/elearning). College Policies and Procedures for eLearning courses follow the same rules and regulations as traditional courses with a few specific exceptions. These exceptions are necessary due to the difference in delivery systems of traditional eLearning courses.

*Rules Specific to eLearning Instruction:*

1. **Admissions:**

Admissions procedures and policies for eLearning students are as follows:

*General requirement:*

- Dorm students must enroll in 12 traditional class hours before being allowed to take online courses unless having prior approval by the VP of Instruction.

2. **Student Advising:**

Prior to registering for an eLearning course, MDCC requires that students consult with an advisor to determine if this method of delivery is a viable alternative.

3. **Registration:**

Students who wish to register for eLearning courses should (1) contact the Office of Admissions to gain acceptance to Mississippi Delta Community College, (2) consult with an advisor to discuss courses and technical requirements. After completing these steps, the student can register for eLearning courses offered by MDCC. However, advisors must register student for courses offered by provider colleges. If there are any problems with their registration, the eLearning office will contact the student via phone or email. eLearning students pay fees according to the same procedures as traditional students; however, a \$25 per semester credit hour fee is assessed.

4. **Withdrawal from Class:**

The MDCC eLearning webpage contains withdrawal instructions. The student is responsible for all tuition fees associated with the class upon registration. The last day to withdraw is posted on the MDCC eLearning webpage.

## **5. Refund:**

### **Summer eLearning Courses:**

Refunds are not allowed for summer eLearning courses once the session begins. A student who registers for a course(s) and does not wish to remain in the course must contact the eLearning office to be dropped from the course(s) before the first day of class. Failure to drop the course(s) may result in charges to the student's account and failure of the course(s).

### **Fall & Spring eLearning Courses:**

Refunds for fall and spring semester eLearning courses will be figured based upon the institutional refund policy which can be found under the student cost section of the MDCC catalog. Students who register for courses and do not return for the registered semester must contact the eLearning office to be dropped from their courses before the first day of class. Failure to drop courses may result in charges to the student's account and failure of the course(s).

## **6. Class Attendance and Participation:**

Attendance and participation on a regular basis are expected. If a student does not attend class during the first two weeks of the session (15-week session) or the first week of a condensed session (8-week session), the instructor will contact the eLearning coordinator and request that the student be withdrawn as a "never attended". For eLearning courses, this process can be defined as when there has been no documentable engagement (discussions, assignments, quizzes) with the course content within the timeframe allowed. The student activity is documented by means of "course statistics" in the course site and/or record of assignments submitted or participated in.

## **7. Instructional Quality:**

The Department Chairs are responsible for insuring quality in all courses that are taught by the department, both traditional and eLearning. The chairs work with the Vice President of Instruction and the eLearning coordinator to insure capable, qualified instruction in all areas of the college.

## **8. Accessibility:**

The eLearning Department at Mississippi Delta Community College welcomes and is prepared to accommodate any students with disabilities. If a disabled student needs special accommodations in any capacity, the student may address the need with Darla Poole, Counseling and Disability Support Services Coordinator at [dpoole@msdelta.edu](mailto:dpoole@msdelta.edu).

## **9. Proctored Testing:**

A system of proctored testing has been established and communicated to students who take eLearning courses. Each course requires two in person proctored test at an approved site. The instructions for scheduling proctored exam appointments are located in each course and is available on the eLearning website

## **10. Ownership of Materials/Copyright:**

Mississippi Delta Community College maintains rights to intellectual property created at the College's expense. Intellectual property refers to works that are typically eligible for copyright, created when something new has been conceived or when a non-obvious result, which can be

applied for some useful purpose, has been discovered using existing knowledge.

The College reserves the rights of ownership of all intellectual property including, but not limited to, curricular materials, books, musical compositions, web pages, social media, electronic publications, and programs written or otherwise created by an employee or student while using college materials or equipment or when being compensated by Mississippi Delta Community College.

All classes of intellectual property, scientific and technological developments, materials or objects created or produced by an employee or student on personal time without the assistance of

Mississippi Delta Community College personnel, equipment, materials, or facilities, shall be the exclusive property of the individual.

Any Mississippi Delta Community College employee or student who plans to create materials or objects developed wholly or partially using the College's time, equipment, materials, or facilities, and who intends to copyright, patent, or otherwise merchandise those materials or objects must receive written permission from the President of Mississippi Delta Community College.

It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed upon and that appropriate permission has been obtained for the use of copyrighted material by adhering to the copyright law of the United States (Title 17, United States Code). Creators of intellectual works that are not partially owned by Mississippi Delta Community College own the copyrights of their works and are free to register the copyright and receive any compensation or revenues resulting from such works.

Any disputes involving an employee and the College regarding intellectual property may be addressed through the Grievance Procedures outlined in the Policy and Procedures Manual. Any disputes involving a student and the College regarding intellectual property may be addressed through the Grievance Procedures outlined in the Student Handbook.

## Academic University Transfer Parallel Program

The purpose of the University Transfer program is to provide students core content in the general studies curricula and electives that transfer to a university major. MDCC, along with all other Mississippi Community Colleges, participates in an articulation agreement with all Mississippi Institutions of Higher Learning, signed July 2005, and updated every year. This agreement allows for over 160 prescribed areas of study, developed to allow ease of transfer from community colleges to the four-year institutions. The majors most frequently pursued by Mississippi Delta Community College students are included and are reflective of the courses guaranteed for transfer and graduation. Students must consult with advisors in their area of study in order to stay on track toward successful transfer and graduation; however, all majors are available, through request, from the Office of Instruction or any MDCC academic advisor.

### Associate of Arts Degree

An Associate of Arts Degree will be awarded upon completion of no less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include: Orientation, Physical Education, Band, Delta Dancers, Choir and various others. The AA Degree will be awarded to those in the transfer program who follow the outline as listed in this catalog for their curriculum and complete the following General Education core:

#### Core Requirements for Associate of Arts Degree (AA):

<u>Course</u>	<u>Semester Hours</u>
English Composition (ENG 1113, 1123)	6
Mathematics (MAT 1313 or higher)	3
Laboratory Science (2 lecs, 2 labs)	8
Humanities (History 3 hrs, Literature 3 hrs.)	6
Social/Behavioral Science (PSY 1513, SOC 2113)	6
Computer Apps (CSC 1123 or higher)	3
Public Speaking (COM/SPT 1113)	3
Fine Arts (ART 1113 or MUS 1113)	<u>3</u>
<b>Total Hours</b>	<b>38</b>

Humanities:	history, literature
Laboratory Science:	biology, chemistry, physics or physical science
Fine Arts:	art appreciation or music appreciation
Social/Behavioral Science:	psychology, sociology
Mathematics	college algebra, trigonometry, or calculus

The requirements for the Associate of Arts Degree may also be filled by completing MDCC core requirements listed above and by completing the course of study as outlined for the freshman and sophomore years by the senior college to which the student plans to transfer after graduation.

## Credit Defined and Awarded

Mississippi Delta Community College abides by the policies of the Mississippi Community College Board when determining the amount of credit and clock hours to award for courses. Mississippi Community College Board Policy 8.2 indicates: A semester credit hour is defined as a minimum student-teacher contact of **750 minutes for lecture and 1500 minutes for laboratory**, which does not include time for passing between classes, registration, \* nor final examinations. These policies are further explained in Mississippi Community College Board's Office of Curriculum Policies and Procedures Manual, Board Policy 8.2.

**\* The Academic Officers Association voted in 2016 to allow final examinations to be counted in the contact minutes.**

MDCC courses are developed using lecture, laboratory, clinical, and/or contact hours, and are delivered in traditional, hybrid, and livestreamed formats. Regardless of method of delivery, when developing curriculum content, MDCC utilizes the following conversion table:

	Semester Credit Hour (SCH)	SCH Breakdown Equivalency	Contact Hours
Lecture Hours	1	1	15
Laboratory Hours	1	2	30
Clinic Hours	1	3	45

When determining contact hours, MDCC utilizes Mississippi Community College Board's formula:

Step 1: Breakdown of lab/lecture/clinical hours x 15

Step 2: Add hours from lab/lecture/clinical together for total contact hours

Example: Step 1 3 semester credit hours (2 lecture, 2 lab)

2 (lecture) x 15 = 30

2 (lab) x 15 = 30

Step 2 30 + 30 = 60 total contact hours

**Lecture class:** One credit hour (750') x 3 hours = 2,250 minutes (using amounts in paragraph above)

**Lab:** One credit hour (750') x 2 hours = 1,500 minutes (using amounts in paragraph above)

**The following represents the formula that MDCC has been using according to prior regular semester schedules:**

**Regular Session Lab:** 1500' / 15 weeks = 100 minutes a week.

**Regular Session Lab that meets for 2 hours:** (1500 + 300 = 1,800') / 15 weeks = 120 minutes a week.

**Regular Session Lab that meets for 3 hours:** (1500 + 600 + 600 = 2,700') / 15 weeks = 180 minutes a week.

**Summer class sessions need to meet the same number of minutes listed in the regular session.**

## REQUIREMENTS FOR GRADUATION

Students expecting to graduate from Mississippi Delta Community College must file an application for graduation with the Office of Admissions by the deadline announced by the Office of Admissions.

Candidates for graduation may follow one of three programs: a course of study leading to a degree of Associate of Arts (AA), a degree of Associate of Applied Science (AAS), or a Certificate. Students who complete degree requirements online at MDCC through the Mississippi Virtual Community College consortium must meet the same requirements listed for graduation.

The candidates must spend the semester immediately preceding the date of graduation in residence and earn a cumulative grade point of 2.00 to graduate. Transfer students must complete at least one-quarter of the number of hours required for graduation and earn a quality point average of 2.0 during this period of residence at MDCC. Developmental courses taken at MDCC or at another institution are not counted for meeting degree requirements at MDCC. Credit awarded for CLEP or Advanced Placement does not count toward meeting residency requirements.

Students receiving the Associate of Arts Degree (AA) must complete no less than sixty-two hours of credit with a minimum cumulative grade point average of 2.00. A minimum of sixty of the required sixty-two hours must be academic credit hours. Nonacademic courses which may be counted toward graduation include: Orientation, Physical Education, Band, Delta Dancers and Choir. The AA Degree will be awarded to those in the transfer program who follow the outline as listed in this catalog for their curriculum and complete the Core for the Associate of Arts Degree.

The Associate of Applied Science Degree (AAS) will be awarded to those students who complete the prescribed curriculum in each program. The curriculum must include no less than sixty-two semester hours including a minimum core of general education courses. A minimum grade point average of 2.00 in the program of study is required for graduation.

Students receiving a certificate should complete the prescribed curriculum in the program of study as listed in this catalog. A minimum cumulative grade point average of 2.00 in the program of study is required for graduation.



**University Transfer Associate of Arts Degree Plan**  
**ART MAJOR CHECK SHEET | ART Major | CIP Code: 50.0701**

<b>CORE:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
ART 1213 Introductory Art	3 hrs.						
ART 1313 Drawing I	3 hrs.						
ART 1323 Drawing II	3 hrs.						
ART 1383 Photography I	3 hrs.						
ART 1433 Design I	3 hrs.						
ART 1443 Design II	3 hrs.						
ART 1453 3-D Design	3 hrs.						
ART 1513 Computer Art	3 hrs.						
ART 1811, 1821, 2811, and 2821 Exhibition Class I, II, III, IV	1 hr.						
ART 1913 Art for Elementary Teachers	3 hrs.						
ART 2113 The Arts and Culture	3 hrs.						
ART 2513 Painting I	3 hrs.						
ART 2613 Pottery I	3 hrs.						
ART 2713 Art History I	3 hrs.						
ART 2723 Art History II	3 hrs.						
Economics (ECO 2113 Macro <b>OR</b> ECO 2123 Micro)	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
LITERATURE (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertool.com">www.MATTtransfertool.com</a>.</b>	<b>Total Hours 62</b>						
	<b>Advisor Initials</b>						
	<b>Date</b>						

**University Transfer Associate of Arts Degree Plan**  
**BIOLOGICAL SCIENCES MAJOR CHECK SHEET | BIOL Major | CIP Code: 26.0101**

<b>CORE:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.						
Lec/Lab Science (BIO 1133/1131) <b>AND</b> (BIO 1143/1141)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
BIO 1313/1311 Botany (lec/lab)	4 hrs.						
BIO 2433/2431 General Zoology (lec/lab)	4 hrs.						
BIO 2923/2921 Microbiology (lec/lab)	4 hrs.						
CHE 1213/1211 General Chemistry I (lec/lab)	4 hrs.						
CHE 1223/1221 General Chemistry II (lec/lab)	4 hrs.						
CHE 2423/2421 Organic Chemistry I (lec/lab)	4 hrs.						
CHE 2433/2431 Organic Chemistry II (lec/lab)	4 hrs.						
ECO 2113 Principles of Macroeconomics	3 hrs.						
ECO 2123 Principles of Microeconomics	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
Literature (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MAT 1323 Trigonometry	3 hrs.						
MAT 2323 Statistics	3 hrs.						
PHY 2413/2411 Physics I (lec/lab)	4 hrs.						
PHY 2423/2421 Physics II (lec/lab)	4 hrs.						
PSC 1113 American National Government	3 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertool.com">www.MATTtransfertool.com</a>.</b>	<b>Total Hours</b> 62						
	<b>Advisor Initials</b>						
	<b>Date</b>						

**University Transfer Associate of Arts Degree Plan**  
**BUSINESS MAJOR CHECK SHEET | BSAD Major | CIP Code: 52.0101**

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
ACC 2213 Principles of Accounting I	3 hrs.						
ACC 2223 Principles of Accounting II	3 hrs.						
BAD 1113 Introduction to Business	3 hrs.						
BAD 2323 Business Statistics	3 hrs.						
BAD 2413 Legal Environment of Business	3 hrs.						
BAD 2523 Personal Financial Management	3 hrs.						
BOA 1413 Keyboarding	3 hrs.						
BOA 2613 Business Communications	3 hrs.						
CSC 1133 Computer Applications II	3 hrs.						
CSC 1213 Visual BASIC Programming I	3 hrs.						
ECO 2113 Principles of Macroeconomics	3 hrs.						
ECO 2123 Principles of Microeconomics	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
Literature (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MAT 1513 Business Calculus	3 hrs.						
PSC 1113 American National Government	3 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertool.com">www.MATTtransfertool.com</a>.</b>	<b>Total Hours</b> 62						
	<b>Advisor Initials</b>						
	<b>Date</b>						

## University Transfer Associate of Arts Degree Plan

### BUSINESS W/AVIATION MGT LOGISTICS MAJOR CHECK SHEET | BSAL Major | CIP Code: 49.0101

<b>CORE:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.					
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251) <b>AND</b> (PHY 2413/2411-Required)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.					
<b>TOTAL CORE:</b>	<b>38 HRS.</b>					
<b>RECOMMENDED ELECTIVES:</b>						
This major is designed for students to transfer to DSU. Classes indicated with an asterisk (*) are required by DSU.						
*ACC 2213 Principles of Accounting I	3 hrs.					
*BAD 1113 Introduction to Business	3 hrs.					
*BAD 2323 Business Statistics	3 hrs.					
*BAD 2413 Legal Environment of Business	3 hrs.					
BAD 2523 Personal Financial Management	3 hrs.					
BOA 1413 Keyboarding	3 hrs.					
BOA 2613 Business Communications	3 hrs.					
CSC 1133 Computer Applications II	3 hrs.					
CSC 1213 Visual BASIC Programming I	3 hrs.					
*ECO 2113 Principles of Macroeconomics	3 hrs.					
*ECO 2123 Principles of Microeconomics	3 hrs.					
**Humanities & Fine Arts Elective (required by DSU)	3 hrs.					
*MAT 1323 Trigonometry	3 hrs.					
PSC 1113 American National Government	3 hrs.					
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>					
**DSU: Humanities & Fine Arts Elective - take PHI 2113 or any ENG lit, HIS, or Fine Arts course not already taken.						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertool.com">www.MATTtransfertool.com</a>.</b>	<b>Total Hours</b>					
	<b>62</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

## University Transfer Associate of Arts Degree Plan

### CHEMISTRY/PHYSICS/PHYSICAL SCIENCE MAJOR CHECK SHEET | CHEM Major | CIP Code: 40.0101

<b>CORE:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.					
Lec/Lab Science (CHE 1213/1211) <b>AND</b> (CHE 1223/1221)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.					
<b>TOTAL CORE:</b>	<b>38 HRS.</b>					
<b>RECOMMENDED ELECTIVES:</b>						
BIO 1313/1311 Botany (lec/lab)	4 hrs.					
CHE 2423/2421 Organic Chemistry I (lec/lab)	4 hrs.					
CHE 2433/2431 Organic Chemistry II (lec/lab)	4 hrs.					
ECO 2113 Principles of Macroeconomics	3 hrs.					
ECO 2123 Principles of Microeconomics	3 hrs.					
HIS (in addition to CORE)	3 hrs.					
HPR 1111 Gen Physical Ed Activities I	1 hr.					
HPR 1121 Gen Physical Ed Activities II	1 hr.					
Literature (in addition to CORE)	3 hrs.					
LLS 1151 College Life	1 hr.					
LLS 1413 Enhancement of Study	3 hrs.					
LLS 1723 Employment Readiness	3 hrs.					
MAT 1323 Trigonometry	3 hrs.					
MAT 1613/1611 Calculus I (lec/lab)	4 hrs.					
MAT 1623/1621 Calculus II (lec/lab)	4 hrs.					
MAT 2613 Calculus III	3 hrs.					
MAT 2913 Differential Equations	3 hrs.					
PHY 2513/2511 Physics I-A (lec/lab)	4 hrs.					
PHY 2523/2521 Physics II-A (lec/lab)	4 hrs.					
PSC 1113 American National Government	3 hrs.					
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>					
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertools.com">www.MATTtransfertools.com</a>.</b>	<b>Total Hours 62</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

**University Transfer Associate of Arts Degree Plan**  
**COMMUNICATIONS MAJOR CHECK SHEET | COMM Major | CIP Code: 09.0100**

<b>CORE:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.					
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>or</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.					
<b>TOTAL CORE:</b>	<b>38 HRS.</b>					
<b>RECOMMENDED ELECTIVES:</b>						
ECO 2113 Principles of Macroeconomics	3 hrs.					
ECO 2123 Principles of Microeconomics	3 hrs.					
GEO 1113 World Regional Geography	3 hrs.					
HIS (in addition to CORE)	3 hrs.					
HPR 1111 Gen Physical Ed Activities I	1 hr.					
HPR 1121 Gen Physical Ed Activities II	1 hr.					
Literature (in addition to CORE)	3 hrs.					
LLS 1151 College Life	1 hr.					
LLS 1413 Enhancement of Study	3 hrs.					
LLS 1723 Employment Readiness	3 hrs.					
PSC 1113 American National Government	3 hrs.					
PSY 2533 Human Growth & Development	3 hrs.					
SPT 1153 Voice and Diction	3 hrs.					
SPT 2173 Interpersonal Communication	3 hrs.					
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>					
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertool.com">www.MATTtransfertool.com</a>.</b>	<b>Total Hours</b> <b>62</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

# University Transfer Associate of Arts Degree Plan

## COMPUTER INFORMATION SYSTEMS MAJOR CHECK SHEET | CIS Major | CIP Code: 11.0701

<b>CORE:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.					
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.					
<b>TOTAL CORE:</b>	<b>38 HRS.</b>					
<b>RECOMMENDED ELECTIVES:</b>						
ACC 2213 Principles of Accounting I	3 hrs.					
ACC 2223 Principles of Accounting II	3 hrs.					
BAD 1113 Introduction to Business	3 hrs.					
BAD 2323 Business Statistics	3 hrs.					
BAD 2413 Legal Environment of Business	3 hrs.					
BAD 2523 Personal Financial Management	3 hrs.					
BOA 1413 Keyboarding	3 hrs.					
BOA 2613 Business Communications	3 hrs.					
CSC 1133 Computer Applications II	3 hrs.					
CSC 1213 Visual BASIC Programming I	3 hrs.					
ECO 2113 Principles of Macroeconomics	3 hrs.					
ECO 2123 Principles of Microeconomics	3 hrs.					
HIS (in addition to CORE)	3 hrs.					
HPR 1111 Gen Physical Ed Activities I	1 hr.					
HPR 1121 Gen Physical Ed Activities II	1 hr.					
Literature (in addition to CORE)	3 hrs.					
LLS 1151 College Life	1 hr.					
LLS 1413 Enhancement of Study	3 hrs.					
LLS 1723 Employment Readiness	3 hrs.					
MAT 1513 Business Calculus	3 hrs.					
PSC 1113 American National Government	3 hrs.					
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>					
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertools.com">www.MATTtransfertools.com</a>.</b>	<b>Total Hours 62</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

**University Transfer Associate of Arts Degree Plan**  
**ELEMENTARY EDUCATION MAJOR CHECK SHEET | ELED Major | CIP Code: 13.1202**

<b>CORE:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
ART 1913 Art for Elementary Education	3 hrs.						
EDU 1613 Foundations in Education	3 hrs.						
EDU 2513 Introduction to Elementary Education	3 hrs.						
GEO 1113 World Regional Geography	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1213 Personal and Community Health	3 hrs.						
HPR 2213 First Aid and CPR	3 hrs.						
Literature (in addition to CORE)	3 hrs.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MAT 1723 Real Numbers	3 hrs.						
MAT 1733 Geometry, Measurement, Probability	3 hrs.						
PSC 1113 American National Government	3 hrs.						
PSY 2513 Child Psychology	3 hrs.						
PSY 2533 Human Growth & Development	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage and Family	3 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertools.com.</b>	<b>Total Hours 62</b>						
	<b>Advisor Initials</b>						
	<b>Date</b>						



**University Transfer Associate of Arts Degree Plan**  
**ENGLISH MAJOR CHECK SHEET | ENGL Major | CIP Code: 23.0101**

<b>CORE:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.					
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.					
<b>TOTAL CORE:</b>	<b>38 HRS.</b>					
<b>RECOMMENDED ELECTIVES:</b>						
ENG 2133 Creative Writing	3 hrs.					
ENG 2223 American Literature I	3 hrs.					
ENG 2233 American Literature II	3 hrs.					
ENG 2323 British Literature I	3 hrs.					
ENG 2333 British Literature II	3 hrs.					
ENG 2423 World Literature I	3 hrs.					
ENG 2433 World Literature II	3 hrs.					
ENG 2613 Film as Literature	3 hrs.					
GEO 1113 World Regional Geography	3 hrs.					
HIS (in addition to CORE)	3 hrs.					
HPR 2213 First Aid & CPR	3 hrs.					
HPR 1213 Personal & Community Health	3 hrs.					
LLS 1413 Enhancement of Study	3 hrs.					
LLS 1723 Employment Readiness	3 hrs.					
PHI 1113 Old Testament Survey	3 hrs.					
PHI 1133 New Testament Survey	3 hrs.					
PHI 1153 Jesus & the Gospels	3 hrs.					
PSC 1113 American National Government	3 hrs.					
PSY 2533 Human Growth & Development	3 hrs.					
SOC 2133 Social Problems	3 hrs.					
SOC 2143 Marriage & Family	3 hrs.					
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>					
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertool.com">www.MATTtransfertool.com</a>.</b>	<b>Total Hours</b> 62					
	<b>Advisor Initials</b>					
	<b>Date</b>					

# University Transfer Associate of Arts Degree Plan

## ENTERTAINMENT INDUSTRY STUDIES MAJOR CHECK SHEET | ENTI Major | CIP Code: 50.0999

<b>CORE:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.					
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.					
<b>TOTAL CORE:</b>	<b>38 HRS.</b>					
<b>RECOMMENDED ELECTIVES:</b>						
ACC 2213 Principles of Accounting I	3 hrs.					
BAD 2413 Legal Environment of Business	3 hrs.					
BOA 2613 Business Communications	3 hrs.					
ECO 2113 Principles of Macroeconomics	3 hrs.					
ECO 2123 Principles of Microeconomics	3 hrs.					
HIS (in addition to CORE)	3 hrs.					
HPR 1111 Gen Physical Ed Activities I	1 hr.					
HPR 1121 Gen Physical Ed Activities II	1 hr.					
Literature (in addition to CORE)	3 hrs.					
LLS 1151 College Life	1 hr.					
MUS 1233 Commercial Music Theory	3 hrs.					
MUS 1413 Basic Computer Skills for Musicians	3 hrs.					
MUS 1423 Survey of Popular Music	3 hrs.					
MUS 1433 Recording Arts Fundamentals	3 hrs.					
MUS 1911, 1921, 2911, 2921 Recital Class I, II, III, IV	1 hr.					
MUS 2413 Computer Recording I	3 hrs.					
MUS 2423 Computer Recording II	3 hrs.					
MUS 2433 The Craft of Songwriting	3 hrs.					
MUS 2443 Audio Engineering I	3 hrs.					
Music Ensemble (4 semesters)	4 hrs.					
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>					
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertools.com">www.MATTtransfertools.com</a>.</b>	<b>Total Hours 62</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

**University Transfer Associate of Arts Degree Plan**  
**GENERAL STUDIES MAJOR CHECK SHEET | GENL Major | CIP Code: 24.0102**

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
ART 1513 Computer Art	3 hrs.						
ART 1913 Art for Elementary Teachers	3 hrs.						
BAD 2523 Personal Financial Management	3 hrs.						
CRJ 1313 Intro to Criminal Justice	3 hrs.						
CRJ 1383 Criminology	3 hrs.						
CRJ 2513 Juvenile Justice	3 hrs.						
EDU 1613 Foundations in Education	3 hrs.						
EDU 2513 Introduction to Elementary Education	3 hrs.						
EDU 2613 Introduction to Secondary Education	3 hrs.						
GEO 1113 World Regional Geography	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1213 Personal & Community Health	3 hrs.						
HPR 2213 First Aid & CPR	3 hrs.						
Literature (in addition to CORE)	3 hrs.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MUS 1133 Fundamentals of Music	3 hrs.						
PHI 1113 Old Testament	3 hrs.						
PHI 1133 New Testament	3 hrs.						
PHI 1153 Jesus & the Gospels	3 hrs.						
PSC 1113 American National Government	3 hrs.						
PSY 2533 Human Growth & Development	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage & Family	3 hrs.						
	<b>Total Hours</b>						
	<b>62</b>						
	<b>Advisor Initials</b>						
	<b>Date</b>						

## University Transfer Associate of Arts Degree Plan

### HEALTH & PHYSICAL EDUCATION, RECREATION MAJOR CHECK SHEET | HPER Major | CIP Code: 31.0501

CORE:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.					
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.					
<b>TOTAL CORE:</b>	<b>38 HRS.</b>					
<b>RECOMMENDED ELECTIVES:</b>						
HPR 1111 Gen Physical Ed Activities I	1 hr.					
HPR 1121 Gen Physical Ed Activities II	1 hr.					
HPR 1213 Personal & Community Health	3 hrs.					
HPR 1313 Intro to Kinesiology/Health & Physical Education & Recreation	3 hrs.					
HPR 2213 First Aid/CPR	3 hrs.					
HPR 2423 Football Theory	3 hrs.					
HPR 2433 Basketball Theory	3 hrs.					
HPR 2453 Baseball Theory	3 hrs.					
HPR 2493 Softball Theory	3 hrs.					
HIS (in addition to CORE)	3 hrs.					
Literature (in addition to CORE)	3 hrs.					
LLS 1151 College Life	3 hrs.					
LLS 1413 Enhancement of Study	3 hrs.					
LLS 1723 Employment Readiness	3 hrs.					
SOC 2133 Social Problems	3 hrs.					
SOC 2143 Marriage & Family	3 hrs.					
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>					
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertool.com">www.MATTtransfertool.com</a>.</b>	<b>Total Hours</b> 62					
	<b>Advisor Initials</b>					
	<b>Date</b>					

**University Transfer Associate of Arts Degree Plan**  
**HISTORY MAJOR CHECK SHEET | HIST Major | CIP Code: 54.0101**

<b>CORE:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
ECO 2113 Principles of Macroeconomics	3 hrs.						
ECO 2123 Principles of Microeconomics	3 hrs.						
GEO 1113 World Regional Geography	3 hrs.						
HIS 1163 World Civ I	3 hrs.						
HIS 1173 World Civ II	3 hrs.						
HIS 1613 African American History	3 hrs.						
HIS 2213 American (U.S.) History I	3 hrs.						
HIS 2223 American (U.S.) History II	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
HPR 1213 Personal and Community Health	3 hrs.						
HPR 2213 First Aid and CPR	3 hrs.						
Literature (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
PHI 1113 Old Testament	3 hrs.						
PHI 1133 New Testament	3 hrs.						
PSC 1113 American National Government	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage and Family	3 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertools.com">www.MATTtransfertools.com</a>.</b>	<b>Total Hours</b> 62						
	<b>Advisor Initials</b>						
	<b>Date</b>						

**University Transfer Associate of Arts Degree Plan**  
**MATHEMATICS MAJOR CHECK SHEET | MATH Major | CIP Code: 27.0101**

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1133/1131) AND (BIO 1143/1141) OR (CHE 1213/1211) AND (CHE 1223/1221)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
MAT 1323 Trigonometry	3 hrs.						
MAT 1613/1611 Calculus I (lec/lab)	4 hrs.						
MAT 1623/1621 Calculus II (lec/lab)	4 hrs.						
MAT 2613 Calculus III	3 hrs.						
MAT 2623 Calculus IV	3 hrs.						
MAT 2913 Differential Equations	3 hrs.						
PHY 2513/2511 General Physics I-A (lec/lab)	4 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
Literature (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertool.com">www.MATTtransfertool.com</a>.</b>	<b>Total Hours</b>						
	<b>62</b>						
	<b>Advisor Initials</b>						
	<b>Date</b>						

**University Transfer Associate of Arts Degree Plan**  
**MUSIC MAJOR CHECK SHEET | MUSC Major | CIP Code: 50.0901**

<b>CORE:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
HIS (in addition to CORE)	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
Literature (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MUS 1214 Music Theory I	4 hrs.						
MUS 1224 Music Theory II	4 hrs.						
MUS 2214 Music Theory III	4 hrs.						
MUS 2224 Music Theory IV	4 hrs.						
MUS 1911, 1921, 2911, 2921 Recital I, II, III, IV	1 hr.						
Music Ensemble	4 hrs.						
MUA Electives/MUS Electives	12 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertools.com.</b>	<b>Total Hours 62</b>						
	<b>Advisor Initials</b>						
	<b>Date</b>						

**University Transfer Associate of Arts Degree Plan**  
**PRE-ALLIED HEALTH MAJOR CHECK SHEET | ALLD Major | CIP Code: 24.0102**

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
BIO 2513 Anatomy & Physiology I	3 hrs.						
BIO 2511 Anatomy & Physiology I Lab	1 hr.						
BIO 2523 Anatomy & Physiology II	3 hrs.						
BIO 2521 Anatomy & Physiology II Lab	1 hr.						
BIO 1113 Principles of Biology I	3 hrs.						
BIO 1111 Principles of Biology I Lab	1 hr.						
BIO 1123 Principles of Biology II	3 hrs.						
BIO 1121 Principles of Biology II Lab	1 hr.						
BIO 1613 Nutrition	3 hrs.						
BIO 2923 Microbiology	3 hrs.						
BIO 2921 Microbiology Lab	1 hr.						
CHE 1313 Principles of Chemistry	3 hrs.						
CHE 1311 Principles of Chemistry Lab	1 hr.						
LLS 1333 Introduction to Health Professions	3 hrs.						
PSY 2533 Human Growth & Development	3 hrs.						
RGT 1213 Fund of Radiology	3 hrs.						
TAH 1113 Medical Terms in Allied Health	3 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.</b>	<b>Total Hours 62</b>						
	<b>Advisor Initials</b>						
	<b>Date</b>						

- BIO and CHE must be completed within 5 years of admission into a Health Science Program with the exception of BIO 1613 Nutrition.
- Following the Pre-Allied health science curriculum does NOT guarantee admission into a Health Science Program.
- Students should refer to the specific Health Science Program checklist for courses required for the Associate of Applied Science for each HS program.



**University Transfer Associate of Arts Degree Plan**  
**PRE-ARCHITECTURE MAJOR CHECK SHEET | PARC Major | CIP Code: 04.0201**

<b>CORE:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.						
Lec/Lab Science (PHY 2413/2411) <b>AND</b> (PHY 2423/2421)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 2713 Art History I)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
ART 1313 Drawing I	3 hrs.						
ART 1323 Drawing II	3 hrs.						
ECO 2113 Principles of Macroeconomics	3 hrs.						
ECO 2123 Principles of Microeconomics	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MAT 1323 Trigonometry	3 hrs.						
MAT 1513 Bus. Cal OR MAT 1613/1611 Calculus I (lec/lab)	3 hrs. OR 4 hrs.						
PSC 1113 American National Government	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage & Family	3 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.</b>	<b>Total Hours 62</b>						
	<b>Advisor Initials</b>						
	<b>Date</b>						

**University Transfer Associate of Arts Degree Plan**  
**PRE-ENGINEERING MAJOR CHECK SHEET | PEGR Major | CIP Code: 14.0101**

<b>CORE:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1323 or higher)	3 hrs.						
Lec/Lab Science (CHE 1213/1211) <b>AND</b> (CHE 1223/1221) <b>OR</b> (PHY 2513/2511), <b>AND</b> (PHY 2523/2521)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
*General Chemistry or General Physics (depending upon what was taken in core)	8 hrs.						
CSC 1213 Visual BASIC Programming	3 hrs.						
DDT 1313 Computer Aided Design I	3 hrs.						
ECO 2123 Principles of Microeconomics	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MAT 1613/1611 Calculus I (lec/lab)	4 hrs.						
MAT 1623/1621 Calculus II (lec/lab)	4 hrs.						
MAT 2613 Calculus III	3 hrs.						
MAT 2623 Calculus IV	3 hrs.						
MAT 2913 Differential Equations	3 hrs.						
PSC 1113 American National Government	3 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertools.com.</b>	<b>Total Hours 62</b>						
	<b>Advisor Initials</b>						
	<b>Date</b>						

**University Transfer Associate of Arts Degree Plan**  
**PRE-HEALTH PROFESSIONS MAJOR CHECK SHEET | PHPR Major | CIP Code: 51.1199**

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.						
Lec/Lab Science (BIO 1133/1131) <b>AND</b> (BIO 1143/1141) <b>OR</b> BIO 2433/2431	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
BIO 1613 Nutrition	3 hrs.						
BIO 2513/2511 Human Anatomy & Physiology I (lec/lab)	4 hrs.						
BIO 2523/2521 Human Anatomy & Physiology II (lec/lab)	4 hrs.						
BIO 2923/2921 Microbiology (lec/lab)	4 hrs.						
CHE 1213/1211 General Chemistry I (lec/lab)	4 hrs.						
CHE 1223/1221 General Chemistry II (lec/lab)	4 hrs.						
CHE 2423/2421 Organic Chemistry I (lec/lab)	4 hrs.						
CHE 2433/2431 Organic Chemistry II (lec/lab)	4 hrs.						
ECO 2123 Principles of Microeconomics	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1333 Introduction to Health Professions	3 hrs.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MAT 1323 Trigonometry	3 hrs.						
MAT 1613/1611 Calculus I (lec/lab)	4 hrs.						
MAT 2323 Statistics	3 hrs.						
PHY 2413/2411 General Physics I (lec/lab)	4 hrs.						
PHY 2423/2421 General Physics II (lec/lab)	4 hrs.						
PSY 2533 Human Growth and Development	3 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertools.com.</b>	<b>Total Hours 62</b>						
	<b>Advisor Initials</b>						
	<b>Date</b>						

**University Transfer Associate of Arts Degree Plan**  
**SECONDARY EDUCATION MAJOR CHECK SHEET | SEED Major | CIP Code: 13.1205**

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
EDU 1613 Foundations in Education	3 hrs.						
EDU 2613 Introduction to Secondary Education	3 hrs.						
GEO 1113 World Regional Geography	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1213 Personal and Community Health	3 hrs.						
HPR 2213 First Aid and CPR	3 hrs.						
Literature (in addition to CORE)	3 hrs.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
PHI 1113 Old Testament Survey	3 hrs.						
PHI 1133 New Testament Survey	3 hrs.						
PSC 1113 American National Government	3 hrs.						
PSY 2513 Child Psychology	3 hrs.						
PSY 2523 Adolescent Psychology	3 hrs.						
PSY 2533 Human Growth & Development	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage and Family	3 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransfertools.com">www.MATTtransfertools.com</a>.</b>	<b>Total Hours</b> 62						
	<b>Advisor Initials</b>						
	<b>Date</b>						

**University Transfer Associate of Arts Degree Plan**  
**SOCIAL SCIENCES MAJOR CHECK SHEET | SOBS Major | CIP Code: 45.0101**

<b>CORE:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>SUMMER 20__</b>
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 <b>OR</b> higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) <b>OR</b> (BIO 1123/1121) <b>OR</b> (PHY 2243/2241), <b>OR</b> (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 <b>OR</b> higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 <b>OR</b> MUS 1113)	3 hrs.						
<b>TOTAL CORE:</b>	<b>38 HRS.</b>						
<b>RECOMMENDED ELECTIVES:</b>							
CRJ 1313 Intro to Criminal Justice	3 hrs.						
CRJ 1383 Criminology	3 hrs.						
CRJ 2513 Juvenile Justice	3 hrs.						
CSC 1133 Computer Applications II	3 hrs.						
GEO 1113 World Regional Geography	3 hrs.						
HIS 1613 African American History	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
HPR 1213 Personal and Community Health	3 hrs.						
Literature (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
PHI 1113 Old Testament	3 hrs.						
PHI 1133 New Testament	3 hrs.						
PSC 1113 American National Government	3 hrs.						
PSY 2513 Child Psychology	3 hrs.						
PSY 2533 Human Growth & Development	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage and Family	3 hrs.						
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>24 HRS.</b>						
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertools.com.</b>	<b>Total Hours 62</b>						
	<b>Advisor Initials</b>						
	<b>Date</b>						

## **ACADEMIC UNIVERSITY PARALLEL PROGRAM DESCRIPTION OF COURSES**

The academic courses offered by Mississippi Delta Community College follow the Uniform Course Numbering System for Academics of the Mississippi Community and Junior Colleges. The numbers for university parallel courses carry four digits. The first digit indicates the year that the course is normally taught. Generally, courses required or recommended for freshmen begin with a “1” and courses at the sophomore level begin with a “2.” The last of the four digits indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. The course descriptions are those adopted in the Uniform Course Numbering System and are intended to be equivalent to those courses offered at the same level at four-year institutions.

### **Mississippi Virtual Community College**

Mississippi Delta Community College participates in the consortium known as the Mississippi Virtual Community College (MSVCC). Students may take online courses through the MSVCC that may not be taught through MDCC in the traditional manner. Only those courses taught in the traditional format through MDCC are included in the College Catalog/Student Handbook. For a complete course listing of online classes through MSVCC go to [msdelta.edu](http://msdelta.edu), eLearning, course offerings.

## **ACCOUNTING (ACC)**

**ACC 2213. PRINCIPLES OF ACCOUNTING I.** Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses.

**ACC 2223. PRINCIPLES OF ACCOUNTING II.** A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Prerequisite: ACC 2213.

## **ART (ART)**

**ART 1113. ART APPRECIATION.** A course designed to provide an understanding and appreciation of the visual arts.

**ART 1213. INTRODUCTORY ART.** A studio course designed to familiarize the student with the fundamental elements of art and develop in the student a visual literacy.

**ART 1313. DRAWING I.** Study of the basic elements and principles of organization in two dimensions and the selection, manipulation and synthesis of these components to create an organized visual expression. Students will apply overlapping foreshortening and diminished scale. Black and white media will be stressed. Pre-requisite: ART 1443 Design II. Art majors only.

**ART 1323. DRAWING II.** Continuation of skills introduced from Drawing I with an introduction to color and further study of composition. Prerequisite: ART 1313 Drawing I. Art majors only.

**ART 1383. PHOTOGRAPHY I.** An introduction to the theory, practice, and history of photography, with emphasis on basic camera and darkroom processes.

**ART 1393. PHOTOGRAPHY II.** Continuation of physical principals and techniques introduced in Photography I. Prerequisite: ART 1383.

**ART 1433. DESIGN I.** Introduction to the fundamentals of two-dimensional design with emphasis in black and white media.

**ART 1443. DESIGN II.** Continuation of Design I with emphasis in color theory. Prerequisite: ART 1433. Art majors only.

**ART 1453. THREE DIMENSIONAL DESIGN.** To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. Pre-requisite: ART 1313 Drawing I. Art majors only.

**ART 1513. Computer Art.** An introduction to the theory and practice of using the computer to create art. A study of methods and applications utilizing the computer and selected software applications.

**ART 1811. EXHIBITION CLASS I.** Attendance at 75% of all college art exhibitions during the semester student is enrolled. The intended requirement is for art majors to monitor and encourage independent research in career practices and promotion. Submission of individual art work to at least one local, regional, or national exhibition is required. Required of all art majors.

**ART 1821. EXHIBITION CLASS II.** Attendance at 75% of all college art exhibitions during the semester student is enrolled. The intended requirement is for art majors to monitor and encourage independent research in career practices and promotion. Submission of individual art work to at least one local, regional, or national exhibition is required. Required of all art majors.

**ART 1913. ART FOR ELEMENTARY TEACHERS.** Development of essential concepts of children's art education in compliance with the National Standards for Art Education.

**ART 2113. THE ARTS AND CULTURE.** A course designed to provide students with onsite field experience (domestic or international).

**ART 2353. FIGURE DRAWING I.** A study of proportion in the human figure through the use of gesture, contour, and value.

**ART 2513. PAINTING I.** An introduction to painting compositions and techniques. Prerequisites: ART 1423.

**ART 2523. PAINTING II.** A further study in the compositions, techniques, and concepts in Painting. Prerequisite: ART 2513.

**ART 2613. CERAMICS I (POTTERY I).** This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms.

**ART 2623. CERAMICS II (POTTERY II).** A continuation of skills introduced in Ceramics I. Emphasis on individual problem solving. Prerequisite: ART 2613.

**ART 2633. SCULPTURE I.** Study of 3-D media and methods exploring subtractive and additive sculpture processes.

**ART 2713. ART HISTORY I.** Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history.



**ART 2723. ART HISTORY II.** Survey course of historical background of art forms from Renaissance to present with special emphasis on contemporary expression. Pre-requisite: ART 2713 with a “C” or better.

**ART 2811. EXHIBITION CLASS III.** Attendance at 75% of all college art exhibitions during the semester student is enrolled. The intended requirement is for art majors to monitor and encourage independent research in career practices and promotion. Submission of individual art work to at least one local, regional, or national exhibition is required. Required of all art majors.

**ART 2821. EXHIBITION CLASS IV.** Attendance at 75% of all college art exhibitions during the semester student is enrolled. The intended requirement is for art majors to monitor and encourage independent research in career practices and promotion. Submission of individual art work to at least one local, regional, or national exhibition is required. Required of all art majors.

**ART 2913. SPECIAL STUDIO.** Independent study in an area of special interest. Course designed for the exceptional student.

### **BIOLOGY (BIO)**

**BIO 1111. PRINCIPLES OF BIOLOGY I, LABORATORY.** A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I, Lecture.

**BIO 1113. PRINCIPLES OF BIOLOGY I, LECTURE.** A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell biology and genetics.

**BIO 1121. PRINCIPLES OF BIOLOGY II, LABORATORY.** A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II, Lecture.

**BIO 1123. PRINCIPLES OF BIOLOGY II, LECTURE.** A lecture course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems.

**BIO 1131. GENERAL BIOLOGY I, LABORATORY.** A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I, lecture.

**BIO 1133. GENERAL BIOLOGY I, LECTURE.** A lecture course for science majors that covers the major themes of biology, the scientific method, chemistry relevant to biological systems, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics.

**BIO 1141. GENERAL BIOLOGY II, LABORATORY.** A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II, Lecture.

**BIO 1143. GENERAL BIOLOGY II, LECTURE.** A lecture course for science majors that expands themes and concepts introduced in BIO 1133 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of the domains of life and viruses, including their basic anatomy and physiology. Pre-requisite: BIO 1133 and BIO 1131 with a “C” or better.

**BIO 1211. ENVIRONMENTAL SCIENCE, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1213 Environmental Science, Lecture.

**BIO 1213. ENVIRONMENTAL SCIENCE, LECTURE.** A lecture course covering the relevance of ecological principles to environmental problems and the relationship of humans to their environment with emphasis on preservation of environmental quality.

**BIO 1311. BOTANY I, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313 Botany I, Lecture.

**BIO 1313. BOTANY I, LECTURE.** A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance.

**BIO 1514. PRINCIPLES OF ANATOMY AND PHYSIOLOGY I, LECTURE AND LABORATORY.** A combined lecture and laboratory course that provides an introduction to the anatomical and physiological study of the human body at the molecular, cellular, tissue, organ, and organ system levels. Organ systems covered in this course are the integumentary, muscular, skeletal and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture class. (This course is designed for practical nursing students only and can only be taken by those students admitted to the program. It will **NOT** satisfy requirements of BIO 2513, 2511, 2523 and 2521.)

**BIO 1524. PRINCIPLES OF ANATOMY AND PHYSIOLOGY II, LECTURE AND LABORATORY.** A combined lecture and laboratory course that provides an introduction to the anatomical and physiological study of the human endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. (This course is designed for practical nursing students only and can only be taken by those students admitted to the program. It will **NOT** satisfy requirements of BIO 2513, 2511, 2523 and 2521.)

**BIO 1613. NUTRITION.** A lecture course covering the nutrients for normal growth and reducing risks of major chronic diseases, and applied to the selection of food for ingestion, the process of digestion, assimilation and absorption, and the applications for health care providers.

**BIO 2431. GENERAL ZOOLOGY, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2433 General Zoology, Lecture.

**BIO 2433. GENERAL ZOOLOGY, LECTURE.** A lecture course that covers phylogeny and classification systems and studies of the invertebrate and vertebrate taxa.

**BIO 2511. ANATOMY AND PHYSIOLOGY I, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I, Lecture.

**BIO 2513. ANATOMY AND PHYSIOLOGY I, LECTURE.** A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems.

**BIO 2521. ANATOMY AND PHYSIOLOGY II, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II, Lecture. Prerequisite: BIO 2511 and BIO 2513 with a "C" or better.

**BIO 2523. ANATOMY AND PHYSIOLOGY II, LECTURE.** A lecture course that includes detailed studies of the anatomy and physiology of the human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Prerequisite: BIO 2513 and BIO 2511 with a "C" or better.

**BIO 2921. MICROBIOLOGY, LABORATORY.** A laboratory course which provides experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents.

**BIO 2923. MICROBIOLOGY, LECTURE.** A lecture course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology, and genetics, concepts of pathogenesis and immunity.

### **BUSINESS (BAD)**

**BAD 1113. INTRODUCTION TO BUSINESS.** This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers.

**BAD 2323. BUSINESS STATISTICS.** Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling estimation, confidence intervals, and hypothesis testing. Prerequisite: MAT 1313

**BAD 2413. LEGAL ENVIRONMENT OF BUSINESS.** An introduction to interrelationships of law and

society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment.

**BAD 2523. PERSONAL FINANCIAL MANAGEMENT.** This course deals with an individual's optimal management of personal income and expenditures over a lifetime to best meet the needs of his/her financial objectives. The course focuses on the areas of budgeting, insurance, borrowing and credit purchases, home ownership, investment, taxes, and family financial planning.

### **BUSINESS (BOA)**

**BOA 1413. KEYBOARDING.** This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings.

**BOA 2613. BUSINESS COMMUNICATIONS.** This course develops written and oral communication skills for future professionals among multicultural audiences with emphasis on principles of writing business messages, generating reports and presentations, and preparing communications for employment. Prerequisites: CSC 1123 Computer Apps I and ENG 1123 Comp II.

### **CHEMISTRY (CHE)**

**CHE 1211. GENERAL CHEMISTRY I, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture.

**CHE 1213. GENERAL CHEMISTRY I, LECTURE.** A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Pre-requisite or co-requisite: MAT 1313 with a "C" or better.

**CHE 1221. GENERAL CHEMISTRY II, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II, Lecture. Prerequisite: CHE 1211 with a "C" or better.

**CHE 1223. GENERAL CHEMISTRY II, LECTURE.** A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Pre-requisite: CHE 1213 with a "C" or better.

**CHE 1311. PRINCIPLES OF CHEMISTRY I, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313 Principles of Chemistry I, Lecture.

**CHE 1313. PRINCIPLES OF CHEMISTRY I, LECTURE.** A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter.

**CHE 1321. PRINCIPLES OF CHEMISTRY II, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1323 Principles of Chemistry II, Lecture.

**CHE 1323. PRINCIPLES OF CHEMISTRY II, LECTURE.** A lecture course that emphasizes chemical stoichiometry, gases, solutions, acids/bases, and an introduction to organic chemistry. Prerequisite: CHE 1213 or CHE 1313 with a "C" or better.

**CHE 2421. ORGANIC CHEMISTRY I, LABORATORY.** A laboratory course that provides students with techniques to characterize, identify, purify, and synthesize organic compounds, as taught in CHE 2423 Organic Chemistry I, Lecture.

**CHE 2423. ORGANIC CHEMISTRY I, LECTURE.** A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and an introduction to spectroscopic methods. Prerequisite: CHE 1213 and CHE 1223 with a "C" or better.

**CHE 2431. ORGANIC CHEMISTRY II, LABORATORY.** A laboratory course that uses organic techniques to characterize, identify, purify, and/or synthesize organic compounds, including aromatics and complex compounds taught in CHE 2433.

**CHE 2433. ORGANIC CHEMISTRY II, LECTURE.** A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions and their mechanisms. Prerequisite: CHE 2423 and CHE 2421 with a "C" or better.

### **COMPUTER SCIENCE (CSC)**

**CSC 1123. COMPUTER APPLICATIONS I.** This course is designed to teach computer applications to include: word-processing, electronic spreadsheet, database management, presentation design, and electronic communications. Prerequisite: BOA 1413 Keyboarding or high school typing.

**CSC 1133. COMPUTER APPLICATIONS II.** This course is a continuation of CSC 1123 with concentration on advanced computer applications and emerging technology. Prerequisite: CSC 1123 Computer Applications I with a "C" or better, or instructor permission.

**CSC 1213. VISUAL BASIC COMPUTER PROGRAMMING I.** This course is designed to introduce the writing of event-driven programs using the Visual Basic computer programming language with emphasis on problem solving, documentation, program statements, algorithms, and common routines. Course has lecture with integrated lab components.

## **CRIMINAL JUSTICE (CRJ)**

**CRJ 1313. INTRODUCTION TO CRIMINAL JUSTICE.** History, development and philosophy of law enforcement in democratic society, introduction to agencies involved in the administration of criminal justice career orientation.

**CRJ 1383. CRIMINOLOGY.** The study of criminal behavior to include theories, statistics, and trends of criminal behavior. Pre-requisite CRJ 1313.

**CRJ 2513. JUVENILE JUSTICE.** Organization, functions, and jurisdiction of juvenile agencies. Processing, detention and disposition of cases, statutes and court procedures applied to juveniles. Pre-requisite CRJ 1313.

## **ECONOMICS (ECO)**

**ECO 2113. PRINCIPLES OF MACROECONOMICS.** The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, and circular flow of market economies.

**ECO 2123. PRINCIPLES OF MICROECONOMICS.** The study of firms, industries and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures.

## **EDUCATION (EDU)**

**EDU 1613. Foundations in Education.** Survey of education, teaching, and learning, including research methodology with special emphasis on current issues in American Education and society. Includes a minimum of 15 hours of field experience in preschool to 12th grade schools.

**EDU 2513. Introduction to Elementary Education.** An introduction to elementary schools and the role of teachers. Study of and formulation of philosophical thought in relation to educational assumptions, questions, problems, and alternatives. Includes a minimum of 30 hours field experience in the elementary schools and/or middle schools. Prerequisite: EDU 1613 Foundations in Education.

**EDU 2613. Introduction to Secondary Education.** An introduction to secondary schools and the role of teachers. Study of and formulation of philosophical thought in relation to educational assumptions, questions, problems, and alternatives. Includes a minimum of 30 hours field experience in junior and/or senior high schools. Prerequisite: EDU 1613 Foundations in Education.

## **ENGLISH (ENG)**

**ENG 0113. BEGINNING ENGLISH AND READING (REMEDIAL COURSE).** This integrated course is designed to develop basic writing skills and reading strategies. (3 semester hours of institutional

credit is awarded upon completion of this course. These hours will not be counted toward graduation. Must make a “C” or better to advance to ENG 0123.)

**ENG 0123. INTERMEDIATE ENGLISH AND READING (REMEDIATION COURSE).** This integrated course is designed to advance students to college level writing skills and reading strategies. Pre-requisites: ENG 0113 or minimum 14 on English sub-score of ACT. (3 semester hours of institutional credit is awarded upon completion of this course. These hours will not be counted toward graduation. Must make a “C” or better to advance to ENG 1113.)

**ENG 1113. ENGLISH COMPOSITION I.** ENG 1113 prepares the student to think critically and compose texts for academic and professional rhetorical situations.

**ENG 1123. ENGLISH COMPOSITION II.** ENG 1123 is a continuation of English Composition I with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Prerequisite: ENG 1113.

**ENG 2133. CREATIVE WRITING I.** ENG 2133 involves reading and writing poetry, short fiction, and/or other genres. Prerequisite: ENG 1113.

**ENG 2143. CREATIVE WRITING II.** ENG 2143 involves reading and writing poetry, short fiction, and/or other genres. Prerequisite: ENG 1113.

**ENG 2153. TRADITIONAL GRAMMAR.** ENG 2153 focuses on the basic elements of English grammar and mechanics.

**ENG 2223. AMERICAN LITERATURE I.** ENG 2223 surveys representative prose and poetry of the United States from its beginnings to the Civil War. Prerequisites: ENG 1113 and ENG 1123.

**ENG 2233. AMERICAN LITERATURE II.** ENG 2233 surveys representative prose and poetry of the United States from the Civil War to the present. Prerequisites: ENG 1113 and ENG 1123.

**ENG 2323. BRITISH LITERATURE I.** ENG 2323 surveys British literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Prerequisites: ENG 1113 and ENG 1123.

**ENG 2333. BRITISH LITERATURE II.** ENG 2333 surveys British literature from the Romantic Period to the present. Prerequisites: ENG 1113 and ENG 1123.

**ENG 2423. WORLD LITERATURE I.** ENG 2423 surveys texts representative of global, historical, and cultural diversity from the ancient world through the early modern world. Prerequisites: ENG 1113 and ENG 1123.

**ENG 2433. WORLD LITERATURE II.** ENG 2433 surveys texts representative of global, historical, and cultural diversity from the Enlightenment Period to the present. Prerequisites: ENG 1113 and ENG 1123.

**ENG 2613. FILM AS LITERATURE.** ENG 2613 involves the study of current and classic motion pictures as a form of literary, historic, and cinematic expression. Prerequisite: ENG 1113.

### **GEOGRAPHY (GEO)**

**GEO 1113. WORLD REGIONAL GEOGRAPHY.** A regional survey of the basic geographic features and major new developments of the nations of the world.

### **HEALTH, PHYSICAL EDUCATION AND RECREATION (HPR)**

**HPR 1111. GENERAL PHYSICAL EDUCATION ACTIVITIES I.** This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities. (walking & jogging)

**HPR 1112. GENERAL PHYSICAL EDUCATION ACTIVITIES I.** This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities. (walking & jogging)

**HPR 1121. GENERAL PHYSICAL EDUCATION ACTIVITIES II.** This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various an aerobic and aerobic activities. (walking & jogging)

**HPR 1122. GENERAL PHYSICAL EDUCATION ACTIVITIES II.** This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various an aerobic and aerobic activities. (walking & jogging)

**HPR 1131, 1141, 2131, 2141. VARSITY SPORTS I, II, III, IV.** Participation in varsity sports (baseball, basketball, football, and softball).

**HPR 1213. PERSONAL AND COMMUNITY HEALTH.** Application of principles and practices of healthful living to the individual and community, major health problems and the mutual responsibilities of home, school, and health agencies.

**HPR 1313. INTRODUCTION TO KINESIOLOGY/HEALTH, PHYSICAL EDUCATION & RECREATION.** Introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student opportunities in the field.

**HPR 1511, 1521, 2511, 2521. TEAM SPORTS I, II, III, IV.** Rules, techniques and equipment in various team sports (baseball, basketball, cheerleaders, dancers, football, and softball).

**HPR 1512, 1522, 2512, 2522. TEAM SPORTS I, II, III, IV.** Rules, techniques and equipment in various team sports (baseball, basketball, cheerleaders, dancers, football, and softball).



**HPR 1551, 1561, 2551, 2561. FITNESS AND CONDITIONING TRAINING I, II, III, IV.** Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities.

**HPR 1572, 1582. DANCE I, II.** This course covers an overview of dance techniques to include instruction in various styles of dance. Instruction may include classical dance, ballet, jazz, folk dance, contemporary and/or dance line.

**HPR 2213. FIRST AID AND CPR.** Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. (1-3 hours credit)

**HPR 2423. FOOTBALL THEORY.** Explores the theories, practices, tactics and strategies involved in coaching football. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices.

**HPR 2433. BASKETBALL THEORY.** Explores the theories, practices, tactics and strategies involved in coaching basketball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices.

**HPR 2453. BASEBALL THEORY.** Explores the theories, practices, tactics and strategies involved in coaching baseball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices.

**HPR 2493. SOFTBALL THEORY.** Explores the theories, practices, tactics and strategies involved in coaching softball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices.

### **HISTORY (HIS)**

**HIS 1163. WORLD CIVILIZATIONS I.** This is a general survey of world history from ancient times to the 1500s.

**HIS 1173. WORLD CIVILIZATIONS II.** This is a general survey of world history since the 1500s.

**HIS 1613. AFRICAN-AMERICAN HISTORY.** This is a survey of African-American from African origins to modern times.

**HIS 2213. AMERICAN (U.S.) HISTORY I.** This is a survey of American (U.S.) history to 1877.

**HIS 2223. AMERICAN (U.S.) HISTORY II.** This is a survey of American (U.S.) history since 1865.

## **HONORS (HON)**

**HON 1131, 1141, 2131, 2141. ACADEMIC TEAM I, II, III, IV.** Participation in social media team.

**HON 1911. HONORS FORUM I.** Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

**HON 1921. HONORS FORUM II.** Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

**HON 2911. HONORS FORUM III.** Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

**HON 2921. HONORS FORUM IV.** Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students.

## **JOURNALISM (JOU)**

**JOU 1111. COLLEGE PUBLICATIONS I.** A laboratory course designed to give practical experience in working with college newspaper and yearbook publication. News, feature, and editorial writing, make-up and layout, editing, advertising and photography will be emphasized according to student need.

**JOU 1121. COLLEGE PUBLICATIONS II.** A continuation of JOU 1111.

**JOU 2111. COLLEGE PUBLICATIONS III.** Open to students who successfully completed JOU 1111 and 1121 or consent of instructor. Laboratory work will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement in skills in headline writing, copy editing, and make-up and design will be stressed.

**JOU 2121. COLLEGE PUBLICATIONS IV.** Open to students who successfully completed JOU 1111, 1121, and 2111 or consent of instructor. Laboratory work will include coverage of news events on campus, photography, and editorial writing. Advancement in skills in headline writing, copy editing, and make-up and design will be stressed.

## **LEADERSHIP (LEA)** ***(by invitation only)***

**LEA/HON 1711. HONORS LEADERSHIP DEVELOPMENT I.** The central has as its central focus the development of leadership skills. It is designed to provide a basic understanding of leadership and

group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of one's own style of leadership. This course integrates readings from the humanities, classic works of literature, and experiential learning exercises with readings and discussions of traditional theories.

**LEA 1811. LEADERSHIP AND ORGANIZATIONAL SKILLS I.** An introduction of leadership styles and skills, roles, and functions of officers of student organizations.

**LEA 1821. LEADERSHIP AND ORGANIZATIONAL SKILLS II.** A study of leadership styles and skills, roles and functions of officers of student organizations.

**LEA 1911. LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT - RECRUITING AND PUBLIC RELATIONS I.** This course familiarizes the student with his/her responsibilities as a member of the MDCC Recruitment/Public Relations Team. It explores leadership skills, communication, and factual information about MDCC. Through this course the student will be able to function as a MDCC representative in recruitment and in public relations.

**LEA 1921. LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT - RECRUITING AND PUBLIC RELATIONS II.** A continuation of LEA 1911.

**LEA/HON 2711. HONORS LEADERSHIP DEVELOPMENT II.** A continuation of HON/LEA 1711.

**LEA 2811. LEADERSHIP AND ORGANIZATIONAL SKILLS III.** An application of leadership styles and skills, roles and functions of officers of student organizations.

**LEA 2821. LEADERSHIP AND ORGANIZATIONAL SKILLS IV.** An evaluation of leadership styles and skills, roles and functions of officers of student organizations

**LEA 2911. LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT - RECRUITMENT AND PUBLIC RELATIONS III.** A continuation of LEA 1921.

**LEA 2921. LEADERSHIP AND COMMUNICATION SKILLS DEVELOPMENT - RECRUITING AND PUBLIC RELATIONS IV.** A continuation of LEA 2911.

### **LIFE SKILLS (LLS)**

**LLS 1311. ORIENTATION.** This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments, and gives the student guidance in collegiate life.

**LLS 1333. INTRODUCTION TO HEALTH PROFESSIONS I.** This course is designed to examine specific allied health professions, describe the education necessary, identify certification requirements, and project expected salary.

**LLS 1413. ENHANCEMENT OF STUDY.** This course is designed to aid the student in study skills, promote student success in critical reading and note-taking techniques, critical thinking, time management, test-taking strategies, and listening and memory enhancement.

**LLS 1723. EMPLOYMENT READINESS.** This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills.

### **MATHEMATICS (MAT)**

**MAT 0123. BEGINNING ALGEBRA (Remedial course).** This course includes operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. (3 semester hours of institutional credit are awarded upon completion of this course. These hours will not be counted toward graduation. Must make a “C” or better to advance to MAT 1233.)

**MAT 1233. INTERMEDIATE ALGEBRA (Remedial course).** This course includes linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. (Three hours of institutional credit is awarded upon completion of this course. These hours will not be counted toward graduation. Must make a “C” or better to advance to MAT 1313.) Prerequisite: 16 or better on ACT MAT sub score.

**MAT 1313. COLLEGE ALGEBRA.** This course includes the following topics with applications: inequalities; functions; linear and quadratic equations, and their graphs; rational, radical, and higher-order equations; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Prerequisite: 19 or better on ACT MAT sub score or successful completion of MAT 1233 with a “C” or better.

**MAT 1323. TRIGONOMETRY.** This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Prerequisite: 19 or better on ACT MAT sub score or successful completion of MAT 1313 with a “C” or better.

**MAT 1513. BUSINESS CALCULUS, I.** This course is a study of functions, limits, continuity, derivatives, and their applications to business and economics. Prerequisite: MAT 1313 College Algebra.

**MAT1611. CALCULUS I LAB.** This course includes the investigation of the techniques studied in Calculus I through the use of technology. Corequisite: MAT 1613.

**MAT 1613. CALCULUS I.** This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; and applications. Prerequisite: 19 or better on ACT MAT sub score or successful completion of MAT 1313 with a “C” or better. Corequisite: MAT 1611.

**MAT1621. CALCULUS II LAB.** This course includes the investigation of the techniques studied in Calculus II through the use of technology.

**MAT 1623. CALCULUS II.** This course includes the following topics: antiderivatives, the definite integral; indefinite integrals, techniques of integration and applications. Prerequisite: MAT 1613 Calculus I with a "C" or better.

**MAT 1723. THE REAL NUMBER SYSTEM.** This course is designed for elementary and special education majors. Topics includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Prerequisite: MAT 1313 College Algebra.

**MAT 1733. GEOMETRY, MEASUREMENT AND PROBABILITY.** This course is designed for elementary and special education majors. Topics includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions, statistics and probability. Prerequisite: MAT 1313 College Algebra & MAT 1723 Real Number System.

**MAT 1743. PROBLEM SOLVING WITH REAL NUMBERS.** This course is designed for elementary and special education majors. Topics includes logic, applications of real numbers, probability, and statistics. Prerequisite: MAT 1313 College Algebra & MAT 1723 Real Number Systems.

**MAT 2113. INTRODUCTION TO LINEAR ALGEBRA.** This course includes the following topics: systems of linear equations; matrices; determinants; vector spaces; orthogonality; linear transformations; applications; eigenvalues and eigenvectors. Prerequisite: MAT 1623 Calculus II with a "C" or better.

**MAT 2323. STATISTICS.** This course is an introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Prerequisite: MAT 1313 College Algebra.

**MAT 2613. CALCULUS III.** This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite sequences and series; Taylor polynomial, vectors and geometry of space. Prerequisite: MAT 1623 Calculus II with a "C" or better.

**MAT 2623. CALCULUS IV.** This course includes the following topics: partial differentiation; optimization; multiple integration; vector calculus; quadric surfaces, line integrals, and divergence theorem. Prerequisite: MAT 2613 Calculus III with a "C" or better.

**MAT 2913. DIFFERENTIAL EQUATIONS.** This course includes the following topics: solution of first and higher order differential equations, existence theorems, Laplace transforms; applications.

**MUSIC APPLIED (MUA)**  
***(Brass, Guitar, Percussion, Piano, Voice, and Woodwinds)***

Entrance into freshman applied music is by certification of the music faculty. **Music applied classes are for music majors only.**

**MUA 1172, 1182, 2172, 2182. BRASS FOR MUSIC EDUCATION MAJORS I, II, III, & IV.** Brass instruction for music education majors and non-music major with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

**MUA 1211, 1221, 2211, 2221. CLASS GUITAR I, II, III, & IV.** Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique.

**MUA 1272, 1282, 2272, 2282 GUITAR FOR MUSIC EDUCATION MAJORS I, II, III, IV.** Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, literature and performance of standard literature.

**MUA 1472, 1482, 2472, 2482. PERCUSSION FOR MUSIC EDUCATION MAJORS I, II, III, & IV.** Percussion instruction for music majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing.

**MUA 1511, 1521, 2511, 2521. CLASS PIANO I, II, III, IV.** Class Piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency exam upon transfer to university.

**MUA 1571, 1581, 2571, 2581. PIANO FOR NON-KEYBOARD MUSIC EDUCATION MAJORS I, II, III, & IV.** Individual piano instruction for non-keyboard music majors.

**MUA 1572, 1582, 2572, 2582. PIANO FOR MUSIC EDUCATION MAJORS I, II, III, IV.** Individual piano instruction including technique, appropriate repertoire, and memorization.

**MUA 1711, 1721, 2711, 2721. CLASS VOICE I, II, III, IV.** Class Voice is designed to teach the fundamental principles of signing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting.

**MUA 1741, 1751, 2741, 2751. VOICE FOR NON-VOCAL MAJORS I, II, III, & IV.** Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore vocal literature and develop and improve the student's vocal ability.

**MUA 1772, 1782, 2772, 2782. VOICE FOR MUSIC EDUCATION MAJORS I, II, III, & IV.** Voice for majors is designed to teach the fundamental principles of singing, explore varied vocal literature,

and develop and improve the student's vocal ability.

**MUA 1872, 1882, 2872, 2882. WOODWINDS FOR MUSIC EDUCATION MAJORS I, II, III, & IV.**

Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability.

**MUSIC FOUNDATION (MUS)**

**MUS 1113. MUSIC APPRECIATION.** A course designed to give the student, thorough listening and written work, the ability to understand, appreciate, and evaluate music of Western culture.

**MUS 1123. MUSIC SURVEY.** Advanced listening course, designed to acquaint the music major with a board overview of musical style and repertoire from antiquity to the present. (Music Majors only)

**MUS 1133. FUNDAMENTALS OF MUSIC.** Study of basic knowledge of music fundamentals to prepare students for music theory. Concepts include: notation, scales, keys, rhythm, intervals, triads, and their inversions. (Non-Music Majors only)

**MUS 1214. MUSIC THEORY I, LECTURE/LAB.** Study of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training and dictation skills.

**MUS 1224. MUSIC THEORY II, LECTURE/LAB.** Continued study and review of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training and dictation skills. Prerequisite: MUS 1214 with a "C" or better average.

**MUS 1233. COMMERCIAL MUSIC THEORY.** Introduction to concepts and skills of reading music theory for pre-music and non-music majors. Includes study of notation, rhythm, scales, key signatures, intervals and triads.

**MUS 1313. INTRO TO MUSIC INDUSTRY.** This course is an introductory overview of the entertainment industry's scope, systems and practices.

**MUS 1413. BASIC COMPUTER SKILLS FOR MUSICIANS.** This course is designed to introduce students to digital media skills and the Apple Operating System.

**MUS 1423. SURVEY OF POPULAR MUSIC.** Advanced Listening course designed to acquaint the Music Industry major with a broad overview of popular music styles and repertoire from the beginnings of American popular music the present.

**MUS 1433. RECORDING ARTS FUNDAMENTALS.** Introduction to basic principles of sound theory, audio electronics and terminology, microphone characteristics and applications, mixers and basic

equipment, signal routing and processing.

**MUS 1811, 1821, 2811, 2821. MUSIC THEATRE WORKSHOP I, II, III, IV.** The workshop is designed to introduce and engage students in all facets of music theatre. One public performance will be given each semester. Open to music majors and non-music majors.

**MUS 1911, 1921, 2911, 2921. RECITAL CLASS I, II, III, IV.** Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required.

**MUS 2214. MUSIC THEORY III, LECTURE/LAB.** Continued study and review of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training and dictation. Pre-requisite: MUS 1224 with a "C" or better average.

**MUS 2224. MUSIC THEORY IV, LECTURE/LAB.** Continued study and review of functional harmony through analysis and part-writing. Introduction to twentieth century techniques. Lab instruction. Development of music sight-singing, ear training and dictation skills. Pre-requisite: MUS 2214 with a "C" or better average.

**MUS 2413. COMPUTER RECORDING I.** Introduction to basic knowledge, theory and application of a native Digital Audio Workstation. Students continue the study of MIDI, arranging and sequencing, software instruments and recording in a native DAW environment.

**MUS 2423. COMPUTER RECORDING II.** A continuation of Computer Recording I, utilizing native and Proprietary DAW recording systems. Additional topics covered include audio recording, digital effects, automation, performance tools, and nonlinear editing.

**MUS 2433. THE CRAFT OF SONGWRITING.** Provides the student with basic knowledge of the four approaches to songwriting: lyrical, melodic, harmonic, and rhythmic.

**MUS 2443. AUDIO ENGINEERING I.** Practical techniques and application of session procedures and recording. Includes vocal and instrument characteristics, microphone placement, track assignment, mixing, and console and recorder operation in a native or proprietary DAW environment.

**MUS 2453. AUDIO ENGINEERING II.** A continuation of practical techniques and application of session procedures and recording. Topics include recording and mixing theory and techniques, critical listening, signal routing and processing, and basic project mastering techniques.

**MUS 2512. SPECIAL TOPICS IN MUSIC.** Study of diverse topics related to music providing students an opportunity to learn about a specific discipline from skilled faculty members. Pre-requisite: MUS 2211.



**MUS 2513. MUSIC FOR ELEMENTARY SCHOOL TEACHERS.** Designed for the needs of the elementary education student. Essentials of public school music; study of the fundamentals of music. Reading music notation and terminology.

### **MUSIC ORGANIZATIONS (MUO)**

***(Band, Small Band Groups, Stage Band, MDCC Singers, Ambassadors, Ambassadors Band)***

**MUO 1111, 1121, 2111, 2121. BAND I, II, III, & IV.** Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques.

**MUO 1131, 1141, 2131, 2141. SMALL INSTRUMENT ENSEMBLE I, II, III, & IV (AMBASSADORS BAND).** Designed to explore the varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups.

**MUO 1151, 1161, 2151, 2161. SMALL MIXED ENSEMBLE I, II, III, & IV (AFRICAN DRUM AND DANCE ENSEMBLE).** Designed to explore the varied levels of literature and develop the student's knowledge of performance techniques in small ensembles and auxiliary groups.

**MUO 1171, 1181, 2171, 2181. LARGE JAZZ ENSEMBLE I, II, III, & IV (JAZZ BAND).** A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required.

**MUO 1211, 1221, 2211, 2221. Choir I, II, III, & IV (MDCC SINGERS).** A course for music majors and non-majors focused on performing choral music from a variety of style periods.

**MUO 1241, 1251, 2241, 2251. Small Voice Ensemble I, II, III, & IV (AMBASSADORS).** A course for select singers focused on performing from one or more genres of music.

### **PHILOSOPHY AND BIBLE (PHI)**

**PHI 1113. OLD TESTAMENT SURVEY.** A study of the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts, and contributions of its characters to that history and literature.

**PHI 1133. NEW TESTAMENT SURVEY.** A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books.

**PHI 1153. JESUS AND THE GOSPELS.** A study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1<sup>st</sup> Century and recognition of various early interpretations of the meaning of the life and person of Jesus.

**PHI 2613. INTRODUCTION TO WORLD RELIGIONS.** An introduction to the beliefs and practices of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions.

### **PHYSICAL SCIENCE (PHY)**

**PHY 1111. INTRODUCTION TO ASTRONOMY, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113 Introduction to Astronomy, Lecture.

**PHY 1113. INTRODUCTION TO ASTRONOMY, LECTURE.** A lecture course that includes surveys of the solar system, our galaxy, and the universe.

**PHY 2241. PHYSICAL SCIENCE I, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Survey I, Lecture.

**PHY 2243. PHYSICAL SCIENCE I, LECTURE.** A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy.

**PHY 2251. PHYSICAL SCIENCE II, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253 Physical Science Survey II, Lecture.

**PHY 2253. PHYSICAL SCIENCE II, LECTURE.** A lecture course that includes studies of chemistry, and earth science.

**PHY 2411. GENERAL PHYSICS I, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2413 General Physics I, Lecture.

**PHY 2413. GENERAL PHYSICS I, LECTURE.** A trigonometry-based lecture course covering mechanics and conservation laws, primarily for pre-professional majors. Prerequisite or Co-requisite: MAT 1323 Trigonometry with a "C" or better.

**PHY 2421. GENERAL PHYSICS II, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2423 General Physics II, Lecture. Prerequisite: PHY 2411 with a "C" or better.

**PHY 2423. GENERAL PHYSICS II, LECTURE.** A trigonometry-based lecture course covering electricity, magnetism, and optics, primarily for pre-professional majors. Prerequisite: PHY 2413 & PHY 2411 with a "C" or better.

**PHY 2511. GENERAL PHYSICS I-A, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2513 General Physics I-A, Lecture.

**PHY 2513. GENERAL PHYSICS I-A, LECTURE.** A calculus-based lecture course covering

mechanics and conservation laws, primarily for students of engineering, science, or mathematics. Prerequisite or Co-requisite: MAT 1613 Calculus I with a “C” or better.

**PHY 2521. GENERAL PHYSICS II-A, LABORATORY.** A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2523 General Physics II-A, Lecture. Prerequisite: PHY 2511 with a “C” or better.

**PHY 2523. GENERAL PHYSICS II-A, LECTURE.** A calculus-based lecture course covering electricity, magnetism, and optics, primarily for students of engineering, science, or mathematics. Prerequisite: PHY 2513 & PHY 2511 with a “C” or better.

### **POLITICAL SCIENCE (PSC)**

**PSC 1113. AMERICAN NATIONAL GOVERNMENT.** Survey of the foundations, institutions, and political aspects of American national government.

### **PSYCHOLOGY (PSY)**

**PSY 1513. GENERAL PSYCHOLOGY.** An introduction to the scientific study of behavior and mental processes. This includes history and theories of psychology, research methods, and biological bases of behavior, the principles of learning, personality and abnormal behaviors.

**PSY 2513. CHILD PSYCHOLOGY.** A study of the various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development. Pre-requisite PSY 1513.

**PSY 2523. ADOLESCENT PSYCHOLOGY.** A study of various aspects of human growth and development during adolescence. Topics include biological, psychosocial and cognitive development. Pre-requisite PSY 1513.

**PSY 2533. HUMAN GROWTH AND DEVELOPMENT.** A study of various aspects of human growth and development from conception through death. Topics include biological psychosocial and cognitive development. Pre-requisite PSY 1513.

### **SOCIOLOGY (SOC)**

**SOC 2113. INTRODUCTION TO SOCIOLOGY.** This course introduces the scientific study of human society and social interaction and examines social forces on individuals and groups.

**SOC 2133. SOCIAL PROBLEMS.** This course is a study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. Prerequisite: SOC 2113.

**SOC 2143. MARRIAGE AND FAMILY.** A study of the development of marriage and family as social

institutions within society. Prerequisite: SOC 2113.

### **COMMUNICATION (COM) / SPEECH (SPT)**

**COM/SPT 1113. PUBLIC SPEAKING I.** Study and practice in making speeches for a variety of public forms. Major emphasis is placed on speech preparation and delivery.

**SPT 1153. VOICE, DICTION & PHONETICS.** A study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. Includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production.

**SPT 1241,1251, 2242, 2252. DRAMA PRODUCTION I, II, III, & IV.** Participation in college drama productions.

**COM/SPT 2173. INTERPERSONAL COMMUNICATION.** Theory and Analysis of dyadic relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power. Pre-requisite: SPT 1113 Public Speaking.

**SPT 2233. THEATRE APPRECIATION.** An introduction of the cultural, historical, and social aspects of drama. Class content provides an appreciation of the theatre and performance art to develop audience standards through demonstration of the unique characteristics of theatre.

## **CAREER-TECHNICAL AND ADULT EDUCATION**

### **GENERAL INFORMATION**

#### **CAREER-TECHNICAL EDUCATION**

Career-Technical Education (CTE) programs of study provide one to two years of education for knowledge and skills training to obtain employment at the apprentice level.

Industry's demand for skilled labor created the need for development of career training programs. Mississippi's movement toward industrialization carries with it the demand that a segment of the population secure the skills necessary to meet the needs of industry. Mississippi Delta Community College has assumed the responsibility of offering such training programs for the counties it serves: Bolivar, Humphreys, Issaquena, Leflore, Sharkey, Sunflower and Washington.

Students applying for admission in career-technical education must meet the same admission requirements as academic students. For some programs, special admission requirements are listed along with program descriptions.

Each program has a maximum amount of students, which can be accepted each semester and/or year. Once the allotted seats are filled, the program is "closed" for that semester and/or year. A waiting list will begin after the program is full in the Office of Career-Technical Education. During the first week of school, if a seat becomes available due to non-attendance, students on the waiting list will be notified in the order of received names and current admission/financial aid status.

Due to accreditation requirements, the curricula, course offerings and course content may change. It is imperative that each student discuss course selection with an advisor each semester. As a result of changes in technology, students who do not complete a program of study in a timely manner may be required to repeat courses. A minimum cumulative grade point average of 2.00 in the program of study is required for graduation.

#### **DUAL ENROLLMENT**

Mississippi Delta Community College has a dual enrollment program that will allow current high school students to be enrolled at their high school and with MDCC simultaneously. Application for admission into this program should be coordinated through the student's high school counselor or designated dual enrollment liaison in cooperation with MDCC's Dual Enrollment Coordinator for Career-Technical Education.

#### **SUPPORT SERVICES**

Support services are provided to students identified as special populations upon enrollment in Career-Technical programs. Students served include the following: individuals with disabilities; low-income youth and adults; individuals preparing for nontraditional fields; single parents, including single pregnant women; out-of-workforce individuals; English learners; homeless individuals; youth who are in, or have aged out of, the foster care system; and youth with a parent who is an active duty member of the armed forces.

## **Safety**

One of the most important factors stressed in industry is safety. In the programs where a safety test is required, the instructor will outline the safety rules of the course during the first few days of the entering semester. When it has been determined by the instructor that safety for the course has been covered, a safety test will be given. In said programs, the student must pass the test with 100% accuracy. The test will not be taken more than three times. If the student does not pass with 100% accuracy after three attempts or the student is caught cheating on the safety test, the student will be dismissed from the program immediately. In addition, any student not observing safety procedures will be subject to suspension or dismissal from the program.

## **Accidents**

In case of an accident, any injury, no matter how small, is to be reported IMMEDIATELY to the instructor. He or she will complete an accident report and file it with the Career-Technical Education office.

## **ADULT EDUCATION PROGRAM**

The Adult Education program at Mississippi Delta Community College offers a variety of opportunities, resources, knowledge, and skills to help you advance toward your life goals.

- High School Equivalency (GED/HiSET/Competency Based) test prep instruction
- Industry endorsed/driven certifications to aid in job readiness
- Math courses to help manage your household and business
- Money management course to help budget your future
- Up to 15 hours of college credits to apply toward an associate degree (MIBEST)
- Career counseling and individualized career success plan
- Classes to fit your schedule

These tuition-free programs are open to any adult who

- Will be 18 years of age or older by September 1 of the current school year (provisional admission for 16-17 year olds may be applied for with proper documentation)
- Is not currently enrolled in school
- Does not have a high school diploma

## **HIGH SCHOOL EQUIVALENCY (HSE) DIPLOMA**

The Adult Education department at Mississippi Delta Community College offers free preparation classes for individuals who want to attend college, find a better job, or support their families. On July 1, 2017, the Adult Education Department of Mississippi Delta Community College began offering multiple pathways to the HSE diploma. The Mississippi Community College Board Adult Education Office will issue a HSE Diploma for anyone who completes the General Education Development (GED) test, the HiSET test, or the Competency Based curriculum. At MDCC adult educational advancement opportunities are now greater than ever with multiple HSE testing options.

## **ENROLLMENT PROCEDURES**

Anyone interested in enrolling into one of the Mississippi Delta Community College Adult Education Programs can check for enrollment dates on our website at [www.msdelta.edu](http://www.msdelta.edu) or call the AE office at 662-246-6572.

To register for the High School Equivalency test, you may go to

- [www.ged.com](http://www.ged.com)
- [www.hiset.ets.org](http://www.hiset.ets.org)

## CAREER-TECHNICAL PATHWAYS AND COMPLETION OPTIONS

Skills related career pathway programming represents a blending of technical skills, specific coursework, and core academic courses offered with multiple completion options on a semester-hour basis. These programs may lead to a Technical Certificate, Advanced Technical Certificate, or an Associate of Applied Science Degree. Technical Certificates are completed in approximately 30+ semester hours. Advanced Technical Certificates are completed in approximately 45+ semester hours. Associate of Applied Science Degrees are completed in approximately 60+ semester hours. All programs operate under program specific guidelines.

Career-Technical Pathways	Completion Options		
	TC	ATC	AAS
<b>Agriculture, Food &amp; Natural Resources</b>			
Field Crops Technology	X	X	X
Precision Agriculture Technology		X	X
<b>Architecture &amp; Construction</b>			
Construction Equipment Operation	X		
Drafting & Design Technology		X	X
Electrical Technology	X	X	X
Heating, Ventilation, Air Conditioning, & Refrigeration	X	X	
Welding	X		
<b>Automotive (Transportation, Distribution &amp; Logistics)</b>			
Automotive Mechanics Technology	X	X	X
<b>Business, Management and Administration</b>			
Accounting Technology		X	X
Administrative Office Technology		X	X
Business & Office Technology	X		
Business Management Technology		X	X
<b>Information Technology</b>			
Computer Networking Technology	X	X	X
<b>Hospitality &amp; Tourism</b>			
Culinary Arts Technology	X	X	X
<b>Manufacturing</b>			
Industrial Maintenance Technology	X	X	X
Precision Manufacturing & Machining Technology	X	X	X



## COMPLETION OPTIONS

### ASSOCIATE OF APPLIED SCIENCE DEGREE

The degree of Associate of Applied Science will be awarded to those who complete the prescribed curriculum in the following: Agricultural Business and Management Technology (Field Crops and Precision Agriculture Options); Automotive Mechanics Technology; Business, Office Technology (Accounting Technology, Administrative Office Technology, and Business Management Technology Options); Computer Networking Technology; Culinary Arts Technology; Drafting and Design Technology; Electrical Technology; Industrial Maintenance Technology and Precision Manufacturing and Machining Technology. The curriculum must include no less than sixty semester hours. A minimum cumulative grade point average of 2.00 in the program of study is required for graduation.

The Program must include a minimum core of 15 semester hours of general education courses including three hours in each of the following areas:

<u>General Education Core Courses</u>	<u>Semester Hours</u>
1. English Composition I (ENG 1113)	3
2. Public Speaking I (SPT 1113)	3
3. Social/Behavioral Sciences (SOC 2113 or PSY 1513) (Introduction to Sociology I or General Psychology)	3
4. Mathematics/Natural Sciences (MAT 1313, BIO, CHE, or PHY) (College Algebra, Biology, Chemistry, Physics, or Physical Science)	3
5. Humanities/Fine Arts (HIS, ENG Literature, ART 1113, or MUS 1113) (History, Literature, Art Appreciation, or Music Appreciation)	3

### TECHNICAL OR ADVANCED TECHNICAL CERTIFICATE

A **Technical** Certificate will be awarded to those who satisfactorily complete one of the following prescribed courses of study: Automotive Mechanics Technology; Business & Office Technology; Computer Networking Technology; Construction Equipment Operation; Culinary Arts Technology; Electrical Technology; Field Crops Technology; Industrial Maintenance Technology; Precision Manufacturing & Machining Technology and Welding Technology. A minimum cumulative grade point of 2.00 in the program of study is required for graduation.

An **Advanced Technical** Certificate will be awarded to those who satisfactorily complete one of the following prescribed courses of study: Accounting Technology; Administrative Office Technology; Automotive Mechanics Technology; Business Management Technology; Computer Networking Technology; Culinary Arts Technology; Drafting & Design Technology; Electrical Technology; Heating, Ventilation, Refrigeration and Air Conditioning; Industrial Maintenance Technology; Precision Manufacturing and Machining Technology; and Precision Agriculture Technology. A minimum cumulative grade point of 2.00 in the program of study is required for graduation.

**REQUIREMENTS FOR GRADUATION**

Students expecting to graduate from Mississippi Delta Community College must file an application for graduation with the Office of Admissions by the deadline announced by the Office of Enrollment Management.

The candidates must spend the semester immediately preceding the date of graduation in residence and earn a cumulative grade point of 2.00 to graduate. Transfer students must complete at least one-quarter of the number of hours required for graduation and earn a quality grade point average of 2.00 during this period of residence at MDCC. Developmental courses taken at MDCC or at another institution are not counted for meeting degree requirements at MDCC.

## Career-Technical Education Advanced Technical Certificate Degree Plan ACCOUNTING TECH. PROGRAM CHECK SHEET | ACT2 Major | CIP Code: 52.0302

Accounting Technology is a program of study that prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance. The program provides a foundation for students transferring to a four-year college or university to pursue a specialized degree in the field.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__
<b>FIRST SEMESTER FRESHMAN</b>					
BOT 1013 Introduction to Keyboarding	3 hrs.				
BOT 1233 Microsoft Word I	3 hrs.				
BOT 1433 Business Accounting <b>OR</b> ACC 2213 Principles of Accounting I	3 hrs.				
BOT 1313 Applied Business Math	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
BOT 1453 Introduction to Business Management	3 hrs.				
BOT 1493 Social Media Management	3 hrs.				
BOT 1823 Microsoft Excel I	3 hrs.				
BOT 2183 Career Readiness <b>OR</b> LLS 1723 Employment Readiness	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
BOT 1443 Advanced Business Accounting	3 hrs.				
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2463 Payroll Accounting	3 hrs.				
BOT 2473 Cost Accounting <b>OR</b> BOT 2423 Income Tax Accounting	3 hrs.				
*Recommended Elective	3 hrs.				
<b>RECOMMENDED ELECTIVES:</b>					
BOT 1243 Microsoft Word II					
BOT 2233 Human Resources Management					
BOT 2333 Microsoft Access					
BOT 2613 Entrepreneurial Problem Solving					
WBL 2923 Work-Based Learning					
<b>TOTAL HOURS:</b>	<b>45 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 45</b>				
	<b>Advisor Initials</b>				
	<b>Date</b>				

# Career-Technical Education Associate of Applied Science Degree Plan

## ACCOUNTING TECH. PROGRAM CHECK SHEET | ACCT Major | CIP Code: 52.0302

Accounting Technology is a program of study that prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance. The program provides a foundation for students transferring to a four-year college or university to pursue a specialized degree in the field.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>					
BOT 1013 Introduction to Keyboarding	3 hrs.				
BOT 1233 Microsoft Word I	3 hrs.				
BOT 1313 Applied Business Math	3 hrs.				
BOT 1433 Business Accting. <b>OR</b> ACC 2213 Prin. of Accting.	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
BOT 1453 Introduction to Business Management	3 hrs.				
BOT 1493 Social Media Management	3 hrs.				
BOT 1823 Microsoft Excel I	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
BOT 2183 Career Read. <b>OR</b> LLS 1723 Employment Read.	3 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
BOT 1443 Advanced Business Accounting	3 hrs.				
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2463 Payroll Accounting	3 hrs.				
BOT 2473 Cost Accting. <b>OR</b> BOT 2423 Income Tax Accting.	3 hrs.				
* Recommended Elective	3 hrs.				
<b>SECOND SEMESTER SOPHOMORE</b>					
ENG 1113 English Composition I	3 hrs.				
Math/Natural Science Elective	3 hrs.				
SPT/COM 1113 Public Speaking	3 hrs.				
Humanities/Fine Arts Elective	3 hrs.				
Social/Behavioral Science Elective	3 hrs.				
<b>RECOMMENDED ELECTIVES:</b>					
BOT 1243 Microsoft Word II					
BOT 2233 Human Resources Management					
BOT 2333 Microsoft Access					
BOT 2613 Entrepreneurial Problem Solving					
WBL 2923 Work-Based Learning					
<b>TOTAL HOURS:</b>	<b>60 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> 60				
	<b>Advisor Initials</b>				
	<b>Date</b>				

# Career-Technical Education Advanced Technical Certificate Degree Plan

## ADMINISTRATIVE OFFICE TECH. PROGRAM CHECK SHEET | AOT2 Major | CIP Code: 52.0401

Administrative Office Technology is a program of study designed to prepare and train students for entry-level training in administrative office procedures, integrated computer applications, business financial systems, communication, accounting clerks, records clerks, word processing specialists and to fill other positions requiring computer skills such as database management.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__
<b>FIRST SEMESTER FRESHMAN</b>				
BOT 1013 Introduction to Keyboarding	3 hrs.			
BOT 1233 Microsoft Word I	3 hrs.			
BOT 1313 Applied Business Math	3 hrs.			
BOT 1433 Business Accounting <b>OR</b> ACC 2213 Principles of Accounting I	3 hrs.			
BOT 1763 Communication Essentials	3 hrs.			
<b>SECOND SEMESTER FRESHMAN</b>				
BOT 1453 Introduction to Business Management	3 hrs.			
BOT 1493 Social Media Management	3 hrs.			
BOT 1823 Microsoft Excel I	3 hrs.			
BOT 2183 Career Readiness <b>OR</b> LLS 1723 Employment Readiness	3 hrs.			
BOT 2433 QuickBooks	3 hrs.			
<b>FIRST SEMESTER SOPHOMORE</b>				
BOT 1853 Microsoft Excel II	3 hrs.			
BOT 2333 Microsoft Access	3 hrs.			
BOT 1243 Microsoft Word II	3 hrs.			
* Recommended Elective	3 hrs.			
* Recommended Elective	3 hrs.			
<b>RECOMMENDED ELECTIVES:</b>				
BOT 1443 Advanced Business Accounting				
BOT 2233 Human Resource Management				
BOT 2423 Income Tax Accounting				
BOT 2463 Payroll Accounting				
BOT 2473 Cost Accounting				
BOT 2613 Entrepreneurial Problem Solving				
WBL 2923 Work-Based Learning				
<b>TOTAL HOURS:</b>	<b>45 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 45</b>			
	<b>Advisor Initials</b>			
	<b>Date</b>			

**Career-Technical Education Associate of Applied Science Degree Plan  
ADMINISTRATIVE OFFICE TECH. PROGRAM CHECK SHEET | AOTT Major | CIP Code: 52.0401**

Administrative Office Technology is a program of study designed to prepare and train students for entry-level training in administrative office procedures, integrated computer applications, business financial systems, communication, accounting clerks, records clerks, word processing specialists, and to fill other positions requiring computer skills such as database management.

**Admission Requirements**

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>						
BOT 1013 Introduction to Keyboarding	3 hrs.					
BOT 1233 Microsoft Word I	3 hrs.					
BOT 1313 Applied Business Math	3 hrs.					
BOT 1433 Business Accounting <b>OR</b> ACC 2213 Prin. of Accting. I	3 hrs.					
BOT 1763 Communication Essentials	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
BOT 1453 Introduction to Business Management	3 hrs.					
BOT 1493 Social Media Management	3 hrs.					
BOT 1823 Microsoft Excel I	3 hrs.					
BOT 2183 Career Readiness <b>OR</b> LLS 1723 Employment Readiness	3 hrs.					
BOT 2433 QuickBooks	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
BOT 1853 Microsoft Excel II	3 hrs.					
BOT 2333 Microsoft Access	3 hrs.					
BOT 1243 Microsoft Word II	3 hrs.					
* Recommended Elective	3 hrs.					
* Recommended Elective	3 hrs.					
<b>SECOND SEMESTER SOPHOMORE</b>						
ENG 1113 English Composition I	3 hrs.					
Math/Natural Science Elective	3 hrs.					
SPT/COM 1113 Public Speaking	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
<b>RECOMMENDED ELECTIVES:</b>						
BOT 1443 Advanced Business Accounting						
BOT 2233 Human Resource Management						
BOT 2423 Income Tax Accounting						
BOT 2463 Payroll Accounting						
BOT 2473 Cost Accounting						
BOT 2613 Entrepreneurial Problem Solving						
WBL 2923 Work-Based Learning						
<b>TOTAL HOURS:</b>	<b>60 HRS.</b>					
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 60</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

## Career-Technical Education Advanced Technical Certificate Degree Plan AUTOMOTIVE MECHANICS TECH. PROGRAM CHECK SHEET | AUT2 Major | CIP Code: 47.0604

Automotive Mechanics Technology is a program of study that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems. **Students must have a VALID DRIVER'S license to enroll in this program.**

<b>REQUIRED COURSES:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>
<b>FIRST SEMESTER FRESHMAN</b>						
ATT 1124 Basic Electrical/Electronic	4 hrs.					
ATT 1214 Brakes	4 hrs.					
ATT 1424 Engine Performance I	4 hrs.					
ATT 1812 Intro, Safety and Employability Skills	2 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
ATT 1134 Advanced Electrical/ Electronic	4 hrs.					
ATT 2334 Steering and Suspension	4 hrs.					
ATT 2434 Engine Performance II	4 hrs.					
ATT 1715 Engine Repair	5 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
ATT 2444 Engine Performance III	4 hrs.					
ATT 2614 Heating & Air	4 hrs.					
<b>SECOND SEMESTER SOPHOMORE</b>						
ATT 1314 Manual Drive	4 hrs.					
ATT 2325 Auto Trans	5 hrs.					
<b>RECOMMENDED ELECTIVES (WITH INSTRUCTOR'S PERMISSION):</b>						
ATT 2912 Special Problem I in Automotive Tech.	2 hrs.					
ATT 2914 Special Problem I in Automotive Tech.	4 hrs.					
ATT 2933 Special Problem II in Automotive Tech.	3 hrs.					
<b>TOTAL HOURS:</b>	<b>48 HRS.</b>					
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> <b>48</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

Rev. 2023

# Career-Technical Education Associate of Applied Science Degree Plan

## AUTOMOTIVE MECHANICS TECH. PROGRAM CHECK SHEET | AUTO Major | CIP Code: 47.0604

Automotive Mechanics Technology is a program of study that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems. **Students must have a VALID DRIVER'S license to enroll in this program.**

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>					
ATT 1124 Basic Electrical and Electronics	4 hrs.				
ATT 1214 Brakes	4 hrs.				
ATT 1424 Engine Performance I	4 hrs.				
ATT 1812 Intro. Safety and Employability Skills	2 hrs.				
ENG 1113 English Comp	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
ATT 1134 Advanced Electrical & Electronics	4 hrs.				
ATT 2334 Steering and Suspension	4 hrs.				
ATT 2434 Engine Performance II	4 hrs.				
ATT 1715 Engine Repair	5 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
ATT 2444 Engine Performance III	4 hrs.				
ATT 2614 Heating & Air	4 hrs.				
Math/Science Elective	3 hrs.				
Humanities/Fine Arts	3 hrs.				
<b>SECOND SEMESTER SOPHOMORE</b>					
ATT 1314 Manual Drive	4 hrs.				
ATT 2325 Auto Trans	5 hrs.				
SPT/COM 1113 Public Speaking I	3 hrs.				
Social/Behavioral Science	3 hrs.				
<b>TOTAL HOURS:</b>	<b>63 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> 63				
	<b>Advisor Initials</b>				
	<b>Date</b>				

Rev. 2021



## Career-Technical Education Technical Certificate Degree Plan

### AUTOMOTIVE MECHANICS TECH. PROGRAM CHECK SHEET | AUTM Major | CIP Code: 47.0604

Automotive Mechanics Technology is a program of study that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems. **Students must have a VALID DRIVER'S license to enroll in this program.**

<b>REQUIRED COURSES:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>
<b>FIRST SEMESTER FRESHMAN</b>				
ATT 1124 Basic Electrical/Electronic	4 hrs.			
ATT 1214 Brakes	4 hrs.			
ATT 1424 Engine Performance I	4 hrs.			
ATT 1812 Safety & Employability Skills	2 hrs.			
<b>SECOND SEMESTER FRESHMAN</b>				
ATT 1134 Advanced Electrical/Electronic	4 hrs.			
ATT 2334 Steering & Suspension	4 hrs.			
ATT 2434 Engine Performance II	4 hrs.			
ATT 1715 Engine Repair	5 hrs.			
<b>TOTAL HOURS:</b>	<b>31 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 31</b>			
	<b>Advisor Initials</b>			
	<b>Date</b>			

Rev. 2023

## Career-Technical Education Technical Certificate Degree Plan

### BUSINESS & OFFICE TECH. PROGRAM CHECK SHEET | BOT1 Major | CIP Code: 52.0401

The Business & Office Technology program of study provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

#### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

<b>REQUIRED COURSES:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>
<b>FIRST SEMESTER FRESHMAN</b>				
BOT 1013 Introduction to Keyboarding	3 hrs.			
BOT 1233 Microsoft Word I	3 hrs.			
BOT 1313 Applied Business Math	3 hrs.			
BOT 1433 Business Accounting <b>OR</b> ACC 2213 Principles of Accounting I	3 hrs.			
BOT 1763 Communication Essentials	3 hrs.			
<b>SECOND SEMESTER FRESHMAN</b>				
BOT 1453 Introduction to Business Management	3 hrs.			
BOT 1493 Social Media Management	3 hrs.			
BOT 1823 Microsoft Excel I	3 hrs.			
BOT 2183 Career Readiness <b>OR</b> LLS 1723 Employment Readiness	3 hrs.			
BOT 2433 QuickBooks	3 hrs.			
<b>TOTAL HOURS:</b>	<b>30 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 30</b>			
	<b>Advisor Initials</b>			
	<b>Date</b>			

Rev. 2023

# Career-Technical Education Advanced Technical Certificate Degree Plan

## BUSINESS MANAGEMENT TECH. PROGRAM CHECK SHEET | BMG2 Major | CIP Code: 52.0201

Business Management Technology is a program of study that provides students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__
<b>FIRST SEMESTER FRESHMAN</b>					
BOT 1013 Introduction to Keyboarding	3 hrs.				
BOT 1233 Microsoft Word I	3 hrs.				
BOT 1313 Applied Business Math	3 hrs.				
BOT 1433 Business Accounting <b>OR</b> ACC 2213 Principles of Accounting I	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
BOT 1453 Introduction to Business Management	3 hrs.				
BOT 1493 Social Media Management	3 hrs.				
BOT 1823 Microsoft Excel I	3 hrs.				
BOT 2183 Career Readiness <b>OR</b> LLS 1723 Employment Readiness	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
BOT 2233 Human Resource Management	3 hrs.				
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2613 Entrepreneurial Problem Solving	3 hrs.				
* Recommended Elective	3 hrs.				
* Recommended Elective	3 hrs.				
<b>RECOMMENDED ELECTIVES:</b>					
BOT 1243 Microsoft Word II					
BOT 1443 Advanced Business Accounting					
BOT 2333 Microsoft Access					
BOT 2423 Income Tax Accounting					
BOT 2463 Payroll Accounting					
BOT 2473 Cost Accounting					
WBL 2923 Work-Based Learning					
<b>TOTAL HOURS:</b>		<b>45 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> 45				
	<b>Advisor Initials</b>				
	<b>Date</b>				

# Career-Technical Education Associate of Applied Science Degree Plan

## BUSINESS MANAGEMENT TECH. PROGRAM CHECK SHEET | BMGT Major | CIP Code: 52.0201

Business Management Technology is a program of study that provides students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>					
BOT 1013 Introduction to Keyboarding	3 hrs.				
BOT 1233 Microsoft Word I	3 hrs.				
BOT 1313 Applied Business Math	3 hrs.				
BOT 1433 Business Accounting <b>OR</b> ACC 2213 Prin. of Accounting I	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
BOT 1453 Introduction to Business Management	3 hrs.				
BOT 1493 Social Media Management	3 hrs.				
BOT 1823 Microsoft Excel I	3 hrs.				
BOT 2183 Career Readiness <b>OR</b> LLS 1723 Employment Readiness	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
BOT 2233 Human Resource Management	3 hrs.				
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2613 Entrepreneurial Problem Solving	3 hrs.				
* Recommended Elective	3 hrs.				
* Recommended Elective	3 hrs.				
<b>SECOND SEMESTER SOPHOMORE</b>					
ENG 1113 English Composition I	3 hrs.				
Math/Natural Science Elective	3 hrs.				
SPT/COM 1113 Public Speaking	3 hrs.				
Humanities/Fine Arts Elective	3 hrs.				
Social/Behavioral Science Elective	3 hrs.				
<b>RECOMMENDED ELECTIVES:</b>					
BOT 1243 Microsoft Word II					
BOT 1443 Advanced Business Accounting					
BOT 2333 Microsoft Access					
BOT 2423 Income Tax Accounting					
BOT 2463 Payroll Accounting					
BOT 2473 Cost Accounting					
WBL 2923 Work-Based Learning					
<b>TOTAL HOURS:</b>	<b>60 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 60</b>				
	<b>Advisor Initials</b>				
	<b>Date</b>				

## Career-Technical Education Technical Certificate Degree Plan

### COMPUTER NETWORKING TECH. PROGRAM CHECK SHEET | COMN Major | CIP Code: 11.0901

Computer Networking Technology is a program of study that provides students training in telecommunications, network technologies, administration, hardware maintenance, operating systems and network planning and implementation. Graduates will have opportunities for employment as computer support specialists, network technicians, and network managers or administrators.

#### Admission Requirements

Students must submit a composite score of 16 or higher on the ACT or Accuplacer scores of Reading, 55; Pre-Algebra Math, 34; OR Next Generation Accuplacer scores of Reading, 239; Math 215. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>				
IST 1124 IT Foundations	4 hrs.			
IST 1134 Fundamentals of Data Communication	4 hrs.			
IST 1163 Database and SQL Concepts	3 hrs.			
IST 1223 Network Components	3 hrs.			
Targeted Program Elective	4 hrs.			
<b>SECOND SEMESTER FRESHMAN</b>				
IST 1143 Principles of Information Security	3 hrs.			
IST 1254 Network Administration Using Linux	4 hrs.			
IST 1244 Network Administration Using Microsoft Windows Server	4 hrs.			
Network Elective	4 hrs.			
<b>TOTAL HOURS:</b>	<b>33 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 33</b>			
	<b>Advisor Initials</b>			
	<b>Date</b>			

Rev. 2024

## Career-Technical Education Advanced Technical Certificate Degree Plan

### COMPUTER NETWORKING TECH. PROGRAM CHECK SHEET | COMN Major | CIP Code: 11.0901

Computer Networking Technology is a program of study that provides students training in telecommunications, network technologies, administration, hardware maintenance, operating systems and network planning and implementation. Graduates will have opportunities for employment as computer support specialists, network technicians, and network managers or administrators.

#### Admission Requirements

Students must submit a composite score of 16 or higher on the ACT or Accuplacer scores of Reading, 55; Pre-Algebra Math, 34; OR Next Generation Accuplacer scores of Reading, 239; Math 215. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__
<b>FIRST SEMESTER FRESHMAN</b>					
IST 1124 IT Foundations	4 hrs.				
IST 1134 Fundamentals of Data Communication	4 hrs.				
IST 1163 Database and SQL Concepts	3 hrs.				
IST 1223 Network Components	3 hrs.				
Targeted Program Elective	4 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
IST 1143 Principles of Information Security	3 hrs.				
IST 1244 Network Administration Using Microsoft Windows Server	4 hrs.				
IST 1254 Network Administration Using Linux	4 hrs.				
Network Elective	4 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
IST 2223 Network Planning and Design	3 hrs.				
IST 2233 Network Implementation	3 hrs.				
IST 2533 IT Project Management	3 hrs.				
Technical Elective	3 hrs.				
<b>RECOMMENDED ELECTIVES:</b>					
<b>TOTAL HOURS:</b>	<b>45 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 45</b>				
	<b>Advisor Initials</b>				
	<b>Date</b>				

Rev. 2024

# Career-Technical Education Associate of Applied Science Degree Plan

## COMPUTER NETWORKING TECH. PROGRAM CHECK SHEET | COMN Major | CIP Code: 11.0901

Computer Networking Technology is a program of study that provides students training in telecommunications, network technologies, administration, hardware maintenance, operating systems and network planning and implementation. Graduates will have opportunities for employment as computer support specialists, network technicians, and network managers or administrators.

### Admission Requirements

Students must submit a composite score of 16 or higher on the ACT or Accuplacer scores of Reading, 55; Pre-Algebra Math, 34; OR Next Generation Accuplacer scores of Reading, 239; Math 215. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__
<b>FIRST SEMESTER FRESHMAN</b>					
IST 1124 IT Foundations	4 hrs.				
IST 1134 Fundamentals of Data Communication	4 hrs.				
IST 1163 Database and SQL Concepts	3 hrs.				
IST 1223 Network Components	3 hrs.				
Targeted Program Elective	4 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
IST 1143 Principles of Information Security	3 hrs.				
IST 1244 Network Administration Using Microsoft Windows Server	4 hrs.				
IST 1254 Network Administration Using Linux	4 hrs.				
Network Elective	4 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
IST 2223 Network Planning and Design	3 hrs.				
IST 2233 Network Implementation	3 hrs.				
IST 2533 IT Project Management	3 hrs.				
Technical Elective	3 hrs.				
<b>SECOND SEMESTER SOPHOMORE</b>					
ENG 1113 English Composition I	3 hrs.				
MAT 1313 OR Natural Science Elective	3 hrs.				
SPT/COM 1113 Public Speaking	3 hrs.				
Humanities/Fine Arts Elective	3 hrs.				
Social/Behavior Science Elective	3 hrs.				
<b>RECOMMENDED ELECTIVES:</b>					
<b>TOTAL HOURS:</b>	<b>60 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 60</b>				
	<b>Advisor Initials</b>				
	<b>Date</b>				

## Career-Technical Education Technical Certificate Degree Plan

### CONSTRUCTION EQUIPMENT OPERATION PROGRAM CHECK SHEET | CEOP Major | CIP Code: 49.0202

Construction Equipment Operation is a program of study that prepares an individual to operate and maintain a variety of heavy equipment including backhoe, fork-lift, dozer, end-loader, excavator, moto grader, and scraper. The instruction includes safety, general care, and routine maintenance. The program also includes instruction in digging, ditching, sloping, stripping, grading, back filling, clearing, excavating, and handling of materials. An individual successfully completing this program will have entry level skills for employment as a heavy equipment operator.

It is required that all students demonstrate basic skill performance on each of the following pieces of construction equipment: backhoe, fork-lift, dozer, end loader, excavator, moto grader and scraper. Advanced skill performance on a minimum of two items of equipment is essential to successful program completion. Fork-lift certification is available for qualifying students.

<b>REQUIRED COURSES:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>
<b>FIRST SEMESTER FRESHMAN</b>			
CEV 1212 Safety I	2 hrs.		
CEV 1313 Service & Preventive Maintenance	3 hrs.		
CEV 1416 Equipment	6 hrs.		
CEV 1514 Grade Work I	4 hrs.		
<b>SECOND SEMESTER FRESHMAN</b>			
CEV 1222 Safety II	2 hrs.		
CEV 1323 Service & Preventative Maintenance	3 hrs.		
CEV 1426 Equipment	6 hrs.		
CEV 1524 Grade Work II	4 hrs.		
<b>TOTAL HOURS:</b>	<b>32 HRS.</b>		
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 30</b>		
	<b>Advisor Initials</b>		
	<b>Date</b>		

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## Career-Technical Education Advanced Technical Certificate Degree Plan CULINARY ARTS TECH. PROGRAM CHECK SHEET | CUTC Major | CIP Code: 12.0500

Culinary Arts is a program of study that provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all lab classes. Culinary Arts students may receive a technical certificate after successfully completing two years of CUT and/or HRT courses listed in the Culinary Arts curriculum.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>					
CUT 2223 Menu Planning & Facilities Design	3 hrs.				
CUT 1114 Culinary Principles I	4 hrs.				
HRT 1213 Sanitation & Safety	3 hrs.				
HRT 1224 Restaurant & Catering Operations	4 hrs.				
HRT 2713 Marketing Hospitality Services	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
CUT 1124 Culinary Principles II	4 hrs.				
CUT 1513 Garde Manger	3 hrs.				
CUT 1134 Principles of Baking	4 hrs.				
HRT 1123 Intro to Hospitality & Tourism Industry	3 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
CUT 2314 American Regional Cuisine	4 hrs.				
HRT 2613 Hospitality Supervision	3 hrs.				
<b>SECOND SEMESTER SOPHOMORE</b>					
CUT 2424 International Cuisine	4 hrs.				
HRT 2623 Hospitality Human Resource	3 hrs.				
<b>RECOMMENDED ELECTIVES:</b>					
CUT 2926 Supervised Work Experience Culinary I	6 hrs.				
<b>TOTAL HOURS:</b>	<b>45 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> 45				
	<b>Advisor Initials</b>				
	<b>Date</b>				

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## Career-Technical Education Associate of Applied Science Degree Plan CULINARY ARTS TECH. PROGRAM CHECK SHEET | CUAT Major | CIP Code: 12.0500

The Culinary Arts Technology is a program of study that provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all lab classes. Culinary Arts students may receive an Associate of Applied Science degree after successfully completing two years of CUT and/or HRT courses listed in the Culinary Arts curriculum.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>						
CUT 2223 Menu Planning & Facilities Design	3 hrs.					
CUT 1114 Culinary Principles I	4 hrs.					
HRT 1213 Sanitation & Safety	3 hrs.					
HRT 1224 Restaurant & Catering Operations	4 hrs.					
HRT 2713 Marketing Hospitality Services	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
CUT 1124 Culinary Principles II	4 hrs.					
CUT 1513 Garde Manger	3 hrs.					
CUT 1134 Principles of Baking	4 hrs.					
HRT 1123 Intro to Hospitality & Tourism Industry	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
CUT 2314 American Regional Cuisine	4 hrs.					
ENG 1113 English Composition I	3 hrs.					
HRT 2613 Hospitality Supervision	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
Math/Natural Science Electives	3 hrs.					
<b>SECOND SEMESTER SOPHOMORE</b>						
CUT 2424 International Cuisine	4 hrs.					
HRT 2623 Hospitality Human Resource	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
SPT/COM 1113 Public Speaking	3 hrs.					
<b>RECOMMENDED ELECTIVES:</b>						
CUT 2926 Supervised Work Experience Culinary I	6 hrs.					
<b>TOTAL HOURS:</b>	<b>60 HRS.</b>					
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 60</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

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## Career-Technical Education Technical Certificate Degree Plan

### CULINARY ARTS TECH. PROGRAM CHECK SHEET | CUAC Major | CIP Code: 12.0500

Culinary Arts is a program of study that provides a solid foundation in the methods and science of cooking through exposure to classical cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all lab classes. Culinary Arts students may receive a career certificate after successfully completing two semesters of CUT and/or HRT courses listed in the Culinary Arts curriculum.

<b>REQUIRED COURSES:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>
<b>FIRST SEMESTER FRESHMAN</b>				
CUT 2223 Menu Planning & Facilities Design	3 hrs.			
CUT 1114 Culinary Principles I	4 hrs.			
HRT 1213 Sanitation & Safety	3 hrs.			
HRT 1224 Restaurant & Catering Operations	4 hrs.			
HRT 2713 Marketing Hospitality Services	3 hrs.			
<b>SECOND SEMESTER FRESHMAN</b>				
CUT 1124 Culinary Principles II	4 hrs.			
CUT 1513 Garde Manger	3 hrs.			
CUT 1134 Principles of Baking	4 hrs.			
HRT 1123 Intro to Hospitality & Tourism	3 hrs.			
<b>TOTAL HOURS:</b>	<b>31 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 31</b>			
	<b>Advisor Initials</b>			
	<b>Date</b>			

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# Career-Technical Education Advanced Technical Certificate Degree Plan

## DRAFTING & DESIGN TECHNOLOGY PROGRAM CHECK SHEET | DRD2 Major | CIP Code: 15.1301

Drafting and Design is a program of study designed to impart technical knowledge and engender manipulative skills in the use of construction and drafting equipment and procedures. The knowledge and skills mastered in this program are important for the design and production of plans for industry, manufacturing, and construction. Emphasis is placed upon such subjects as scientific design, job specifications, building codes as well as drafting. Both creative and practical training are offered in such a manner that the student who successfully completes this two-year program is competent for employment in a variety of positions. Some of the many jobs available to persons completing this program include: architectural or engineering draftsman, appraiser and inspector, estimator, layout and supervision, mapping surveyor and junior engineer.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements. In addition to these ACT requirements, readmit or transfer students must have a 2.0 cumulative quality point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>						
DDT 1163 Engineering Graphics	3 hrs.					
DDT 1213 Const. Standards and Materials	3 hrs.					
DDT 1313 Computer Aided Design I	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
DDT 1173 Mechanical Design I	3 hrs.					
DDT 1323 Computer Aided Design II	3 hrs.					
DDT 1183 Technical Math	3 hrs.					
DDT 1613 Arch Design I	3 hrs.					
DDT 2213 Structural Drafting I	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
DDT 1413 Elementary Surveying	3 hrs.					
DDT 2243 Cost & Estimating	3 hrs.					
DDT 2623 Arch Design II	3 hrs.					
DDT 2373 3D Modeling	3 hrs.					
<b>SECOND SEMESTER SOPHOMORE</b>						
DDT 2153 Civil Planning and Design	3 hrs.					
DDT 2913 Special Project	3 hrs.					
DDT 2523 Pipe Drafting	3 hrs.					
<b>TOTAL HOURS:</b>	<b>45 HRS.</b>					
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> 45					
	<b>Advisor Initials</b>					
	<b>Date</b>					

# Career-Technical Education Associate of Applied Science Degree Plan

## DRAFTING & DESIGN TECH. PROGRAM CHECK SHEET | DRDT Major | CIP Code: 15.1301

Drafting and Design Technology is a program of study designed to impart technical knowledge and engender manipulative skills in the use of construction and drafting equipment and procedures. The knowledge and skills mastered in this program are important for the design and production of plans for industry, manufacturing, and construction. Emphasis is placed upon such subjects as scientific design, job specifications, building codes as well as drafting. Both creative and practical training are offered in such a manner that the student who successfully completes this two-year program is competent for employment in a variety of positions. Some of the many jobs available to persons completing this program include: architectural or engineering draftsman, appraiser and inspector, estimator, layout and supervision, mapping surveyor, and junior engineer.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements. In addition to these ACT requirements, readmit or transfer students must have a 2.0 cumulative grade point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>REQUIRED COURSES:</b>						
<b>FIRST SEMESTER FRESHMAN</b>						
DDT 1163 Engineering Graphics	3 hrs.					
DDT 1213 Const. Standards and Materials	3 hrs.					
DDT 1313 Computer Aided Design I	3 hrs.					
ENG 1113 Composition I	3 hrs.					
Math/Natural Science Elective	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
DDT 1173 Mechanical Design I	3 hrs.					
DDT 1323 Computer Aided Design II	3 hrs.					
DDT 1183 Technical Math	3 hrs.					
DDT 1613 Arch Design I	3 hrs.					
DDT 2213 Structural Drafting I	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
DDT 1413 Elem. Surveying	3 hrs.					
DDT 2243 Cost & Estimating	3 hrs.					
DDT 2623 Arch Design II	3 hrs.					
DDT 2373 3D Modeling	3 hrs.					
SPT/COM 1113 Public Speaking I	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
<b>SECOND SEMESTER SOPHOMORE</b>						
DDT 2153 Civil Planning and Design	3 hrs.					
DDT 2913 Special Project	3 hrs.					
DDT 2523 Pipe Drafting	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
<b>TOTAL HOURS:</b>	<b>60 HRS.</b>					
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> <b>60</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

# Career-Technical Education Advanced Technical Certificate Degree Plan

## ELECTRICAL TECH. PROGRAM CHECK SHEET | ELT2 Major | CIP Code: 46.0302

The Electrical program of study prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, industrial electric wiring, DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

### Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 9<sup>th</sup> grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made with instructor permission for students who do not meet entrance requirements provided the student meets the requirements by the end of the second semester or has a 2.0 grade point average.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>					
ELT 1113 Residential Wiring	3 hrs.				
ELT 1143 AC/DC Circuits	3 hrs.				
ELT 1192 Fundamentals of Electricity	2 hrs.				
ELT 1213 Electrical Power	3 hrs.				
ELT 1253 Branch Circuits	3 hrs.				
ELT 1263 Electrical Drawings & Schematics	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
ELT 1123 Commercial & Industrial Wiring	3 hrs.				
ELT 1223 Motor Maint/Troubleshooting	3 hrs.				
ELT 1413 Motor Control System	3 hrs.				
ELT 1273 Switching Circuits	3 hrs.				
ELT 1133 Intro to the NEC	3 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
ELT 1614 Prin. of Hydraulics & Pneumatics	4 hrs.				
ELT 2113 Equipment Maint/Troubleshooting and Repair	3 hrs.				
<b>SECOND SEMESTER SOPHOMORE</b>					
ELT 2424 Solid State Motor Controllers	4 hrs.				
ELT 2613 Programmable Logic Control	3 hrs.				
ELT 1163 Drafting for Electrical Technology	3 hrs.				
<b>RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):</b>					
ELT 292(1-6) Supervised Work I	1-6 hrs.				
ELT 294(1-6) Supervised Work II	1-6 hrs.				
ELT 291(1-3) Special Projects I	1-3 hrs.				
ELT 293(1-3) Special Projects II	1-3 hrs.				
<b>TOTAL HOURS:</b>	<b>49 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> <b>49</b>				
	<b>Advisor Initials</b>				
	<b>Date</b>				

# Career-Technical Education Associate of Applied Science Degree Plan

## ELECTRICAL TECH. PROGRAM CHECK SHEET | ELTT Major | CIP Code: 46.0302

Electrical Technology is a program of study that prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, industrial electric wiring, DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

### Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 9<sup>th</sup> grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made with instructor permission for students who do not meet entrance requirements provided the student meets the requirements by the end of the second semester or has a 2.0 grade point average.

<b>REQUIRED COURSES:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>
<b>FIRST SEMESTER FRESHMAN</b>					
ELT 1113 Residential Wiring	3 hrs.				
ELT 1143 AC/DC Circuits	3 hrs.				
ELT 1192 Fundamentals of Electricity	2 hrs.				
ELT 1213 Electrical Power	3 hrs.				
ELT 1253 Branch Circuits	3 hrs.				
ELT 1263 Electrical Drawings & Schematics	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
ELT 1123 Commercial & Industrial Wiring	3 hrs.				
ELT 1223 Motor Maintenance/Troubleshooting	3 hrs.				
ELT 1413 Motor Control System	3 hrs.				
ELT 1273 Switching Circuits	3 hrs.				
ELT 1133 Intro to the NEC	3 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
ELT 1614 Prin. of Hydraulics & Pneumatics	4 hrs.				
ELT 2113 Equipment Maintenance/Troubleshooting, and Repair	3 hrs.				
Math/Natural Science Elective	3 hrs.				
ENG 1113 Composition I	3 hrs.				
<b>SECOND SEMESTER SOPHOMORE</b>					
ELT 2424 Solid State Motor Control	4 hrs.				
ELT 2613 Programmable Logic Controllers	3 hrs.				
ELT 1163 Drafting for Electrical Technology	3 hrs.				
Social/Behavioral Science Elective	3 hrs.				
SPT/COM 1113 Public Speaking	3 hrs.				
Humanities/Fine Arts Elective	3 hrs.				
<b>RECOMMENDED ELECTIVES:</b>					
ELT 292(1-6) Supervised Work I	1-6 hrs.				
ELT 294(1-6) Supervised Work II	1-6 hrs.				
ELT 291(1-3) Special Projects I	1-3 hrs.				
ELT 293(1-3) Special Projects II	1-3 hrs.				
<b>TOTAL HOURS:</b>	<b>64 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 64</b>				
	<b>Advisor Initials</b>				
	<b>Date</b>				

# Career-Technical Education Technical Certificate Degree Plan

## ELECTRICAL TECH. PROGRAM CHECK SHEET | ELTC Major | CIP Code: 46.0302

The Electrical program of study prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, industrial electric wiring, DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

### Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 9<sup>th</sup> grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made with instructor permission for students who do not meet entrance requirements provided the student meets the requirements by the end of the second semester or has a 2.0 grade point average.

<b>REQUIRED COURSES:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>
<b>FIRST SEMESTER FRESHMAN</b>			
ELT 1113 Residential Wiring	3 hrs.		
ELT 1143 AC/DC Circuits	3 hrs.		
ELT 1192 Fundamentals of Electricity	2 hrs.		
ELT 1213 Electrical Power	3 hrs.		
ELT 1253 Branch Circuits	3 hrs.		
ELT 1263 Electrical Drawings & Schematics	3 hrs.		
<b>SECOND SEMESTER FRESHMAN</b>			
ELT 1123 Commercial & Industrial	3 hrs.		
ELT 1223 Motor Maintenance/Troubleshooting	3 hrs.		
ELT 1413 Motor Control Systems	3 hrs.		
ELT 1273 Switching Circuits	3 hrs.		
ELT 1133 Introduction to the NEC	3 hrs.		
<b>RECOMMENDED ELECTIVES:</b>			
ELT 292(1-6) Supervised Work I	1-6 hrs.		
ELT 294(1-6) Supervised Work II	1-6 hrs.		
ELT 291(1-3) Special Projects I	1-3 hrs.		
ELT 293(1-3) Special Projects II	1-3 hrs.		
<b>TOTAL HOURS:</b>	<b>32 HRS.</b>		
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 32</b>		
	<b>Advisor Initials</b>		
	<b>Date</b>		

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# Career-Technical Education Advanced Technical Certificate Degree Plan

## FIELD CROPS TECH. PROGRAM CHECK SHEET | FCT2 Major | CIP Code: 01.0304

Field Crops is a program of study that provides students with a common core of management skills and additional training related to the production of field crops, weed, insect, and plant disease control. Computer based activities are used from the internet and appropriate agricultural related software packages.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements. In addition to these ACT requirements, readmit or transfer students must have a 2.0 cumulative grade point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

<b>REQUIRED COURSES:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>
<b>FIRST SEMESTER FRESHMAN</b>				
AGR 1112 Survey of Agriculture	2 hrs.			
AGT 1163 Spatial Information Systems	3 hrs.			
AGR 2314 Basic Soils	4 hrs.			
AGR 2413 Farm Management	3 hrs.			
*AGR 1313 Plant Science <b>OR</b> BIO 1313 Botany (lec)	3 hrs.			
<b>SECOND SEMESTER FRESHMAN</b>				
AGR 1214 Animal Science	4 hrs.			
AGT 1513 Principles Ag. Marketing	3 hrs.			
AGT 2564 Agriculture Machinery & Shop	4 hrs.			
AGR 2713 Principles of Ag. Economics <b>OR</b> ECO 2113 Principles of Macroeconomics <b>OR</b> ECO 2123 Principles of Microeconomics	3 hrs.			
CSC 1123 Computer Applications I <b>OR</b> LLS 1723 Employment Readiness <b>OR</b> WBL 1913 Work-Based Learning	3 hrs.			
<b>FIRST SEMESTER SOPHOMORE</b>				
AGT 2373 Fiber & Oilseed Crops	3 hrs.			
AGT 2463 Insects & Controls	3 hrs.			
<b>SECOND SEMESTER SOPHOMORE</b>				
AGT 2383 Grain Crops	3 hrs.			
AGT 2413 Weed Control	3 hrs.			
AGT 2923 Supervised Agricultural Experience <b>OR</b> WBL 1923 Work-Based Learning <b>OR</b> Other AGR/AGT Elective	3 hrs.			
<b>RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):</b>				
<b>TOTAL HOURS:</b>	<b>47 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 47</b>			
	<b>Advisor Initials</b>			
	<b>Date</b>			

\*BIO 1313 can be substituted for AGR 1313

# Career-Technical Education Associate of Applied Science Degree Plan

## FIELD CROPS TECH. PROGRAM CHECK SHEET | FCPT Major | CIP Code: 01.0304

Field Crops Technology is a program of study to provide students with a common core of management skills and additional training related to the production of field crops, weed, insect, and plant disease control. Computer based activities are used from the internet and appropriate agricultural related software packages.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements. In addition to these ACT requirements, re-admit or transfer students must have a 2.0 cumulative grade point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>REQUIRED COURSES:</b>						
<b>FIRST SEMESTER FRESHMAN</b>						
AGR 1112 Survey of Agriculture	2 hrs.					
AGT 1163 Spatial Information Systems	3 hrs.					
AGR 2314 Basic Soils	4 hrs.					
AGR 2413 Farm Management	3 hrs.					
*AGR 1313 Plant Science OR BIO 1313 Botany	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
AGR 1214 Animal Science	4 hrs.					
AGT 1513 Principles Agricultural Marketing	3 hrs.					
AGT 2564 Agriculture Machinery & Shop	4 hrs.					
AGR 2713 Principles of Ag. Economics OR ECO 2113 Principles of Macroeconomics OR ECO 2123 Principles of Microeconomics	3 hrs.					
CSC 1123 Computer Applications I OR LLS 1723 Employment Readiness OR WBL 1913 Work-Based Learning	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
AGT 2373 Fiber & Oilseed Crops	3 hrs.					
AGT 2463 Insects & Controls	3 hrs.					
SPT/COM 1113 Public Speaking I	3 hrs.					
ENG 1113 Composition I	3 hrs.					
Math/Science Elective	3 hrs.					
<b>SECOND SEMESTER SOPHOMORE</b>						
AGT 2383 Grain Crops	3 hrs.					
AGT 2413 Weed Control	3 hrs.					
AGT 2923 Supervised Agricultural Experience OR WBL 1923 Work Based Learning OR Other AGR AGT Elective	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
<b>RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):</b>						
<b>TOTAL HOURS:</b>	<b>62 HRS.</b>					
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 62</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

\*BIO 1313 can be substituted for AGR 1313

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## Career-Technical Education Technical Certificate Degree Plan

### FIELD CROPS TECH. PROGRAM CHECK SHEET | FCT1 Major | CIP Code: 01.0304

Field Crops is a program of study that provides students with a common core of management skills and additional training related to the production of field crops, weed, insect, and plant disease control. Computer based activities are used from the internet and appropriate agricultural related software packages.

#### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements. In addition to these ACT requirements, readmit or transfer students must have a 2.0 cumulative grade point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

<b>REQUIRED COURSES:</b>		<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>SPRING 20__</b>
<b>FIRST SEMESTER FRESHMAN</b>				
AGR 1112 Survey of Agriculture	2 hrs.			
AGT 1163 Spatial Information Systems	3 hrs.			
AGR 2314 Basic Soils	4 hrs.			
AGR 2413 Farm Management	3 hrs.			
*AGR 1313 Plant Science <b>OR</b> BIO 1313 Botany (lec)	3 hrs.			
<b>SECOND SEMESTER FRESHMAN</b>				
AGR 1214 Animal Science	4 hrs.			
AGT 1513 Principles Ag. Marketing	3 hrs.			
AGT 2564 Agriculture Machinery & Shop	4 hrs.			
AGR 2713 Principles of Ag. Economics <b>OR</b> ECO 2113 Principles of Macroeconomics <b>OR</b> ECO 2123 Principles of Microeconomics	3 hrs.			
CSC 1123 Computer Applications I <b>OR</b> LLS 1723 Employment Readiness <b>OR</b> WBL 1923 Work-Based Learning	3 hrs.			
<b>TOTAL HOURS:</b>	<b>32 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 32</b>			
	<b>Advisor Initials</b>			
	<b>Date</b>			

\*BIO 1313 can be substituted for AGR 1313

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# Career-Technical Education Advanced Technical Certificate Degree Plan

## HEATING, VENTILATION & AIR COND. PROGRAM CHECK SHEET | HVAC Major | CIP Code: 47.0201

Heating, Ventilation, Air Conditioning, & Refrigeration is a program of study that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10 to be admitted to the program. Exceptions may be made with instructor permission for students who do not meet entrance requirements. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

<b>REQUIRED COURSES:</b>		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>						
ACT 1003 Intro to Heating and Air Conditioning Technology	3 hrs.					
ACT 1124 Basic Compression Refrigeration	4 hrs.					
ACT 1133 Brazing & Piping	3 hrs.					
ACT 1313 Refrigeration System Components	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
ACT 1713 Electricity for HVAC/R	3 hrs.					
ACT 1213 Controls	3 hrs.					
ACT 2323 Commercial Refrigeration	3 hrs.					
ACT 2433 Refrigerant, Retrofit, & Regulations	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
ACT 2415 Air Conditioning I	5 hrs.					
ACT 2514 Heating Systems	4 hrs.					
ACT 2913 Special Projects	3 hrs.					
<b>SECOND SEMESTER SOPHOMORE</b>						
ACT 2425 Air Conditioning II	5 hrs.					
ACT 2624 Heat Load Calculation & Air Properties	4 hrs.					
ACT 2913 Special Projects	3 hrs.					
<b>RECOMMENDED ELECTIVES:</b>						
ACT 292(1-6) Supervised Work Experience	1-6 hrs.					
<b>TOTAL HOURS:</b>	<b>49 HRS.</b>					
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 49</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

Rev. 2023

# Career-Technical Education Advanced Technical Certificate Degree Plan

## INDUSTRIAL MAINTENANCE TECH. PROGRAM CHECK SHEET | IMT2 Major | CIP Code: 47.0303

The Industrial Maintenance program of study will prepare individuals for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, maintaining, and repairing machinery used in the manufacturing or industrial environment. Instruction will include a variety of areas such as safety, machinery maintenance and troubleshooting/service, blueprint reading, basic machining operations, fundamentals of piping and hydro-testing, and fundamentals of industrial electricity. In addition, students will develop problem-solving skills in industrial electrical procedures, programmable logic controllers, and process control.

### Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 10<sup>th</sup> grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made, with instructor permission, for students who do not meet entrance requirements provided the student meets the requirements by the end of the first semester or has a 2.0 GPA.

		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>REQUIRED COURSES:</b>						
<b>FIRST SEMESTER FRESHMAN</b>						
IMM 1933 Manufacturing Skills Basic	3 hrs.					
IMM 1113 Industrial Maintenance Core and Safety	3 hrs.					
IMM 1213 Introduction to Industrial Maintenance	3 hrs.					
IMM 1153 Electrical and Instrumentation Level I	3 hrs.					
IMM 1243 Mechanical and Industrial Maintenance I	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
IMM 1164 Electrical and Instrumentation Level II	4 hrs.					
IMM 1324 Motor Control Systems	4 hrs.					
IMM 1254 Mechanical and Industrial Maintenance II	4 hrs.					
IMM 1913 Special Projects in Industrial Maint Mech	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
IMM 1314 Principles of Hydraulics and Pneumatics	4 hrs.					
IMM 2214 Advanced Electrical Industrial Maint	4 hrs.					
IMM 1813 Industrial Electricity Level I	3 hrs.					
<b>SECOND SEMESTER SOPHOMORE</b>						
IMM 1734 Maintenance Welding and Metals	4 hrs.					
IMM 2613 Programmable Logic Controllers	3 hrs.					
IMM 2223 Advanced Mechanical Industrial Maint	3 hrs.					
<b>TOTAL HOURS:</b>	<b>51 HRS.</b>					
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> 51					
	<b>Advisor Initials</b>					
	<b>Date</b>					

Rev. 2023

# Career-Technical Education Associate of Applied Science Degree Plan

## INDUSTRIAL MAINTENANCE TECH. PROGRAM CHECK SHEET | IMTT Major | CIP Code: 47.0303

The Industrial Maintenance program of study will prepare individuals for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, maintaining, and repairing machinery used in the manufacturing or industrial environment. Instruction will include a variety of areas such as safety, machinery maintenance and troubleshooting/service, blueprint reading, basic machining operations, fundamentals of piping and hydro-testing, and fundamentals of industrial electricity. In addition, students will develop problem-solving skills in industrial electrical procedures, programmable logic controllers, and process control.

### Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 10<sup>th</sup> grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made, with instructor permission, for students who do not meet entrance requirements provided the student meets the requirements by the end of the first semester or has a 2.0 GPA.

<b>REQUIRED COURSES:</b>		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>						
IMM 1933 Manufacturing Skills Basic	3 hrs.					
IMM 1113 Industrial Maintenance Core and Safety	3 hrs.					
IMM 1213 Introduction to Industrial Maintenance	3 hrs.					
IMM 1153 Electrical and Instrumentation Level I	3 hrs.					
IMM 1243 Mechanical and Industrial Maintenance I	3 hrs.					
ENG 1113 English Composition I	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
IMM 1164 Electrical and Instrumentation Level II	4 hrs.					
IMM 1324 Motor Control Systems	4 hrs.					
IMM 1254 Mechanical and Industrial Maintenance II	4 hrs.					
IMM 1913 Special Projects in Industrial Maint Mech	3 hrs.					
Math/Science Elective	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
IMM 1314 Principles of Hydraulics and Pneumatics	4 hrs.					
IMM 2214 Advanced Electrical Industrial Maint	4 hrs.					
IMM 1813 Industrial Electricity Level I	3 hrs.					
SPT/COM 1113 Public Speaking	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
<b>SECOND SEMESTER SOPHOMORE</b>						
IMM 1734 Maintenance Welding and Metals	4 hrs.					
IMM 2613 Programmable Logic Controllers	3 hrs.					
IMM 2223 Advanced Mechanical Industrial Maint	3 hrs.					
Social/Behavioral Science	3 hrs.					
<b>TOTAL HOURS:</b>	<b>66 HRS.</b>					
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 66</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

## Career-Technical Education Technical Certificate Degree Plan

### INDUSTRIAL MAINTENANCE TECH. PROGRAM CHECK SHEET | IMT1 Major | CIP Code: 47.0303

The Industrial Maintenance program of study will prepare individuals for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, maintaining, and repairing machinery used in the manufacturing or industrial environment. Instruction will include a variety of areas such as safety, machinery maintenance and troubleshooting/service, blueprint reading, basic machining operations, fundamentals of piping and hydro-testing, and fundamentals of industrial electricity. In addition, students will develop problem-solving skills in industrial electrical procedures, programmable logic controllers, and process control.

#### Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 10th grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made, with instructor permission, for students who do not meet entrance requirements provided the student meets the requirements by the end of the first semester or has a 2.0 GPA.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>				
IMM 1933 Manufacturing Skills Basic	3 hrs.			
IMM 1113 Industrial Maintenance Core and Safety	3 hrs.			
IMM 1213 Introduction to Industrial Maintenance	3 hrs.			
IMM 1153 Electrical and Instrumentation Level I	3 hrs.			
IMM 1243 Mechanical and Industrial Maintenance I	3 hrs.			
<b>SECOND SEMESTER FRESHMAN</b>				
IMM 1164 Electrical and Instrumentation II	4 hrs.			
IMM 1254 Mechanical and Industrial Maintenance II	4 hrs.			
IMM 1324 Motor Control Systems	4 hrs.			
IMM 1913 Special Projects in Industrial Maintenance Mech	3 hrs.			
<b>TOTAL HOURS:</b>	<b>30 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 30</b>			
	<b>Advisor Initials</b>			
	<b>Date</b>			

Rev. 2023

## Career-Technical Education Advanced Technical Certificate Degree Plan

### PRECISION AGRICULTURE TECH. PROGRAM CHECK SHEET | PAG2 Major | CIP Code: 01.1105

Precision Ag Technology is a program of study that teaches the student a working knowledge and understanding of remote sensing, global positioning systems, geographic information systems and variable rate technology, as well as practical, hands-on experience in an in-situ environment.

#### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__
<b>FIRST SEMESTER FRESHMAN</b>					
AGT 1254 Geospatial Data Collection	4 hrs.				
AGT 2154 Geographic Information Systems I	4 hrs.				
AGT 2434 Crop Management Zones	4 hrs.				
AGT 2463 Insects & Controls <b>OR</b> AGT 2413 Weed Control	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
AGT 1354 Remote Sensing	4 hrs.				
AGT 2164 Variable Rate Technology	4 hrs.				
AGT 2174 Agricultural GIS	4 hrs.				
AGT 2474 Site Specific Pest Management	4 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
AGR 1313 Plant Science <b>OR</b> BIO 1313 Botany	3 hrs.				
AGR 1112 Survey of Agriculture	2 hrs.				
AGT 1163 Spatial Information Systems	3 hrs.				
AGR 2314 Basic Soils	4 hrs.				
CSC 1123 Computer Applications <b>OR</b> LLS 1723 Employment Readiness	3 hrs.				
<b>TOTAL HOURS:</b>	<b>46 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> 46				
	<b>Advisor Initials</b>				
	<b>Date</b>				

Rev. 2023



# Career-Technical Education Associate of Applied Science Degree Plan

## PRECISION AGRICULTURE TECH. PROGRAM CHECK SHEET | PAGT Major | CIP Code: 01.1105

Precision Ag Technology is a program of study that teaches the student a working knowledge and understanding of remote sensing, global positioning systems, geographic information systems and variable rate technology, as well as practical, hands-on experience in an in-situ environment.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>					
AGT 1254 Geospatial Data Collection	4 hrs.				
AGT 2154 Geographic Information Systems I	4 hrs.				
AGT 2434 Crop Management Zones	4 hrs.				
AGT 2463 Insects & Controls <b>OR</b> AGT 2413 Weed Control	3 hrs.				
<b>SECOND SEMESTER FRESHMAN</b>					
AGT 1354 Remote Sensing	4 hrs.				
AGT 2164 Variable Rate Technology	4 hrs.				
AGT 2174 Agricultural GIS	4 hrs.				
AGT 2474 Site Specific Pest Management	4 hrs.				
<b>FIRST SEMESTER SOPHOMORE</b>					
AGR 1313 Plant Science <b>OR</b> BIO 1313 Botany	3 hrs.				
AGR 1112 Survey of Agriculture	2 hrs.				
AGT 1163 Spatial Information Systems	3 hrs.				
AGR 2314 Basic Soils	4 hrs.				
CSC 1123 Computer Applications I	3 hrs.				
<b>SECOND SEMESTER SOPHOMORE</b>					
SPT/COM 1113 Public Speaking I	3 hrs.				
Math/Natural Science Elective	3 hrs.				
Social/Behavioral Science Elective	3 hrs.				
Humanities/Fine Arts Elective	3 hrs.				
ENG 1113 English Composition I	3 hrs.				
<b>TOTAL HOURS:</b>	<b>61 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> <b>61</b>				
	<b>Advisor Initials</b>				
	<b>Date</b>				

Rev. 2021

# Career-Technical Education Advanced Technical Certificate Degree Plan

## PRECISION MANUFACTURING TECH. PROGRAM CHECK SHEET | MATO Major | CIP Code: 48.0501

Precision Manufacturing and Machining is a program of study that instructs its students in making computation relating to working dimensions, tooling, feeds, and speeds of machinery. Instruction in the laboratory is provided in the use of lathes, shapers, milling machine, grinders; the use of precision measuring instruments such as layout tools, micrometers, and gauges; methods of machining and heat treating and testing of various metals; and the reading of blueprint parts. Advanced training is available in technical mathematics, mechanical drawing, industrial psychology, safety, and shop management.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements.

<b>REQUIRED COURSES:</b>		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>						
MST 1114 Power Machinery I	4 hrs.					
MST 1313 Machine Tool Math	3 hrs.					
DDT 1313 Computer Aided Design I	3 hrs.					
DDT 1513 Blueprint Reading	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
MST 1124 Power Machinery II	4 hrs.					
MST 1423 Advanced Blueprint Reading	3 hrs.					
MST 1613 Precision Layout	3 hrs.					
MST 2714 Computer Numerical Control Opr. I	4 hrs.					
DDT 1163 Engineering Graphics	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
MST 2134 Power Machinery III	4 hrs.					
MST 2144 Power Machinery IV	4 hrs.					
MST 2724 Computer Numerical Control Opr. II	4 hrs.					
DDT 1173 Mechanical Design I	3 hrs.					
<b>RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):</b>						
MST 291 (1-3) Special Problems	1-3 hrs.					
<b>TOTAL HOURS:</b>	<b>45 HRS.</b>					
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 45</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

Rev. 2023

# Career-Technical Education Associate of Applied Science Degree Plan

## PRECISION MANUFACTURING TECH. PROGRAM CHECK SHEET | MATT Major | CIP Code: 48.0501

Precision Manufacturing and Machining Technology is a program of study that instructs its students in making computation relating to working dimensions, tooling, feeds and speeds of machinery. Instruction in the laboratory is provided in the use of lathes, shapers, milling machine, grinders; the use of precision measuring instruments such as layout tools, micrometers, and gauges; methods of machining and heat treating and testing of various metals; and the reading of blueprint parts. Advanced training is available in technical mathematics, mechanical drawing, industrial psychology, safety, and shop management.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements.

		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
<b>REQUIRED COURSES:</b>						
<b>FIRST SEMESTER FRESHMAN</b>						
MST 1114 Power Machinery I	4 hrs.					
MST 1313 Machine Tool Math	3 hrs.					
DDT 1313 Computer Aided Design I	3 hrs.					
DDT 1513 Blueprint Reading	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
MST 1124 Power Machinery II	4 hrs.					
MST 1423 Advanced Blueprint Reading	3 hrs.					
MST 1613 Precision Layout	3 hrs.					
MST 2714 Computer Numerical Control Opr. I	4 hrs.					
DDT 1163 Engineering Graphics	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
MST 2134 Power Machinery III	4 hrs.					
MST 2144 Power Machinery IV	4 hrs.					
MST 2724 Computer Numerical Control Opr. II	4 hrs.					
DDT 1173 Mechanical Design I	3 hrs.					
<b>SECOND SEMESTER SOPHOMORE</b>						
ENG 1113 Comp I	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
Math/Natural Science Elective	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
SPT/COM 1113 Public Speaking I	3 hrs.					
<b>RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):</b>						
MST 291 (1-3) Special Problems	1-3 hrs.					
MST 2923 Supervised Work Experience	3 hrs.					
<b>TOTAL HOURS:</b>	<b>60 HRS.</b>					
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> <b>60</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

## Career-Technical Education Technical Certificate Degree Plan

### PRECISION MANUFACTURING TECH. PROGRAM CHECK SHEET | MATO Major | CIP Code: 48.0501

Precision Manufacturing and Machining is a program of study that instructs its students in making computation relating to working dimensions, tooling, feeds, and speeds of machinery. Instruction in the laboratory is provided in the use of lathes, shapers, milling machine, grinders; the use of precision measuring instruments such as layout tools, micrometers, and gauges; methods of machining and heat treating and testing of various metals; and the reading of blueprint parts. Advanced training is available in technical mathematics, mechanical drawing, industrial psychology, safety, and shop management.

#### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9<sup>th</sup> grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__
<b>FIRST SEMESTER FRESHMAN</b>				
MST 1313 Machine Tool Math	3 hrs.			
MST 1114 Power Machinery I	4 hrs.			
DDT 1313 Computer Aided Design I	3 hrs.			
DDT 1513 Blueprint Reading	3 hrs.			
<b>SECOND SEMESTER FRESHMAN</b>				
MST 1124 Power Machinery II	4 hrs.			
MST 1613 Precision Layout	3 hrs.			
MST 1423 Advanced Blueprint Reading	3 hrs.			
MST 2714 Computer Numerical Control Opr. I	4 hrs.			
DDT 1163 Engineering Graphics	3 hrs.			
<b>RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):</b>				
MST 291 (1-3) Special Problems	1-3 hrs.			
<b>TOTAL HOURS:</b>	<b>30 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 30</b>			
	<b>Advisor Initials</b>			
	<b>Date</b>			

Rev. 2023

## Career-Technical Education Technical Certificate Degree Plan

### WELDING PROGRAM CHECK SHEET | WELD Major | CIP Code: 48.0508

Welding is a program of study designed to develop skills in various methods of welding. During the first semester, the student is taught the use of the arc welder, oxyacetylene torch, and plasma arc cutter. Classroom instruction is also received in blueprint reading, welding metallurgy, welding theory, and types of welding machines. During the second semester, students are taught the use of mig welder and tungsten inert gas techniques on both ferrous and non-ferrous materials. In addition, students are taught flux core arc welding (in all positions) as well as welding inspection and testing principles.

		Prev. Taken	FALL 20__	SPRING 20__
<b>REQUIRED COURSES:</b>				
<b>FIRST SEMESTER FRESHMAN</b>				
WLT 1115 Shield Metal Arc Welding I	5 hrs.			
WLT 1173 Introduction to Welding and Safety	3 hrs.			
WLT 1225 Shield Metal Arc Welding II	5 hrs.			
WLT 1313 Cutting Processes	3 hrs.			
<b>SECOND SEMESTER FRESHMAN</b>				
WLT 1124 Gas Metal Arc Welding	4 hrs.			
WLT 1135 Gas Tungsten Arc Welding	5 hrs.			
WLT 1143 Flux Cored Arc Welding	3 hrs.			
WLT 1232 Blueprint Reading, Welding and Metallurgy	2 hrs.			
<b>RECOMMENDED ELECTIVES:</b>				
WLT 1913 Special Problems <b>OR</b> WLT 1923 Supervised Work Experience	3 hrs.			
<b>TOTAL HOURS:</b>	<b>30 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 30</b>			
	<b>Advisor Initials</b>			
	<b>Date</b>			

Rev. 2023

## CAREER-TECHNICAL COURSES

### AGRICULTURAL BUSINESS AND MANAGEMENT TECHNOLOGY (AGR/AGT)

#### *OPTIONS: FIELD CROPS & PRECISION AGRICULTURE*

**AGR 1112. SURVEY OF AGRICULTURE.** An introductory course covering the general functions, organization, and operation of the agriculture sector in both national and international settings. (Lecture, 2 hrs.)

**AGR 1214. ANIMAL SCIENCE.** Fundamental principles and practical application of livestock, dairy, and poultry science. Origin, history, characteristics, market classes, and grades of the major breeds of livestock and poultry. (Lecture, 3 hrs.; Lab, 2 hrs.)

**AGR 1313. PLANT SCIENCE.** Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops. (Lecture, 2 hrs.; Lab, 2 hrs.)

**AGR 2314. BASIC SOILS.** A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included. (Lecture, 3 hrs.; Lab, 2hrs.)

**AGR 2413. FARM MANAGEMENT.** Decision making in the organization and operation of the farm business. Basic principles of the farm management, including records, finance, taxation and budgeting. (Lecture, 2 hrs.; Lab, 2 hrs.)

**AGR 2713. PRINCIPLES OF AGRICULTURAL ECONOMICS.** Economic principles applied to production, value, prices, credit, taxation, land tenure, marketing, international trade, and related problems affecting agriculture. (Lecture, 3 hrs.)

**AGT 1163. SPATIAL INFORMATION SYSTEMS.** This course provides an overview of spatial information concepts and the tools of spatial information systems (GPS, GIS, VRT, and Remote Sensing). Students will recognize the impact this technology has on our lives in the present as well as the future. Students will research career opportunities as they relate to these emerging technologies and the basic concepts under which spatial information functions. (Lecture, 3 hrs.)

**AGT 1254. GEOSPATIAL DATA COLLECTION.** A course to introduce students to the general principles of (GHSS) Global Navigation Satellite Systems, their use, realized and potential value in agriculture. Upon completion, the student will be able to competently acquire, import, export, and manipulate geo-referenced data. The student will also be able to perform basic troubleshooting task, grasp concepts of spatial variability, and understand projections. (Lecture, 3 hrs.; Lab, 2 hrs.) Prerequisite: Consent of instructor.

**AGT 1354. REMOTE SENSING.** This course provides an overview of remote sensing technologies for agricultural management. The course emphasizes basic concepts, satellite-based, airborne, and

ground-based sensing methods. Digital image interpretation and analysis will be a major component. The student will understand how remote sensing is used with spatial information and variable rate technologies for precision agricultural management. (Lecture, 3 hrs.; Lab, 2 hrs.) Prerequisites: basic understanding of computer graphics and mathematics.

**AGT 1513. PRINCIPLES OF AGRICULTURAL MARKETING.** An introduction to the general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of futures contracts. (Lecture, 3 hrs.)

**AGT 2154. GEOGRAPHIC INFORMATION SYSTEMS I.** This course is an overview of applications of Geographic Information Systems. Commercial software is used to cover user interface, views, themes, tables, and layouts. Basic functions of building, editing, querying, and spatial analysis of layers and databases will be reviewed. Hands on exercises will encompass several disciplines and will include mobile GIS applications. (Lecture, 3 hrs.; Lab, 2 hrs.). Prerequisites: CPT 1324 or consent of instructor.

**AGT 2164. VARIABLE RATE TECHNOLOGY.** An introductory course on basic principles of variable rate technology (site-specific technology, precision farming technology). This course will provide instruction on: the importance of variable rate technology; data collection techniques for variable rate applications; development of prescription application maps; and components, calibration, installation, and troubleshooting of variable rate equipment. (Lecture, 3 hrs.; Lab 2 hrs.) Prerequisites: GPS, GIS, SIS, MAT 1313, CPT 1324.

**AGT 2174. AGRICULTURAL GEOGRAPHIC INFORMATION SYSTEMS.** This course reviews several agricultural Geographic Information Systems, including the use of spatial data and spatial analysis for recording keeping, modeling, and management of an agronomic ecosystem. (Lecture, 3 hrs.; Lab, 2 hrs.). Prerequisites: GIS I or consent of instructor.

**AGT 2373. FIBER AND OILSEED CROPS.** This course is a study of crop production techniques including tillage, planting, pest control, and physical marketing practices for cotton, peanuts, and soybeans. (Lecture, 2 hrs.; Lab, 2 hrs.). Prerequisite: AGR 1313 or BIO 1313.

**AGT 2383. GRAIN CROPS.** This course is a study of grain production techniques including tillage, planting, pest control, and physical marketing practices for grain crops. Crops included are corn, milo, rice, and wheat. (Lecture, 2 hrs.; Lab, 2 hrs.). Prerequisite: AGR 1313 or BIO 1313.

**AGT 2413. WEED CONTROL.** A course to provide students with information and skills for controlling plant pests in agricultural crops. This course includes instruction in the use and application of chemicals for weed control. (Lecture, 2 hrs.; Lab, 2 hrs.). Prerequisite: AGR 1313 or BIO 1313.

**AGT 2434. CROP MANAGEMENT ZONES.** The focus of this course will be on the identification and management of production zones within crop fields. This course will provide students a working knowledge of geo-spatial tools and remote imaging techniques to identify regions of distinction

within a field and methods to develop management strategies to maximize economic gains for cropping systems. The course will introduce the use of various decision support tools available for crop management, including GIS and crop models. (Lecture, 3 hrs.; lab, 2 hrs.) Prerequisites: AGR 1313, SIS.

**AGT 2463. INSECTS AND CONTROLS.** A course to provide instruction and training in techniques of control of insect pests. This includes instruction in the safe and proper use of chemical and other control methods. (Lecture, 2 hrs.; Lab, 2 hrs.) Prerequisite: AGR 1313 or BIO 1313.

**AGT 2474. SITE SPECIFIC PEST MANAGEMENT.** This course provides instruction and training in conventional and site-specific techniques used in control of agricultural pests including insects, diseases, weeds, and nematodes. Students will use pest management techniques and tools including spatial information systems to evaluate impact of pest injury and costs associated with control. Students will learn how variable rate technologies are applied in the field for site-specific pest management. (Lecture, 3 hrs.; lab, 2 hrs.). Prerequisites: GPS, GIS I, CMC, AGR 1313, or consent of instructor.

**AGT 2564. AGRICULTURAL MACHINERY AND SHOP MANAGEMENT.** A comprehensive course studying the operation and management of farm power machinery, shop repairs, and maintenance. (Lecture, 3 hrs.; Lab, 2 hrs.)

**AGT 2913. SPECIAL PROBLEM IN AGRICULTURAL BUSINESS AND MANAGEMENT TECHNOLOGY.** This course is designed to provide students with an opportunity to utilize skills and knowledge gained in other Agricultural Business and Management courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (Lecture, 1-3 hrs.; Lab 2-6 hrs.) Prerequisites: Sophomore standing in Agricultural Business and Management Technology or instructor approval.

**AGT 2923. SUPERVISED AGRICULTURAL EXPERIENCE.** This internship course provides actual work experience in an agriculture business under the direction of the employer and the instructor. (Lecture, 1-3 hrs.; Lab 2-6 hrs.) Prerequisites: Sophomore standing in Agricultural Business and Management Technology or instructor approval.

### **AUTOMOTIVE MECHANICS (ATT)**

**ATT 1124. BASIC ELECTRICAL/ELECTRONIC SYSTEMS.** This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. (Lecture, 2 hrs.; Lab, 4 hrs.)

**ATT 1134. ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS.** This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. (Lecture, 2 hrs.; Lab, 4 hrs.)



**ATT 1214. BRAKES.** A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. (Lecture, 2 hrs.; Lab, 4 hrs.)

**ATT 1314. MANUAL DRIVE TRAINS/TRANSAXLES.** This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV-joints, differentials, and other components. (Lecture, 2 hrs.; Lab, 4 hrs.)

**ATT 1424. ENGINE PERFORMANCE I.** This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction, diagnosis, and correction of problems associated with in these areas. (Lecture, 2 hrs.; Lab, 4 hrs.)

**ATT 1715. ENGINE REPAIR.** This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. (Lecture, 2 hrs.; Lab, 6 hrs.)

**ATT 1812. INTRODUCTION, SAFETY, AND EMPLOYABILITY SKILLS.** This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. (Lecture, 2 hrs.)

**ATT 2325. AUTOMATIC TRANSMISSIONS/TRANSAXLES.** This is a course designed to provide skills and knowledge related to the diagnosis of automotive type automatic transmissions and transaxles. Includes instruction and practice in testing, inspecting, and repair of these devices. (Lecture, 3 hrs.; Lab 4 hrs.)

**ATT 2334. STEERING AND SUSPENSION SYSTEMS.** This is a course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. (Lecture 2 hrs.; Lab 4 hrs.)

**ATT 2434. ENGINE PERFORMANCE II.** This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated with these areas. (Lecture, 2 hrs.; Lab, 4 hrs.)

**ATT 2444. ENGINE PERFORMANCE III.** This is a course designed to provide advanced skills and knowledge related to the emissions control system and engine related service. It includes instruction, diagnosis, and correction of problems associated with in these areas. (Lecture, 2 hrs.; Lab, 4 hrs.)

**ATT 2614. HEATING AND AIR CONDITIONING.** This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of air conditioning system components, and control systems. (Lecture, 2 hrs.; Lab, 4 hrs.)

**ATT 291(1-4). SPECIAL PROBLEM I IN AUTOMOTIVE TECHNOLOGY.** A basic course to provide students with an opportunity to utilize basic skills and general knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish a criteria for completion of the project. (Lab, 4 hrs.) Prerequisites: Consent of the instructor.

**ATT 293(1-6). SPECIAL PROBLEM II IN AUTOMOTIVE TECHNOLOGY.** A continuation of Special Problem I in Automotive Technology. An advanced course to provide students with an opportunity to utilize advanced skills and specific knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (Lab, 6 hrs.)

### **BUSINESS AND OFFICE TECHNOLOGY (BOT)**

**BOT 1013. INTRODUCTION TO KEYBOARDING.** This course provides an introduction to keyboarding skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. (Lecture, 2 hrs.; Lab, 2 hrs.)

**BOT 1233. MICROSOFT WORD I.** This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft Word functions. (Lecture, 2 hrs.; Lab, 2 hrs.)

**BOT 1243. MICROSOFT WORD II.** This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skill building. (Lecture, 2 hrs.; Lab, 2 hrs.)

**BOT 1313. APPLIED BUSINESS MATH.** This course is designed to develop competency in mathematics for business use. (Lecture, 2 hrs.; Lab, 2 hrs.)

**BOT 1433. BUSINESS ACCOUNTING.** This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. (Lecture, 2 hrs.; Lab, 2 hrs.)

**BOT 1443. ADVANCED BUSINESS ACCOUNTING.** Business Accounting with emphasis in advanced accounting topics. Prerequisite: Business Accounting (BOT 1433). (Lecture, 2 hrs.; Lab, 2 hrs.)

**BOT 1453. INTRODUCTION TO BUSINESS MANAGEMNT.** Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of ‘mini’ presentations related to each of the topics, delivered by different types of business managers and guest speakers. (Lecture, 3 hrs.)

**BOT 1493. SOCIAL MEDIA MANAGEMENT.** This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, video-sharing sites, podcasts, widgets, virtual worlds, and more. (Lecture, 3 hrs.)

**BOT 1763. COMMUNICATION ESSENTIALS.** This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. (Lecture, 2 hrs.; Lab 2 hrs.)

**BOT 1823. MICROSOFT EXCEL I.** This course focuses on the application Microsoft Excel as an aid to management decision making. (Lecture, 2 hrs.; Lab, 2 hrs.)

**BOT 1853. MICROSOFT EXCEL II.** This course is a continuation of Microsoft Excel I and focuses on advanced functions and applications of the software. (Lecture, 2 hrs.; Lab, 2 hrs.)

**BOT 2183. CAREER READINESS.** This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. (Lecture, 2 hrs.; Lab, 2 hrs.)

**BOT 2233. HUMAN RESOURCE MANAGEMENT.** This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. (Lecture, 3 hrs.)

**BOT 2333. MICROSOFT ACCESS.** This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access. (Lecture, 2 hrs.; Lab, 2 hrs.)

**BOT 2423. INCOME TAX ACCOUNTING.** This course introduces tax accounting including federal income tax laws and report preparation. (Lecture, 3 hrs.) Prerequisite: Business Accounting (BOT 1433).

**BOT 2433 QUICKBOOKS.** This course applies basic accounting principles using QuickBooks®. (Lecture, 2 hrs.; Lab, 2 hrs.) Prerequisite: Business Accounting (BOT 1433).

**BOT 2463. PAYROLL ACCOUNTING.** This course provides an in-depth study of payroll accounting. (Lecture, 2 hrs.; Lab, 2 hrs.) Prerequisite: Business Accounting (BOT 1433).

**BOT 2473. COST ACCOUNTING.** This course provides an in-depth study of cost accounting for manufacturing business. (Lecture, 3 hrs.) Prerequisite: Business Accounting (BOT 1433).

**BOT 2613. ENTREPRENEURIAL PROBLEM SOLVING.** This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and project and surveys of current business practices. (Lecture, 3 hrs.)

### **COMPUTER NETWORKING TECHNOLOGY (IST)**

**IST 1124. IT FOUNDATIONS.** This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for information technology (IT) professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. (Lecture, 2 hr.; Lab 4 hrs.)

**IST 1134. FUNDAMENTALS OF DATA COMMUNICATION.** This course presents basic concepts of Internet protocol (IP) telephony, local area networks, wide area networks, data transmission, and topology methods. (Lecture, 2 hr.; Lab 4 hrs.)

**IST 1143. PRINCIPLES OF INFORMATION SECURITY.** This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. (Lecture, 2 hr.; Lab 2 hrs.)

**IST 1163. DATABASE AND SQL CONCEPTS.** This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. (Lecture, 2 hr.; Lab 2 hrs.)

**IST 1223. NETWORK COMPONENTS.** This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. (Lecture, 2 hr.; Lab 2 hrs.)

**IST 1244. NETWORK ADMINISTRATION USING MICROSOFT WINDOWS SERVER.** This course focuses on the management of a computer network using the Microsoft© Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. (Lecture, 2 hr.; Lab 4 hrs.)

**IST 1254. NETWORK ADMINISTRATION USING LINUX.** This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. (Lecture, 2 hr.; Lab 4 hrs.)

**IST 2223. NETWORK PLANNING AND DESIGN.** This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. (Lecture, 1 hr.; Lab 4 hrs.)

**IST 2533. IT PROJECT MANAGEMENT.** In this course, students develop proficiency in using and customizing a project timeline for IT implementation. (Lecture, 1 hr.; Lab 4 hrs.)

### **CONSTRUCTION EQUIPMENT OPERATION (CEV)**

**CEV 1212. SAFETY I.** Personal safety, fire safety, and rules of safety of each machine to include pre-start, operational, post-operation, and traffic. (Lecture, 1 hr.; Lab 2 hrs.)

**CEV 1222. SAFETY II.** Pedestrian safety, safety communications, and safety procedures in working near utilities. (Lecture, 1 hr.; Lab 2 hrs.)

**CEV 1313. SERVICE AND PREVENTIVE MAINTENANCE I.** Characteristics of oils and greases, fuel handling procedures, and performing minor mechanical maintenance. Practice includes servicing a fuel filter system and changing engine oil. (Lecture, 2 hrs.; Lab, 2 hrs.)

**CEV 1323 SERVICE AND PREVENTIVE MAINTENANCE II.** Lubrication procedures; servicing air filters; servicing cooling systems; servicing hydraulic systems; and installation, removal and storage of batteries. (Lecture, 2hrs.; Lab, 2 hrs.)

**CEV 1416. EQUIPMENT OPERATION I.** Operation of the backhoe, scraper and grader. Includes operating the controls and basic skills performed with each machine and performing assignments by verbal and written instructions. (Lecture, 1 hr.; Lab, 10 hrs.)

**CEV 1426. EQUIPMENT OPERATION II.** Operation of the dozer, loader and excavator. Includes the controls and basic skills performed with each machine and completing assignments by verbal and written instructions. (Lecture, 1 hr.; Lab, 10 hrs.)

**CEV 1514. GRADE WORK I.** Setting and checking of grade stakes which are used on job sites. Instruction and practice of transferring elevations are also included. (Lecture, 1 hr.; Lab, 6 hrs.)

**CEV 1524. GRADE WORK II.** Additional instruction and practice regarding the setting and checking grades. Also, instruction and practice on the compaction of various materials. (Lecture, 1 hr.; Lab, 6 hrs.)

## CULINARY ARTS

**CUT 1114. CULINARY PRINCIPLES I.** Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (Lecture, 2 hrs.; Lab, 4 hrs.)

**CUT 1124. CULINARY PRINCIPLES II.** This course offers advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. (Lecture, 2 hrs.; Lab, 4 hrs.)

**CUT 1134. PRINCIPLES OF BAKING.** This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. (Lecture, 2 hrs.; Lab, 4 hrs.)

**CUT 1513. GARDE MANGER.** This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It explores the various duties of the modern garde manger. (Lecture, 2 hrs.; Lab, 2 hrs.)

**CUT 2223. MENU PLANNING AND FACILITIES DESIGN.** The principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations schedules, and profitability. (Lecture, 3 hrs.)

**CUT 2314. AMERICAN REGIONAL CUISINE.** This exploration of the American Cuisine concept emphasizing freshness, seasonality, nutrition, indigenous ingredients, and presentation. It is a thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. (Lecture, 2 hrs.; Lab, 4 hrs.)

**CUT 2424. INTERNATIONAL CUISINE.** This course is a study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology. (Lecture, 2 hrs.; Lab, 4 hrs.)

**CUT 292(1-6). SUPERVISED WORK EXPERIENCE IN CULINARY ARTS TECHNOLOGY.** This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour 45 industrial contact hours. (Externship, 3- 18 hrs.)

**HRT 1123. INTRODUCTION TO THE HOSPITALITY AND TOURISM INDUSTRY.** This course is designed as an introduction to the hospitality and tourism industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. (Lecture, 3 hrs.)

**HRT 1213. SANITATION & SAFETY.** This course covers basic principles of microbiology, sanitation, and safety procedures for a food service operation. Implementation of sanitation procedures, cost

control, and risk reduction standards in a hospitality operation are covered. (Lecture, 3 hrs.)

**HRT 1224. RESTAURANT AND CATERING OPERATIONS.** This course focuses on principles of organizing, managing food and beverage facilities, along with catering operations. (Lecture, 4 hrs.)

**HRT 2613. HOSPITALITY SUPERVISION.** This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training and evaluation methods. (Lecture, 3 hrs.)

**HRT 2623. HOSPITALITY HUMAN RESOURCE MANAGEMENT.** This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (Lecture, 3 hrs.)

**HRT 2713. MARKETING HOSPITALITY SERVICES.** This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets, and developing marketing plans for hospitality and tourism operations. (Lecture, 3 hrs.)

### **DRAFTING AND DESIGN TECHNOLOGY (DDT)**

**DDT 1163. ENGINEERING GRAPHICS.** This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. (Lecture, 1 hr.; Lab, 4 hrs.)

**DDT 1173. MECHANICAL DESIGN I.** Students will utilize techniques of modeling to create machine specific drawings. The course emphasizes methods, techniques, and procedures (in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other industry procedures used in mechanical design. (Lecture, 1 hr.; Lab, 4 hrs.)

**DDT 1183. TECHNICAL MATH.** This course focuses on the study of computational skills required for the development of accurate design and drafting methods. (Lecture, 3 hrs.)

**DDT 1213. CONSTRUCTION STANDARDS AND MATERIALS.** Physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. (Lecture, 2 hrs.; Lab, 2 hrs.)

**DDT 1313. COMPUTER AIDED DESIGN I.** Basic operating system and drafting skills on CAD. (Lecture, 2 hrs.; Lab, 2 hrs.)

**DDT 1323. COMPUTER AIDED DESIGN II.** Continuation of Computer Aided Design I (DDT 1313). Subject areas include dimensioning, sectional views, and symbols. (Lecture, 2 hrs.; Lab, 2 hrs.) Prerequisites: DDT 1313.

**DDT 1413. ELEMENTARY SURVEYING.** Basic course dealing with principles of geometry, theory, and use of instruments, mathematical calculations, and the control and reduction of errors. (Lecture, 1 hr.; Lab, 4 hrs.)

**DDT 1613. ARCHITECTURAL DESIGN I.** This course is a study and development of architectural design principles for a residential structure. (Lecture, 1 hr.; Lab, 4 hrs.) Prerequisites: DDT 1114, DDT 1313.

**DDT 2153. CIVIL PLANNING AND DESIGN.** This course deals with the development of civil planning and design processes. (Lecture, 1 hr.; Lab, 4 hrs.)

**DDT 2213. STRUCTURAL DRAFTING I.** Structural section, terms, and conventional abbreviations and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing (steel concrete and wood). Students will utilize 2D or 3D software. (Lecture, 1 hr.; Lab, 4 hrs.) Prerequisites: DDT 1313.

**DDT 2243. COST AND ESTIMATING.** Preparation of material and labor quantity surveys from actual working drawings and specifications. (Lecture, 2 hrs.; Lab, 2 hrs.) Prerequisite: DDT 1213.

**DDT 2373. 3D MODELING.** This course will emphasize the user coordinate system and 3-D modeling. (Lecture, 1 hr.; Lab, 4 hrs.)

**DDT 2523. PIPE DRAFTING.** Instruction in the basic knowledge needed to create process piping drawings using individual piping components. (Lecture, 2 hrs.; Lab, 2 hrs.) Prerequisite: DDT 1114.

**DDT 2623. ARCHITECTURAL DESIGN II.** Emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer-aided design assignments, (Lecture, 2 hrs.; Lab, 2 hrs.) Prerequisite: DDT 1613.

**DDT 2913. SPECIAL PROJECT.** Practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (Lab, 6 hrs.) Prerequisite: Consent of instructor.

### **HEATING AND AIR CONDITIONING (ACT/ACV)**

**ACT 1003. INTRODUCTION TO HEATING AND AIR CONDITIONING TECHNOLOGY.** This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. (Lecture, 2 hrs.; Lab, 2 hrs.)



**ACT 1124. BASIC COMPRESSION REFRIGERATION.** This course includes an introduction to the field of refrigeration and air-conditioning. Emphasis is placed on trade math, thermodynamics, and heat transfer. (Lecture, 2 hrs.; Lab, 4 hrs.)

**ACT 1133. BRAZING AND PIPING.** This course includes various tools and pipe connecting techniques. This course includes specialized tools and test equipment required in heating, ventilation, air-conditioning, and refrigeration. (Lecture, 2 hrs.; Lab 2 hrs.)

**ACT 1213. CONTROLS.** This course includes fundamentals of gas, fluid, electrical, and programmable controls. (Lecture, 1 hr.; Lab 4 hrs.)

**ACT 1313. REFRIGERATION SYSTEMS COMPONENTS.** This course includes an in-depth study of components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. (Lecture 2 hr.; Lab, 2 hrs.)

**ACT 1713. ELECTRICITY FOR HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION.** This course includes basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. (Lecture, 2 hrs.; Lab 2 hrs.)

**ACT 2323. COMMERCIAL REFRIGERATION.** This course includes a study of various commercial refrigeration systems. This course also includes installation, servicing, and maintaining systems. (Lecture, 1 hr.; Lab, 4 hrs.)

**ACT 2415. HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION I.** This course includes residential air-conditioning including indoor air quality. This course includes modules on basic maintenance, air quality equipment, troubleshooting cooling, and troubleshooting gas heating. (Lecture, 3 hrs.; Lab, 4 hrs.)

**ACT 2425. HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION II.** This course includes a continuation of Heating, Ventilation, and Air Conditioning I with modules related to introduction to hydronic systems, troubleshooting heat pumps, and troubleshooting accessories. This course includes a continuation of Heating, Ventilation, and Air Conditioning I with modules related to introduction to hydronic systems, troubleshooting heat pumps, and troubleshooting accessories. (Lecture, 1 hr.; Lab, 6 hrs.)

**ACT 2433. REFRIGERANT, RETRO FIT, AND REGULATIONS.** This course includes regulations and standards for new retrofit and government regulations. This course includes EPA regulations as well as local and state codes. (Lecture, 2 hrs.; Lab, 2 hrs.)

**ACT 2514. HEATING SYSTEMS.** This course includes various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. (Lecture, 2 hrs.; Lab 4 hrs.)

**ACT 2624. HEAT LOAD AND AIR PROPERTIES.** This course includes a continuation of Heating, Ventilation, and Air Conditioning I with modules related to introduction to hydronic systems, troubleshooting heat pumps, and troubleshooting accessories. (Lecture, 2 hrs.; Lab, 4 hrs.)

**ACT 291(1-4). SPECIAL PROJECT IN HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY.** This course is designed to provide the student with practical application of skills and knowledge gained in this program. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (Lab, 2 – 8 hrs.)

**ACT 292(1-6). SUPERVISED WORK EXPERIENCE IN HEATING AND AIR CONDITIONING.** This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (Externship, 3 – 18 hrs.) Prerequisite: Consent of instructor and the completion of at least twelve hours in the program's core curriculum.

### **ELECTRICAL TECHNOLOGY (ELT)**

**ELT 1113. RESIDENTIAL WIRING.** This course includes the advanced skills related to the wiring of single and multifamily buildings. Includes instruction and practice in service-entrance installation, National Electrical Code® requirements, and specialized circuits. (Lecture, 1 hr.; Lab, 4 hrs.)

**ELT 1123. COMMERCIAL AND INDUSTRIAL WIRING.** This course provides instruction and practice in the installation of commercial electrical services including the types of conduit and other raceways, National Electrical Code® requirements, and three-phase distribution networks. (Lecture, 1 hr.; Lab, 4 hrs.)

**ELT 1133. INTRODUCTION TO THE NATIONAL ELECTRIC CODE.** The course is designed to place emphasis on developing the student's ability to locate, interpret, and properly apply information in the National Electrical Code® in real-world applications. (Lecture, 2 hrs.; Lab, 2 hrs.)

**ELT 1143. AC AND DC CIRCUITS FOR ELECTRICAL TECHNOLOGY.** Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. (Lecture, 1 hr.; Lab, 4 hrs.)

**ELT 1163. DRAFTING FOR ELECTRICAL TECHNOLOGY.** This course provides a study of the computational skills required for the development of accurate design and drafting methods used in the electrical technology profession. (Lecture, 1 hr.; Lab, 4 hrs.)

**ELT 1192. FUNDAMENTALS OF ELECTRICITY.** This course is designed to introduce fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included. (Lecture, 1 hr.; Lab, 2 hrs.)

**ELT 1213. ELECTRICAL POWER.** This course provides information on electrical motors and their installation. Instruction and practice in using the different types of electrical motors, transformers, and alternators. (Lecture, 2 hrs.; Lab, 2 hrs.)

**ELT 1223. MOTOR MAINTENANCE AND TROUBLESHOOTING.** This course includes the principles and practice of electrical motor repair. Topics on the disassembly/assembly and preventive maintenance of common electrical motors are discussed. (Lecture, 2 hrs.; Lab, 2 hrs.)

**ELT 1253. BRANCH CIRCUIT AND SERVICE ENTRANCE CALCULATIONS.** The course is designed to teach students the calculations of circuit sizes for all branch circuits and service entrances in all electrical installation. Proper use of the National Electrical Code® will be required. (Lecture, 2 hrs.; Lab, 2 hrs.)

**ELT 1263. ELECTRICAL DRAWINGS & SCHEMATICS.** This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints and schematic diagrams. Prints and drawings associated with electrical wiring will be studied. (Lecture, 1 hr.; Lab, 4 hrs.)

**ELT 1273. SWITCHING CIRCUITS FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL APPLICATIONS.** This course provides an introduction to various methods by which switches and control devices are installed. It includes installation and operation of residential/commercial automation systems. (Lecture, 2 hrs.; Lab, 2 hrs.)

**ELT 1413. MOTOR CONTROL SYSTEMS.** This course includes the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. (Lecture, 1 hr.; Lab, 4 hrs.)

**ELT 1614. PRINCIPLES OF HYDRAULICS AND PNEUMATICS.** Instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (Lecture, 1 hr.; Lab, 6 hrs.)

**ELT 2113. EQUIPMENT MAINTENANCE, TROUBLESHOOTING, AND REPAIR.** This course includes maintenance and troubleshooting techniques, practice in the use of technical manuals and test equipment, and training in inspection/evaluation/repair of equipment. (Lecture, 1 hr.; Lab, 4 hrs.)

**ELT 2424. SOLID STATE MOTOR CONTROLS.** This course provides knowledge of the principles and operation of solid state motor controls and variable frequency drives. The design, installation, and maintenance of different solid state devices for motor control will be introduced. (Lecture, 2 hrs.; Lab, 4 hrs.)

**ELT 2613. PROGRAMMABLE LOGIC CONTROLLERS.** This course provides instruction in the use of programmable logic controllers (PLCs) in modern industrial settings. The operating principles, installation, and basic programming of PLCs will be covered. (Lecture, 2 hrs.; Lab, 2 hrs.)

**ELT 291(1-3) SPECIAL PROJECTS I.** Practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. (Lab, 2 – 6 hrs.)

**ELT 292(1-6). SUPERVISED WORK EXPERIENCE I.** This course is a cooperative program between industry and education that is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester credit hour per 45 industrial contact hours. Prerequisite: Consent of instructor and the completion of at least twelve hours in this program's core curriculum.

**ELT 293(1-3) SPECIAL PROJECTS II.** This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (Lab, 2 – 6 hrs.) Prerequisite: Consent of instructor.

**ELT 294(1-6). SUPERVISED WORK EXPERIENCE II.** Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. (Externship, 3 – 18 hrs.) Prerequisite: Consent of instructor and the completion of at least twelve hours in this program's core curriculum.

### **INDUSTRIAL MAINTENANCE TECHNOLOGY (IMM)**

**IMM 1113. INDUSTRIAL MAINTENANCE CORE AND SAFETY.** This course includes basic safety, introduction to construction math, introduction to hand and power tools, blueprint drawings, and employability and communications. (Lecture, 2 hrs.; Lab, 2 hrs.)

**IMM 1153. ELECTRICAL AND INSTRUMENTATION LEVEL I.** This course includes Industrial Safety, Introduction to the National Electric Code, Electrical Theory, Alternating Current, E&I Test Equipment, and Flow, Pressure, Level, and Temperature. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (Lecture, 2 hrs.; Lab, 2 hrs.)

**IMM 1164. ELECTRICAL AND INSTRUMENTATION LEVEL II.** This course includes process mathematics, hand bending, tubing, clean purge, and test tubing and piping systems, instrument drawings and documents (part one), conductors and cables, and conductors terminations and splices. (Lecture, 2 hr.; Lab, 4 hrs.)

**IMM 1213. INTRODUCTION TO INDUSTRIAL MAINTENANCE.** This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. (Lecture, 1 hrs.; Lab, 4 hrs.)

**IMM 1243. MECHANICAL AND INDUSTRIAL MAINTENANCE I.** This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. (Lecture, 1 hr.; Lab, 4 hrs.)

**IMM 1254. MECHANICAL AND INDUSTRIAL MAINTENANCE II.** This course includes advanced setting baseplates and pre-alignment, conventional alignment, installing belt and chain drives, and installing mechanical seals. (Lecture, 2 hrs.; Lab, 4 hrs.)

**IMM 1314. PRINCIPLES OF HYDRAULICS AND PNEUMATICS.** Instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (Lecture, 2 hr.; Lab, 4 hr.)

**IMM 1324. MOTOR CONTROL SYSTEMS.** This course includes the Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. (Lecture, 2 hrs.; Lab, 2 hrs.)

**IMM 1734. MAINTENANCE WELDING AND METALS.** This course includes different metals and their properties and in basic SMAW welding and oxy-fuel cutting and brazing. (Lecture, 1 hr.; Lab, 6 hrs.)

**IMM 1922. SUPERVISED WORK EXPERIENCE IN INDUSTRIAL MAINTENANCE MECHANICS.** This course is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 internship hours. (Externship – 9 hrs.)

**IMM 1813. INDUSTRIAL ELECTRICITY LEVEL I.** Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. Instructor for this course must be certified as an NCCER Instructor if administering the certification. (Lecture, 2 hr.; Lab, 2 hrs.)

**IMM 1913. SPECIAL PROJECTS IN INDUSTRIAL MAINTENANCE MECHANICS.** Practical applications of skills and knowledge gained in other Industrial Maintenance Mechanics courses. The instructor works closely with the student to ensure that the selection of a special project enhances the learning experience. (Lecture, 0 hr.; Lab, 6 hrs.)

**IMM 1933. MANUFACTURING SKILLS BASIC.** Manufacturing Skills is the initial course designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The course covers 5 major areas of knowledge that are considered critical for employment in a high-performance manufacturing company. The topics covered include: Basic Computer Literacy, Safety and CPR, Blueprint Reading, Precision Measurement, and an introduction to manufacturing improvement methods that covers Lean Manufacturing, Quick Changeover, 5S, Teamwork, and Problem-solving. (Lecture, 2 hrs.; Lab, 2 hrs.)

**IMM 2214. ADVANCED ELECTRICAL INDUSTRIAL MAINTENANCE.** This course includes hazardous locations, electronic components, E & I drawings, motor controls, distribution equipment, transformer applications, and conductor selection and calculation. (Lecture, 2 hrs.; Lab, 4 hrs.)

**IMM 2223. ADVANCED MECHANICAL INDUSTRIAL MAINTENANCE.** This course includes temporary grounding, layout and installation of tubing and piping systems, machine bending of conduit, hydraulic controls, pneumatic controls, and motor-operated valves. (Lecture, 2 hrs.; Lab, 2 hrs.)

**IMM 2613. PROGRAMMABLE LOGIC CONTROLLERS.** This course includes of programmable logic controllers (PLCs) in modern industrial settings. This course also includes the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. (Lecture, 2 hrs.; Lab, 2 hrs.)

### **PRECISION MANUFACTURING AND MACHINING TECHNOLOGY (MST)**

**MST 1114. POWER MACHINERY I.** This course provides instruction of general shop safety as well as the operation of power machinery, which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. (Lecture, 2 hrs.; Lab, 6 hrs.)

**MST 1124. POWER MACHINERY II.** A continuation of Power Machinery I with emphasis on advanced applications of lathes, mills, and precision grinders. (Lecture, 2 hrs.; Lab, 6 hrs.)

**DDT 1163. ENGINEERING GRAPHICS.** This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. (Lecture, 1 hr.; Lab, 4 hrs.)

**DDT 1173. MECHANICAL DESIGN I.** Students will utilize techniques of modeling to create machine specific drawings. The course emphasizes methods, techniques, and procedures (in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other industry procedures used in mechanical design. (Lecture, 1 hr.; Lab, 4 hrs.)

**MST 1313. MACHINE TOOL MATHEMATICS.** An applied mathematics course designed for machinists that include instruction and practice in algebraic and trigonometric operations. (Lecture, 3 hrs.)

**DDT 1313. COMPUTER AIDED DESIGN I.** Basic operating system and drafting skills on CAD. (Lecture, 2 hrs.; Lab, 2 hrs.)

**MST 1423. ADVANCED BLUEPRINT READING.** A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections, views, and assembly components. (Lecture, 2 hrs.; Lab, 2 hrs.)

**DDT 1513. BLUEPRINT READING I.** Terms and definitions used in reading blueprints. Basic sketching, drawing, and dimensioning of objects will be covered. (Lecture, 2 hrs., Lab, 2 hrs.)

**MST 1613. PRECISION LAYOUT.** Precision layout for machining operations that includes instruction and practice in the use of layout instruments. (Lecture 2 hrs.; Lab, 2 hrs.)

**MST 2134. POWER MACHINERY III.** A continuation of Power Machinery II with emphasis on safety and advanced applications of the engine lathe, milling, and grinding machine. (Lecture, 2 hrs.; Lab, 6 hrs.)

**MST 2144. POWER MACHINERY IV.** A continuation of Power Machinery III with emphasis on highly advanced safe operations on the milling machine and engine lathe, as well as discussion of advanced machinery technologies (Lecture, 2 hrs.; Lab, 4 hrs.)

**MST 2714. COMPUTER NUMERICAL CONTROL OPERATIONS I.** An introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and command, and tooling requirements for CNC/CAM machines. (Lecture, 3 hrs.; Lab, 2 hrs.)

**MST 2724. COMPUTER NUMERICAL CONTROL OPERATIONS II.** A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs; machine setup and operation; and the use of CAM equipment to program and operate CNC machines (CNC lathes, CNC mills, CNC machine centers, and wire EDM). (Lecture, 2 hrs.; Lab, 4 hrs.)

**MST 2913. SPECIAL PROBLEM IN PRECISION MANUFACTURING AND MACHINING TECHNOLOGY.** Practical application of skills and knowledge gained in other Precision Manufacturing and Machining courses. The teacher works closely with the student to insure that the selection of a project will enhance the student's learning experience. (Lab, 6 hrs.) Prerequisite: Consent of instructor.

### **WELDING AND CUTTING PROGRAMS (WLT)**

**WLT 1115. SHIELD METAL ARC WELDING I.** This course is designed to teach students welding techniques using the SMAW process. (Lecture, 2 hrs.; Lab, 6 hrs.)

**WLT 1124. GAS METAL ARC WELDING.** This course is designed to give the student experience in various welding applications with the GMAW process using various modes of transfer. (Lecture, 1 hr.; Lab, 6 hrs.)

**WLT 1135. GAS TUNGSTEN ARC WELDING.** This course is designed to give the student experience in various welding applications using the GTAW process. (Lecture, 2 hrs.; Lab, 6 hrs.)

**WLT 1143. FLUX CORED ARC WELDING.** This course is designed to give the student experience using FCAW process. (Lecture, 1 hr.; Lab, 4 hrs.)

**WLT 1173. INTRODUCTION TO WELDING AND SAFETY.** This course is designed to give student an introduction to the welding profession and experience in safety procedures related to welding. (Lecture, 2 hr.; Lab, 2 hrs.)

**WLT 1225. SHIELD METAL ARC WELDING II.** This course is designed to teach students welding techniques using the SMAW process. (Lecture, 2 hrs.; Lab, 6 hrs.)

**WLT 1232. BLUEPRINT READING, WELDING AND METALLURGY.** This course is designed to give the student experience in blueprint reading, welding symbols, and metallurgy. (Lecture, 1 hr.; Lab, 2 hrs.)

**WLT 1313. CUTTING PROCESSES.** This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. (Lecture, 1 hrs.; Lab, 4 hrs.)

**WLT 1913. SPECIAL PROJECTS IN WELDING AND CUTTING.** A course to provide students with an opportunity to utilize skills and knowledge gained in other Welding and Cutting Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (Lab, 6 hrs.) Prerequisite: Consent of instructor.

**WLT 1923. SUPERVISED WORK EXPERIENCE IN WELDING AND CUTTING.** A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (Externship – 9 hrs.)



## ELECTIVES

### **SUPERVISED WORK EXPERIENCE**

In order to qualify for supervised work experience, a student must have completed at least 12 hours of coursework in their chosen program of study and be approved by the Career Technical Instructor and the Dean of Career Technical Education.

This course is a cooperative program between industry and education and is designed to integrate the student's career studies with industrial experiences. Three hours of credit is awarded upon course completion. Course numbers are as follows: 1913, 1923, 2913, 2926, 2933, and 2944. (Individual course prefix attached as listed below)

While enrolled in supervised work experience, the student will participate in a planned program of activities under the direction of the program instructor. Weekly contact between the student and instructor will be made to provide for completion of assignments and course requirements. Grading of supervised work experience follows the college grading scale.

Participating programs include: Agricultural Business and Management Technology; Automotive Machinist; Automotive Mechanics; Business and Office Technology; Drafting and Design Technology; Electrical Technology; Heating and Air Conditioning; Precision Manufacturing and Machining; and Welding.

### **SPECIAL PROJECTS**

This course must be approved by the Career Technical Instructor as well as the Dean of Career Technical Education.

This is a course to provide students with an opportunity to utilize skills and knowledge gained in career or technical courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Course numbers are as follows: 1943, 1944, 2913, 2923, 2943, 2946, and 2953. (Lecture and Lab hours set by individual instructors)

Programs participating include: Agricultural Business and Management Technology; Automotive Machinist; Automotive Mechanics; Drafting and Design Technology; Heating and Air Conditioning; Electrical Technology; Precision Manufacturing and Machining; and Welding.

### **WORK-BASED LEARNING (WBL)**

The student must be enrolled in a Career Technical Program and must be approved by both the WBL Coordinator as well as the Career Technical Instructor. Work-Based Learning combines classroom instruction in the Career Technical Programs with structured on-the-job experiences in local businesses and industries to provide a curriculum for career technical students which better equips them for employment in technical careers. Placed in a work environment which compliments classroom learning, the Work-Based Learning student masters skills and competencies which have been outlined by participating businesses and industries on state-of-the-art equipment. In so doing, the Work-Based Education participant is not only better able to see the

connection between education and work but is also able to earn wages while learning from skilled professionals and testing a potential career. Work-Based Learning students enter the workforce equipped with employability skills as well as an educational background which enhances their future career options.

**WBL 191(1-4), 192(1-4), 193(1-4), 291(1-4), 292(1-4), 293(1-4).** This course is designed for students enrolled in Career Technical programs only. Students are placed in a business/industry related to their career or technical area for a minimum of 15 hours per week. Course content is based on the standardized curriculum of the Career Technical course in which the student is enrolled, specific workplace needs, and specific objectives addressing competent workplace performance. One to three semester hour credits based upon the total quantity of approved clock hours. (Accompanying the course title and grade on the transcript will be a statement to indicate the number of clock hours of on-the-site work experience obtained during the semester).

## **COLLEGE OF HEALTH SCIENCE**

The College Health Science is comprised of Associate Degree Nursing, Dental Hygiene Technology, Medical Laboratory Technology, Radiologic Technology, Physical Therapist Assistant, Practical Nursing, Health Care Assistant, and Phlebotomy. Due to the nature of health science programs' accreditation requirements, the College of Health Sciences and program specific policies supersede comparable college policies.

Students applying for admission into health science programs must meet the general college admission requirements. In addition, each program has individual requirements. Students wishing to apply to a specific program should consult the Policy of Admission to Health Science Programs and admission requirements specific to the individual program. Due to accreditation requirements, changes may occur during the academic year. It is imperative that students seek advisement on course and program requirements and selection each semester.

Many students choose to take specific required academic courses prior to applying to health science programs. While this is encouraged, it does not ensure admission to the actual program. Applications to the health science programs are evaluated on a competitive basis.

The Health Science programs provide a variety of options for students who wish to enter the healthcare job market. Students who successfully complete Health Science programs are prepared to take national and state licensing or certification exams for practice in the designated discipline.

### **PRE-ALLIED HEALTH CURRICULA**

The Pre-Allied Health Curriculum is for students who wish to prepare for entrance into a health science program. A minimum ACT score of 16 (12 if earned prior to 10/28/89) is recommended for registration as an allied health major.

Pre-Allied Health check list courses provide a suggested guide for program preparation. Information on academic courses that can be taken prior to admission to a health science program can be found under each respective program. These academic courses are also transferable into various academic transfer programs of study for completion of an Associate of Arts Degree.

### **POLICY OF ADMISSION TO HEALTH SCIENCE PROGRAMS**

Applicants should obtain information regarding application for admission from the Health Sciences web page which can be accessed from the MDCC website at [www.msdelta.edu](http://www.msdelta.edu). All required application materials must be submitted by the specified deadline for the applicant to be considered for admission.

Applicants to the health science programs must meet the requirements for admission to the college. In addition, health science program applicants must complete all noted program specific academic required pre-requisites with a "C" or higher prior to program admission. Some courses

may require a specific timeframe of completion, please refer to each program's checklist for a list of all required preadmission courses.

The admission process is competitive. Each program uses an objective rating scale to evaluate each applicant. Specific areas that are evaluated include (but are not limited to) ACT scores, entrance test scores, academic course work required for the major, GPA, applicable previous degrees and certificates earned from an accredited college/university, healthcare background/experience, performance on core program courses, and timely submission of the application.

Acceptance into a Health Science Program is conditional pending results of a physical examination indicating satisfactory health, a drug screen, and criminal background check at the applicant's expense. According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult. Additional requirements include CPR certification and specific summer course work, if applicable.

Applicants are notified by email of conditional acceptance or non-acceptance into a program. Applicants who are conditionally accepted must comply with all orientation requirements in order to preserve a place in the class. Academic and career counseling is available for applicants who are not accepted into Health Science Programs.

Students must be 18 years of age to be eligible for entrance into most Health Science programs. Age requirements for individual programs will be indicated under their stated minimum admission requirements.

### **POLICY ON READMISSION TO HEALTH SCIENCE PROGRAMS**

A student may be considered for readmission to a specific health science program one time only. This applies to courses in any respective health science program, whether at MDCC or at another institution. The only exception may be: *a student who had a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission*. If an applicant has ever attended another health science program a letter of good standing from their former school's program must be sent following MDCC's program application instructions. A letter of good standing indicates that the student is eligible for immediate readmission into the former program of study.

Each student requesting readmission into a health science program will be considered on an individual basis. The student should contact the appropriate program director/supervisor for the readmission procedure. Space must be available in the class and clinical setting. No precedent will be set by the decision of an admissions committee.

At the discretion of the Dean of Health Sciences, with the recommendation of the Admission Committee, a student requesting readmission to a Health Science program may be required to take a challenge exam to assess placement. Per program policy, it may be necessary for the applicant to repeat courses.

If an MDCC Health Science student is academically unsuccessful in their program of study and not eligible for readmission, the student may have one transfer to an alternate MDCC Health Science program. Students will be held to the readmission policies of the program.

**OR**

If an MDCC Health Science student is academically unsuccessful in their program of study and not eligible for readmission, the student will be eligible for one additional consideration of readmission after a waiting period of up-to three (3) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. The student must follow all readmission requirements as outlined in the program's handbook.

Any MDCC student who was unsuccessful and not eligible for readmission due to non-academic dismissal will be eligible for one additional consideration of readmission after a waiting period of up-to five (5) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. The student will be held to the program's readmission policies as outlined in the program's handbook.

Any applicant who has ever been accepted and attended a Health Science program at another institution of higher learning and has been unsuccessful more than once will be eligible for one additional consideration of readmission after a waiting period of up-to five (5) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. The student will be held to the program's readmission policies as outlined in the program's handbook.

## **POLICY ON ACCEPTANCE OF TRANSFER STUDENTS INTO HEALTH SCIENCE PROGRAMS**

The acceptance of transfer students into health science courses is based upon the following:

- space available in the specific course being requested
- evaluation of the applicant's college transcript and course materials including:
  - appropriate grades in all course work being considered for transfer
  - comparable content, semester hours, and clinical experiences in courses being considered for transfer
- letter documenting good standing from administrator of the transferring program
  - a letter of good standing indicates that the student is eligible for immediate readmission into the former program of study
- ability to meet all MDCC requirements for graduation
- individual program guidelines

## HEALTH SCIENCE PROGRAMS

### ASSOCIATE OF APPLIED SCIENCE DEGREE

The degree of Associate of Applied Science will be awarded to those who complete the prescribed curriculum in the following: Associate Degree Nursing, Dental Hygiene, Medical Laboratory Technology, Physical Therapist Assistant, and Radiologic Technology (Radiology). The curriculum must include no less than sixty-two semester hours. A minimum cumulative grade point average of 2.00 is required for graduation.

The Program must include a minimum core of 15 semester hours of general education courses including three hours in each of the following areas:

<u>General Education Core Courses</u>	<u>Semester Hours</u>
1. English Composition I (ENG 1113)	3
2. Public Speaking I (COM/SPT 1113)	3
3. Social/Behavioral Sciences (SOC 2113 or PSY 1513) <i>(Introduction to Sociology I or General Psychology)</i>	3
4. Mathematics/Natural Sciences (MAT 1313, BIO, CHE, or PHY) <i>(College Algebra, Biology, Chemistry, Physics, or Physical Science)</i>	3
5. Humanities/Fine Arts (HIS, ENG Literature, ART 1113, or MUS 1113) <i>(History, Literature, Art Appreciation, or Music Appreciation)</i>	3

### REQUIREMENTS FOR COMPLETION

Students expecting to graduate from Mississippi Delta Community College must file an application for graduation in the Office of Admissions by the deadline announced.

Candidates for graduation may follow a course of study leading to a degree of Associate of Applied Science (AAS) or a Certificate. Students who complete degree requirements online at MDCC through the Mississippi Virtual Community College consortium must meet the same requirements listed for graduation.

The candidates must spend the semester immediately preceding the date of graduation in residence and earn a cumulative grade point of 2.00 to graduate. Transfer students must complete at least one-half of the number of hours required for graduation and earn a quality point average of 2.0 during this period of residence at MDCC. Developmental courses taken at MDCC or at another institution are not counted for meeting degree requirements at MDCC. Credit awarded for CLEP or Advanced Placement does not count toward meeting residency requirements.

- The Associate of Applied Science Degree (A.A.S) will be awarded to those students who complete the prescribed curriculum in the following: Associate Degree Nursing, Dental Hygiene Technology, Medical Laboratory Technology, Physical Therapist Assistant, and Radiologic Technology. The curriculum must include no less than sixty-two semester hours

including a minimum core of general education courses. A minimum grade point average of 2.00 in the program of study is required for graduation.

- A Certificate of Completion will be awarded to those who satisfactorily complete one of the following prescribed courses of study: Health Care Assistant, Phlebotomy, or Practical Nursing. A minimum cumulative grade point of 2.00 is required for satisfactory completion.

## **ASSOCIATE DEGREE NURSING**

The Associate Degree Nursing Program is designed to provide educational opportunities to qualified students for a rewarding career that will help meet the expanding healthcare needs of the community. The mission of the ADN Program at MDCC is to prepare graduates for entry level nursing practice in a variety of healthcare settings.

The Associate Degree Nursing Program consists of one summer session followed by two years of nursing courses. Courses in biological, physical, social sciences, and humanities provide foundation and support for nursing courses. Support courses may be taken prior to application or while in the program. The nursing courses combine theory and clinical teaching experiences in a related sequence. The Associate Degree Nursing Program offers an option for LPNs to complete the RN program in 12 months by enrolling in an accelerated track.

Affiliated hospitals used for clinical practice include: Greenwood Leflore Hospital in Greenwood, Bolivar Medical Center in Cleveland, Delta Health-The Medical Center in Greenville, North Sunflower Medical Center in Ruleville, South Sunflower County Hospital in Indianola, University of Mississippi Medical Center Grenada in Grenada, Mississippi State Hospital in Whitfield, and Tyler Homes Memorial Hospital in Winona. A variety of additional community health agencies are utilized for student learning.

The Associate Degree Nursing Program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) and the Accreditation Commission for Education in Nursing (ACEN). Graduates of the program are awarded an Associate of Applied Science degree and are eligible to take the National Council Licensure Examination (NCLEX-RN®) for licensure as Registered Nurses.

Information regarding the accreditation status may be directed to ACEN, 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, or by telephone (404) 975-5002.

### **Legal Limitations** for Licensure as a Registered Nurse:

Students who fail to conform to the Nursing Department Code of Ethics may be placed on probation, suspended, or dismissed from the program. All applicants should be advised that according to the Mississippi Nursing Practice Law and Administrative Code Mississippi Board of Nursing, an individual's application to write the licensing exam may be refused if the applicant has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972.

According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

Graduates must apply to the Mississippi Board of Nursing for licensure to practice as a Registered Nurse in Mississippi.

**MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET).
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time **OR** a minimum ACT score of 16 to 17 (12 to 14 ACT score if earned prior to October 28, 1989) and who have completed at least 12 semester hours with a 2.5 GPA or better on courses that are approved by the college.
- take an entrance test at the applicant's own expense. Must be submitted within application deadline, can only be taken 2 times 45 days apart during the application year and cannot be older than 18 months of the application deadline.
- must be 18 years of age at the start of the program.

**PROCEDURE:**

Applicants must have the following documents on file in the Health Sciences office by March 1 to be considered for admission to the Associate Degree Nursing Program:

- MDCC application for admission or readmission
- MDCC application to the Associate Degree Nursing Program (Associate Degree Nursing Application Packet)
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college
- An official college transcript from all colleges previously or presently attending
- ACT score
- Entrance test scores
- Autobiography Form

Students are encouraged to submit all parts of the application well in advance of the deadline. Incomplete applications will not be reviewed for admission.

**SELECTION:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT scores, GPA, entrance



test scores, healthcare work experience (employer verification letter required), performance on core courses, autobiography, and applicable previous degrees and certificates earned from an accredited college/university. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by email of their conditional acceptance or non-acceptance to the program. The conditional acceptance notification will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511), Anatomy & Physiology II (BIO 2523/2521), and Microbiology with a grade of “C” or better during the summer session or regular session prior to admission to the ADN program.
- A & P I and II and Microbiology must be completed within the last five years.
- satisfactory completion of Basic Life Support for Healthcare Providers CPR taught during the summer
- satisfactory completion of math (MAT 1102) during the summer, if indicated by entrance test score
- reading comprehension assignment, if indicated by entrance test score
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner indicating physical & mental fitness
- proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster and TB skin test (2-step TB skin test is required for all new entering students)
- acceptable pre-admission drug screen

### **STUDENT RESPONSIBILITIES:**

Students who are accepted into the program must:

- attend mandatory ADN orientation session.
- be aware that, in addition to the regular college fees, Associate Degree Nursing students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis-B vaccination series, national and state licensing examination fees, standardized achievement tests, NCLEX-RN Review fees, and nursing organization fees. Fees are not limited to these listed.
- be responsible for their own transportation to the college campus and clinical agencies.

### **PROGRESSION:**

To be eligible for progression in the nursing program, the student must maintain a grade of “C” in BIO 2513/2511, BIO 2523/2521, BIO 2923/2921, BIO 1613, and in each required nursing course.

### **READMISSION or TRANSFER:**

Students seeking readmission to the program or transfer credit from and ADN program are considered on an individual basis according to health sciences readmission and transfer policies.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING  
Rating Scale for Admission

Category weight provided (percentage %)	Score		Point Scale	Points Earned
<b>ACT Score (18%)</b>		< 18	0	
		18-21	5	
		22-24	10	
		25or >	15	
<b>TEAS Composite Score (22%)</b>				
		< 58.7	0	
Proficient		58.7 to 79.3	6	
Advanced		80.0 to 91.3	12	
Exemplary		92.0 to 100	18	
<b>Cumulative Grade Point Average (Transcript)</b>				
<b>An ACT composite score of 18 and a 2.0 GPA OR ACT score of 16-17 must have completed 12 hours with a ≥ 2.5 GPA in Relevant Course Work Approved by Program to include A&amp;P I/A&amp;PII*</b>				Yes
				No
<b>Grade Point Average in Relevant Course Work Approved by Program* (Based on min 12 hours) (3%)</b>		< 2.5	0	
		2.5-2.99	½	
		3.0-3.49	1 ½	
		3.5-3.74	2	
		3.75-4.0	2 ½	
<b>Program Prerequisite Academic Courses (19%)</b>				
Please note-minimum Grade "C" required in both lecture and lab for A&P I and A&P II) A&P I and II Lecture and Lab must be completed no longer than 5 years prior to acceptance.				
<i>Grade of D or lower will not count toward points awarded. In addition, if a course is repeated highest grade will be scored. However, a course repeated more than twice a deduction of 0.5 will incur.</i>				
BIO 2513 Anatomy and Physiology I			A=5 B=3 C=2	
BIO 2511 Anatomy and Physiology I Lab			A=3 B=2 C=1	
BIO 2523 Anatomy and Physiology II			A=5 B=3 C=2	
BIO 2521 Anatomy and Physiology II Lab			A=3 B=2 C=1	
<b>Program Required Academic Courses (32%)</b>				
Please Note-minimum Grade "C" required in Microbiology (Lecture and Lab) and Nutrition; Microbiology Lecture and Lab must be completed no longer than 5 years prior to acceptance.				
<i>Grade of D or lower will not count toward points awarded. In addition, if a course is repeated highest grade will be scored. However, a course repeated more than twice a deduction of 0.5 will incur.</i>				
BIO 2923 Microbiology			A=3 B=2 C=1	
BIO 2921 Microbiology Lab			A=2 B=1 C=1/2	
BIO 1613 Nutrition			A=3 B=2 C=1	
PSY 1513 General Psychology			A=3 B=2 C=1	

ENG 1113 English Composition I			A=3 B=2 C=1	
ENG 1123 English Composition II			A=3 B=2 C=1	
PSY 2533 Human Growth & Development			A=3 B=2 C=1	
SPT/COM 1113 Public Speaking I			A=3 B=2 C=1	
Humanities/Fine Arts Elective			A=3 B=2 C=1	
<b>Previous Degree Awarded (Highest) (2%)</b>				
Requirements for consideration: Degree/Certificate must be of Science or Healthcare emphasis awarded from an accredited college/university.	Certificate	Year:	½	
	Associate	Year:	1	
	Bachelor	Year:	1 ½	
	Masters	Year:	2	
<b>Healthcare Experience (1%)</b>				
<i>Health Related Work Experience+</i>				
CNA, EMT, PBT (or Military Equivalent+)	Year:		½	
or LPN	Year:		1	
<b>Autobiography (2%)</b>				
Writing Directions & Scoring Rubric Provided in Application Packet		0-4	0	
		5-8	1/2	
		9-11	1	
		12	1 1/2	
<b>Completed all relevant course work at MDCC* (1%)</b>			1/2	
			<b>TOTAL SCORE</b>	

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\*Calculate Based On Relevant Courses (see program checklist)  
+Verification letter required

# ASSOCIATE DEGREE NURSING PROGRAM

## Core Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful associate degree nursing program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the associate degree nursing program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking sufficient for clinical judgment.** *Examples:*
  - prioritize information and identify cause-effect relationships in the clinical setting
  - analyze assessment findings and use findings to plan and implement care
  - evaluate plan of care and make revisions as appropriate
  - make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of nursing care
  - demonstrate arithmetic ability to correctly compute dosages, tell time, and use measuring tools
  
2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.** *Examples:*
  - respect differences among clients and exhibit an attitude accepting of clients as individuals
  - establish rapport in order to communicate effectively with clients, families, significant others, and health team members
  - work effectively in small groups as a team member and a team leader
  - recognize crises and institute appropriate interventions to help resolve adverse situations
  
3. **Demonstrate appropriate verbal and written communication skills.** *Examples:*
  - speak English coherently to clients, families, and other staff members
  - clearly explain treatment procedures and initiate health teaching for clients, families, or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations
  - provide clear, understandable written client documentation based upon proper use of the English language
  - convey critical information to other caregivers through graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner

4. **Exhibit physical ability sufficient to assist clients to meet healthcare needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary. *Examples:***
  - physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
  - stand, walk up to 75% of 6 to 12 hour shifts
  - stoop, bend, squat, reach overhead as required to reach equipment and provide nursing care
  - lift a minimum of 20 pounds of weight
  - transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
  - provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
  - perform CPR satisfactorily and respond quickly in an emergency situation
  
5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective nursing care. *Examples:***
  - demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
  - hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
  - pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
  - calibrate and use equipment
  - maintain sterile technique when performing sterile procedures
  
6. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients. *Examples:***
  - hear monitors, alarms, emergency signals, lung/heart sounds, bowel sounds, and cries for help, telephone, intercom interactions, and public address systems (codes)
  - perceive and receive verbal communications from clients, families, and health team members
  - read written words and information on paper and computer screens, small print, gauges, measuring cups, syringes, and other equipment
  - discriminate colors, changes in color, size and continuity of body parts
  - discriminate alterations in normal body activities such as breathing patterns and level of consciousness
  - observe hazards in environment (water spills, safety rails, restraints) and harmful situations
  - perform physical assessment: palpate pulses, feel for heat or cold, tap body surfaces

**Health Sciences Associate of Applied Science Degree Plan**  
**ASSOCIATE DEGREE NURSING PROGRAM CHECK SHEET | NURS Major | CIP Code: 51.3801**

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__	FALL 20__	SPRING 20__
*BIO 2513 Anatomy & Physiology I	3 hrs.	BIO 2513	X	X	X	X	X
*BIO 2511 Anatomy & Physiology I Lab	1 hr.	BIO 2511	X	X	X	X	X
*BIO 2523 Anatomy & Physiology II	3 hrs.	BIO 2523	X	X	X	X	X
*BIO 2521 Anatomy & Physiology II Lab	1 hr.	BIO 2521	X	X	X	X	X
NUR 1119 Nursing I	9 hrs.		NUR 1119				
ENG 1113 English Composition I	3 hrs.		ENG 1113				
BIO 1613 Nutrition	3 hrs.		BIO 1613				
PSY 1513 General Psychology	3 hrs.		PSY 1513				
NUR 1129 Nursing II	9 hrs.			NUR 1129			
ENG 1123 English Composition II	3 hrs.			ENG 1123			
+BIO 2923 Microbiology	3 hrs.			BIO 2923			
+BIO 2921 Microbiology Lab	1 hr.			BIO 2921			
NUR 2119 Nursing III	9 hrs.					NUR 2119	
NUR 2211 Nursing Review I	1 hr.					NUR 2211	
PSY 2533 Human Growth & Development	3 hrs.					PSY 2533	
SPT/COM 1113 Public Speaking I	3 hrs.					SPT/COM 1113	
NUR 2120 Nursing IV	10 hrs.						NUR 2120
NUR 2221 Nursing Review II	1 hr.						NUR 2221
Humanities/Fine Arts Elective	3 hrs.						Elective
<b>RECOMMENDED ELECTIVES:</b>							
NUR 1313 Nursing Seminar I	3 hrs.		NUR 1313				
NUR 1323 Nursing Seminar II	3 hrs.			NUR 1323			
NUR 2323 Nurse Externship (Summer)	3 hrs.				NUR 2323		
NUR 2313 Nursing Seminar III	3 hrs.					NUR 2313	
NUR 2321 Nursing Seminar IV	1 hr.						NUR 2321
TAH 1113 Medical Terms in Allied Health	3 hrs.	TAH 1113					
LLS 1333 Introduction to Health Professions	3 hrs.	LLS 1333					
<b>TOTAL HOURS:</b>	<b>72 HRS.</b>						
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> 72	8	18	16	3 (optional)	16	14
	<b>Advisor Initials</b>						
	<b>Date</b>						

\* Required prerequisites that must be completed within 5 years of admission to the program.

+ Must be completed prior to second year or must be completed within 5 years of admission to the program.

- An Associate of Applied Science degree will be awarded upon completion of not less than seventy-two hours of credit with a minimum cumulative grade point average of 2.00.
- Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

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## **ASSOCIATE DEGREE NURSING ACCELERATED PROGRAM FOR LICENSED PRACTICAL NURSES**

The Associate Degree Nursing Accelerated Track Program provides a bridge course for the licensed practical nurse to apply previous knowledge attained in the PN program in an accelerated associate degree program. This program combines general education and nursing courses with clinical experiences. The mission of the ADN program at MDCC is to prepare graduates for entry level nursing practice in a variety of healthcare settings.

The ADN Accelerated Track Program for LPNs consists of a summer program that offers 18 hours of credit for a fast track of the first two semesters of the associate degree nursing program. This option allows LPNs to complete the RN program in 12 months. Successful completion of the summer program allows students to progress to the second year of the ADN program.

Affiliated hospitals used for clinical practice include: Greenwood Leflore Hospital in Greenwood, Bolivar Medical Center in Cleveland, Delta Health-The Medical Center in Greenville, North Sunflower Medical Center in Ruleville, South Sunflower County Hospital in Indianola, University of Mississippi Medical Center Grenada in Grenada, Mississippi State Hospital in Whitfield, and Tyler Holmes Memorial Hospital in Winona. A variety of additional community health agencies are utilized for student learning.

The Associate Degree Nursing Program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) and the Accreditation Commission for Education in Nursing (ACEN). Graduates of the program are awarded an Associate of Applied Science degree and are eligible to take the National Council Licensing Examination (NCLEX-RN®) for licensure as Registered Nurses.

Information regarding the accreditation status may be directed to ACEN, 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, telephone (404) 975-5002.

### **Legal Limitations** for Licensure as a Registered Nurse:

Students who fail to conform to the Nursing Department Code of Ethics may be placed on probation, suspended, or dismissed from the program. All applicants should be advised that according to the Mississippi Nursing Practice Law and Administrative Code Mississippi Board of Nursing, an individual's application to write the licensing exam may be refused if the applicant has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972.

According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

Graduates must apply to the Mississippi Board of Nursing for licensure to practice as a Registered Nurse in Mississippi.

**MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET).
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time **OR** a minimum ACT score of 16 to 17 (12 to 14 ACT score if earned prior to October 28, 1989) and who have completed at least 12 semester hours with a 2.5 GPA or better on courses that are approved by the ADN program.
- take an entrance test at the applicant's own expense. Must be submitted within application deadline, can only be taken 2 times 45 days apart during the application year and cannot be older than 18 months of the application deadline.

An LPN is eligible to apply for the Accelerated Track if the LPN:

- has satisfactorily completed all non-nursing science courses up to the sophomore year, and have no more than 9 hours of non-nursing courses to complete.
- was a generic student who was unsuccessful in completing NUR 1119, and later became an LPN.

An LPN is ineligible to apply for the Accelerated Track if the LPN was unsuccessful in completing NUR 1119 as a generic student after becoming an LPN.

**PROCEDURE:**

Applicants must have the following documents on file in the Health Sciences office by March 1 to be considered for admission to the Accelerated Track Nursing Program:

- MDCC application for admission or readmission
- MDCC application to the Associate Degree Accelerated Track Nursing Program
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college
- An official college transcript for all colleges previously or presently attending
- ACT score
- Entrance test scores
- Autobiography Form

Students are encouraged to submit all parts of the application well in advance of the deadline. Incomplete applications will not be reviewed for admission.

**SELECTION:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes ACT scores, GPA, entrance



test scores, healthcare work experience (employer verification letter required), performance on core courses, autobiography, and applicable previous degrees and certificates earned from an accredited college/university. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. The conditional acceptance email will include specific instructions regarding all requirements that must be completed prior to summer semester admission.

These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of "C" or better, accomplished within the last 5 years
- completion of Microbiology (BIO 2923/2921) with a grade of "C" or better, accomplished within the last five years.
- completion of Nutrition (BIO 1613) with a grade of "C" or better
- have no more than 9 hours of non-nursing courses to complete.
- current AHA BLS for Healthcare Providers card
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner indicating physical and mental fitness
- proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster and TB skin test (2-step TB skin test is required for all new entering students)
- acceptable pre-admission drug screen

### **STUDENT RESPONSIBILITIES:**

Students who are accepted into the program must:

- attend mandatory ADN orientation session.
- be aware that, in addition to the regular college fees, Associate Degree Nursing students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state licensing examination fees, standardized achievement tests, nursing organization fees, and NCLEX-RN Review fees. Fees are not limited to these listed.
- be responsible for their own transportation to the college campus and clinical agencies.

### **PROGRESSION:**

To be eligible for progression in the nursing program, the student must maintain a grade of "C" in BIO 2513/2511, BIO 2523/2521, BIO 2923/2921, BIO 1613, and in each required nursing course.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING ACCELERATED TRACK FOR LPNS  
Rating Scale for Admission

Category weight provided (percentage %)	Score		Point Scale	Points Earned
<b>ACT Score (18%)</b>		< 18	0	
		18-21	5	
		22-24	10	
		25or >	15	
<b>TEAS Composite Score (22%)</b>				
		< 58.7	0	
Proficient		58.7 to 79.3	6	
Advanced		80.0 to 91.3	12	
Exemplary		92.0 to 100	18	
<b>Cumulative Grade Point Average (Transcript)</b>				
<b>An ACT composite score of 18 and a 2.0 GPA OR ACT score of 16-17 must have completed 12 hours with a ≥ 2.5 GPA in Relevant Course Work Approved by Program to include A&amp;P I/A&amp;PII*</b>				Yes
				No
<b>No more than 9 hours of non-nursing courses to complete</b>				Yes
				No
<b>Grade Point Average in Relevant Course Work Approved by Program * (Based on min 12 hours) (3%)</b>		< 2.5	0	
		2.5-2.99	½	
		3.0-3.49	1 ½	
		3.5-3.74	2	
		3.75-4.0	2 ½	
<b>Program Prerequisite Academic Courses (19%)</b>				
Please note-minimum Grade "C" required in both lecture and lab for A&P I and A&P II; A&P I and II Lecture and Lab must be completed no longer than 5 years prior to acceptance.				
<i>Grade of D or lower will not count toward points awarded. In addition, if a course is repeated highest grade will be scored. However, a course repeated more than twice a deduction of 0.5 will incur.</i>				
BIO 2513 Anatomy and Physiology I			A=5 B=3 C=2	
BIO 2511 Anatomy and Physiology I Lab			A=3 B=2 C=1	
BIO 2523 Anatomy and Physiology II			A=5 B=3 C=2	
BIO 2521 Anatomy and Physiology II Lab			A=3 B=2 C=1	
<b>Program Required Academic Courses (32%)</b>				
Please note-minimum Grade "C" required in Microbiology (Lecture and Lab) and Nutrition; Microbiology Lecture and Lab must be completed no longer than 5 years prior to acceptance.				
<i>Grade of D or lower will not count toward points awarded. In addition, if a course is repeated highest grade will be scored. However, a course repeated more than twice a deduction of 0.5 will incur.</i>				
BIO 2923 Microbiology			A=3 B=2 C=1	

BIO 2921 Microbiology Lab			A=2 B=1 C=1/2	
BIO 1613 Nutrition			A=3 B=2 C=1	
PSY 1513 General Psychology			A=3 B=2 C=1	
ENG 1113 English Composition I			A=3 B=2 C=1	
ENG 1123 English Composition II			A=3 B=2 C=1	
PSY 2533 Human Growth & Development			A=3 B=2 C=1	
SPT/COM 1113 Public Speaking I			A=3 B=2 C=1	
Humanities/Fine Arts Elective			A=3 B=2 C=1	
<b>Previous Degree Awarded (Highest) (2%)</b>				
Requirements for consideration: Degree must be of Science or Healthcare emphasis awarded from an accredited college/university	Certificate	Year:	1/2	
	Associate	Year:	1	
	Bachelor	Year:	1 1/2	
	Masters	Year:	2	
<b>Healthcare Experience (1%)</b>				
<i>Health Related Work Experience+</i>				
LPN (>2 years if applying for Accelerated Track)	Years:		1	
<b>Autobiography (2%)</b>				
Writing Directions & Scoring Rubric Provided in Application Packet		0-4	0	
		5-8	1/2	
		9-11	1	
		12	1 1/2	
<b>Completed all relevant course work at MDCC* (1%)</b>			1/2	
			<b>TOTAL SCORE</b>	

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\*Calculate Based On Relevant Courses (see program checklist)

+Employer verification letter required

## ASSOCIATE DEGREE NURSING PROGRAM

### Core Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful associate degree nursing program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the associate degree nursing program, an applicant/student must be able to do the following:

- 1. Demonstrate critical thinking sufficient for clinical judgment.** *Examples:*
  - prioritize information and identify cause-effect relationships in the clinical setting
  - analyze assessment findings and use findings to plan and implement care
  - evaluate plan of care and make revisions as appropriate
  - make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of nursing care
  - demonstrate arithmetic ability to correctly compute dosages, tell time, and use measuring tools
- 2. Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.** *Examples:*
  - respect differences among clients and exhibit an attitude accepting of clients as individuals
  - establish rapport in order to communicate effectively with clients, families, significant others, and health team members
  - work effectively in small groups as a team member and a team leader
  - recognize crises and institute appropriate interventions to help resolve adverse situations
- 3. Demonstrate appropriate verbal and written communication skills.** *Examples:*
  - speak English coherently to clients, families, and other staff members
  - clearly explain treatment procedures and initiate health teaching for clients, families, or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations
  - provide clear, understandable written client documentation based upon proper use of the English language
  - convey critical information to other caregivers through graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner

4. **Exhibit physical ability sufficient to assist clients to meet healthcare needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.** *Examples:*
  - physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
  - stand, walk up to 75% of 6 to 12 hour shifts
  - stoop, bend, squat, reach overhead as required to reach equipment and provide nursing care
  - lift a minimum of 20 pounds of weight
  - transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
  - provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
  - perform CPR satisfactorily and respond quickly in an emergency situation
  
5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective nursing care.** *Examples:*
  - demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
  - hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
  - pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
  - calibrate and use equipment
  - maintain sterile technique when performing sterile procedures
  
6. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients.** *Examples:*
  - hear monitors, alarms, emergency signals, lung/heart sounds, bowel sounds, and cries for help, telephone, intercom interactions, and public address systems (codes)
  - perceive and receive verbal communications from clients, families, and health team members
  - read written words and information on paper and computer screens, small print, gauges, measuring cups, syringes, and other equipment
  - discriminate colors; changes in color, size and continuity of body parts
  - discriminate alterations in normal body activities such as breathing patterns and level of consciousness
  - observe hazards in environment (water spills, safety rails, restraints) and harmful situations
  - perform physical assessment: palpate pulses, feel for heat or cold, tap body surfaces

**Health Sciences Associate of Applied Science Degree Plan**  
**LIC. PRACT. NURSING ACC. PROGRAM CHECK SHEET | NURA Major | CIP Code: 51.3801**

REQUIRED COURSES:		Prev. Taken	SUMMER 20__	FALL 20__	SPRING 20__
*BIO 2513 Anatomy & Physiology I	3 hrs.	BIO 2513			
*BIO 2511 A & P I Lab	1 hr.	BIO 2511			
*BIO 2523 Anatomy & Physiology II	3 hrs.	BIO 2523			
*BIO 2521 A & P II Lab	1 hr.	BIO 2521			
*BIO 2923 Microbiology	3 hrs.	BIO 2923			
*BIO 2921 Microbiology Lab	1 hr.	BIO 2921			
ENG 1113 English Composition I	3 hrs.	ENG 1113			
ENG 1123 English Composition II	3 hrs.	ENG 1123			
**BIO 1613 Nutrition	3 hrs.	BIO 1613			
PSY 1513 General Psychology	3 hrs.	PSY 1513			
NUR 1119 Nursing I	9 hrs.		NUR 1119		
NUR 1129 Nursing II	9 hrs.		NUR 1129		
NUR 2119 Nursing III	9 hrs.			NUR 2119	
NUR 2211 Nursing Review I	1 hr.			NUR 2211	
PSY 2533 Human Growth & Development	3 hrs.			PSY 2533	
SPT/COM 1113 Public Speaking I	3 hrs.			SPT/COM 1113	
Humanities/Fine Arts Elective	3 hrs.				Elective
NUR 2120 Nursing IV	10 hrs.				NUR 2120
NUR 2221 Nursing Review II	1 hr.				NUR 2221
<b>RECOMMENDED ELECTIVES:</b>					
NUR 2313 Nursing Seminar III	3 hrs.			NUR 2313	
NUR 2321 Nursing Seminar IV	1 hr.				NUR 2321
LLS 1333 Pre-Health Professions	3 hrs.				
TAH 1113 Medical Terms	3 hrs.				
<b>TOTAL HOURS:</b>	<b>72 HRS.</b>				
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>72 Total Hours</b>	<b>24</b>	<b>18</b>	<b>16</b>	<b>14</b>
	<b>Advisor Initials</b>				
	<b>Date</b>				

\* Required prerequisites that must be completed within 5 years of admission to the program.

\*\* Required prerequisite.

- An Associate of Applied Science degree will be awarded upon completion of not less than seventy- two hours of credit with a minimum cumulative grade point average of 2.00.
- Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

## **DENTAL HYGIENE TECHNOLOGY**

The Dental Hygiene Program provides students with a general education and a comprehensive clinical dental hygiene experience that prepares them for a career in the dental hygiene profession. The program includes clinical experience in treating patients throughout the lifespan with normal oral care and general systemic conditions. All phases of dental hygiene education are covered and practiced by clinical experience.

The Dental Hygiene Program consists of 53 hours of dental hygiene courses and 31 academic hours.

The MDCC Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates of the program are awarded an Associate of Applied Science Degree in Dental Hygiene. They are eligible to write the National Board of Dental Examiners, as well as individual state board examination for dental hygiene licensure.

### **Legal Limitations** for Employment as a DH:

According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET).
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) OR a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a “C” average or better in courses approved by the DH program.
- take the entrance test at the applicant’s own expense. Must be submitted within application deadline, can only be taken 2 times 45 days apart during the application year and cannot be older than 18 months of the application deadline.
- Observe in the MDCC Dental Hygiene Clinic for 8 hours or two clinic sessions.
- must be 18 years of age by start of the program.

### **PROCEDURE:**

Applicants must complete a Dental Hygiene Application Packet. The following documents must be on file in the Dental Hygiene office by March 1 to be considered for admission to the Dental Hygiene Program:

- MDCC application for admission or readmission
- MDCC application to the Dental Hygiene Program

- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college
- An official college transcript from all colleges previously or presently attending
- ACT score
- Entrance test scores

Students are encouraged to submit all parts of the application well in advance of the deadline. Incomplete applications will not be reviewed for admission.

### **SELECTION:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes but not limited to: ACT scores, GPA, entrance test scores, performance on core courses, healthcare work experience (employer verification letter required), and applicable previous degrees and certificates earned from an accredited college/university. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by email of their conditional acceptance or non-acceptance. The conditional acceptance notification will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511), Anatomy & Physiology II (BIO 2523/2521), General Chemistry (CHE 1213/1211) or Principles of Chemistry (CHE 1313/1311) and Microbiology (BIO 2923/2921) with a grade of “C” or better during the summer session or regular session prior to admission to the DH program
- A & P I and II, Microbiology, and Chemistry must be completed within the last five years
- Satisfactory completion of American Heart Association Healthcare Providers CPR taught during the summer
- Satisfactory background check (see Policy on Admission to Health Science Program)
- Health evaluation form completed by a physician or nurse practitioner
- Proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster and TB skin test (2-step TB skin test is required for all new entering students)
- Acceptable pre-admission drug screen

### **STUDENT RESPONSIBILITIES:**

Students who are accepted into the program must:

- attend mandatory Health Science and DHT program orientation.
- be aware that, in addition to the regular college fees, Dental Hygiene Technology students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state certification examination fees, accident insurance, and registry review seminars. Fees are not limited to these listed.
- be responsible for their own transportation to the college campus and community agencies.
- female students are encouraged to follow the pregnancy policy.



**PROGRESSION:**

A Dental Hygiene Technology student must maintain a grade of “C” in all Dental Hygiene Technology core courses to progress in the program. Additionally, a student must obtain a grade of “C” in all DHT co-requisite courses to graduate from the program.

**READMISSION OR TRANSFER:**

Students seeking readmission to the program are considered on an individual basis according to the dental hygiene readmission policy. MDCC Dental Hygiene Program does not accept students with advance standing or DHT transfer credit(s) from other dental hygiene programs.

### **Pregnancy Policy**

Female students who become pregnant or suspect pregnancy are encouraged to notify the Program Director immediately! Notification must be made in writing. A student also has the right to not declare her pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, the student also has the right to un-declare her pregnancy at any time. This is in accordance with Federal and State laws. Confidentiality is assured if necessary.

Students who have declared the pregnancy will receive counseling concerning continuation of studies during pregnancy. Pregnancy is not grounds for dismissal, but radiation exposure must be limited during this time. Radiation overdose in the first trimester has been known to cause birth defects and health problems. This is of utmost importance to the health of the unborn child. The radiation dose to the expectant mother (and fetus) must not exceed 0.5 rem during the entire period of gestation.

Below are the recommendations concerning the student’s progression in the DHT program:

The student must be able to continue to meet attendance and program requirements.

A pregnant student must have physician approval to continue in the dental hygiene program. In the event of physician disapproval, pregnant students who refuse to withdraw from the program must acknowledge in writing having received counseling and assume all risk for possible damage to the unborn fetus.

Students in the first semester of the first year of the program may withdraw from the program. They may return at a later date as determined by the student and Program Director.

Students in the second year of the program will be given the option of withdrawing and starting over after the baby is born in the semester in which they withdrew provided that space is available and the student had a passing grade of 75% or better in all dental hygiene courses prior to withdrawal. If the student is not able to re-enter the program at the next available entry point (one year), then she must make application and repeat all dental hygiene courses.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
DENTAL HYGIENE TECHNOLOGY  
Rating Scale for Admission

Category value provided (percentage %)	Score		Point Scale	Points Earned
<b>ACT score (20%)</b>		< 18	0	
		18-21	10	
		22-24	15	
		25or >	20	
<b>TEAS Composite Score (25%)</b>				
		< 58.7	0	
Proficient		58.7 to 79.3	12	
Advanced		80.0 to 91.3	18	
Exemplary		92.0 to 100	24	
<b>Cumulative Grade Point Average (Transcript)</b>				
<b>ACT score of 16-17 must have completed 12 hours with a <math>\geq</math> 2.0 GPA in Relevant Course Work Approved by Program*</b>				Yes
				No
<b>Grade Point Average in Relevant Course Work Approved by Program *</b> (Based on min. 12 hours) (3%)		< 2.5	0	
		2.5-2.99	1/2	
		3.0-3.49	1 ½	
		3.5-3.74	2	
		3.75-4.0	2 ½	
<b>Program Prerequisite Academic Courses (33%)</b>				
Please note-minimum Grade "C" required in lecture and lab for A&P I/A&P II, Chemistry, and Microbiology. Chemistry lecture/lab courses must correlate (cannot take General Chemistry Lecture + Principle Chemistry Lab); A&P I, A&P II, Chemistry, and Microbiology Lecture/Lab must be completed no longer than 5 years prior to admission.				
<i>Grade of D or lower will not count toward points awarded. In addition, if a course is repeated highest grade will be scored. However, a course repeated more than twice a deduction of 0.5 will incur.</i>				
BIO 2513 Anatomy and Physiology I			A=5 B=3 C=2	
BIO 2511 A & P I Lab			A=3 B=2 C=1	
BIO 2523 Anatomy and Physiology II			A=5 B=3 C=2	
BIO 2521 A & P II Lab			A=3 B=2 C=1	
BIO 2923 Microbiology			A=5 B=3 C=2	
BIO 2921 Microbiology Lab			A=3 B=2 C=1	
CHE 1213 General Chemistry Lecture <b>OR</b> CHE 1313 Principles of Chemistry Lecture			A=5 B=3 C=2	
CHE 1211 General Chemistry Lab <b>OR</b> CHE 1311 Principles of Chemistry Lab			A=3 B=2 C=1	
<b>Program Required Academic Courses (15%)</b>				

<i>Grade of D or lower will not count toward points awarded. In addition, if a course is repeated highest grade will be scored.</i>				
ENG 1113 English Composition I			A=3 B=2 C=1	
SOC 2113 Introduction to Sociology			A=3 B=2 C=1	
SPT/COM 1113 Public Speaking I			A=3 B=2 C=1	
PSY 1513 General Psychology			A=3 B=2 C=1	
Fine Arts/Humanities Elective			A=3 B=2 C=1	
<b>Previous Degree Awarded (Highest) (2%)</b>				
Requirements for consideration: Degree/Certificate must be of Science or Healthcare emphasis awarded from an accredited college/university.	Certificate	Year:	½	
	Associate	Year:	1	
	Bachelor	Year:	1 ½	
	Masters	Year:	2	
<b>Healthcare Experience (1%)</b>				
Work experience as Dental Assistant (or Military Equivalent) +	Year:		1	
<b>Completed all relevant course work at MDCC* (1%)</b>			1/2	
			<b>TOTAL SCORE</b>	

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\*Calculate Based On Relevant Courses (see program checklist)

+Verification letter required

## DENTAL HYGIENE TECHNOLOGY

### Core Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Dental Hygiene Program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made.

Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards. In order to successfully complete the dental hygiene program, an applicant/student must be able to do the following:

**Demonstrate critical thinking sufficient for clinical judgment.** *Examples:*

- cause-effect relationships in the clinical setting
- recognize changes in client's condition

**Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.** *Examples:*

- respect differences among clients and exhibit an attitude accepting of clients as individuals
- establish rapport in order to communicate effectively with clients, families, significant others, and health team members
- work effectively in small groups as a team member

**Demonstrate appropriate verbal and written communication skills.** *Examples:*

- speak English coherently to clients, families, and other staff members
- clearly explain procedures for clients, families, or groups based on age, lifestyle, and cultural considerations
- provide clear, understandable client documentation based upon proper use of the English language
- convey information to other caregivers

**Exhibit physical ability sufficient to assist clients to meet healthcare needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.** *Examples:*

- physical mobility and strength sufficient to propel wheelchairs, etc. through doorways and close fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment and provide care
- lift a minimum of 20 pounds of weight
- perform CPR satisfactorily and respond quickly in an emergency situation

**Demonstrate gross and fine motor abilities sufficient to provide safe and effective care.** *Examples:*

- demonstrate physical dexterity and coordination in delivery of care
- perform procedures requiring the use of 2 hands

- pick up, grasp, and effectively manipulate small objects
- calibrate and use equipment

**Display auditory, visual, and tactile ability sufficient to safely assess and care for clients.**

*Examples:*

- hear monitors, alarms, emergency signals, and cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper and computer screens, small print, gauges, measuring cups, and other equipment
- discriminate colors; changes in color, size and continuity of body parts
- discriminate alterations in normal body activities such as breathing patterns and level of consciousness
- observe hazards in environment (water spills, safety rails, restraints) and harmful situations

## Health Sciences Associate of Applied Science Degree Plan

### DENTAL HYGIENE PROGRAM CHECK SHEET | DENT Major | CIP Code: 51.0602

CORE:	Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__	FALL 20__	SPRING 20__
*BIO 2513 Anatomy & Physiology I	3 hrs.	BIO 2513				
*BIO 2511 A & P I Lab	1 hr.	BIO 2511	X	X	X	X
*BIO 2523 Anatomy & Physiology II	3 hrs.	BIO 2523	X	X	X	X
*BIO 2521 A & P II Lab	1 hr.	BIO 2521	X	X	X	X
*BIO 2923 Microbiology	3 hrs.	BIO 2923				
*BIO 2921 Microbiology Lab	1 hr.	BIO 2921				
*CHE 1213/1211 General Chemistry Lec/Lab <b>OR</b> *CHE 1313/1311 Principles of Chemistry Lec/Lab	4 hrs.	GENCHEM PRINCHEM				
DHT 1115 Fundamentals of Dental Hygiene	5 hrs.		DHT 1115			
DHT 1252 Dental Anatomy & Embryology	2 hrs.		DHT 1252			
DHT 1314 Dental Radiology	4 hrs.		DHT 1314			
DHT 1931 Dental Medical Emergencies	1 hr.		DHT 1931			
ENG 1113 English Composition I	3 hrs.		ENG 1113			
DHT 1416 Clinical Dental Hygiene	6 hrs.			DHT 1416		
DHT 1512 Periodontics	2 hrs.			DHT 1512		
DHT 1941 Theories of Patient Care	1 hr.			DHT 1941		
DHT 1242 Anatomy & History Head & Neck	2 hrs.			DHT 1242		
DHT 2613 Dental Materials	3 hrs.			DHT 2613		
SOC 2113 Introduction To Sociology	3 hrs.				SOC 2113	
SPT/COM 1113 Public Speaking I	3 hrs.				SPT/COM 1113	
PSY 1513 General Psychology	3 hrs.				PSY 1513	
DHT 2426 Clinical DH II	6 hrs.					DHT 2426
DHT 2713 Pharmacology	3 hrs.					DHT 2713
DHT 2233 Gen/Oral Pathology	3 hrs.					DHT 2233
DHT 2932 General & Dental Nutrition	2 hrs.					DHT 2932
DHT 2822 Community Dental Health I	2 hrs.					DHT 2822
DHT 2436 Clinical DH III	6 hrs.					DHT 2436
DHT 2832 Community Dental Health II	2 hrs.					DHT 2832
DHT 2922 Ethics & Law	2 hrs.					DHT 2922
DHT 2951 Fundamentals of Licensure	1 hr.					DHT 2951
Fine Arts/Humanities Elective	3 hrs.					Elective
<b>RECOMMENDED ELECTIVES:</b>						
ART 1113 Art Appr. <b>OR</b> MUS 1113 Music Appr.	3 hrs.					
CSC 1123 Computer Applications I	3 hrs.					
ENG 1123 English Composition II	3 hrs.					
History	3 hrs.					
Literature	3 hrs.					
LLS 1333 Introduction to Health Professions	3 hrs.					
Modern Foreign Language	3 hrs.					
PHI 1113 Philosophy	3 hrs.					
TAH 1113 Medical Terms for Allied Health	3 hrs.					
<b>TOTAL RECOMMENDED ELECTIVES:</b>	<b>84 HRS.</b>	<b>16</b>	<b>15</b>	<b>14</b>	<b>9</b>	<b>16</b>
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 84</b>					
	<b>Advisor Initials</b>					
	<b>Date</b>					

\* Required prerequisites that must be completed within 5 years of admission to the program.

\*\* May substitute Principles of Chemistry for General Chemistry.

An Associate of Applied Science degree will be awarded upon completion of not less than seventy-five hours of credit with a minimum cumulative grade point average of 2.00. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements. Rev. 2021

## HEALTH CARE (NURSE) ASSISTANT

***\*Note: Changes in curriculum will occur during the summer of 2024 thereby affecting the catalog content in this section.***

The Health Care Assistant Program prepares the individual to assist in providing healthcare as a member of the healthcare team under the direction of a healthcare professional.

Programs are conducted on our main campus in Moorhead, Greenville Higher Education Center in Greenville, and Golden Age Nursing Home in Greenwood.

A certificate of completion will be awarded to those who satisfactorily complete the HCA curriculum. MDCC's Health Care Assistant program is a Mississippi State Approved Nurse Aide training program. Upon successful completion of the curriculum, students are eligible to take the National Nurse aide Assessment Program Examination. Students who complete the program may qualify for employment as Homemakers, Nurse Assistants, Long-Term Care Aides or Home Health Aides in the Mississippi healthcare industry.

**Legal Limitations** for Employment as a Health Care Assistant:

According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33- 23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements
- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET), or be currently enrolled in the MDCC MIBEST program
- complete preadmission Accuplacer test or have an ACT no minimum score required
- must be 18 years of age at the start of the program

### **PROCEDURE:**

Applicants must have the following documents on file in the Health Sciences office to be considered for admission to the fall class and for the spring class.

- MDCC application for admission or readmission
- MDCC application to the Health Care Assistant Program
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college; or referral from the MDCC MIBEST program coordinator
- An official college transcript for all colleges previously or presently attending

Students are encouraged to submit all parts of the application well in advance of the deadline. Incomplete applications will not be reviewed for admission.

**SELECTION:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes but not limited to: ACT or Accuplacer scores, GPA, and applicable previous degrees and certificates earned from an accredited college/university, and healthcare work experience (employer verification letter required) submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by email of their conditional acceptance or non-acceptance to the program. The conditional acceptance notification will include specific instruction regarding all requirements that must be completed prior to admission.

Admission is tentative based on:

- satisfactory background check performed by our office (see Policy on Admission to Health Science Program)
- acceptable pre-admission drug screen performed by our office
- health evaluation form completed by a physician or nurse practitioner indicating no restriction for lifting or transfer
- proof of current immunizations including, but not limited to, Hepatitis B vaccination series, MMR vaccination series, Tdap booster, and TB skin test (2-step TB skin test is required for all new entering students)

**STUDENT RESPONSIBILITIES:**

Students who are accepted into the program must:

- attend mandatory Health Care Assistant orientation session
- be aware that, in addition to the regular college fees, Health Care Assistant students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, physical examination, Hepatitis B vaccine series, background check, CPR certification, and certification examination fees. Fees are not limited to these listed
- be responsible for their own transportation to classes and clinical agencies

**PROGRESSION:**

- students must maintain a “C” average (grade of 75) in each component of the course of study in order to complete the program

**READMISSION OR TRANSFER:**

Students seeking readmission to the program are considered on an individual basis according to health sciences readmission policies.

Due to the nature of the semester program, students are not eligible to transfer into the healthcare assistant program.



MISSISSIPPI DELTA COMMUNITY COLLEGE  
HEALTH CARE ASSISTANT  
Rating Scale for Admission

Category value provided ( <u>percentage %</u> )	Score		Point Scale	Points Earned
<b>ACT score Or COMPASS scores (<u>33.3%</u>)</b>		< 14	0	
		14-15	1	
		16-17	2	
		18-19	3	
		20->	4	
<b>Cumulative Grade Point Average (Transcript)</b>				
<b>Grade Point Average in Relevant Course Work Approved by Program *</b> (Based on 9 hours or more) ( <u>33.3%</u> )		< 2.0	0	
		2.0 – 2.5	½	
		2.5 – 2.99	½ 1	
		3.0 – 3.49	1 2	
		3.5 – 3.74	2 3	
		3.75 – 4.0	3 4	
<b>Previous Degree Awarded (Highest) (<u>16.7%</u>)</b>				
Requirements for consideration: Degree/Certificate must be of Science or Healthcare emphasis awarded from an accredited college/university.	Certificate	Year:	½	
	Associate	Year:	1	
	Bachelor	Year:	1 ½	
	Masters	Year:	2	
<b>Healthcare Experience (<u>8.3%</u>)</b>				
Health Related Work Experience or Military Equivalent +	Describe: _____ Year/s _____		1	
<b>Completed all relevant course work at MDCC (<u>8.3%</u>)*</b>			1	
			<b>TOTAL SCORE</b>	

Rev. 24

\*Calculate Based On Relevant Courses (see pre-Allied Health checklist)

+Verification letter required

## **Health Care (Nurse) Assistant Core Performance Standards**

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful healthcare assistant program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the health science program, an applicant/student must be able to do the following:

**1. Demonstrate critical thinking sufficient for clinical judgment.**

*Examples*

- identify cause-effect relationships in the clinical setting
- recognize changes in patient's condition
- read and interpret data from patient's cart or computer monitor
- analyze and report data
- prioritize nursing assistant interventions when multiple tasks are assigned
- evaluate effect of nursing assistant interventions

**2. Display interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.**

*Examples*

- respect differences among patients and exhibit an attitude accepting of patients as individuals
- establish rapport (relationship) with patients and colleagues through speech, touch, and hearing
- work effectively in small groups as a team member
- practice therapeutic (non-harmful) communication using speech, hearing, and judgment of appropriate responses
- recognize crises (times or events that disrupt normal lives) and institute appropriate interventions
- evaluate own communication techniques

**3. Demonstrate appropriate verbal and written communication skills.**

*Examples*

- speak English coherently to patients, families, and other staff members
- clearly explain procedures for patients, families, or groups based on age, lifestyle, and cultural considerations

- provide clear, understandable patient documentation based upon proper use of the English language
- convey information to other caregivers
- recognize and interpret other forms of communication such as medical abbreviations, foreign language flip charts, and readings from patient care monitors
- function in a noisy, chaotic environment

**4. Exhibit physical ability sufficient to assist patients to meet healthcare needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.**

*Examples*

- move around in patient's room, workspaces, and treatment areas
- perform physical activities necessary to do basic nursing assistant skills such as hold thermometer in one hand, put on gloves, attach blood pressure cuff on patient's arm, hold one part of a patient's body steady while performing an action on another part of the body
- perform physical activities necessary to do ADLs (activities of daily living) such as bending over patient, kneeling, lifting an extremity, lifting patients
- provide or assist with activities of daily living such as bed bath, oral hygiene
- transport and transfer patients from various areas to other areas using such equipment as stretchers, wheelchairs, walkers, hydraulic lifts, and commode chairs
- direct and assist in ambulation (support patient with your arms or transfer belt as you walk)
- respond quickly in an emergency
- pushing and pulling equipment
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment and provide care
- lift a minimum of 20 pounds of weight
- perform CPR satisfactorily and respond quickly in an emergency situation

**5. Demonstrate gross and fine motor abilities sufficient to provide nursing assistant skills in a safe, responsible, and cost effective manner.**

*Examples*

- demonstrate physical dexterity and coordination in delivery of care
- perform procedures requiring the use of 2 hands
- pick up, grasp, and effectively manipulate small objects
- calibrate and use equipment
- develop technological/computer skills (keyboarding, inputting data, scanning, retrieving data)

**6. Display auditory (hearing) ability sufficient to monitor, assess, and provide safe nursing assistant care.**

*Examples*

- ability to hear without communication face-to-face such as hearing alarms, emergency signals, cries for help, answering telephones and call lights
- audibly recognize changes in patient's breathing characteristics
- able to recognize the manner in which a patient speaks does not correspond to what the patient is saying such as when a patient sounding very depressed states he feels great
- ability to hear and interpret communication in stressful situations such as when more than one person is talking at a time, when patients and families and physicians are excited and talking in a loud voice
- ability to accurately hear using a stethoscope

**7. Display visual ability sufficient to monitor, assess, and provide safe nursing assistant care.**

*Examples*

- observe patient responses
- read numbers on dials, thermometers, gauges, measuring cups
- provide eye contact when communicating
- distinguish changes in color, size, and continuity
- distinguish alterations in normal body activities such as breathing patterns, level of consciousness
- observe safety features in environment such as water on floor, obstacles in path of patient
- visualize written word or data on computer screen
- perform basic nursing assistant skills (must be able to see patient in order to bathe patient, count respirations, obtain blood pressure)

**8. Display tactile ability sufficient to monitor, assess, and provide safe nursing assistant care.**

*Examples*

- perform palpation such as feeling for pulse
- use therapeutic touch
- handle equipment
- perform skills requiring use of the hands

**9. Demonstrate accountability and responsibility in all aspects of nursing assistant practice.**

*Examples*

- able to distinguish right from wrong, legal from illegal and act accordingly
- accept responsibility for own actions
- consider the needs of patients in deference to one's own needs
- able to comprehend ethical standards and agree to abide by them

## Health Sciences Certificate Degree Plan

### HEALTH CARE ASSISTANT PROGRAM CHECK SHEET | HCAS Major | CIP Code: 51.3902

<b>REQUIRED COURSES:</b>	<b>Prev. Taken</b>	<b>FALL 20__</b>	<b>OR</b>	<b>SPRING 20__</b>
<b>One Semester Program</b>				
HCA 1115 Basic Health Care Assisting	5 hrs.			
HCA 1125 Special Care Procedures	5 hrs.			
HCA 1214 Body Structure and Function	4 hrs.			
HCA 1312 Home Health Aide and Homemaker Services	2 hrs.			
<b>TOTAL HOURS:</b>	<b>16 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 16</b>		<b>16</b>	<b>16</b>
	<b>Advisor Initials</b>			
	<b>Date</b>			

- Courses for the respective program must be completed in one semester in order to get credit.
- A certificate of completion will be awarded to those who satisfactorily complete the HCA curriculum.
- Upon successful completion of the curriculum, students are eligible to take the national certification test.

Rev. 2021

## **MEDICAL LABORATORY TECHNOLOGY/ CLINICAL LABORATORY TECHNICIAN**

The Medical Laboratory Technology curriculum is a two-year Associate of Applied Science degree program of study that prepares individuals to work in a medical laboratory. This program is designed to meet the standards and requirements for careers in clinical laboratory science. At career entry, the medical laboratory technician/clinical laboratory technician will be able to perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and or emerging diagnostics) as the primary analyst making specimen-oriented decisions on predetermined criteria. Upon successful completion of the technical program, the student will be eligible to take a national certification examination.

The Medical Laboratory program consists of two academic years and one summer. Courses in biological, chemical, and social sciences, mathematics, humanities, and fine arts provide foundation and support for the technical courses. The MLT courses combine theory and clinical learning experiences in a related sequence. The practicum is a twenty week comprehensive learning experience in an affiliated hospital during which the student builds technical skills under direct supervision of the clinical instructor. It comprises the fourth semester and a summer session.

Affiliated hospitals are Bolivar Medical Center in Cleveland, University of MS Medical Center Grenada in Grenada, Delta Health-The Medical Center in Greenville, Greenwood Leflore Hospital in Greenwood, Northwest Mississippi Regional Medical Center in Clarksdale, North Sunflower Medical Center in Ruleville, Tallahatchie General Hospital in Charleston, Baptist Memorial Hospital in Yazoo City, and Chicot Memorial Medical Center in Lake Village, AR. Clinical assignments are at the discretion of the college.

The MDCC Medical Laboratory Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS) 5600 North River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880. Graduates of the program are awarded an Associate of Applied Science Degree and are eligible to write the national certification exam.

### **Legal Limitations** for Employment as a MLT:

According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, and sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements

- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET)
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time **OR** a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a “C” average or better on courses approved by the MLT program
- take an entrance test at the applicant’s own expense. Must be submitted within application deadline, can only be taken 2 times 45 days apart during the application year and cannot be older than 18 months of the application deadline
- must be 18 years of age at the start of the program

**PROCEDURE:**

Applicants must have the following documents on file in the Health Sciences office by April 1 to be considered for admission to the Medical Laboratory Program:

- MDCC application for admission or readmission
- MDCC application to the Medical Laboratory Program
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college
- an official college transcript from all colleges previously or presently attending
- ACT score
- entrance test scores

Students are encouraged to submit all parts of the application well in advance of the deadline.

**Incomplete applications will not be reviewed for admission.**

**SELECTION:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes but not limited to: ACT scores, GPA, entrance test scores, healthcare work experience (employer verification letter required), performance on core courses, and applicable previous degrees and certificates earned from an accredited college/university. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by email of their conditional acceptance or non-acceptance to the program. The conditional acceptance notification will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- satisfactory completion of American Heart Association Healthcare Providers CPR taught during the summer
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner
- proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster, and TB skin test (2-step TB skin test is required for all new entering students)
- acceptable pre-admission drug screen

- A & P I and II must be completed no longer than 7 years prior to being accepted into the program (but may be taken during the program)
- Microbiology and Chemistry must be completed no longer than 5 years prior to being accepted into the program (but may be taken during the program)
- The rules concerning the time limits on A & P I and II, Microbiology, and Chemistry will be considered on a case by case basis for those applicants who have already earned a B.S. degree or higher degree that includes those courses

**STUDENT RESPONSIBILITIES:**

Students who are accepted into the program must:

- attend mandatory Health Sciences orientation session
- be aware that, in addition to the regular college fees, Medical Laboratory Technology students may incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state certification examination fees, and registry review seminars. Fees are not limited to these listed
- be responsible for their own transportation to the college campus and clinical agencies

**PROGRESSION:**

A Medical Laboratory Technology student must maintain a grade of “C” in all MLT, mathematics, and science courses to progress in the program.

**READMISSION OR TRANSFER:**

Students seeking readmission to the program or transfer credit from another MLT program are considered on an individual basis according to the health sciences readmission and transfer policies.

**ADVANCED PLACEMENT:**

The Medical Laboratory Technology Program at Mississippi Delta Community College offers an option for successful completers of the MDCC Phlebotomy Program to apply for early enrollment into the MLT Program. Students who successfully complete the MDCC Phlebotomy program (PBT 1113 and PBT 1122) and have been selected into the Medical Laboratory program may waive enrollment in MLT 1112 Fundamentals of Medical Laboratory/Phlebotomy and join the current MLT Freshmen.

**Eligibility**

- ACT score of 16 or above
- take an entrance exam within the last 18 months
- meet required academics for spring admission\*
- acceptable criminal background check, as required by Mississippi State Law
- satisfactory pre-admission physical exam and drug screen
- applicants into the MLT Accelerated Track are subject to the admission requirements as listed under "Requirements for Admission"



\*PBT graduates applying for the Accelerated Track admission into spring term must complete 17 hours of required MLT academic courses (one course must be a required science). All math and science courses must have a “C” average or higher. PBT graduates applying for admission into fall term will be evaluated with incoming freshmen and will be allowed to forgo the MLT Fundamentals class (MLT 1112).

The program director is responsible for evaluating transfer and advanced placement credit.

College policies concerning advanced placement in academics are stated in the College Catalog. Students applying for the MLT program who have earned credits by transfer, exam, or evaluation which are equivalent to the entire first year of the program would be placed into the second year courses on a space-available basis.

### **CERTIFICATION AND LICENSURE**

Upon completion of the program in June, students are eligible to sit for a national certification examination. Most students choose certification through the American Society of Clinical Pathology Board of Certification (ASCP) or American Medical Technologist (AMT). Mississippi does not require a state license, though a number of states do. In most states requiring a license, national certification exams are accepted as proof of competency and no other testing is required.

Completion of the MLT Program is not contingent upon passage of any external certification examination.

Accredited by:  
National Accrediting Agency of Clinical Laboratory Science  
5600 N River Road, Suite 720  
Rosemont, IL 60018  
(773) 714-8880

MISSISSIPPI DELTA COMMUNITY COLLEGE  
 MEDICAL LABORATORY TECHNOLOGY  
 Rating Scale for Admission

Category weight provided (percentage %)	Score		Point Scale	Points Earned
<b>ACT score (20%)</b>		< 18	0	
		18-21	5	
		22-24	10	
		25 or >	15	
<b>TEAS Composite Score (24%)</b>				
		< 58.7	0	
Proficient		58.7 to 79.3	6	
Advanced		80.0 to 91.3	12	
Exemplary		92.0 to 100	18	
<b>ACT score of 16-17 must have completed 12 hours with a <math>\geq</math> 2.0 GPA in Relevant Course Work Approved by Program*</b>				Yes
				No
<b>Cumulative Grade Point Average (Transcript)</b>				
<b>MLT Grade Point Average in Relevant Course Work Approved by Program *</b> (Based on 12 hours or more) (3%)		< 2.5	0	
		2.5 – 2.99	½	
		3.0 – 3.49	1 ½	
		3.5 – 3.74	2	
		3.75 – 4.0	2 ½	
<b>Program Prerequisite Academic Courses (33%)</b>				
Please note-minimum Grade “C” required in lecture and lab for A&P I, A&P II, Chemistry, and Microbiology. Chemistry lecture/lab courses must correlate (cannot take General Chemistry Lecture + Principle Chemistry Lab); A&P I/A&P II lecture/lab must be completed 7 years prior to acceptance; Micro and Chem lecture/lab no longer than 5 years prior to acceptance. Those with a B.S. degree or higher will be considered on a case-by-case bases.				
<i>Grade of D or lower will not count toward points awarded. In addition, if course is repeated highest grade will be scored.</i>				
BIO 2513 Anatomy and Physiology I			A=3 B=2 C=1	
BIO 2511 Anatomy and Physiology I Lab			A=2 B=1 C=1/2	
CHE 1213 General Chemistry Lecture OR CHE 1313 Principles of Chemistry Lecture			A=3 B=2 C=1	
CHE 1211 General Chemistry Lab OR CHE 1311 Principles of Chemistry Lab			A=2 B=1 C=1/2	
ENG 1113 Composition I			A=3 B=2 C=1	
MAT 1313 College Algebra			A=3 B=2 C=1	
BIO 2523 Anatomy and Physiology II			A=3 B=2 C=1	
BIO 2521 Anatomy and Physiology II Lab			A=2 B=1 C=1/2	
BIO 2923 Microbiology			A=3 B=2 C=1	

BIO 2921 Microbiology Lab			A=2 B=1 C=1/2	
SPT/COM 1113 Public Speaking I			A=3 B=2 C=1	
Humanities Elective			A=3 B=2 C=1	
Social/Behavioral Science Elective			A=3 B=2 C=1	
<b>Previous Degree Awarded (Highest) (3%)</b>				
Requirements for consideration: Degree/Certificate must be of Science or Healthcare emphasis awarded from an accredited college/university.	Certificate	Year:	½	
	Associate	Year:	1	
	Bachelor	Year:	1 ½	
	Masters	Year:	2	
<b>Healthcare Experience (1%)</b>				
Work experience as Phlebotomist (or Military Equivalent)+ (1%)	Years:		1	
<b>Completed all relevant course work at MDCC* (1%)</b>			1/2	
			<b>TOTAL SCORE</b>	

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\*Calculate Based On Relevant Courses (see program checklist)

+Verification letter required

## **MEDICAL LABORATORY TECHNOLOGY**

### Standard Functions for Progression

The following standard functions provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Medical Laboratory Technology program completion. Applicants and students who cannot meet one or more of the requirements will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Standard Functions for Progression.

In order to successfully complete the Medical Laboratory Technology, an applicant/student must be able to do the following:

#### **Standard Observation Function**

##### **The MLT student must be able to:**

- Observe laboratory demonstrations in which biologicals are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products. Employ a clinical grade binocular microscope to discriminate among the structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.

#### **Standard Movement Function**

##### **The MLT student must be able to:**

- Move freely and safely about a laboratory.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Travel to numerous clinical laboratory sites for practical experience.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
- Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
- Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard to operate laboratory instruments and to calculate, record evaluate, and transmit laboratory information.

#### **Standard Communication Function**

##### **The MLT student must be able to:**

- Read and comprehend technical and professional materials.
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.

- Communicate with faculty members, fellow students, staff, and other healthcare professionals verbally and in a recorded format.
- Independently prepare papers, prepare laboratory reports, and take paper, computer, and laboratory practical examinations.

### **Standard Intellectual Function**

#### **The MLT student must be able to:**

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- To exercise sufficient judgment to recognize and correct performance.

### **Standard Behavioral Function**

#### **The MLT student must:**

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks with realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty and a distracting environment.
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with unpleasant biologicals.
- Support and promote the activities of fellow students and of healthcare professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care.
- Be honest, compassionate, ethical and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve. The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

# Health Sciences Associate of Applied Science Degree Plan

## MEDICAL LABORATORY TECHNOLOGY PROGRAM CHECK SHEET | MDLT Major | CIP Code: 51.1004

		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
<b>REQUIRED COURSES:</b>							
*BIO 2513/2511 Anatomy & Physiology I	4 hrs.		BIO 2513/2511				
Social/Behavioral Science Elective	3 hrs.		Elective				
CHE 1313/1311 Principles of Chemistry I OR CHE 1213/1211 General Chemistry I	4 hrs.		CHE 1313/1311 CHE 1213/1211				
ENG 1113 Composition I	3 hrs.		ENG 1113				
MAT 1313 College Algebra	3 hrs.		MAT 1313				
MLT 1112 Fundamentals of MLT OR PBT 1113 Phlebotomy & PBT 1122 Phlebotomy Clinical	2 hrs. 5 hrs.		MLT 1112 PBT 1113/PBT 1122				
BIO 2523/2521 Anatomy & Physiology II	4 hrs.			BIO 2523/2521			
BIO 2923/2921 Microbiology & Lab	4 hrs.			BIO 2923/2921			
MLT 1212 Urinalysis	2 hrs.			MLT 1212			
MLT 1313 Hematology I	3 hrs.			MLT 1313			
MLT 1413 Immunology/Serology	3 hrs.			MLT 1413			
MLT 2522 Path Micro I	2 hrs.			MLT 2522			
Humanities Elective	3 hrs.						Elective
SPT/COM 1113 Public Speaking I	3 hrs.						SPT/COM 1113
MLT 1324 Hematology II	4 hrs.				MLT 1324		
MLT 1515 Clinical Chemistry	5 hrs.				MLT 1515		
MLT 2424 Immunohematology	4 hrs.				MLT 2424		
MLT 2614 Path. Micro II	4 hrs.				MLT 2614		
MLT 2916 Clinical Practicum I	6 hrs.					MLT 2916	
MLT 2925 Clinical Practicum II	5 hrs.					MLT 2925	
MLT 2723 Certification Fund. of MLT	3 hrs.					MLT 2723	
MLT 2935 Clinical Practicum III	5 hrs.						MLT 2935
MLT 2711 MLT Seminar	1 hr.						MLT 2711
<b>RECOMMENDED ELECTIVES:</b>							
Art or Music Appreciation	3 hrs.						
CHE 1323/1311 Principles of Chemistry II OR CHE 1223/1221 General Chemistry II	4 hrs.						
CSC 1123 Computer Apps I	3 hrs.						
ENG 1123 English Comp II	3 hrs.						
HIS World Civ I/II	3 hrs.						
Literature	3 hrs.						
LLS 1333 Introduction to Health Professions	3 hrs.						
MAT Calculus/Trig/Stats	3 hrs.						
PSY 1513 General Psychology	3 hrs.						
SOC 2113 Introduction to Sociology	3 hrs.						
TAH 1113 Medical Terms in Allied Health	3 hrs.						
	<b>80 HRS.</b>		<b>19</b>	<b>18</b>	<b>17</b>	<b>14</b>	<b>12</b>
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 80</b>						
	<b>Advisor Initials</b>						
	<b>Date</b>						

- An Associate of Applied Science degree will be awarded upon completion of not less than eighty hours of credit with a minimum cumulative grade point average of 2.00. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements. Rev. 2021

## PHLEBOTOMYTECHNICIAN

The Phlebotomy Program is a one semester program consisting of two courses: PBT 1113 Phlebotomy and PBT 1122 Phlebotomy Practicum. Through classroom, laboratory, and clinical experiences students are trained to perform a variety of blood collection methods and techniques. Upon completion of the program, the student will be able to demonstrate entry level competencies as a clinical phlebotomist.

This evening course is ideal for health professionals seeking to expand their current skills, for currently employed phlebotomists seeking certification, or for those interested in a profession in laboratory medicine. Other topics covered include medical terminology, laboratory and patient safety, basic anatomy and physiology, quality assurance methods, and medicolegal issues of phlebotomy.

The clinical practicum, consisting of 100 hours of supervised clinical experience, is provided at regional medical affiliates, allowing participants to achieve proficiency in the health-care setting. Students must complete a minimum number of successful unaided collections before course completion. The practicum is not required for students who have been employed as phlebotomists for at least six months within the past five years, as documented by letter from their employer.

Affiliated healthcare organizations are Delta Health-the Medical Center in Greenville, Greenwood Leflore Hospital in Greenwood, University of MS Medical Center Grenada in Grenada, Northwest Mississippi Regional Medical Center in Clarksdale, Bolivar Medical Center in Cleveland, Tallahatchie General Hospital in Charleston, Baptist Memorial Hospital in Yazoo City, and Chicot Memorial Medical Center in Lake Village, AR. Clinical assignments are at the discretion of the college.

Upon successful completion of the program, a certificate of completion will be awarded. Students are eligible to take a national examination to become a Certified Phlebotomy Technician. Completion of the PBT program is not contingent upon the passage of any external certification examination.

### **Legal Limitations** for Employment as a phlebotomist:

According to Mississippi State Law Code 43-13-11, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements
- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET)
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time **OR** a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a “C” average or better on courses approved by the Phlebotomy program faculty
- have completed a biology course within the past 5 years, either in high school or college with a grade of “C”

or better. This requirement may be waived for applicants who have been employed in a healthcare capacity providing patient care for at least 6 months within the past 5 years. A letter from the employer is required for this requirement to be waived.

- be 18 years of age at the start of the program

### **PROCEDURE:**

Applicants must have the following documents on file in the Health Sciences office to be considered for admission to the fall class and for the spring class:

- MDCC application for admission or readmission
- MDCC application to the Phlebotomy Program (Health Sciences Application packet)
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college
- an official college transcript for all colleges previously or presently attending
- ACT score

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

### **SELECTION:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes but not limited to: ACT scores, GPA, healthcare work experience, and applicable previous degrees and certificates earned from an accredited college/university. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by email of their conditional acceptance or non-acceptance to the program. The conditional acceptance notification will include specific instructions regarding all requirements that must be complete prior to admission.

Admission is tentative based on:

- Prior to clinical students must satisfactorily complete Healthcare Providers CPR taught during the Phlebotomy program
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner indicating satisfactory health
- proof of current immunizations including, but not limited to Hepatitis-B vaccination series, MMR vaccination series, Tdap booster, and TB skin test (2-step TB skin test is required for all new entering students)
- acceptable pre-admission drug screen

### **STUDENT RESPONSIBILITIES**

Students who are accepted into the program must:

- attend mandatory Health Science orientation session
- be aware that, in addition to the regular college fees, Phlebotomy Technician students will incur expenses for such items as scrubs, books, supplies, liability insurance, accident insurance, physical examination, Hepatitis B vaccination series, background check, accident insurance, and CPR certification and national



certification examination fees. Fees are not limited to these listed.

- be responsible for their own transportation to the college campus and clinical agencies

**PROGRESSION:**

Students are required to maintain a “C” average (grade of 75) or better in both academic and clinical aspects of the program to obtain course credit and receive a certificate of completion.

**READMISSION OR TRANSFER:**

Students seeking readmission to the program are considered on an individual basis according to health sciences readmission policies.

Due to the nature of the semester program, students are not eligible to transfer into the phlebotomy program.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
PHLEBOTOMY  
Rating Scale for Admission

Category value provided ( <u>percentage %</u> )	Score		Point Scale	Points Earned
<b>ACT score (36%) (50% High School)</b>		< 16	0	
		16-17	1	
		18-21	2	
		22-24	3	
		25 or >	4	
<b>Cumulative Grade Point Average (Transcript)</b>				
<b>PBT Grade Point Average in Relevant Course Work Approved by Program *</b> (Based on 12 hours or more) (28%)		< 2.5	0	
		2.5 – 2.99	½	
		3.0 – 3.49	1	
		3.5 – 3.74	2	
		3.75 – 4.0	3	
<b>Completion of a biology course within the past 5 years, either in high school or college with a “C” average of higher. OR Employed in a healthcare capacity providing patient care for at least 6 months within the past 5 years.+</b>				Yes
				No
<b>HIGH SCHOOL</b> (scores used only for entering freshman, no college credit, graduation within 5 years) (50% High School)				
Bio I/II	Date	90- >	1	
Science		90- >	1	
Math		90- >	1	
Allied Health		90- >	1	
<b>Previous Degree Awarded (Highest) (18%)</b>				
Requirements for consideration: Degree/Certificate must be of Science or Healthcare emphasis awarded from an accredited college/university.	Certificate	Year:	½	
	Associate	Year:	1	
	Bachelor	Year:	1 ½	
	Masters	Year:	2	
<b>Healthcare Experience (9%)</b>				
Work experience (as a Phlebotomist or Military Equivalent)+	Describe		1	
<b>Completed all relevant course work at MDCC* (9%)</b>			1/2	
			<b>TOTAL SCORE</b>	

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\*Calculate Based On Relevant Courses (see pre-Allied Health checklist)  
+Verification letter required

## **PHLEBOTOMYTECHNICIAN**

### Standard Functions for Progression

The following essential requirements provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Phlebotomy program completion. Applicants and students who cannot meet one or more of the requirements will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Standard Functions for Progression.

In order to successfully complete the Phlebotomy program, an applicant/student must be able to do the following:

#### Essential Observation Requirements

In order to perform phlebotomy duties, the individual must be able to meet the following requirements:

- **Vision** – The Phlebotomy Technician student must be able to read test order requisitions, discriminate colors, and record information.
  
- **Speech and Hearing** – The Phlebotomy Technician student must be able to communicate effectively and sensitively in order to elicit information. The student must be able to assess non-verbal communication and must be able to transmit the information to all members of the healthcare team.
  
- **Fine Motor Functions** - The Phlebotomy Technician student must manifest all the skills necessary to manipulate instruments and equipment. The student must be able to perform phlebotomy safely and accurately.
  
- **Psychological Stability** – The Phlebotomy Technician student must demonstrate the emotional health required for full utilization of the applicant’s intellectual abilities. The student must be able to recognize emergency situations and be able to take the appropriate action.

**Health Sciences Certificate Degree Plan**  
**PHLEBOTOMY PROGRAM CHECK SHEET | PBOT Major | CIP Code: 51.1009**

REQUIRED COURSES:		Prev. Taken	FALL 20__	OR	SPRING 20__
<b>One Semester Program</b>					
Phlebotomy Technician Program					
*High school or college biology course		<b>BIO course</b>			
PBT 1113 Phlebotomy	3 hrs.				
PBT 1122 Clinical Practice	2 hrs.				
Electives Optional					
<b>TOTAL HOURS:</b>		<b>5 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours 5</b>		<b>5</b>		<b>5</b>
	<b>Advisor Initials</b>				
	<b>Date</b>				

\* Required prerequisite that must be completed within 5 years of admission to the program.

- Courses for the respective program must be completed in one semester in order to get credit.
- A certificate of completion will be awarded to those who satisfactorily complete the phlebotomy curriculum.
- Upon successful completion of the curriculum, students are eligible to take a national examination to become a Certified Phlebotomy Technician.

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## PHYSICAL THERAPIST ASSISTANT PROGRAM

The Physical Therapist Assistant (PTA) Program provides a general education and clinical training program that prepares students for a career in the profession of physical therapy. The PTA Program is an approximate 2-year program that commences in August of each year. Students receive classroom instruction and laboratory experience on campus during the program. Clinical experience with actual patient contact is provided by rotations through affiliated healthcare facilities during this period.

The Physical Therapist Assistant program is approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The accrediting body for the Physical Therapist Assistant Program at Mississippi Delta Community College is the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. Refer to the program website for current accreditation status: <https://www.msdelta.edu/programs/health-sciences/physical-therapist-assistant/physical-therapist-assistant.php>

Graduates may opt to obtain a temporary 90-day licensure to practice in Mississippi to use until the licensure exam is taken. Again, temporary licenses are optional, and you can seek more information about Mississippi Board of Physical Therapy licensure regulations and about the licensure examination dates and process on these two links: <https://www.msbpt.ms.gov/secure/index.asp> and <https://www.fsbpt.org>.

CAPTE is an accrediting agency that is nationally recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants. The process to file a complaint with CAPTE is located under the "Complaints" tab. The general contact information for CAPTE is:

Commission on Accreditation in Physical Therapy Education  
3030 Potomac Ave., Suite100  
Alexandria, VA 22305-3085  
(703) 706-3245  
[accreditation@apta.org](mailto:accreditation@apta.org)

### **Legal Limitations** for Employment as a PTA:

According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony , or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general college admission requirements;
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time **OR** a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a “C” average or better in courses approved by the PTA Program; and
- take entrance test at the applicant’s own expense. Must be submitted within application deadline, can only be taken 2 times 45 days apart during the application year and cannot be older than 18 months of the application deadline
- must be 18 at start of program

### **PROCEDURE:**

Applicants must have the following documents on file in the Health Sciences office by **March 1** to be considered for admission to the Physical Therapist Assistant Program:

- MDCC application for admission or readmission;
- MDCC application to the Physical Therapist Assistant Program;
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college;
- An official college transcript from all colleges previously or presently attending;
- ACT score;
- Entrance test scores;
- Observation Hours Forms (a minimum of two totaling *at least 20 hours from two different facilities*);
- Autobiographical Information Form; and
- Verification of Physical Therapy Observation Summary

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

### **SELECTION:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of an Applicant Rating Scale which includes but not limited to: ACT scores, GPA, entrance test scores, performance on core courses, applicable previous degrees and certificates earned from an accredited college/university, and healthcare work experience (employer verification letter required). All documents must be submitted by March 1. The applicant process is very competitive, so meeting the minimum application requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program as well as accreditation requirements. Applicants will be notified by email of their conditional acceptance or non-acceptance to the program. The conditional acceptance notification will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of “C” or better during the summer session or regular session prior to admission to the PTA program;
- A & P I and II must be completed within the last five years
- satisfactory completion of American Heart Association Healthcare Providers CPR taught during the first year of enrollment
- satisfactory background check (see Policy on Admission to Health Science Program);
- health evaluation form completed by a physician or nurse practitioner;
- proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster, and TB skin test (2-step TB skin test is required for all new entering students)
- acceptable pre-admission drug screen.

### **STUDENT RESPONSIBILITIES:**

After notification of program acceptance, the student will be required to:

- Attend mandatory Health Sciences and PTA Program orientations;
- Complete all orientation-related activities (Examples: obtain physical and receive a clear criminal background status) on or before first day of class;
- Submit all orientation-related paperwork on or before first day of class; and
- Meet any requirements specific to clinical education sites/instructors.

### **PROGRESSION:**

A PTA Program student must maintain a grade of “C” in all core courses to progress in the program. Students who do not maintain a “C” will be dismissed from the program.

### **READMISSION or TRANSFER:**

Students seeking readmission to the program or transfer credit from another PTA program are considered on an individual basis according to Health Sciences readmission and transfer policies.

### **Pregnancy Policy (Female applicants)**

Pregnancy while enrolled in the PTA Program is discouraged. Female students who become pregnant or suspect pregnancy must notify the Program Director **immediately!** Notification must be made in writing. A student has the right to not declare her pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, she also has the right to undeclared her pregnancy at any time and would be treated as though she was not pregnant. This is in accordance with Federal and State laws. Confidentiality is assured, if necessary.

Students who have declared the pregnancy will receive counseling concerning continuation of studies during pregnancy. Pregnancy is **not** grounds for dismissal, but the PTA Program utilizes various modalities and treatment methods during training that are contraindicated for use on pregnant women.

Below are the recommendations concerning the student's progression in the PTA Program:

- A student who becomes pregnant while in the program will be given the option of withdrawing immediately. She may return at a later date as determined by the Program Director. Accreditation standards regarding class size must be upheld and may affect program re-entry. There is no guarantee if or when a student may be able to re-enter the program. **(Option 1)**
- The pregnant student who chooses not to withdraw from the program immediately must acknowledge in writing having received counseling and assume all risk for possible damage to the unborn fetus. The pregnant student must also acknowledge in writing that she may not be able to participate in certain clinical education rotations, thereby affecting her ability to graduate from the program. If the delivery due date falls after program completion, the student may opt to continue in the program if she chooses to assume all risk for possible damage to the unborn fetus. However, as stated earlier, some clinical education sites may not allow pregnant students to participate in clinical education rotations. Since the program has no control over this, pregnant students may ultimately have to declare Option 1 or Option 3. The same program re-entry policies will still apply as stated in Option 1. Re-admission to the program is not guaranteed. **(Option 2)**
- Undeclared pregnancy. **(Option 3)**



MISSISSIPPI DELTA COMMUNITY COLLEGE  
 PHYSICAL THERAPIST ASSISTANT  
 Rating Scale for Admission

Category weight provided ( <u>percentage %</u> )	Score		Point Scale	Points Earned
<b>ACT Score (21%)</b>		< 18	0	
		18-21	5	
		22-24	10	
		25 or >	15	
<b>TEAS Composite Score (25%)</b>				
		< 58.7	0	
Proficient		58.7 – 79.3	12	
Advanced		80.0 – 91.3	18	
Exemplary		92.0 – 100	24	
<b>Cumulative GPA (Transcript)</b>				
<b>ACT score of 16-17 must have completed 12 hours with a <math>\geq</math> 2.0 GPA in Relevant Course Work Approved by Program*</b>				Yes
				No
<b>Grade Point Average in Relevant Course Work Approved by Program* (Based on min 12 hours) (3%)</b>		< 2.5	0	
		2.5 – 2.99	$\frac{1}{2}$	
		3.0 – 3.49	$1 \frac{1}{2}$	
		3.5 – 3.74	2	
		3.75 – 4.0	$2 \frac{1}{2}$	
<b>Program Prerequisite Academic Courses (22%)</b>				
Please Note-Minimum Grade “C” required in Lecture and Lab for A&P I/A&P II; A&P I and II lecture/lab must be completed no longer than 5 years prior to admission.				
<i>Grade of D or lower will not count toward points awarded. In addition, if a course is repeated highest grade will be scored. However, a course repeated more than twice a deduction of 0.5 will incur.</i>				
BIO 2513 Anatomy and Physiology I			A=5 B=3 C=2	
BIO 2511 Anatomy and Physiology I Lab			A=3 B=2 C=1	
BIO 2523 Anatomy and Physiology II			A=5 B=3 C=2	
BIO 2521 Anatomy and Physiology II Lab			A=3 B=2 C=1	
<b>Program Required Academic Courses (21%)</b>				
<i>Grade of D or lower will not count toward points awarded. In addition, if a course is repeated highest grade will be scored.</i>				
ENG 1113 English Composition I			A=3 B=2 C=1	
SPT/COM 1113 Public Speaking			A=3 B=2 C=1	
Mat 1313 College Algebra			A=3 B=2 C=1	
Humanities/Fine Arts Elective			A=3 B=2 C=1	
PSY 1513 General Psychology			A=3 B=2 C=1	

<b>Previous Degree Awarded (Highest)</b> (3%)				
Requirements for consideration: Degree/Certificate must be of Science or Healthcare emphasis awarded from an accredited college/university.	Certificate	Year:	½	
	Associate	Year:	1	
	Bachelor	Year:	1 ½	
	Masters	Year:	2	
<b>Healthcare Experience (1%)</b>				
<i>Health Related Work Experience or Military Equivalent+</i>	Describe		1	
	Years:			
<b>Observation hours (3%)</b> ½ points awarded for each 10 hours over the minimum (20 hrs.) not to exceed 2 points				
<b>Completed all relevant course work at MDCC*(1%)</b>		½		
			<b>TOTAL</b>	

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\*Calculate Based On Relevant Courses (see program checklist)

+Verification letter required

MISSISSIPPI DELTA COMMUNITY COLLEGE  
PHYSICAL THERAPIST ASSISTANT PROGRAM

**MINIMUM TECHNICAL STANDARDS FOR ADMISSION, PROGRESSION,  
AND GRADUATION IN THE PHYSICAL THERAPIST ASSISTANT PROGRAM**

Consistent with its mission and philosophy, the Physical Therapist Assistant (PTA) Program at Mississippi Delta Community College is committed to providing educational opportunities to students. The PTA Program is an approximate two-year program of study that prepares students to work within the profession of physical therapy under the supervision of a licensed physical therapist. A major purpose of the PTA Program is to prepare graduates to assist physical therapists in healthcare settings to deliver physical therapy services in a safe, effective manner and to stimulate a lifelong commitment to continued professional development.

In addition, certain functional abilities are essential for the delivery of safe, effective therapeutic care. Therefore, the faculty has determined that the following technical standards and skills are requisite for admission, progression and graduation from the Physical Therapist Program:

**Communication Standards:**

<u>Skills</u>	<u>Indicators/Rationale</u>
Speak and Express	<ul style="list-style-type: none"><li>• Speak/understand the English language in order to provide/receive information and instructions from faculty, peers, patients, caregivers, clinicians, and other healthcare providers.</li></ul>
Read	<ul style="list-style-type: none"><li>• Printed/handwritten data and information in English at level of competency required by program curriculum.</li></ul>
Understand and Interpret	<ul style="list-style-type: none"><li>• All medical terminology/information and plans of care regarding patients to provide appropriate/competent care therein.</li></ul>
Follow Directions Write/Type	<ul style="list-style-type: none"><li>• Accurately/efficiently, seeking clarification as needed.</li><li>• To produce legible, thorough, and grammatically correct handwritten or word-processed documents in the English language.</li></ul>
Interpersonal Skills	<ul style="list-style-type: none"><li>• To effectively/harmoniously work with faculty, peers, patients, caregivers, clinicians, and other healthcare providers regardless of personality, beliefs, ethnicity, race, socioeconomic status, physical and mental condition, etc.</li></ul>

**Cognitive and Intellectual Standards:**

<u>Skills</u>	<u>Indicators/Rationale</u>
Think Critically	<ul style="list-style-type: none"><li>• To identify/solve problems, identify causes/effect relationships, to apply reading, lecture, and laboratory</li></ul>

information to case studies, and to employ effective teaching, learning, and test-taking strategies

- |                                           |                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comprehend                                | <ul style="list-style-type: none"> <li>• Relevant information regarding medical data and patient records, therapeutic interventions, indications and contraindications for interventions, human pathology, and professional literature</li> </ul>                                                                                                                                       |
| Prioritize                                | <ul style="list-style-type: none"> <li>• Events regarding patient care, safety, interventions, and documentation and other events necessary for accurate and productive employment sequencing/progression</li> </ul>                                                                                                                                                                    |
| Calculate<br>Make Clinical Decisions      | <ul style="list-style-type: none"> <li>• To accurately collect and/or interpret patient information</li> <li>• To respond quickly/appropriately to changes in patient status, to analyze written, verbal and non-verbal data in order to make decisions to terminate, modify, progress and cancel interventions in order to act safely and ethically on the patient's behalf</li> </ul> |
| Intact Short-term and<br>Long-term Memory | <ul style="list-style-type: none"> <li>• To accurately and quickly remember data from the chart and from other verbal, non-verbal, or written reports to provide safe and accurate care to the patient</li> </ul>                                                                                                                                                                       |
| Think Quickly and<br>Clearly              | <ul style="list-style-type: none"> <li>• To execute all duties unimpaired by any condition or substance that alters mental processing, speed, or quality of thought processes or judgement</li> </ul>                                                                                                                                                                                   |

**Mobility/Motor Skills:**

- | <u>Skills</u>                                    | <u>Indicators/Rationale</u>                                                                                                                                                                                                       |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kneel or Stoop Freely                            | <ul style="list-style-type: none"> <li>• To the floor to adjust patient position or assist with equipment; inspect feet, apply shoes or prosthetics</li> </ul>                                                                    |
| Kneel/Half Kneel/Crawl                           | <ul style="list-style-type: none"> <li>• On an exercise table to assist with patient activities</li> </ul>                                                                                                                        |
| Reach Above head                                 | <ul style="list-style-type: none"> <li>• In standing, to adjust and position equipment</li> </ul>                                                                                                                                 |
| Lift/Pull/Guide/Transfer                         | <ul style="list-style-type: none"> <li>• A patient of up to 150 lbs.</li> </ul>                                                                                                                                                   |
| Lift/Pull/Guide/Transfer<br>Bend/Stand/Kneel/Sit | <ul style="list-style-type: none"> <li>• A patient of up to 250 lbs. using a two-person technique</li> <li>• To administer emergency care (CPR); to perform lab activities and administer proper patient interventions</li> </ul> |
| Walk/Crawl >90 No<br>Rest                        |                                                                                                                                                                                                                                   |
| Guide/Resist And Assist                          | <ul style="list-style-type: none"> <li>• All persons during transfers, ambulation, interventions, exercises; must use arms legs and trunk to provide the stabilization necessary for a patient during therapy</li> </ul>          |
| Push/Pull                                        | <ul style="list-style-type: none"> <li>• Large equipment, including, but not limited to wheelchairs, stretchers, tilt tables, etc.</li> </ul>                                                                                     |
| Walk                                             | <ul style="list-style-type: none"> <li>• For extended periods of time to all areas of a hospital, facility, or patient home, etc.</li> </ul>                                                                                      |

Climb	<ul style="list-style-type: none"> <li>• Stairs and inclines while safely guarding an unstable patient</li> </ul>
Bilateral Dexterity	<ul style="list-style-type: none"> <li>• To perform all aspects of safe treatment, equipment adjustments, documentation, etc.</li> </ul>
Coordination	<ul style="list-style-type: none"> <li>• To perform tasks with different limbs simultaneously</li> </ul>
Speed And Agility	<ul style="list-style-type: none"> <li>• To protect a patient from falling during all aspects of patient care</li> </ul>
Assume a Wide Base of Support; Keep Balance	<ul style="list-style-type: none"> <li>• To guard, maintain, and correct balance of an unstable patient on level surfaces, un-level surfaces, inclines/declines, stairs, etc.</li> </ul>
Perform	<ul style="list-style-type: none"> <li>• All aspects of patient care/office/treatment area maintenance with proper body mechanics</li> </ul>
Work Capacity	<ul style="list-style-type: none"> <li>• To perform all essential skills and standards to complete a full-time employment schedule as well as full-time clinical experiences required for program completion.</li> </ul>

**Sensory Abilities and Observational Skills:**

<u>Skills</u>	<u>Indicators/Rationale</u>
Depth Perception See (with or without corrective lenses)	<ul style="list-style-type: none"> <li>• For judging distance/surface/level changes during gait</li> <li>• Must see facial expressions/non-verbal communication, skin, discriminate color, patterns of movement, the environment up to 20', instructions and parameters on equipment, detect small readings and calibrations</li> </ul>
Feel	<ul style="list-style-type: none"> <li>• Must discriminate slight temperature differences, pulses, body segment contour, muscle tone, joint movement, sharp/dull &amp; light touch/deep pressure sensations</li> </ul>
Hear	<ul style="list-style-type: none"> <li>• Soft voices, call systems, alarms, timers, vital organ and vascular sounds through a stethoscope</li> </ul>
Smell	<ul style="list-style-type: none"> <li>• To detect odors related to patient assessment and treatment/treatment area safely</li> </ul>
Position/Movement Balance sensation	<ul style="list-style-type: none"> <li>• To safely know where your body is at all times</li> </ul>

**Behavioral/Professional Standards:**

<u>Skills</u>	<u>Indicators/Rationale</u>
Flexibility	<ul style="list-style-type: none"> <li>• To adjust to an ever-changing environment</li> </ul>
Compassion	<ul style="list-style-type: none"> <li>• To respect/show empathy for patients and caregivers in regards to personality, beliefs, ethnicity, race, socioeconomic status, physical and mental condition, etc.</li> </ul>
Cooperation	<ul style="list-style-type: none"> <li>• To work as a member of a team and develop positive and effective relationships with faculty, peers, patients, caregivers, clinicians, and other healthcare providers</li> </ul>

- Recognize Limitations • To request assistance when needed and to seek/accept correction and constructive suggestions; utilize resources effectively and assume responsibility for actions and personal/professional development
- Tolerance • For faculty, peers, patients, caregivers, clinicians, and other healthcare providers; for clinical situations that may have potential exposure to wounds, incontinence, and other bodily fluids or pathogens
- Willingness • To abide by all professional, institutional, program, and clinical policies and procedures and to put forth the best personal and professional effort in the classroom, laboratory, clinic, and community
- Positive Attitude • To demonstrate initiative, enthusiasm, etc.
- Work Ethic • To attend class, lab, and clinic sessions promptly as assigned; to prepare for class, lab and clinical sessions adequately and submit assignments on time
- Stress Management • To be able to cope in a fast-paced technical program
- Planning Ahead • To be adequately prepared for class, lab, and clinical
- Self Care • To maintain generally good health and hygiene required for all individuals associated with the program

# Health Sciences Associate of Applied Science Degree Plan

## PHYSICAL THERAPIST ASSISTANT PROGRAM CHECK SHEET | PTAT Major | CIP Code: 51.0806

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__	FALL 20__	SPRING 20__	
*BIO 2513 Anatomy & Physiology I	3 hrs.	BIO 2513	X	X	X	X	X
*BIO 2511 Anatomy & Physiology I Lab	1 hr.	BIO 2511	X	X	X	X	X
*BIO 2523 Anatomy & Physiology II	3 hrs.	BIO 2523	X	X	X	X	X
*BIO 2521 Anatomy & Physiology II Lab	1 hr.	BIO 2521	X	X	X	X	X
ENG 1113 English Composition I	3 hrs.		ENG 1113				
PTA 1123 Fundamental Concepts of PT	3 hrs.		PTA 1123				
PTA 1213 Fundamental Skills for PTAs	3 hrs.		PTA 1213				
PTA 2513 Medical Conditions & Path	3 hrs.		PTA 2513				
PSY 1513 General Psychology	3 hrs.			PSY 1513			
PTA 1224 Therapeutic Modalities	4 hrs.			PTA 1224			
PTA 2233 Electrotherapy	3 hrs.			PTA 2233			
PTA 1314 Kinesiology	4 hrs.			PTA 1314			
SPT/COM 1113 Public Speaking	3 hrs.			SPT/COM 1113			
MAT 1313 College Algebra	3 hrs.				MAT 1313		
PTA 1324 Therapeutic Exercise and Rehab I	4 hrs.				PTA 1324		
Humanities/Fine Arts Elective	3 hrs.					Elective	
PTA 2335 Therapeutic Exercise and Rehab II	5 hrs.					PTA 2335	
PTA 2414 Clinical Education I	4 hrs.					PTA 2414	
PTA 2424 Clinical Education II	4 hrs.						PTA 2424
PTA 2434 Clinical Education III	4 hrs.						PTA 2434
PTA 2444 Clinical Education IV	4 hrs.						PTA 2444
PTA 2524 Physical Therapy Seminar	4 hrs.						PTA 2524
<b>RECOMMENDED ELECTIVES:</b>							
PTA 1133 PTA Practicum I (only for PTA students)	3 hrs.		PTA 1133				
PTA 1143 PTA Practicum II (only for PTA students)	3 hrs.			PTA 1143			
Art or Music Appreciation	3 hrs.						
CHE 1213/1211 General Chemistry I (Lec/Lab)	4 hrs.						
CSC 1123 Computer Applications I	3 hrs.						
ENG 1123 English Comp II	3 hrs.						
Literature	3 hrs.						
History	3 hrs.						
LLS 1333 Intro to Health Professions	3 hrs.						
MAT 2323 Statistics	3 hrs.						
MFL Modern Foreign Language	3 hrs.						
PHY 2413/2411 Physics I (Lec/Lab)	4 hrs.						
SOC 2113 Intro to Sociology	3 hrs.						
TAH 1113 Medical Terms in Allied Health	3 hrs.						
	<b>72 HRS.</b>	<b>8</b>	<b>12</b>	<b>17</b>	<b>7</b>	<b>12</b>	<b>16</b>
<b>NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR <a href="http://www.MATTtransferool.com">www.MATTtransferool.com</a>.</b>	<b>Total Hours</b> 72						
	<b>Advisor Initials</b>						
	<b>Date</b>						

\*Required prerequisites that must be completed within 5 years of admission to the program.

An Associate of Applied Science degree will be awarded upon completion of not less than seventy-one hours of credit with a minimum cumulative grade point average of 2.00. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements. Rev. 2023

## PRACTICAL NURSING

The MDCC Practical Nursing (PN) Program is a three semester program that prepares graduates with the knowledge and skills needed to meet the expanding healthcare needs of the community. The mission of the Practical Nursing Program is to prepare graduates for entry level nursing practice in a variety of healthcare settings. The Licensed Practical Nurse provides care under the direction of a licensed physician, dentist, or registered nurse as determined by the Administrative Code Mississippi Board of Nursing.

Affiliating hospitals are Bolivar Medical Center in Cleveland, Greenwood Leflore Hospital in Greenwood, Delta Health-The Medical Center in Greenville, Mississippi State Hospital at Whitfield, South Sunflower County Hospital in Indianola, North Sunflower Medical Center in Ruleville, Baptist Hospital in Yazoo City, and Tyler Holmes Memorial Hospital in Winona. Other area nursing homes and clinical agencies are also utilized.

The MDCC Practical Nursing Program is accredited by the Mississippi Board of Nursing. Graduates of the program are awarded a certificate and are eligible to write the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Graduates must apply to the Mississippi Board of Nursing for licensure to practice as a Licensed Practical Nurse in the State of Mississippi.

### **Legal Limitations** for Licensure as a Practical Nurse:

Students who fail to conform to the Nursing Department Code of Ethics may be placed on probation, suspended, or dismissed from the program. All applicants should be advised that according to the Mississippi Nursing Practice Law and Administrative Code Mississippi Board of Nursing an individual's application to write the licensing exam may be refused if the applicant has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972.

According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

Graduates must apply to the Mississippi Board of Nursing for licensure to practice as a Licensed Practical Nurse in Mississippi.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements
- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET)
- have a minimum ACT score of 16 (12 if taken before October 28, 1989)
- take the entrance test at the applicant's own expense. Must be submitted within application



deadline, can only be taken 2 times 45 days apart during the application year and cannot be older than 18 months of the application deadline

- the Practical Nursing Program at MDCC may allow up to 15% admission for high-risk students (students who do not meet admission criteria)
- must be 18 years of age at start of program

### **PROCEDURE:**

Applicants must have the following documents on file in the Health Sciences office by April 1 to be considered for admission to the Practical Nursing Program:

- MDCC application for admission or readmission
- MDCC application to the Practical Nursing Program
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college
- An official college transcript from all colleges previously or presently attending
- ACT score
- Entrance test scores

Students are encouraged to submit all parts of the application well in advance of the deadline.

**Incomplete applications will not be reviewed for admission.**

### **SELECTION:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes but not limited to: ACT scores, GPA, entrance test scores, applicable previous degree and certificates earned from an accredited college/university, healthcare work experience (employer verification letter required), and performance on core courses. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. All applicants will be notified by email of their conditional acceptance or non-acceptance to the program. If an applicant is accepted for the program, they will receive conditional acceptance notification with specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of "C" or better within the last 5 years to be exempt from Body Structure and Function (PNV 1213)
- satisfactory completion of American Heart Association Healthcare Providers CPR taught during the summer
- satisfactory completion of MAT 1102 during the summer, if indicated by entrance test scores
- satisfactory background check performed by the Health Sciences office
- health evaluation form completed by a licensed healthcare provider
- proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster, and TB skin test (2-step TB skin test is required for all new entering students)
- acceptable pre-admission drug screen

**STUDENT RESPONSIBILITIES:**

Students who are accepted into the program must:

- attend mandatory Health Science and Practical Nursing orientations.
- be aware that, in addition to the regular college fees, Practical Nursing students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state certification examination fees, and review seminars. Fees are not limited to these listed.
- be responsible for their own transportation to the college campus and clinical agencies.

**PROGRESSION:**

Practical Nursing students must complete all courses with a final grade of “C” or better and a satisfactory clinical and laboratory grade to progress to the next semester.

**READMISSION:**

Students seeking readmission to the program or transfer credit from another PN program are considered on an individual basis according to health sciences readmission or transfer policies.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
PRACTICAL NURSING  
Rating Scale for Admission

Category value provided (percentage %)	Score		Point Scale	Points Earned
<b>ACT Score (16%)</b>		16	0	
		17 – 21	½	
		22 – 24	1	
		25 or >	2	
<b>TEAS Composite Score (24%)</b>				
		< 58.7	0	
	Proficient	58.7 – 79.3	1	
	Advanced	80.0 – 91.3	2	
	Exemplary	92.0 – 100	3	
<b>Cumulative Grade Point Average (Transcript)</b>				
<b>Grade Point Average in Relevant Course Work Approved by Program* (Based on min 12 hours) (16%)</b>		< 2.5	0	
		2.5 – 2.99	½	
		3.0 – 3.49	1	
		3.5 – 3.74	2	
		3.75 – 4.0	3	
A&P I and II Lecture/Lab within the past 5 years <b>Course with a C or higher (16%)</b>		No	0	
		Yes	2	
<b>Previous Degree Awarded (Highest) (16%)</b>				
Requirements for consideration: Degree/Certificate must be of Science or Healthcare emphasis and awarded from an accredited college/university.	Certificate	Year:	½	
	Associate	Year:	1	
	Bachelor	Year:	1 ½	
	Masters	Year:	2	
<b>Health Care Background/Experience (8%)</b>				
<i>Health Related Work Experience+</i>	Describe			
(CNA, EMT, RT, MLT, DHT, PBT, Pharm tech)	Year:		1	
Completed all relevant course work at MDCC* (4%)			½	
			<b>TOTAL SCORE</b>	

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\*Calculate Based On Relevant Courses (see program checklist)  
+Verification letter required

# PRACTICAL NURSING PROGRAM

## Core Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Practical Nursing Program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the Practical Nursing Program, an applicant/student must be able to do the following:

- 1. Demonstrate Critical Thinking Sufficient For Clinical Judgment. *Examples:***
  - prioritize information and identify cause-effect relationships in the clinical setting
  - analyze assessment findings and use findings to plan and implement care
  - evaluate plan of care and make revisions as appropriate
  - make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of nursing care
  - demonstrate arithmetic ability to correctly compute dosages, tell time, and use measuring tools
  
- 2. Display Interpersonal Skills Sufficient to Interact with Individuals, Families, and Groups in a Variety of Settings in the Community. *Examples:***
  - respect differences among clients and exhibit an attitude accepting of clients as individuals
  - establish rapport in order to communicate effectively with clients, families, significant others, and health team members
  - work effectively in small groups as a team member and a team leader
  - recognize crises and institute appropriate interventions to help resolve adverse situations
  
- 3. Demonstrate Appropriate Verbal And Written Communication Skills. *Examples:***
  - speak English coherently to clients, families, and other staff members
  - clearly explain treatment procedures and initiate health teaching for clients, families, or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations
  - provide clear, understandable written client documentation based upon proper use of the English language
  - convey critical information to other caregivers through graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner

**4. Exhibit Physical Ability Sufficient To Assist Clients To Meet Healthcare Needs In A Variety Of Settings, Including Moving From Room-To-Room, To Maneuver In Small Spaces, And To Negotiate Stairwells When Necessary. *Examples:***

- physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment and provide nursing care
- lift a minimum of 20 pounds of weight
- transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
- provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
- perform CPR satisfactorily and respond quickly in an emergency situation

**5. Demonstrate Gross And Fine Motor Abilities Sufficient To Provide Safe And Effective Nursing Care. *Examples:***

- demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
- hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
- pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
- calibrate and use equipment
- maintain sterile technique when performing sterile procedures

**6. Display Auditory, Visual, And Tactile Ability Sufficient To Safely Assess And Care For Clients.**

*Examples:*

- hear monitors, alarms, emergency signals, lung/heart sounds, bowel sounds, and cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper and computer screens, small print, gauges, measuring cups, syringes, and other equipment
- discriminate colors; changes in color, size and continuity of body parts
- discriminate alterations in normal body activities such as breathing patterns and level of consciousness
- observe hazards in environment (water spills, safety rails, restraints) and harmful situations
- perform physical assessment: palpate pulses, feel for heat or cold, tap body surface

**Health Sciences Certificate Degree Plan**  
**PRACTICAL NURSING PROGRAM CHECK SHEET | NURP Major | CIP Code: 51.3901**

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__
*PNV 1213 Body Structure & Function	3 hrs.		<b>PNV 1213</b>		
PNV 1443 Nursing Fundamentals and Clinical	13 hrs.		<b>PNV 1443</b>		
PNV 1524 IV Therapy & Pharmacology	4 hrs.			<b>PNV 1524</b>	
PNV 1682 Adult Health Nursing Concepts and Clinical	12 hrs.			<b>PNV 1682</b>	
PNV 1728 Specialty Areas in Nursing	8 hrs.				<b>PNV 1728</b>
PNV 1914 Nursing Transition	4 hrs.				<b>PNV 1914</b>
<b>RECOMMENDED ELECTIVES (OPTIONAL):</b>					
BIO 1613 Nutrition	3 hrs.				
**BIO 2513 Anatomy & Physiology I	3 hrs.				
**BIO 2511 Anatomy & Physiology I Lab	1 hr.				
**BIO 2523 Anatomy & Physiology II	3 hrs.				
**BIO 2521 Anatomy & Physiology II Lab	1 hr.				
BIO 2923 Microbiology	3 hrs.				
BIO 2921 Microbiology Lab	1 hr.				
CSC 1123 Computer Applications I	3 hrs.				
ENG 1113 English Composition I	3 hrs.				
ENG 1123 English Composition II	3 hrs.				
LLS 1333 Introduction to Health Professions	3 hrs.				
LLS 1413 Enhancement of Study	3 hrs.				
MAT 1313 College Algebra	3 hrs.				
PSY 1513 General Psychology	3 hrs.				
PSY 2533 Human Growth & Development	3 hrs.				
SOC 2113 Intro to Sociology	3 hrs.				
SPT/COM 1113 Public Speaking I	3 hrs.				
TAH 1113 Medical Terms in Allied Health	3 hrs.				
<b>TOTAL HOURS:</b>		<b>44 HRS.</b>			
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b>		<b>16</b>	<b>16</b>	<b>12</b>
	<b>44</b>				
	<b>Advisor Initials</b>				
	<b>Date</b>				

- Body Structure & Function is for those students who have not completed BIO 2513/2511 and BIO 2523/2521 with a “C” or better within the last 5 years prior to admission into the program.
- Students that complete the programs requirements will be eligible to apply LPN licensure.
- A certificate of completion is issued to those who satisfactorily complete the PN curriculum.

## RADIOLOGIC TECHNOLOGY

***\*Note: Changes in curriculum will occur during the summer of 2024 thereby affecting the catalog content in this section.***

The Radiologic Technology Program provides a general education and clinical training program that prepares students for a career in radiography. The technical program combines theory through traditional classroom instruction and laboratory experiences on campus, and clinical experiences in affiliating hospitals to provide opportunities for students to develop skills needed to enter the Radiology profession.

The Radiologic Technology Program commences in August of each year and runs for 22 consecutive months with a projected graduation date in May. Students receive traditional classroom instruction and laboratory experience on campus during the program. Clinical experience with actual patient contact is provided by rotation through the affiliated hospitals during this period.

Affiliated hospitals are Bolivar Medical Center in Cleveland, Delta Health-The Medical Center in Greenville, Greenwood Leflore Hospital in Greenwood, Northwest Mississippi Regional Medical Center in Clarksdale, Panola Medical Center in Batesville, North Sunflower Medical Center in Ruleville, South Sunflower County Hospital in Indianola, University of MS Medical Center Grenada in Grenada, University of MS Medical Imaging Center in Grenada, Tyler Holmes Memorial Hospital in Winona, and Chicot Memorial Medical Center in Lake Village, AR. Clinical assignments are at the discretion of the college.

Students will be required to rotate in the evenings for some clinical rotations.

The MDCC Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Graduates of the program are awarded an Associate of Applied Science degree and are eligible to write the American Registry of Radiologic Technology (ARRT) examination.

**Legal Limitations** for Employment as a RT:

According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

### **MINIMUM ADMISSION REQUIREMENTS:**

Applicants must:

- meet general admission requirements
- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET)

- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time **OR** a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a “C” average or better in courses approved by the RT program
- take the entrance test at the applicant’s own expense. Must be submitted within application deadline, can only be taken 2 times 45 days apart during the application year and cannot be older than 18 months of the application deadline
- must be 18 at start of program

**PROCEDURE:**

Applicants must have the following documents on file in the Health Sciences office by April 1 to be considered for admission to the Radiologic Technology Program:

- MDCC application for admission or readmission
- MDCC application to the Radiologic Technology Program
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college
- an official college transcript from all colleges previously or presently attending
- ACT score
- entrance test scores

Students are encouraged to submit all parts of the application well in advance of the deadline.

**Incomplete applications will not be reviewed for admission.**

**SELECTION:**

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are evaluated by the use of a rating scale which includes but not limited to: ACT scores, GPA, entrance test scores, performance on core courses, and applicable previous degrees and certificates earned from an accredited college/university. All documents must be submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by email of their conditional acceptance or non-acceptance to the program. The conditional acceptance notification will include specific instructions regarding all requirements that must be completed prior to August admission.

These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of “C” or better during the summer session or regular session prior to admission to the RT program
- A & P I and II must be completed within the last five years
- completion of Fundamentals of Radiology (RGT 1213) with a grade of “C” or better during the summer session or regular session prior to admission to the RT Program
- satisfactory completion of AHA-BLS CPR taught during the summer
- satisfactory completion of Math (MAT 1102) during the summer based on entrance test score



- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner
- proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster, and TB skin test (2-step TB skin test is required for all new entering students)
- acceptable pre-admission drug screen

### **STUDENT RESPONSIBILITIES:**

Students who are accepted into the program must:

- attend mandatory Health Science orientation session
- be aware that, in addition to the regular college fees, Radiologic Technology students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state certification examination fees, and registry review seminars. Fees are not limited to these listed
- be responsible for their own transportation to the college campus and clinical agencies

### **PROGRESSION:**

A Radiologic Technology student must maintain a grade of “C” in all RT, average in both academic and clinical aspects of the program to progress in program. Students who do not maintain a “C” will be dismissed from the program.

### **READMISSION OR TRANSFER:**

Students seeking readmission to the program or transfer credit from another RT program are considered on an individual basis according to the health sciences readmission and transfer policies.

### ***PREGNANCY POLICY (Female applicants)***

Female students who become pregnant or suspect pregnancy are encouraged by the National Council on Radiation Protection and Measurements (NCRP) to notify the Program Director or Instructor **immediately!** Notification must be made in writing. A student has the right to not declare her pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, she also has the right to un-declare her pregnancy at any time and would be treated as though she was not pregnant. This is in accordance with Federal and State laws. Confidentiality is assured if necessary.

Students who have declared the pregnancy will receive counseling concerning continuation of studies during pregnancy. Pregnancy is **not** grounds for dismissal, but radiation exposure should be limited during this time for the protection of the fetus. Radiation overdose in the first trimester has been known to cause birth defects and health problems. This is of utmost importance to the health of the unborn child. The radiation dose to the expectant mother (and fetus) must not exceed 0.5 rem during the entire period of gestation.

Below are the recommendations concerning the student's progression in the program:

- students who become pregnant while in the program will be given the option of withdrawing. She may return at a later date as determined by the student and Program Director (option 1)
- pregnant students who chose not to withdraw from the program must acknowledge in writing having received counseling and assume all risk for possible damage to the unborn fetus. The student will be offered a monitoring device to wear at waist level to monitor fetal exposure during gestation. Readings will be monitored closely by the Program's Radiation Safety Officer. The student will continue in the program and have the option of performing all required procedures (option 2) or proceed with limitations in fluoroscopy, portables, surgery, etc. and make up missed rotations after delivery (option 3)
- second year students will be given the option of completing the didactic portion of the program and withdrawing from the clinical courses. Clinical will be resumed as soon as feasible after the baby's birth, but the student must make up clinical days missed in excess of clinical absences allowed. First year students do not have this option because the clinical and didactic classes are too close in correlation (option 4 only for second year students)
- Un-declare pregnancy (option 5) must be submitted in writing

MISSISSIPPI DELTA COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY  
Rating Scale for Admission

Category value provided (percentage %)	Score		Point Scale	Points Earned
<b>ACT score (22%)</b>		< 18	0	
		18 – 21	5	
		22 – 24	10	
		25 or >	15	
<b>TEAS Composite Score (26%)</b>				
		< 58.7	0	
Proficient		58.7 – 79.3	6	
Advanced		80.0 – 91.3	12	
Exemplary		92.0 – 100	18	
<b>Cumulative Grade Point Average (Transcript)</b>				
<b>ACT score of 16-17 must have completed 12 hours with a <math>\geq</math> 2.0 GPA in Relevant Course Work Approved by Program*</b>				Yes
				No
<b>Grade Point Average in Relevant Course Work Approved by Program* (Based on min 12 hours) (4%)</b>		< 2.5	0	
		2.5 – 2.99	$\frac{1}{2}$	
		3.0 – 3.49	$1 \frac{1}{2}$	
		3.5 – 3.74	2	
		3.75 – 4.0	$2 \frac{1}{2}$	
<b>Program Prerequisite Academic Courses (23%)</b>				
Please Note-Minimum Grade “C” required in Lecture and Lab for A&P I/A&P II, and in Fund of RGT; A&P I and II lecture/lab must be completed no longer than 5 years prior to admission. Fundamentals of RGT must be completed summer session or regular session prior to admission.				
<i>Grade of D or lower will not count toward points awarded. In addition, if a course is repeated highest grade will be scored. However, a course repeated more than twice a deduction of 0.5 will incur.</i>				
BIO 2513 Anatomy and Physiology I			A=5 B=3 C=2	
BIO 2511 Anatomy and Physiology I Lab			A=3 B=2 C=1	
BIO 2523 Anatomy and Physiology II			A=5 B=3 C=2	
BIO 2521 Anatomy and Physiology II Lab			A=3 B=2 C=1	
RGT 1213 Fund of Radiology			A=5 B=3 C=2	
<b>Program Required Academic Courses (22%)</b>				
<i>Grade of D or lower will not count toward points awarded. In addition, if a course is repeated highest grade will be scored.</i>				
MAT 1313 College Algebra			A=3 B=2 C=1	
ENG 1113 English Composition I			A=3 B=2 C=1	
Social/Behavioral Science Elective			A=3 B=2 C=1	
ART/MUS Appreciation			A=3 B=2 C=1	
SPT/COM 1113 Public Speaking			A=3 B=2 C=1	

<b>Previous Degree Awarded (Highest) (2%)</b>				
Requirements for consideration: Degree/Certificate must be of Science or Healthcare emphasis and awarded from an accredited college/university.	Certificate	Year:	$\frac{1}{2}$	
	Associate	Year:	1	
	Bachelor	Year:	1 $\frac{1}{2}$	
	Masters	Year:	2	
<b>Completed all relevant course work at MDCC* (1%)</b>				$\frac{1}{2}$
			<b>TOTAL SCORE</b>	

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\*Calculate Based On Relevant Courses (see program checklist)

# RADIOLOGIC TECHNOLOGY

## Core Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor standards for successful radiologic technology program completion. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA). Any disability must be declared at the beginning of the program, if no disability is declared the student will be expected to perform at the same standard expected of all students in the program.

In order to successfully complete the radiology program, the student must be able to do the following:

### **Essential Observation Standards**

**The RT student must be able to:**

- observe clinical and laboratory demonstrations of patients being x-rayed for pathological conditions
- read and comprehend text, numbers, and graphs displayed in print and on a computer monitor
- display visual and tactile ability sufficient to safely assess and care for patients

### **Essential Movement Standards**

**The RT student must be able to:**

- move freely and safely about the radiology department
- reach radiology bench tops and shelves, patients lying in hospital beds or patients seated in wheelchairs
- travel to numerous x-ray rooms for practical experience
- perform moderately taxing continuous physical work, often requiring prolonged standing
- maneuver stationary and mobile radiology equipment safely performing x-rays on patients
- adjust exposure factors to produce quality radiographs with minimal patient exposure
- use an electronic keyboard to operate radiology instruments and to calculate exposure to patients
- maneuver portable and C-arm equipment throughout the hospital

### **Essential Communication Standards**

**The RT student must be able to:**

- read and comprehend technical and professional materials
- follow verbal and written instructions in order to correctly and independently perform radiology procedures
- clearly instruct patients prior to x-ray procedure
- effectively, confidentially, and sensitively converse with patients regarding radiology tests

- communicate with faculty members, fellow students, staff, and other healthcare professionals verbally and in a recorded format
- independently prepare patient history prior to radiology examinations

### **Essential Intellectual Standards**

#### **The RT student must be able to:**

- possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, and self-expression
- be able to exercise sufficient judgment to recognize and correct performance

### **Essential Behavioral Standards**

#### **The RT student must:**

- be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks with realistic constraints
- possess the emotional stability necessary to effectively employ intellect and exercise appropriate judgment
- be able to provide professional and technical services while experiencing the stresses of task-related uncertainty and a distracting environment
- be flexible and creative and adapt to professional and technical change
- recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals
- adapt to working with unpleasant odors
- support and promote the activities of fellow students and of healthcare professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care
- be honest, compassionate, ethical and responsible

The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve. The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

**Health Sciences Associate of Applied Science Degree Plan**  
**RADIOLOGIC TECHNOLOGY PROGRAM CHECK SHEET | MDRT Major | CIP Code: 51.0911**

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__	FALL 20__	SPRING 20__
*BIO 2513/2511 Anatomy & Physiology I Lec/Lab	4 hrs.	BIO 2513/2511	X	X	X	X	X
*BIO 2523/2521 Anatomy & Physiology II Lec/Lab	4 hrs.	BIO 2523/2521	X	X	X	X	X
*RGT 1213 Fund of Radiology	3 hrs.	RGT 1213	X	X	X	X	X
RGT 1114 Clinical Education I	4 hrs.		RGT 1114				
RGT 1223 PT Care in Radiology	3 hrs.		RGT 1223				
RGT 1312 Principles of Radiology Protection	2 hrs.		RGT 1312				
RGT 1323 Principles of Exposure & Imaging Prod.	3 hrs.		RGT 1323				
RGT 1513 Radiographic Procedures I	3 hrs.		RGT 1513				
MAT 1313 College Algebra	3 hrs.		MAT 1313				
RGT 1523 Radiographic Procedures II	3 hrs.			RGT 1523			
RGT 1124 Clinical Education II	4 hrs.			RGT 1124			
RGT 1613 Physics of Imaging Equipment	3 hrs.			RGT 1613			
RGT 1333 Digital Image Acquisition & Display	3 hrs.			RGT 1333			
ENG 1113 English Composition I	3 hrs.			ENG 1113			
RGT 1139 Clinical Education III	9 hrs.				RGT 1139		
RGT 2147 Clinical Education IV	7 hrs.					RGT 2147	
RGT 2911 Radiation Biology	1 hr.					RGT 2911	
RGT 2532 Radiographic Procedures III	2 hrs.					RGT 2532	
RGT 2132 Ethical & Legal Responsibilities	2 hrs.					RGT 2132	
Social/Behavioral Science Elective	3 hrs.					Elective	
ART/MUS Appreciation or History Elective	3 hrs.					Elective	
RGT 2157 Clinical Education V	7 hrs.						RGT 2157
RGT 2921 Radiographic Pathology	1 hr.						RGT 2921
RGT 2542 Radiologic Procedures IV	2 hrs.						RGT 2542
RGT 2933 Certification Fundamentals	3 hrs.						RGT 2933
SPT/COM 1113 Public Speaking	3 hrs.						SPT/COM 1113
<b>RECOMMENDED ELECTIVES:</b>							
ART 1113 Art Appr. <b>OR</b> MUS 1113 Music Appr.	3 hrs.						
ENG 1123 English Composition II	3 hrs.						
History	3 hrs.						
Literature	3 hrs.						
LLS 1333 Intro to Health Professions	3 hrs.						
PSY 1513 Gen Psychology	3 hrs.						
SOC 2113 Sociology	3 hrs.						
TAH 1113 Medical Terms in Allied Health	3 hrs.						
<b>ELECTIVES OFFERED BY THE PROGRAM (OPTIONAL):</b>							
RGT 2123 Sectional Anatomy	3 hrs.				RGT 2123		
RGT 2133 Computed Tomography	3 hrs.					RGT 2133	
RGT 2113 Mammography	3 hrs.						RGT 2113
	<b>88 hrs.</b>						
<b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.</b>	<b>Total Hours</b> 88	11	18	16	9	18	16
	<b>Advisor Initials</b>						
	<b>Date</b>						

\* Required prerequisites that must be completed within 5 years of admission to the program.

• An Associate of Applied Science degree will be awarded upon completion of not less than eighty-eight hours of credit with a minimum cumulative grade point average of 2.00.

## **Pre-Allied Health**

This curriculum is recommended for students who have not attended college or who feel the need to strengthen their academic background before applying to a health science program at MDCC. This curriculum stresses natural sciences and will provide a good academic base.

Students should be aware that:

- taking courses recommended on the Pre-Allied Health checklist does not guarantee admission into a Health Science Program (See the Policy on Admission to Health Science Programs)
- following the Pre-Allied Health curriculum could lead to an Associate of Arts degree in general education ONLY if the CORE REQUIREMENTS in addition to requirements for graduation are met
- respective health science programs require specific courses for program completion
- the check sheet for Pre-Allied Health can be found under academic programs



**HEALTH SCIENCE PROGRAMS  
COURSE DESCRIPTIONS  
Mississippi Virtual Community College**

Mississippi Delta Community College participates in the consortium known as the Mississippi Virtual Community College (MSVCC). Students may take online courses through the MSVCC that may not be taught through MDCC in the traditional manner. Only those courses taught in the traditional format through MDCC are included in the College Catalog/Student Handbook. For a complete course listing of online classes through MSVCC go to <http://sbcjcweb.sbcjc.cc.ms.us/MsvccVisitor/>.

**HEALTH SCIENCE PROGRAMS ELECTIVES**

**CTE 1333. INTRODUCTION TO HEALTH PROFESSIONS I.** This course is designed to examine specific allied health professions, describe the education necessary, identify certification requirements, and project expected salary.

3 Semester Credit Hours: Lecture, 3 hrs.

**LLS 1333. INTRODUCTION TO HEALTH PROFESSIONS I.** This course is designed to examine specific allied health professions, describe the education necessary, identify certification requirements, and project expected salary.

3 Semester Credit Hours: Lecture, 3 hrs.

**TAH 1113. MEDICAL TERMS IN ALLIED HEALTH.** This course is designed to provide the prospective allied health student to medical language. Emphasis is placed on structure, spelling, pronunciation, interpretation, and application of medical terminology of the human body.

3 Semester Credit Hours: Lecture, 3 hrs.

**ASSOCIATE DEGREE NURSING**

Nursing courses are offered only to majors and must be taken in sequence. Instructional methods include group discussions, lectures, demonstrations, and return demonstrations, audio-visual aides, role-playing, and individual student presentations. Clinical learning experiences are scheduled in a variety of healthcare agencies throughout the community. Clinical hours are computed using a ratio of 3 lab hours to equal one class hour.

**NUR 1119. NURSING I.** Nursing I is a fundamental course designed to provide the beginning foundation for nursing practice. The basic concepts, which underline the practice of nursing and problem solving through the use of the nursing process, are explored. Campus lab and clinical experiences provide the opportunity for students to begin to develop critical thinking, communication, and psychomotor skills necessary for safe nursing care of patients who have health problems related to the fulfillment of their basic needs. (9 Semester Credit Hours: Lecture 5 hrs., Clinical 12 hrs.)

Prerequisites: BIO 2513/2511 & BIO 2523/2521; 9 Semester Credit Hours: Lecture, 6 hrs.; Clinical, 9 hrs.

**NUR 1129. NURSING II.** Nursing II focuses on the utilization of the nursing process to provide nursing care through critical thinking for persons who have interferences with nutrition and elimination, oxygenation, mobility, and psychological needs. Emphasis is on health and illness as they relate to these basic needs. Concepts introduced in Nursing I are reinforced. Clinical experiences provide opportunities for students to utilize critical thinking skills as they perform safe, effective nursing care. (9 Semester Credit Hours: Lecture 5 hrs., Clinical 12 hrs.)  
Prerequisite: NUR 1119; 9 Semester Credit Hours: Lecture, 5 hrs.; Clinical, 12 hrs.

**NUR 2119. NURSING III.** Nursing III focuses on normal and interferences with psychosocial needs and neuronal needs of persons. It also focuses on maternity and newborn nursing concepts. Current trends and legal aspects of nursing are studied as they relate to health and illness of persons and family members. The concepts of previous nursing courses are reinforced. Hospital and community clinical experiences provide the opportunity for students to incorporate the physical, safety, psychosocial, and cultural needs of persons when providing care. Emphasis is placed on the application of the nursing process while providing safe, effective nursing care. (9 Semester Credit Hours: Lecture 6 hrs., Clinical 12 hrs.)  
Prerequisite: NUR 1129; 9 Semester Credit Hours: Lecture 5 hrs.; Clinical 12 hrs.

**NUR 2120. NURSING IV.** Nursing IV focuses on growth and development and nursing care of persons from infancy to adulthood who have interferences with hormonal, fluid and electrolytes, and psychosocial basic needs. It also focuses on the principles of managing client care. Historical events, their contribution to healthcare, and current issues and trends that influence the nursing profession and healthcare are reviewed. The concepts of previous nursing courses are reinforced. Clinical experiences provide opportunities for students to provide safe, effective nursing care while working with other health team members. Principles of communication, organization, management of client care and legal and ethical implications are emphasized. (10 Semester Credit Hours: Lecture 6 hrs., Clinical 12 hrs.)  
Prerequisite: NUR 2119; 9 Semester Credit Hours: Lecture, 6 hrs.; Clinical 12 hrs.

**NUR 2211. NURSING REVIEW I.** Nursing Review I focuses on the review and reinforcement of essential nursing content introduced in NUR 1119 and NUR 1129. Study techniques to aid in mastery of nursing content are explored. Test taking skills and nursing content are reviewed through the use of computer based multiple choice testing.  
1 Semester Credit Hour: Lecture, 1 hr.

**NUR 2221. NURSING REVIEW II.** Nursing Review II focuses on the review and reinforcement of essential nursing content introduced in NUR 1119, NUR 1129, NUR 2119, and NUR 2120. Study techniques to aid in mastery of nursing content are explored. Test taking skills and nursing content are reviewed through the use of computer based multiple choice testing.  
1 Semester Credit Hour: Lecture 1 hr.

**NUR 1313, NUR 1323, NUR 2313. NURSING SEMINAR.** Each course is designed to enhance the student's understanding of a variety of special topics that are of importance in the practice of nursing.

Students become actively involved in the learning process by choosing topics of interest and providing information for group discussion through a variety of methods. Through the utilization of independent study and small group interaction students are assisted to develop self-directed behaviors and professional attitudes.

3 Semester Credit Hours: Lecture, 3 hrs.

**NUR 2321. NURSING SEMINAR.** This course is designed to enhance the student's understanding of the influence of culture on clients and to apply to appropriate standards of care.

1 Semester Credit Hour: Lecture, 1 hr.

**NUR 2323. NURSING EXTERNSHIP.** The externship course is designed to provide nursing students with an opportunity to acquire additional knowledge and enhance their skills in the practice of nursing under the direct supervision of a preceptor while earning monetary compensation. The program is designed to provide the student with an opportunity to gain experience in clinical practice in a particular area in preparation for transition from the role of nursing student to the role of registered nurse.

Prerequisites- NUR 1119 and NUR 1129; 3 Semester Credit Hours: Clinical, 40 hrs. per week or as clinical agency requires

## **DENTAL HYGIENE TECHNOLOGY**

**DHT 1115. FUNDAMENTALS OF DENTAL HYGIENE.** This course will provide the dental hygiene student with the fundamental knowledge and skills necessary for interaction with clients. The lecture portion will focus on the history, philosophy, and theories relevant to the profession of dental hygiene. Lecture highlights will include discussion of the latest healthcare settings, trends, and approaches to comprehensive care. The preclinical portion will provide the student with opportunities for the development of psychomotor skills and opportunities for interaction with clients, which will provide emphasis on trust, care, and responsibility as part of becoming a professional.

5 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 6 hrs.

**DHT 1242. ANATOMY & HISTOLOGY HEAD & NECK.** This course is a detailed study of skeletal, muscular, vascular, and neural features of the face, head, and neck. It also includes studies of the microscopic and development of types of cells, tissues and organs of the head and neck.

Prerequisites: DHT 1252 Dental Anatomy & Embryology

2 Semester hours: Lecture, 2 hrs.

**DHT 1252. DENTAL ANATOMY & EMBRYOLOGY.** This course is a study of the morphological characteristics of the teeth and supporting structures. Also given is a survey of the elements of embryology emphasizing the area of the head and neck, as related to the development of the dental arched, salivary glands, buccal mucosa, pharynx, and tongue.

2 Semester Credit Hours: Lecture, 2 hrs.

**DHT 1314. DENTAL RADIOLOGY.** This course involves a broad scope of study of radiology and its use as a diagnostic aid. Also included are radiographic safety techniques for dental imaging, interpretation, and study of anatomical landmarks.

4 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 4 hrs.

**DHT 1416. CLINICAL DENTAL HYGIENE I.** The student will apply the principles and techniques learned from previous didactic and preclinical experiences.

Prerequisites: Fundamentals of Dental Hygiene (DHT 1115); 6 Semester Credit Hours: Lecture, 2 hrs.; Clinical, 12 hrs.

**DHT 1512. PERIODONTICS.** An in-depth study of the supporting structures of the teeth is covered in this course. Also included is a clinical and theoretical understanding of their conditions in good health as well as their reaction to bacterial invasion in disease of varying etiology. The theory of clinical application to the management of the advanced periodontal patient to maintain a healthy and functional dental prosthesis is also studied.

Prerequisites: Oral Histology and Embryology (DHT 1232) and Dental Anatomy (DHT 1212); 2 Semester Credit Hours: Lecture, 2 hrs.

**DHT 1931. DENTAL MEDICAL EMERGENCIES.** This course provides the student with the opportunity to discuss managing dental office emergencies.

1 Semester Credit Hour: Lecture, 1 hr.

**DHT 1941. THEORIES OF PATIENT CARE.** This course provides the student with the opportunity to discuss patient care and treatment plans.

1 Semester Credit Hour: Lecture, 1 hr.

**DHT 2233. GENERAL/ORAL PATHOLOGY.** This course offers a study of the etiology and symptomatology of the pathological conditions affecting the head and neck with emphasis on the oral cavity.

Prerequisites: Dental Anatomy (DHT 1212), Head and Neck Anatomy (DHT 1222), Oral Histology and Embryology (DHT 1232); 3 Semester Credit Hours: Lecture, 3 hrs.

**DHT 2426. CLINICAL DENTAL HYGIENE II.** This course is a continuation of the principles and techniques involved in the practice of dental hygiene. Emphasis will be on theoretical background needed to provide advanced clinical skills. Clinical experiences will focus on treatment of clients with moderate to advanced periodontal disease.

Prerequisites: Periodontics (DHT 1512) and Clinical Dental Hygiene I (DHT 1416); 6 Semester Credit Hours: Lecture, 2 hrs.; Clinical 12 hrs.

**DHT 2436 CLINICAL DENTAL HYGIENE III.** This course is a continuation of the principles and techniques involved in the practice of dental hygiene. Emphasis will be on theoretical background needed to provide advanced clinical skills. Clinical experiences will focus on treatment of clients with moderate to advanced periodontal disease.

Prerequisite: Clinical Dental Hygiene II (DHT 2426);  
6 Semester Credit Hours: Lecture, 2 hrs.; Clinical 12 hrs.

**DHT 2613. DENTAL HYGIENE MATERIALS.** This course offers the study of materials used in dentistry, their physical and chemical properties, and proper manipulation as used in the operatory and laboratory.

3 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 2 hrs.

**DHT 2713. DENTAL PHARMACOLOGY.** This course gives a basic introduction to drug actions, their mechanisms, and the reactions of the body to these drugs. Special emphasis is given to the drugs used in the modern dental office including emergency procedures.

3 Semester Credit Hours: Lecture, 2 hrs.

**DHT 2822. COMMUNITY DENTAL HEALTH I.** This course provides an introduction to preventive dentistry as administered on federal, state, and local levels through official and voluntary health agencies scientific study of social interactions between individuals and groups. Field experience gives an opportunity to observe and participate in some phases of community and school dental health programs.

2 Semester Credit Hours: Lecture. 2 hrs.

**DHT 2832. COMMUNITY DENTAL HEALTH II.** This course is a continuation of Community Dental Health I and includes application of preventive dentistry. Field experiences to give an opportunity and participate in some phases of community and/or school dental health programs.

Prerequisites: DHT 2822 Community Dental Health I

2 Semester Credit Hours: Lecture, 1 hr.; Laboratory, 2 hrs.

**DHT 2922. DENTAL ETHICS/LAW.** This course focuses on the ethical and legal aspects of providing dental healthcare.

2 Semester Credit Hours: Lecture, 2 hrs.

**DHT 2932. GENERAL & DENTAL NUTRITION.** This course provides the student with the general nutritional biochemistry emphasizing the effect nutrition has on oral health.

2 Semester Credit Hour: Lecture, 2 hrs.

**DHT 2951. FUNDAMENTALS OF LICENSURE.** This course provides the student with the opportunity to discuss dental disciplines and professional development.

1 Semester Credit Hour: Lecture, 1 hr.

### **HEALTH CARE (NURSE) ASSISTANT (HCA)**

**HCA 1115. BASIC HEALTH CARE ASSISTING.** This course includes orientation to program policies, developing employability and job seeking skills, applying legal aspects of healthcare, applying safety considerations, communication and observation skills, medical terminology, and basic healthcare procedures.

Pre/Co requisites: HCA 1125, HCA 1214, HCA 1312;  
5 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 4 hrs.; Clinical, 3 hrs.

**HCA 1125. SPECIAL CARE PROCEDURES.** This course includes specialized procedures for assisting with diagnostic procedures; assisting with treatments; assisting with elimination needs of clients; assisting in meeting hydration and nutritional needs of the client; basic emergency procedures to include CPR/first aid; and basic knowledge and skills required to care for the long-term-care resident. Safety is emphasized throughout each procedure.

Pre/Co requisites: HCA 1115, HCA 1214, HCA 1312;  
5 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 4 hrs.; Clinical 3 hrs.

**HCA 1214. BODY STRUCTURE AND FUNCTION.** This course includes study of the structure, function, common disorders, and normal aging-related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems; stages of human growth and development; and nutritional needs through the life cycle.

Pre/Co requisites: HCA 1115, HCA 1125, HCA 1312;  
4 Semester Credit Hours: Lecture, 3 hrs.; Laboratory, 2 hrs.

**HCA 1312. HOME HEALTH AIDE AND HOMEMAKER SERVICES.** This course includes basic knowledge and skills required to care for the homebound client; and basic knowledge and skills required to provide homemaker services.

Pre/Co requisites: HCA 1115, HCA 1125, HCA 1214;  
2 Semester Credit Hours: Lecture 1 hr., laboratory 2 hrs.

### **MEDICAL LABORATORY TECHNOLOGY (MLT)**

**MLT 1112. FUNDAMENTALS OF MEDICAL LABORATORY TECHNOLOGY/PHLEBOTOMY.** Includes an overview of the field of Medical Laboratory Technology, familiarization with laboratory safety, microscopes, glassware, and equipment. Includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced.

2 Semester Credit Hours: Lecture, 1 hour; Laboratory, 2 hrs.

**MLT 1212. URINALYSIS/BODY FLUIDS.** Introduction to urinalysis and laboratory analysis of miscellaneous body fluids. Basic principles of routine and special urine tests, specimen examination through laboratory work. Theory and test profiles presented for miscellaneous body fluids with correlation to disease states.

2 Semester Credit Hours: Lecture, 1 hr.; Laboratory, 2 hrs.

**MLT 1313. HEMATOLOGY I.** A study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells, and blood collection and handling.

2 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 2 hrs.

**MLT 1324. HEMATOLOGY II.** The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal

hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. Prerequisites: Hematology (MLT 1313)

4 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 4 hrs.

**MLT 1413. IMMUNOLOGY/SEROLOGY.** This course covers the science of immunology and serology body defenses. Included are basic antigen-antibody reactions, complement action, cellular response, humoral immune response, and the basic serological procedures used to aid in the detection of certain diseases. Throughout this course, special emphasis is placed on correlating laboratory results with the patient's probable condition.

3 semester Credit Hours: Lecture, 2 hrs.; Laboratory, 2 hrs.

**MLT 1515. CLINICAL CHEMISTRY.** Study of human biochemistry as an aid in the diagnosis of disease processes. Chemistry procedures performed on body fluids for aiding in diagnosis of disease processes. Prerequisite: Approved Chemistry Elective

5 Semester Credit Hours: Lecture, 3 hours; Laboratory, 4 hrs.

**MLT 2424. IMMUNOHEMATOLOGY.** This course includes collection, processing, storage, and utilization of blood components. It also includes the study of immunological principles and procedures for blood typing, cross matching, antibody detection, identification, and investigation of hemolytic disease of the fetus and newborn.

4 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 4 hrs.

**MLT 2522. PATHOGENIC MICROBIOLOGY I.** MLT 2522 Pathogenic Microbiology I

Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of parasites, viruses, and fungi of medical physiology, life cycles, and epidemiology of parasites with emphasis on human pathogenic parasites. Identification of the parasites, viruses, and fungi from human material is also included.

2 Semester Credit Hours: Lecture, 1 hr.; Laboratory, 2 hrs.

**MLT 2614. PATHOGENIC MICROBIOLOGY II.** Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs.

4 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 4 hrs.

**MLT 2711. MLT SEMINAR.** This course represents a synthesis of previous didactic, laboratory, and clinical experiences. It is designed to facilitate activities incorporated in student and professional organizations and to allow students to select and present a case study.

Prerequisite: MLT Core Courses; 1 Semester Credit Hour: Laboratory, 2 hrs.

**MLT 2723. CERTIFICATION FUNDAMENTALS FOR MEDICAL LABORATORY TECHNOLOGY.** This course is an in-depth study and review of material covered in the MLT curriculum. It is designed to prepare the student for the national registry/certification exam.

Prerequisite: MLT core courses; 3 Semester Credit Hours: Lecture, 3 hrs.

**MLT 2916. MLT CLINICAL PRACTICE I.** This course includes clinical practice and didactic instruction in a clinical affiliate and/or comparable simulated environment. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology.  
6 Semester Credit Hours: Clinical, 18 hrs.

**MLT 2925. MLT CLINICAL PRACTICE II.** This course includes clinical practice and didactic instruction in a clinical affiliate and/or comparable simulated environment. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology.  
5 Semester Credit Hours: Clinical, 15 hrs.

**MLT 2935. CLINICAL PRACTICE III.** This course includes clinical practice and didactic instruction in a clinical affiliate and/or comparable simulated environment. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology.  
5 Semester Credit Hours: Clinical, 15 hrs.

### **PHLEBOTOMYTECHNICIAN**

**PBT 1113. PHLEBOTOMY.** This course is designed to provide practical instruction in the proper techniques used in collection, processing and handling of blood and body fluid specimens for laboratory analysis. The course includes basic medical terminology, medical ethics, basic anatomy and physiology, and laboratory operations.  
Prerequisite: Biology class within past 5 years (may be waived with documented and approved healthcare experience); Co-requisite: PBT 1122;  
3 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 1 hr.

**PBT 1122. PHLEBOTOMY PRACTICUM.** This course provides a clinical practicum in an accredited laboratory affiliate. The practicum involves patient preparation, selection and preparation of puncture sites, collection of specimens, maintaining equipment, post-collection patient care and specimen processing. Requires a minimum performance of 100 successful unaided blood collections including venipuncture and skin punctures.  
Prerequisite: Biology class within past 5 years (may be waived with documented and approved healthcare experience); Co-requisite: PBT 1113; 2 Semester Credit Hours: 100 clinical clock hrs.

### **PHYSICAL THERAPIST ASSISTANT (PTA)**

**PTA 1123. FUNDAMENTALS CONCEPTS OF PHYSICAL THERAPY.** This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, legal and ethical implications, and legislation. Historical patterns in the development of the profession will be explored and medical terminology introduced.  
3 Semester Credit Hours: Lecture 3 hrs.



**PTA 1133. PTA Practicum I.** This course is designed to provide the PTA student with observational time with participation in selected physical therapy activities.  
3 Semester Credit Hours: Clinical 9 hrs.

**PTA 1143. PTA Practicum II.** This course is designed to provide the student with extended observation time with participation in selected physical therapy and/or related activities.  
Prerequisites: PTA 1133. PTA Practicum I  
3 Semester Credit Hours: Clinical 9 hrs.

**PTA 1213. FUNDAMENTALS SKILLS FOR PHYSICAL THERAPIST ASSISTANTS.** This course provides knowledge of topics utilized in the practice of physical therapy. Topics covered will include positioning, draping, transfers, body mechanics, gait training, and standard precautions. Vital signs, first aid, and emergency techniques will also be covered.  
3 Semester Credit Hours: Lecture 2 hrs.; Laboratory 2 hrs.

**PTA 1224. THERAPEUTIC MODALITIES.** This course is an introduction to the theory and practical application of hydrotherapy, thermotherapy, cryotherapy, light therapy, and mechanotherapy. Emphasis will be placed on the technique of application, indications, and contraindications of modalities.  
4 Semester Credit Hours: Lecture 3 hrs.; Laboratory 2 hrs.

**PTA 1314. KINESIOLOGY.** This course studies individual muscles and muscle function, biomechanical principles of joint motion, gait analysis, goniometry, and postural assessment.  
4 Semester Credit Hours: Lecture 3 hrs.; Laboratory 2 Hrs.

**PTA 1324. THERAPEUTIC EXERCISE AND REHABILITATION I.** This course provides an overview of the biochemical and neurophysiological basis and application of various therapeutic exercises. The basics of therapeutic exercises are correlated with specific conditions. This course focuses on rehabilitation techniques in the treatment of a variety of selected conditions. Specialized exercise procedures are emphasized.  
4 Semester Credit Hours: Lecture 3 hrs.; Laboratory 2 hrs.

**PTA 2233. ELECTROTHERAPY.** This course emphasizes theory and practical application of electrotherapy and other therapeutic procedures. Indications and contradictions of modalities are also discussed.  
3 Semester Credit Hours: Lecture 2 hrs.; Laboratory 2 hrs.

**PTA 2335. THERAPEUTIC EXERCISE AND REHABILITATION II.** This course presents theory, principles and techniques of therapeutic exercise and rehabilitation for primarily neurological conditions. Methods of functional, motor, and sensory assessment and intervention techniques are included. Principles of prosthetics and orthotics functional training and other techniques are covered.  
5 Semester Credit Hours: Lecture 3 hrs.; Laboratory 4 hrs.

**PTA 2414. CLINICAL EDUCATION I.** This course provides supervised clinical experiences in demonstrating the attributes and applying the skills for which students have been deemed competent for the clinical setting.

4 Semester Credit Hours: Clinical 12 hrs.

**PTA 2424. CLINICAL EDUCATION II.** This is the first of three culminating clinical education experiences (identified in a Normative Model of PTA Education as the first full-time clinical experience) that provide supervised clinical experiences in demonstrating the attributes and

applying the skills that prepare students for entry into the physical therapy profession.

4 Semester Credit Hours: Clinical 12 hrs.

**PTA 2434. CLINICAL EDUCATION III.** This is the second of three culminating clinical education experiences that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the Physical Therapy profession.

4 Semester Credit Hours: Clinical 12 hrs.

**PTA 2444. CLINICAL EDUCATION IV.** This is the third of three culminating clinical education experiences (identified in a Normative Model of PTA Education as the last full-time clinical experience) that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the Physical Therapy profession.

4 Semester Credit Hours: Clinical 12 hrs.

**PTA 2513. MEDICAL CONDITIONS AND RELATED PATHOLOGY.** This course provides a basic knowledge of selected diseases and conditions encountered in physical therapy practice. Emphasis is on etiology, pathology, and clinical picture of diseases studied. Various physical therapy procedures in each disability are discussed.

3 Semester Credit Hours: Lecture 3 hrs.

**PTA 2524. PHYSICAL THERAPY SEMINAR.** This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Students are directed to explore a topic or area of interest in physical therapy practice. Recognition of the importance of employability skills after graduation is included.

4 Semester Credit Hours: Lecture 4 hrs.

## **PRACTICAL NURSING (PNV)**

**PNV 1213. BODY STRUCTURE AND FUNCTION.** This course is a study of body structure and function including each system of the body.

Concurrent Registration: PNV 1443; 2 Semester Credit Hours: Lecture, 2 hrs.

**PNV 1443. NURSING FUNDAMENTALS AND CLINICAL.** This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span, as well as demonstration and supervised practice of the fundamental

skills related to practical nursing.

Prerequisites: A&P I (BIO 2513 & BIO 2511), A&P II (BIO 2523 & BIO 2521); or Concurrent

Registration: PNV 1213; 13 Semester Credit Hours: Lecture, 6 hrs.; Laboratory, 10 hrs.; Clinical, 6 hrs.

**PNV 1524 IV THERAPY AND PHARMACOLOGY.** This course provides the student with principles of IV therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. The expanded role of IV therapy included in this course is in accordance with the Mississippi Nursing Practice Law and Administrative Code.

Prerequisites: All first semester courses Concurrent Registration: PNV 1682; 4 Semester Credit Hours: Lecture, 3 hrs.; Laboratory, 2 hrs.

**PNV 1682. ADULT HEALTH NURSING CONCEPTS AND CLINICAL.** This course is designed to provide the student with the basic theory and clinical experiences needed to provide safe, effective care to the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems and the knowledge to prepare for the role transition from student to practical nurse.

Prerequisites: All first semester courses Concurrent Registration: PNV 1524;  
12 Semester Credit Hours: Lecture, 8 hrs.; Clinical, 12 hrs.

**PNV 1728 SPECIALTY AREAS IN NURSING.** This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods as well as infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration.

Prerequisites: All first and second semester courses; Concurrent Registration: PNV 1914  
8 Semester Credit Hours: Lecture, 7.33 hrs.; Clinical, 2hrs

**PNV 1914. NURSING TRANSITION.** This course facilitates the transition of the student to the role of an entry level Licensed Practical Nurse and the preparation for the National Council Licensure Examination (NCLEX-PN®).

Prerequisites: All first and second semester courses; Concurrent Registration: PNV 1728  
4 Semester Credit Hours: Lecture, 3 hrs.; Clinical, 3 hrs.

## **RADIOLOGIC TECHNOLOGY (RADIOGRAPHY)**

**RGT 1114. CLINICAL EDUCATION I.** This course includes clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.

4 Semester Credit Hours: 12-hr clinical

**RGT 1124. CLINICAL EDUCATION II.** This course involves clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.

4 Semester Credit Hours: 12-hr clinical

**RGT 1139. CLINICAL EDUCATION III.** This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.  
9 Semester Credit Hours: 27-hr clinical

**RGT 1213. FUNDAMENTALS OF RADIOGRAPHY.** This course is an introduction to Radiologic Technology including professional, departmental, and historical aspects. Included are terminology, medical ethics, and fundamental legal responsibilities.  
3 Semester Credit Hours: Lecture 3 hrs.

**RGT 1223. PATIENT CARE IN RADIOGRAPHY.** Content will provide the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education is identified.  
3 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 2 hrs.

**RGT 1312. PRINCIPLES OF RADIATION PROTECTION.** This course is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and healthcare organizations are incorporated.  
2 Semester Credit Hours: Lecture, 2 hrs.

**RGT 1323. PRINCIPLES OF EXPOSURE AND IMAGE PRODUCTION.** This course is a study of the principles involving manipulation of factors controlling and influencing exposure and radiographic quality. Included are the prime factors of radiographic exposure, beam limiting devices, filtration, production and control of scatter and secondary radiation, exposure systems, technical conversion, and problem solving.  
3 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 2 hrs.

**RGT 1333. DIGITAL IMAGE ACQUISITION AND DISPLAY.** Content imparts an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.  
3 Semester Credit Hours: Lecture, 2 hrs.; Laboratory 2 hrs.

**RGT 1513. RADIOGRAPHIC PROCEDURES I.** This course includes terminology, principles, and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, upper extremities, and digestive system. Included is a review of radiographic anatomy on each procedure.  
3 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 2 hrs.

**RGT 1523. RADIOGRAPHIC PROCEDURES II.** This course includes principles and procedures involved in the radiographic positioning of the spinal column, urinary system, pelvic girdle, lower extremities, bony thorax, and mobile and trauma radiographic procedures. Included is a review of radiographic anatomy on each procedure.

3 Semester Credit Hours: Lecture, 2 hrs.; Laboratory, 2 hrs.

**RGT 1613. PHYSICS OF IMAGING EQUIPMENT.** This course is designed to establish knowledge based in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented.

3 Semester Credit Hours: Lecture, 3 hrs.

**RGT 2113. MAMMOGRAPHY.** This course is designed to provide the professional community with a cognitive online base of entry-level education in the practice of Mammography.

3 Semester Credit Hours: Lecture, 3 hrs.

**RGT 2123. SECTIONAL ANATOMY.** This course is designed to study human sectional anatomy, including location, structure, and function, as well as relationships among structures. Radiographs, Computed Tomography (CT) images, and Magnetic Resonance Imaging (MRI), Ultrasound and PET images may be used to demonstrate the characteristic appearance of anatomic structures.

Course Prerequisite Numbers: A&P I (BIO 2513 & BIO 2511), A&P II (BIO 2523 & BIO 2521);

3 Semester Credit Hours: Lecture, 3 hrs.

**RGT 2132. ETHICAL & LEGAL RESPONSIBILITIES.** Legal terminology, concepts, and principles will be presented in this course. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. This course will prepare students to better understand their patient, the patient's families and professional peers through comparison of diverse populations based on their value system, cultural and ethnic influences, communication styles, socio-economic influences, health risks, and life stages.

2 Semester Credit Hours: Lecture, 2 hrs.

**RGT 2133. COMPUTED TOMOGRAPHY** This course is designed to explore the technical principles of Computed Tomography (CT). A review of patient care, contrast media, and adverse reactions, common CT procedures and protocols, image characteristics, and image quality control methods are taught.

Course Prerequisite: Sectional Anatomy (RGT 2123); 3 Semester Credit Hours: Lecture, 3 hrs.

**RGT 2147. CLINICAL EDUCATION IV.** This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.

7 Semester Credit Hours: 21-hr clinical

**RGT 2157. CLINICAL EDUCATION V.** This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.

7 Semester Credit Hours: 21-hr clinical

**RGT 2532. RADIOGRAPHIC PROCEDURES III.** This course includes principles and procedures involved in radiographic positioning of the entire cranium and facial bones. Included is a review of radiographic anatomy on each procedure.

2 Semester Credit Hours: Lecture, 1 hr.; Laboratory, 2 hrs.

**RGT 2542. RADIOGRAPHIC PROCEDURES IV.** This course is a study of special radiographic procedures that utilizes sterile techniques and specialized equipment. It also includes basic concepts of pharmacology. In addition, it also includes principles and procedures involved in radiographic positioning of the reproductive system.

2 Semester Credit Hours: Lecture, 2 hrs.

**RGT 2911. RADIATION BIOLOGY.** This course is a study of the biological effects of radiation upon living matter. It includes genetic and somatic effects.

1 Semester Credit Hour: Lecture, 1 hr.

**RGT 2921. RADIOGRAPHIC PATHOLOGY.** This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems will be presented.

1 Semester Credit Hour: Lecture, 1 hr.

**RGT 2933. CERTIFICATION FUNDAMENTALS.** This course is designed to correlate scientific components of radiography to entry-level knowledge required by the profession.

3 Semester Credit Hours: Lecture, 3 hrs.

## **MDCC LAW ENFORCEMENT TRAINING ACADEMY**

The Mississippi Delta Community College Law Enforcement Training Academy (MDCCLETA) is a Class I State Academy accredited by the Mississippi Board on Law Enforcement Officers' Standards and Training to offer all levels of training to law enforcement officers from the Delta region of Mississippi and from across the State. Training at the Academy began in August 1998.

The MDCCLETA provides areas of training in 11 week Basic Law Enforcement (480 hours), advanced training, Refresher Training (200 hours), Detention Officer Training (96 & 120 hours), Part-time Training (307 hours), and in-service training. Students may elect to receive workforce credit or academic credit. All academic credits earned will have a CRJ prefix. Courses may be found in the Academic University Parallel Programs section of the catalog. The Academy is located on the campus of Mississippi Delta Community College, Highway 3, Moorhead, Mississippi.

MS POST requirements are:

1. 21 years of age
2. CPR/First Aid Certified
3. Copy of high school diploma or GED diploma
4. Physical Training Requirements

For an application, visit [leta.msdelta.edu](http://leta.msdelta.edu). For more information regarding the program, please contact 662.246.6436.

## **CHARLES W. CAPPS, JR. TECHNOLOGY CENTER FOR WORKFORCE EDUCATION**

MDCC's Charles W. Capps, Jr. Technology Center is located in Indianola, Mississippi on U.S. Highway 82 midway between Greenwood and Greenville.

Operated by Mississippi Delta Community College, this state-of-the-art facility is a \$4.25 million-dollar business and industrial training center with 30,000 square feet dedicated to classrooms, computer labs, high-bay industrial process labs, and meeting and catering facilities. The Capps Technology Center provides the Delta area with the newest and best technology training available.

The Capps Center houses the Workforce Education Division of MDCC and is strategically located at the geographical center of the seven-county service area of Mississippi Delta Community College. Its primary purpose is to focus on the training, education, and skills improvement needs of business and industry within our service area. Our mission is to:

- Provide customized training on demand to new and existing businesses and industries
- Assist in decreasing production costs and increase efficiency
- Increase flexibility in manufacturing systems
- Respond rapidly to workforce changes
- Provide consistent and constant general public skills training to provide additional applicants to the workforce pool of candidates

Workforce Project Managers work closely with businesses to design and present specific training that is needed by the client. Training is presented only after extensive collaboration with the client to determine the exact needs of the business and the outcomes expected. A typical training scenario is presented that utilizes both lecture and hands-on work that is relevant to the established goals and objectives of the employer. Our training is conducted using personnel from the business requesting training, college personnel from both academic and career-technical areas, and subject area experts from all parts of the country. We select the most qualified instructor that we can secure to present the training. The length of training varies and is dependent upon the scope. Training events are typically highly intense, short duration programs.

The Capps Center arranges and offers the following services for individuals needing training and retraining:

- Pre-employment training for those with no experience in the private enterprise system
- Career Readiness Certificate (CRC) testing – a nationally recognized credential and statewide initiative to document the skills of Mississippi's workforce
- Short-term, intense skills training



For specific industries or firms within the district, we provide:

- Cost effective ways to assess and train new, incumbent, and future workers
- Development of specific long-range training plans
- Industry or firm-related pre-employment training
- Customized skills training
- Financial assistance for intra-company training
- For economic development, a local forum and resource for local industrial development groups to meet and promote regional economic development.

### **CUSTOMIZED TRAINING**

Customized Training is used to describe training that is unique to a specific business/industry. Workforce Education provides training to meet a wide range of workforce development and/or continuous improvement needs of Delta businesses. Training can literally take any form and can be built around resources available from the business/industry, hardware/software vendors, the college, and/or other sources. Training is normally provided when there is a need to develop, to improve, and/or to enrich skills in order to enhance productivity or because of technological advances. Training can also be provided to prepare individuals for advancements in responsibility or changes in job classification.

Upgrade training and retraining covers a wide array of skill areas and is usually unique for each business. Instruction is designed and structured for delivery at any time, any day of the week, at almost any location. The majority of the customized, upgrade, and/or retraining coordinated by Workforce Project Managers takes place at the job site. However, classrooms, laboratories, and meeting facilities at the college and Capps Center are available to assist in developing cognitive and psychomotor skills in an academic environment. Apprenticeships and internships are normally accommodated with a combination of college-based and work-based experiences.

### **FUNDING FOR TRAINING**

Training is on a cost-share basis. The cost of training for a business will depend upon the type and complexity of the training. Once training topics, mode of delivery, content, outcomes, and length of time are determined, the Project Manager will inform the business of the total cost of the training program, The Capps Technology Center's primary funding source is AccelerateMS, the State of Mississippi's Office of Workforce Development, along with other governmental entities. Consequently, the training is provided at a drastically reduced cost to the business.

The staff of MDCC's Capps Technology Center appreciates the continued support of our governor, the legislature, and Accelerate Mississippi to provide funding for our training needs. The Capps Technology Center maintains a collaborative effort with external stakeholders to identify additional funding resources.

The Charles W. Capps, Jr. Technology Center provides customized training solutions. We invite you to visit us online at [www.thecappscenter.com](http://www.thecappscenter.com).

## **MDCC LAW ENFORCEMENT TRAINING ACADEMY**

The Mississippi Delta Community College Law Enforcement Training Academy (MDCCLETA) is a Class I State Academy accredited by the Mississippi Board on Law Enforcement Officers' Standards and Training to offer all levels of training to law enforcement officers from the Delta region of Mississippi and from across the State. Training at the Academy began in August 1998.

The MDCCLETA provides areas of training in 11 week Basic Law Enforcement (480 hours), advanced training, Refresher Training (200 hours), Detention Officer Training (96 & 120 hours), Part-time Training (307 hours), and in-service training. Students may elect to receive workforce credit or academic credit. All academic credits earned will have a CRJ prefix. Courses may be found in the Academic University Parallel Programs section of the catalog. The Academy is located on the campus of Mississippi Delta Community College, Highway 3, Moorhead, Mississippi.

MS POST requirements are:

1. 21 years of age
2. CPR/First Aid Certified
3. Copy of high school diploma or GED diploma
4. Physical Training Requirements

For an application, visit [leta.msdelta.edu](http://leta.msdelta.edu). For more information regarding the program, please contact 662.246.6436.

## **ALUMNI ASSOCIATION**

The Alumni Association, as a part of the MDCC Development Foundation, Inc., fosters a spirit of loyalty among its members and encourages a close relationship between former students and the college. The growth and development of the college can be attributed to the active leadership provided by members of the association. Graduates, former students, faculty, staff, and friends of the college are eligible for membership in the association. Annual dues are \$25. Life membership is \$250.

If you would like to become a member of the Alumni Association, complete the form found on the website and return it to the MDCC Alumni Association, P. O. Box 710, Moorhead, MS 38716. Checks should be made payable to the MDCC Alumni Association.

## **COLLEGE DEVELOPMENT FOUNDATION, INC.**

Mississippi Delta Community College Development Foundation, Inc., a nonprofit corporation, was established in 1989 to promote and support the educational performance of the college. The Development Foundation has qualified under United States Internal Revenue Department regulations for tax exempt status, thus making gifts deductible for income tax purposes.

Contributions, gifts, and bequests are solicited by the Foundation for the advancement of Mississippi Delta Community College as an institution of excellence.

## **Appendix A**

### **Definitions of Committees**

#### **Administrative Hearing Officer**

The Dean of Student Services selects a professional staff member to serve as the administrative hearing officer. The administrative hearing officer explains charges brought against a student and provides the student with the following options:

1. Acknowledge responsibility and accept sanction from the hearing officer; or
2. Do not accept responsibility, therefore sending the case to the faculty/staff hearing committee). In minor cases, see definition below, the student may choose to accept sanction from the hearing officer without accepting responsibility)

#### **Appeals Committee**

Three faculty/staff members, appointed by the President, make up the appeals committee. The committee hears appeals that have already been tried by the faculty/staff hearing committee. The appeals committee's decision is conclusive and final.

#### **Faculty/Staff Hearing Committee**

The faculty/staff hearing committee consists of five faculty members and five staff members (appointed by the President of the College). At least three members of the committee are required to be present to hear any case. The President of the College will also appoint the chair of the committee. The Dean of Student Services is a nonvoting ex-officio member of the faculty/staff hearing committee.

#### **Instructional Grievance Committee**

The instructional faculty grievance committee consists of seven-faculty members appointed by the Vice President of Instruction. At least five members of the committee are required to be present to hear any case. The Vice President of Instruction will serve as chairperson and a nonvoting member of this committee. The appeals committee decision is conclusive and final.

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  

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**STUDENT/PATRON INFORMATION TECHNOLOGY**  
**APPROPRIATE AND ACCEPTABLE USE AGREEMENT**

I hereby agree to the following conditions with regards to the use of computer facilities, equipment, and software of MDCC. Specifically, I **will not**:

1. Use the MDCC network or any device connected to the MDCC network for any purpose other than course related assignments and research. I will not use the network for illegal purposes, profit making activities, political activities, or to harass anyone or any organization.
2. Access sites which contain pornography and other sexually explicit material.
3. Reveal my system password to anyone or make it possible for anyone to access it by posting it or by the careless handling of it.
4. Access, view, alter or attempt to access, view, or alter MDCC information except that which is permitted by my password.
5. Allow or assist any unauthorized individual to access, view or alter MDCC information, or share such information with them.
6. Connect an electronic device to remove or alter any electronic device which is connected to the MDCC network.
7. Relocate or disturb any of the network infrastructure (including wiring, switches, access points, patch panels, etc.).
8. Move a MDCC network device (microcomputer, printer, etc.) from its assigned location.
9. Load any file which has not been scanned for viruses to a networked computer.
10. Install any software on a computer and will not duplicate copyrighted licensed software or other materials unless specifically permitted to do so by author or publisher agreement.
11. Store any materials which violate sexual harassment or civil rights policy on any college computer device.
12. Attempting to hide your identity or represent yourself as someone else when sending email or any other type of communication.

I understand my responsibility with respect to ensuring appropriate security, confidentiality, and use of the MDCC network. I also understand that the use of the computers and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. MDCC is not responsible for any consequences or legal actions that may result because of my misuse of MDCC network resources. I have read and do understand the above conditions. I realize that failure to comply with any of the above conditions can result in disciplinary action against me as described in the MDCC's Student Handbook.

## Appendix C Violations/Punishment

<b>CODE</b>	<b>VIOLATION</b>	<b>DESCRIPTION</b>	<b>PUNISHMENT</b>
1.01	<b>ABDUCTION AND/OR KIDNAPPING</b>	Enticing, persuading or forcible seizing and carrying of any student, faculty, staff or college official from one place to another without that person's consent.	Suspension; Indefinite Suspension; Expulsion
1.05	<b>ABUSE OF NETWORK PRIVILEGES</b>	Any student found in violation of the institution's acceptable network usage policy (i.e. peer-2-peer file sharing, harassing messages on face book, MySpace or any other blogging or public site, viewing of pornographic material, etc.) will face serious sanctions from the Dean of Student Services Office and may face criminal charges as well.	Restitution (if required), Revocation of network privileges, Probation and/or suspension; prosecution by local, state and federal authorities
1.10	<b>ACADEMIC DISHONESTY</b>	Misconduct, dishonesty, misrepresentation, immoral behavior that will harm, damage or endanger any person or property or hinder academic continuance.	Academic sanctions; probation; suspension; expulsion
1.20	<b>AIDING AND /OR INCITING</b>	Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the MDCC community or environment; the persuading or aiding of another person to breach the peace on MDCC premises or at functions sponsored, approved by, or participated in by any member of MDCC. Gatherings of groups of students on or off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of MDCC or with the normal flow of traffic or ordinary procedures.	Fine \$100 - \$200 + Probation and/or Campus Service; Suspension
1.30	<b>ALCOHOLIC BEVERAGES</b>	The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on MDCC property, in cars or other vehicles, or at any of the college's activities (whether on- or off-campus) are prohibited, except as expressly permitted by MDCC regulations, exceptions, or local, state, and federal laws.	Fine \$200 and/or Probation and/or Campus Service; Suspension
1.31	<b>DRESS CODE, NO I.D. AND SMOKING/VAPING VIOLATIONS</b>	MDCC now fully enforces it's "Dress for Success Initiative" which urges students to dress appropriately while on any of our campuses. Students are required to maintain appropriate dress at all times. Student I.D. cards must be readily visible at all times. MDCC is a tobacco free institution and anyone found in possession of or engaging the use of any tobacco and vaping product while on either campus will be sighted and forwarded to the Dean of Student	Fine \$50 (1st Offense), \$100 (2nd Offense) 3rd Offense will result in a disciplinary hearing.
1.32	<b>ALCOHOL/DRUG INTOXICATION</b>	Appearing in public on MDCC premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property, as a result of intoxication.	Fine \$200 and/or Probation and/or Counseling and/or Campus Service; Suspension
1.40	<b>ANIMALS (pets)</b>	Having pets or other animals (e.g. dogs, cats, snakes, birds, hamsters, etc.), with the exception of seeing-eye dogs (when accompanied by their owner) and tropical fish in an aquarium or other approved containers in buildings, including student residences, classrooms, and offices, except when needed in connection with a disabled person or with the written permission of the Dean for Student Services, is prohibited.	Removal of animal(s) + Fine of \$50 - \$200 and/or Probation; Suspension

## Violations/Punishment

1.50	<b>ARSON/FIRESETTING</b>	The malicious, fraudulent, and/or intentional burning of property on MDCC premises. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials. Willfully starting a fire in MDCC buildings or on college property, which includes but is not limited to bonfires and cookouts, without the proper authorization is prohibited.	Suspension; Indefinite Suspension; Expulsion
1.60	<b>ASSAULT</b>	The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, coercion, which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, residence halls and on MDCC premises. In general, physical contact is not required.	Restitution (if required) + Fine \$50 - \$200 + Probation and/or Counseling and/or Campus Service; Suspension
1.70	<b>ATTEMPTED OFFENSES</b>	An attempt to commit an act on MDCC property, or involving members of the college community (that is faculty, staff, student, or campus visitor) in an offense that would be in violation of any law, code of conduct, rule, regulation of local, state or federal criminal code.	Fine \$50 - \$200 + Probation and/or Campus Service; Suspension
1.80	<b>BATTERY</b>	The unlawful application of force to the person of another is strictly prohibited.	Restitution (if required) + Fine \$50 - \$200 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension
1.81	<b>AGGRAVATED BATTERY</b>	An unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon.	Fine \$200 + Suspension and/or Expulsion
1.90	<b>FAILED INSPECTION</b>	Any student residing in a residence hall must maintain a clean and orderly living environment (including removal of trash and/or litter, clean floors, beds, bathrooms, etc. Failure to maintain a clean and orderly living environment will result in a failed room inspection.	Fine \$75
1.91	<b>VISITATION VIOLATIONS</b>	The presence of an invited or uninvited guest of the opposite sex should not be found in either residence hall. Furthermore, residents found to invite visitors of the same sex without written permission from the Dean of Student Services Office will also be charged with a visitation violation. Any student or non-student who is deemed as an uninvited guest may be arrested for trespassing and/or suspended from the college and residence hall.	Fine \$300 + Probation, Removal from Residence Hall, Suspension, and/or Expulsion
2.00	<b>CONTEMPT OF HEARING</b>	Contempt of hearing violation includes (1) the failure to appear before a judicial body after receiving the proper notification of a scheduled disciplinary hearing or conference, (2) willful disobedience to, or displaying open disrespect for an MDCC judicial board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, and (3) failure to comply with disciplinary conditions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Contempt charges will require the student to pay a disciplinary fine in addition to other sanctions imposed.	Fine \$100 - \$250 + Reschedule of Hearing + Interim Suspension

## Violations/Punishment

1.92	<b>UNAUTHORIZED ROOM CHANGE</b>	Any student found residing in a room of the residence hall(s) opposed to their original assignment	Fine \$100 + Probation + Replacement in Original Room; Removal from Residence Hall
1.93	<b>IMPROPER CHECKOUT</b>	Any student found to have moved out of their assigned residence hall room without scheduling a check-out time with a housing staff member to complete required documentation and return residence hall room key.	Fine \$100 + Probation
1.94	<b>CURFEW VIOLATION</b>	Any student entering/leaving the residence hall(s) outside of designated hours.	Fine \$300 + Probation; Removal from Residence Hall
1.95	<b>RESTROOM MAINTENANCE CALL</b>	Maintenance services rendered after hours or on weekends for unnecessary or deliberate acts (including but not limited to flushing unauthorized items in toilet).	Fine of \$75
1.96	<b>LOST KEY/REPLACEMENT KEY</b>	The loss or damage of a residence hall room key.	Fine \$75
1.97	<b>LOCK OUT FINE</b>	Any student requesting assistance from housing staff to provide key entry into their assigned residence hall room.	Fine \$10
1.98	<b>UNAUTHORIZED MOVING OF FURNITURE</b>	The rearrangement of residence hall room furniture from original placement.	Fine \$100
1.99	<b>REMOVAL OF WARDROBE LOCK</b>	The unauthorized removal of a wardrobe closet lock.	Fine \$25
2.00	<b>CONTEMPT OF HEARING</b>	Contempt of hearing violation includes (1) the failure to appear before a judicial body after receiving the proper notification of a scheduled disciplinary hearing or conference, (2) willful disobedience to, or displaying open disrespect for an MDCC judicial board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, and (3) failure to comply with disciplinary conditions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Contempt charges will require the student to pay a disciplinary fine in addition to other sanctions imposed.	Fine \$100 - \$250 + Reschedule of Hearing + Interim Suspension
2.10	<b>DAMAGE TO PROPERTY/DESTRUCTION OF PROPERTY</b>	Damage, vandalism or destruction to property owned or leased by MDCC or personal property belonging to an individual, including but not limited to, car vandalism, walking on roofs of an MDCC building, defacing structures and facilities, littering, unauthorized biking, skate boarding in inappropriate areas, marking, egging, littering, painting, spraying, the painting of residence hall rooms, hall ways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited.	Restitution and/or Replacement of Property Probation; Suspension; Indefinite Suspension
2.20	<b>DANGEROUS, THREATENING, and/or UNSAFE BEHAVIOR</b>	Any conduct or behavior, which threatens or endangers the health or safety of any person in the MDCC environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping.	Fine \$100 + Probation and/or Campus Service and/or Counseling and/or Removal of Privileges; Suspension



## Violations/Punishment

2.30	<b>DISORDERLY CONDUCT, OBSTRUCTION, AND/OR DISRUPTION</b>	<p>Disorderly conduct is any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct which is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, noise after quiet hours, misuse of musical instruments, noise producing devices, talking excessively loud, failure to properly dispose of trash or food trays, shouting, loud stereo or radio sets; horseplay, practical jokes, and general annoyances; throwing any dangerous objects in an MDCC facility or from the window of an MDCC facility or onto the premises of the college. Breaking lines, such as in the cafeteria, during registration, at campus events and activities, and so on, is deemed disorderly conduct. The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other college tasks and activities; interfering with duties of a student, faculty/staff member or MDCC official; withholding information vital to any investigation carried out by an authorized agent of the college. Excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the college; creating excessive noise which can be heard in other areas of the campus and which interferes the normal operations of the college is prohibited. In so much as students are responsible for the behavior of their guest, students may receive sanctions if they permit their guests to behave disorderly on campus.</p>	<p>Fine \$100 - \$200 and/or Probation and/or Campus Service; Suspension</p>
2.40	<b>DISTRIBUTION OF ILLICIT PRINTED MATERIAL</b>	<p>Distribution of printed materials that are libelous, derogatory, scurrilous, sexually explicit, pornographic, or that encourages violations of public laws or MDCC regulations.</p>	<p>Fine \$100 - \$250 + Probation and/or Campus Service; Suspension</p>
2.50	<b>DRUGS (Illegal)/ DRUG PARAPHERNALIA</b>	<p>The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the college, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription. Drug paraphernalia is strictly prohibited at the college. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the college and/ or at events and activities sponsored by the college, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances. Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a loss of the normal use of his/her mental and/or physical faculties is restricted.</p>	<p>Fine \$200 - \$500 + Probation and/or Counseling and/or Campus Service; Suspension; Indefinite Suspension; Expulsion</p>

## Violations/Punishment

2.60	<b>FAILURE TO COMPLY</b>	Failure to comply with the directions of MDCC officials (including residence hall staff) acting in the performance of their duties; failure to promptly identify oneself to college officials when requested; failure to comply with disciplinary sanctions are prohibited. This includes direct disobedience of a lawful order of a college official, as well as failure to evacuate a building during a fire alarm, drill, or when otherwise so ordered by an MDCC official, fire department staff, or local law enforcement officer.	Fine \$50 - \$200 and/or Probation and/or Removal of Privileges and/or Campus Service; Suspension
2.70	<b>FORGERY, DISHONESTY, FRAUDULENT ACTS, AND/OR MISREPRESENTATION</b>	Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, altercation, misuse of MDCC documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any MDCC recognized student organization; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the MDCC community; and fraudulently issuing worthless checks to the college. Lying, knowingly furnishing false information to MDCC or its officials, other forms of dishonesty in college-related affairs is also prohibited. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of an ID card, validation sticker, or any MDCC document or service.	Restitution (if required) + Probation and/or Campus Service; Suspension + Restitution (if required); Indefinite Suspension + Restitution (if required)
2.80	<b>GUEST'S BEHAVIOR</b>	Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the <i>Code of Conduct</i> while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.	\$100 - \$200 + RESTITUTION (If required) + Probation and/or Removal of Privileges
2.90	<b>HARASSMENT (Verbal and/or Physical)</b>	The excessive physical annoyance of or the use of verbally abusive language by any person on MDCC-owned or controlled property or while on the premises of, or while in attendance of MDCC-sponsored or supervised events is considered to be harassment and is prohibited. The scope of any form of harassment includes language to physical acts which degrades, insult, taunt, or challenges another person by any means of communication, verbal, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racist remarks or any behavior that places another member of the college community in a state of fear or anxiety.	\$100 - \$200 + Probation and/or Campus Service; Suspension
3.00	<b>HAZING</b>	It is strictly prohibited for a person or organization to, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct which creates a substantial risk of physical injury to such other person or to a third person.	Suspension; Indefinite Suspension; Expulsion
3.10	<b>HEALTH AND SAFETY VIOLATIONS</b>	This means any behavior which creates a risk or danger to others of the college community, including but not limited to propping open doors to residence hall, throwing objects from windows or balconies, failure to keep one's room in a condition that is safe and sanitary, or failure to maintain reasonable standards of cleanliness and safety as defined by the college.	Restitution (if required) + Probation and/or Campus Service and/or \$50 - \$200; Suspension + Restitution

## Violations/Punishment

3.20	<b>IDENTITY DISCLOSURE/IDENTIFICATION CARDS</b>	Failure to carry a valid MDCC student identification card (when possession is in reason) while on MDCC property or failure to present it to a college official, including residence hall staff, police officers, administration, and staff members upon request is unacceptable. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card is prohibited. Presenting a false name or other identification, including false or invalid ID card, to a college official, while in the performance of their duties is prohibited.	Fine \$50 + Probation and/or Removal of Privileges
3.30	<b>INDECENT, OBSCENE, IMMORAL BEHAVIOR, AND/OR PROFANITY</b>	Conduct, which is disorderly, lewd, indecent and/or portrayed on the premises of the college or at MDCC sponsored or supervised activities will not be tolerated. Such acts include the use of obscene gestures, improper body exposures, stripping.	Fine \$100 - \$200 + Probation and/or Campus Service & Counseling
3.31	<b>USE OF PROFANITY</b>	Vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the college.	Fine \$50 (1st Offense), \$100 (2nd Offense) 3rd Offense may result in a disciplinary hearing
3.40	<b>MORAL TURPITUDE</b>	An act of baseness, vileness or depravity which brings shame to MDCC and is in contradiction to the letter and spirit of the MDCC's <i>Code of Conduct</i> , good citizenship and ethics is strictly prohibited.	Fine \$300; Loss of Privileges; Suspension; Indefinite Suspension
3.50	<b>MOTOR VEHICLES, TRAFFIC VIOLATIONS, PARKING VIOLATIONS</b>	Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g. automobiles, motorcycles, etc.) on college-owned or controlled property or at college sponsored or supervised activities. This also includes driving and parking on grass and sidewalks. Failure to obey traffic and parking regulations is punishable by the Dean of Student Services Office.	Required Fine of Fine \$50 - \$100 + Probation; Suspension
3.60	<b>RAPE</b>	Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the college to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender.	Suspension; Indefinite Suspension; Expulsion
3.70	<b>SAFETY CODE MISCHIEF</b>	Tampering with safety equipment is a serious violation of the <i>Code of Conduct</i> and is subject to criminal prosecution. Turning in a false fire or bomb alert, by any means including a telephone call or by a warning device, theft, removal of, or tampering with fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of MDCC guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency) is strictly prohibited.	Fine \$200 - \$300 + Probation; Suspension or Expulsion

## Violations/Punishment

3.80	<b>SEXUAL ASSAULT</b>	The forcing of, or attempting to force, another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated. Disciplinary sanction for such acts will lead to suspension. Violators also are subject to criminal prosecution.	Fine \$200 - \$500 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension; Expulsion
3.90	<b>SEXUAL BATTERY</b>	The forcing of or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain, toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by MDCC. Disciplinary sanction for such acts will lead to suspension.	Suspension; Indefinite Suspension; Expulsion
4.00	<b>SEXUAL HARASSMENT</b>	Regardless of sexual gender, personal affiliation, and/or affiliation with MDCC, sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to unsolicited, deliberate, or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature.	Suspension; Indefinite Suspension; Expulsion
4.10	<b>SOLICITATION</b>	Unauthorized selling, collection of monies, and promotion on campus or within MDCC buildings is not permitted without permission. Students may not act as agents for business firms which entail solicitation or the receiving of business offers or goods on MDCC property. Further, students may not solicit on behalf of the college without the permission. Use of any residence hall room for business purposes of any nature, (e.g. the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair perming/styling/braiding, barbering, babysitting, etc.) whatsoever is prohibited.	Fine \$100 - \$500 + Probation and/or Campus Service and/or Counseling; Suspension
4.30	<b>TRESPASSING</b>	Unauthorized presence on, in or within any building or property owned or operated by the college (including residence halls), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave.	Fine \$100 - \$200 + Probation; Suspension
4.40	<b>UNAUTHORIZED USE/ENTRY OF COLLEGE FACILITIES</b>	Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from MDCC facilities is prohibited. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of MDCC facilities that are locked, closed or restricted to certain or all persons. Unauthorized entry or exiting into and from residence halls, without proper permission into living quarters or other building and/or structures or MDCC premises, or the aiding and assisting of such is prohibited.	Fine \$100 - \$200 + Probation and/or Campus Service and/or Suspension

## Violations/Punishment

4.50	<b>WEAPONS/FIREARMS</b>	The use, possession, consumption, or display of weapons, firearms, or explosives is strictly prohibited on the premises of MDCC. Weapons include, but are not limited to the following: rifles, shotguns, ammunition, handguns, air guns, BB guns, bowie knives, daggers switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, fireworks. The possession or use of items that resemble guns, knives, or other weapons are also strictly prohibited. When course content and classroom assignments require the use of such items, the President, and the Dean of Student Services should give prior written approval.	Suspension; Indefinite Suspension; Expulsion
4.60	<b>THEFT</b>	The physical removal of an object that is capable of being stolen without the consent of the owner and with the intention of depriving the owner of it permanently. The thief need not intend to keep the property; an intention to destroy it, sell it, or abandon it in circumstances where it will not be found is sufficient.	\$500 or retail value of item(s) stolen (whichever is greater) + Suspension