

# 2020-2021 COLLEGE CATALOG

*Founded in 1908, with campuses in Muskogee and Warner, Connors State College  
is governed by the Oklahoma A & M Board of Regents with the mission of building futures  
one at a time as we promote excellence in our community and the global society.*



**CONNORSSTATE.EDU**

**MAIN CAMPUS**  
**700 COLLEGE ROAD | WARNER OK 74469 | (918) 463-2931**

**THREE RIVERS PORT CAMPUS**  
**2501 N 41<sup>ST</sup> ST E | MUSKOGEE OK 74403 | (918) 684-5471**



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This catalog is published for the purpose of providing information about Connors State College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations to the College. Connors State College reserves the right to update information in this catalog following Oklahoma State Regents for Higher Education approval of policies, curricula, and related activities. This publication was prepared for electronic release only.



## President's Welcome



Welcome to Connors!

Connors State College has a long history of providing the people of eastern Oklahoma with access to higher education. Since seating its first class of 17 students in 1908, the institution has grown into a comprehensive, multi-campus, two-year college that enrolls more than 3,000 students annually.

No matter your higher education goals, Connors State College can fill the gap. From earning an associate degree to transferring to a four-year institution, Connors can provide two years of “basics” that will transfer to nearly any degree program.

Whether you are looking for a traditional college experience or one that allows you to earn a degree on your own time, our two campuses offer the best of both worlds. The Warner Campus houses our traditional students, athletics and agricultural programs – and is the virtual hub of all operations. The Three Rivers Port Campus in Muskogee is ideal for students who commute and is home to our outstanding Nursing and Allied Health programs – some of the best in Oklahoma!

At Connors State College, you will find faculty and staff who are dedicated to helping you achieve your educational goals. Our alumni routinely tell us that Connors truly made a difference in their lives, and that the lessons they learned here helped to propel them to bigger achievements.

As a product of this great institution, I wholeheartedly echo these sentiments.

Thank you for your interest in CSC, and “Go Cowboys!”

Dr. Ron Ramming, President

## Governance

### Oklahoma State Regents for Higher Education

Dr. Glen D. Johnson, Chancellor .....	Oklahoma City
Joseph L. Parker, Jr., Chairman .....	Tulsa
Ann Holloway, Vice Chairman .....	Ardmore
Jeffrey W. Hickman, Secretary .....	Fairview
Michael C. Turpen, Assistant Secretary .....	Oklahoma City
Jay Helm, Member .....	Tulsa
Gen. Toney Sticklin, Member .....	Lawton
Steven W. Taylor, Member .....	McAlester
Ronald H. White, M.D., Member .....	Oklahoma City

### Oklahoma Agricultural and Mechanical Colleges Board of Regents

Tucker Link, Chairman.....	Finley
Rick Davis, Vice Chairman .....	Guthrie
Jason Ramsey, CEO .....	Edmond
Blayne Arthur, Member.....	Stillwater
Douglas E. Burns, Member .....	Norman
Callahan, Member .....	Yukon
Calvin Anthony, Member .....	Stillwater
Joe D. Hall, Member.....	Elk City
Dr. Trudy Milner, Member.....	Tulsa
James D. “Jimmy” Harrel, Member.....	Leedey

### College Administration

Dr. Ron Ramming.....	President
Dr. Janet Wansick .....	Vice President for Academic Affairs
Mr. Mike Lewis .....	Vice President for Fiscal Services
Dr. Krystal Lane .....	Director for External Affairs
Ms. Robin O’Quinn .....	Assistant Vice President for Academic Affairs
Mr. Mike Jackson .....	Dean of Students
Mr. Jake Lawson.....	Assistant Dean of Students

## **Accreditation and Affiliations**

### **Accredited by**

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Oklahoma State Regents for Higher Education  
Oklahoma State Accrediting Agency  
Accreditation Commission for Education in Nursing (ACEN)  
The Higher Learning Commission

### **Approved by**

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Oklahoma Board of Nursing (OBN)

### **Member of**

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The Higher Learning Commission  
230 South LaSalle Street  
Suite 7-500  
Chicago, IL 60604-1413

### **Affiliated with**

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American Association of Community Colleges  
Muskogee Educational Consortium  
National Council for Community Relations  
National Junior College Athletic Association  
Nation League of Nursing  
Oklahoma Association of Collegiate Academic Advising Association  
Oklahoma Association of Collegiate Registrars and Admissions Officers  
Oklahoma Association of Community Colleges  
Oklahoma Distance Learning Association  
Oklahoma Global Education Consortium Oklahoma Financial Aid Group

## Academic Calendar 2020-2021

Fall Semester (8/17/20 – 12/11/20)	
Last day to enroll or add classes	8/28/2020
Last day to drop a course without a transcript record and receive a 100% refund	8/28/2020
Last day to withdraw completely from the College and receive a 100% refund	8/28/2020
Last day to apply for Fall degree completion	11/27/2020
Labor Day (All CSC Campuses Closed)	9/7/20
Fall Break - No classes	10/15/20 – 10/16/20
Midterm grades available to students on SSB	10/9/2020
Last day to withdraw from a single course with a "W" (no refund)	11/6/2020
Thanksgiving Break (All CSC Campuses Closed)	11/23/20 – 11/27/20
Last day to withdraw from all CSC courses (student <u>has</u> to visit admissions for total withdrawal)	12/4/2020 by 4:00 pm
Finals Week	12/7/20 – 12/11/20
First Eight Week Classes (8/17/20 – 10/9/20)	
Last day to enroll or add classes	8/21/2020
Last day to drop a course without a transcript record and receive a 100% refund	8/21/2020
Last day to withdraw from a single 1 <sup>st</sup> 8 Week course with a grade of "W" (no refund)	10/2/2020 by 4:00 pm
Second Eight Week Classes (10/12/20 – 12/11/20)	
Last day to enroll or add classes	10/16/2020
Last day to drop a course without a transcript record and receive a 100% refund	10/16/2020
Last day to withdraw from a single 2 <sup>nd</sup> 8 Week course or all CSC courses with a grade of "W" (no refund)	12/4/2020 by 4:00 pm
Saturday classes	
Last day to drop one-day Saturday class is the Friday before class meets	

## Section I – General Information

### Affirmative Action Compliance

Connors State College, in compliance with Title VI and Title VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

### Americans with Disabilities (ADA)

The federal law (Section 504) reads as follows: "No otherwise qualified handicapped individual in the U.S. shall solely by reason of his/her handicap be excluded in participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal assistance."

Not every student with a disability needs consideration beyond what may be granted any other students in class. The faculty, staff, and administration at Connors State College will adhere to the policies as set in the Americans with Disabilities Act (ADA) and are committed to making reasonable accommodations for all with disabilities who are qualified to be in an Associate degree program. Connor's learning platform for online course delivery (Blackboard Learn) also meets accessibility standards. Students are responsible for submitting all professional documentation

outlining specific needs and requirements to the ADA Coordinator. This professional documentation must be established before any accommodations can be made by the instructor or by appropriate college personnel. Depending on the specific documented disability of the qualified student, course accommodations may include a wide variety of options. Any accommodations will be determined by campus personnel responsible for ADA accommodations in conjunction with the professionally documented disability of the student.

### **Nondiscrimination Policy**

It is the policy of Connors State College not to discriminate in its educational programs, activities, or employment policies, on the basis of race, color, religion, or national origin as required by Title VI of the Civil Rights Act of 1954; on the basis of sex as required by Title IX of the 1972 Educational Amendments; on the basis of disability as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; or on the basis of age or veteran status.

The following personnel have been designated to handle inquiries regarding the nondiscrimination policies. All persons listed are employed by Connors and can be found on campus at 700 College Road, Warner, OK 74469. Please refer to the listed phone numbers for each contact.

Mr. Mike Jackson: 918-463-6351

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. Students may obtain a copy of the institutional policy relating to FERPA in the Registrar's Office.

### **Campus Solicitations**

It is the practice of Connors State College that no solicitations, dissemination of literature, collection, picketing, or assembling for the purpose of promoting either sales or cause may be done by any off-campus group, organization, or person without clearance from and permission of the Dean of Students. All activities of campus student groups are by policy governed under the jurisdiction of the Dean of Students and Coordinator of Student Activities.

### **Inclement Weather – Class Cancellation**

If the need arises to cancel classes due to inclement weather or any other adverse conditions, the following media will be contacted prior to 6:30 a.m. the day of the cancellation or postponement. No announcement will be made if classes are not cancelled. Media sources involved in the process have been informed of this procedure. The stations are as follows:

KTUL Channel 8 TV – Tulsa

KOTV Channel 6 TV – Tulsa

KJRH Channel 2 TV - Tulsa

KVOO 98.5 Radio

KHITS 106.9

KTFX 101.7 - Muskogee

Connors State College Facebook Page

Connors State College Web Page at [www.connorsstate.edu](http://www.connorsstate.edu)

Connors State College Twitter Page

Students can also sign up for the Connors Alert System which enables us to efficiently send a text and/or email alert messages. Add a layer of security to your experience here at Connors. To sign up go to your C-Key login where you can update your emergency contact information.

# The College

## Location

Connors State College has two campus locations. The main campus is in Warner; a rural, agricultural community located at the junction of United States Highway 64 and Interstate 40 in Eastern Oklahoma.

The branch campus location is located 18 miles northeast of Warner in Muskogee, a port city of 38,000 that serves as a regional market on the McClellan-Kerr Arkansas River navigation system. The Muskogee Three Rivers Port campus is located at 2501 North 41<sup>st</sup> Street East.

## History

Connors State School of Agriculture came into existence in 1908. The State Board of Agriculture was the school's governing board and the school was named after the Board's first chairman, John P. Connors. Classes were first held in downtown Warner in 1909. In 1911, the present Classroom Building was constructed, and the school moved to its present location, one mile west of Warner. Connors State Agricultural College became a fully accredited junior college in 1927. The State Board of Agriculture governed Connors until 1944. That year the Legislature created the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. This Board then became the governing Board of Connors State Agricultural College. In 1967, the Oklahoma Legislature changed Connors' name to Connors State College of Agriculture and Applied Science. The College's name was changed again by the Oklahoma Legislature in 2002 to Connors State College.

In 1977, Connors began regularly offering off-campus, extension courses in Muskogee at various public school locations. In 1985, classes were moved downtown to the Holly Building at 4<sup>th</sup> and Broadway. In 1986, Connors purchased the Holly Building, renovating it in 1989. In 1988, Muskogee became a branch campus offering resident college credit courses and programs. Connors received title to the C.N. Haskell Building located at 2<sup>nd</sup> and Court Streets in downtown Muskogee in 1992. In 1993, the downtown Muskogee campus was moved from the Holly Building to the Haskell Building.

In, 1994, Connors acquired 42 acres of land in the northeastern section of Muskogee for the construction of a classroom/science facility. The Three Rivers Port Campus opened for classes in 1996.

In 1993, Connors also received title to a 1,316 acre ranch site located five miles south of the Warner campus. The South Ranch contains farmland, wetlands, and wildlife habitat.

## Mission

Connors State College is committed to building futures one at a time as we promote excellence in our community and the global society.

We accomplish our mission by exemplifying the functions of a two-year or community college in Oklahoma as defined by the Oklahoma State Regents for Higher Education (OSRHE). These functions include:

- Provide general education for all students.
- Provide education in several basic fields of study for those students who plan to transfer to a University and complete a baccalaureate degree.
- Provide one-and two-year programs of technical and occupational education to prepare individuals to enter the labor market.
- Provide programs of remedial and developmental education for those whose previous education may not have prepared them for college.
- Provide both formal and informal programs of study especially designed for adults and out-of-school youth in order to serve the community generally with a continuing education opportunity.
- Carry out programs of institutional research designed to improve the institutions' efficiency and effectiveness of operation.

- Participate in programs of economic development independently or with universities to meet the needs of each institution's geographic service area.

## Vision

Connors State College serves its employees, students, communities and stakeholders by operating within the following Values:

- Integrity – Connors State College cultivates an environment defined by the highest ethical standards characterized by honesty, respect, fairness, adherence to shared values, accountable stewardship, and the free exchange of ideas.
- Quality – Connors State College sets high standards of individual excellence to ensure responsive and challenging learning opportunities for the communities we serve.
- Service – At Connors State College, we elevate and value the wellbeing of others, providing a safe campus community and opportunities to serve the needs of our students, faculty, staff, alumni community, state, and nation.
- Inclusivity – Acknowledging that diversity enriches our intellectual and professional community, Connors State College actively promotes diversity and inclusion, so that everyone feels recognized, welcomed, and respected in our college community.
- Excellence – Connors State College encourages excellence by creating high expectations for achievement through building our legacy and providing rigorous and lifelong learning opportunities.

## General Education Learning Goals

GOAL OR SKILL
<b>1. COMMUNICATION</b>
1.A. Communicate effectively through <b>writing skills</b>
1.A.1 Demonstrate comprehension of complex ideas and concepts in written text
1.A.2 Produce well organized and clearly formatted written expression of complex ideas and arguments
1.A.3 Apply proper writing mechanics including grammar and spelling in written work.
1.B. Communicate effectively through <b>oral communication skills</b>
1.B.1 Demonstrate the ability to adapt to different audiences
1.B.2 Demonstrate the ability to organize a communication
1.B.3 Demonstrate the ability to present ideas effectively
1.B.4 Demonstrate effective listening skills
1.B.5 Demonstrate the ability to communicate in a professional manner
<b>2. TECHNOLOGY AND INFORMATION LITERACY</b>
2.A. Demonstrate the ability to communicate effectively using various applications (i.e. email)
2.B. Demonstrate the ability to create, edit, and revise documents
2.C. Demonstrate the ability to troubleshoot to solve basic computer issues
2.D. Demonstrate the ability to integrate various applications into a multi-application product
2.E. Demonstrate the ability to access the internet to conduct scholarly research
2.F. Demonstrate the ability to locate, evaluate, and appropriately use information
<b>3. SOCIAL RESPONSIBILITY &amp; CULTURAL, GLOBAL AWARENESS</b>
3.A. Demonstrate ethics and social responsibility
3.A.1 Demonstrate ethics and social responsibility through citizenship
3.A.2 Demonstrate ethics and social responsibility through global awareness
3.A.3 Demonstrate ethics and social responsibility through educational integrity

3.A.4 Demonstrate ethics and social responsibility through moral responsibility
3.B. Demonstrate cultural awareness
3.B.1 Demonstrate a knowledge of the aspects of other cultures that are specific to each class or subject
3.B.2 Demonstrate a knowledge of the contributions made by other cultures to each specific field of study
3.B.3 Demonstrate participation in activities that expose them to other cultures
<b>4. PROBLEM SOLVING/CRITICAL THINKING SKILLS</b>
4.A. Demonstrate the ability to apply theoretical knowledge to appropriately solve a problem as evidenced by performance in a scenario.
4.B. Demonstrate critical thinking skills through analyzing, evaluating and interpreting written word.
4.C. Demonstrate the ability to explore alternative perspectives and their implication and draw well-rounded conclusion.

## Facilities – Warner

**A.D. Stone Student Union (1963)**—Originally constructed in 1963, the Student Union underwent a \$9 million remodel in 2015. The Union includes a cafeteria, ballroom, and Regents Conference Room. The Student Activities’ and Dean of Students’ offices are housed in the Union.

**Administration Building (1936)**—Built originally as a shop building and completely renovated in 1980, this native stone structure houses the offices of the Vice-President for Fiscal Services, Business Office, and office of the Director of Institutional Technology.

**Beef Testing Center (1962)**—Each year, state and area breeders consign young beef bulls to the Center. Two performance tests are conducted annually with approximately 90 bulls in each test. Agriculture students conduct semi-annual bull sales following the completion of the tests. This program provides educational and applied research opportunities for students in the College’s agriculture program.

**Biff Thompson Baseball Field**—The field is found at Perry Keith Park south of the Education Building. The lighted facility includes an indoor batting cage and clubhouse.

**Campus Farm**—The farm encompasses 404 acres used primarily as field laboratories to supplement classroom instruction in the College’s agriculture programs. The College also owns herds of beef cattle, sheep and swine. These herds provide hands-on experiences in animal evaluation, production, breeding management, and feeding. Pasture development and management activities correlate with the livestock operations.

**Carl Westbrook Library Learning Center (1985)**—Named after the College’s eleventh president, The LLC houses the Library, 150 seat Library Auditorium, Success Center for tutoring, and a distance learning classroom.

**Classroom Building (1912)**—The Classroom Building is the oldest building in continuous use at CSC. Completely renovated in 1963, the three-story building provides space for business, computer, social science, communications, agriculture, and math classes as well as space for faculty offices and labs.

**Dr. Stuart Woods Shooting Sports Complex**—The CSC Trap and Skeet Range was built in 2013 and is located at the college’s 1,600-acre ranch in Warner. With its completion, Connors State College became one of only three collegiate shooting clubs in the U.S. with its own range, allowing CSC to host regional competitions and providing students the practice they need to be competitive with larger schools.

**Education Building (1963)**—This two-story building houses three distance learning classrooms, multimedia equipped classrooms, biology laboratories, the newly renovated chemistry and microbiology laboratory, the physical science laboratory, and faculty offices for agriculture, mathematics, science, and some social science instructors.

**Equine Facilities (1980)**—Facilities include three barns with 52 stalls for students to house their assigned horses and training equipment. Training facilities also include the Fred Williams Indoor Arena, a 150’x 300’ outdoor arena, five round pens and the McPeak Agriculture Hall of Fame.

**Fine Arts Building (1938)**—Built originally as a physical education facility, this building was remodeled in 1975 includes a 600-seat auditorium, classrooms, and faculty offices.



**Anna B. Gatlin Hall (1999)**—This two-story, neoclassic building was originally a women’s dormitory housing 80 women during the academic year and housing camps during the summer. In 2006-2007, the building was converted into a “One Stop Enrollment Center” for the Warner Campus. The offices of Vice-President for Academic Affairs, Registrar, Admissions, Advisement, Bursar, Financial Aid, Recruitment, Human Resources, Student Support Services (TRIO), Recruitment, and CSC Development Foundation are located in Gatlin Hall.

**Harding Ranch/Research Station (1993)**—The 1,316-acre ranch is located five miles south of the Warner Campus. It contains farmland, wetlands and wildlife habitat. The ranch functions as a laboratory for agriculture and science programs as well as serving as the site for Connors’ Summer Science Academy activities.

**Holloway Hall (1930)**—The first floor of two-story Holloway Hall has served in many capacities, including housing the offices of the Vice President for Student Services, the art laboratory, student apartments, and offices for rent. It is currently occupied by Campus Security and bookstore.

**Horticulture Teaching Complex--** The Horticulture Teaching Complex provides students the opportunity for hands-on learning in a wide variety of introductory horticulture subjects including plant propagation, greenhouse management, commercial plant production, residential landscape design and management, turf grass management, floral design, woody plant and herbaceous plant identification, horticulture sales management and promotions and interior scaping. Facilities include (2) 36’X 50’ teaching greenhouses, a horticulture lab classroom and a walk-in cooler for bulb production and cut flowers. Demonstration beds for student experience include vegetable, herb, perennial, herbaceous, succulent, and tropical beds. Cold frames and temporary shade houses are also utilized for student learning.

**McClarren Hall (1963)**—Extensively remodeled in 1989, this three-story dormitory has served to house 150 students and includes living quarters for a Residential Hall Manager. This hall provides summer camp housing.

**Melvin Self Field House (1967)**—Named after Connors’ tenth president, the Field House includes Bill Muse Court and spectator seating capacity of over 1,100 persons. It contains classrooms, hospitality room, and faculty offices for coaches. In 1982, an addition to the Field House included a multi-purpose room, fitness center, and additional office space. In 2000, it was upgraded again with new bleachers, a new concession stand and new restrooms.

**Miller’s Crossing (2002)**—Opened in time for the 2002 fall semester, this four-plex and double occupancy housing complex provides the convenience and services of an apartment community including swimming pool, computer and study room, laundromat, and Internet access. Both married and single students may live in the complex.

**Russell Hall (1937)**—Russell Hall was named for Campbell Russell, Muskogee County’s first state senator. Russell is considered to be the founder and most passionate booster of early-day Warner. The building was originally constructed as a women’s dormitory and campus cafeteria. The building was renovated in 1963 to become a men’s dormitory. In 2017, Russell Hall was renovated and now houses the President’s Office and Ken Ogden Museum.

**Shop Building**—A one-story metal building located south of the campus houses the College’s maintenance and garage facilities.

**Softball Field (1985)**—The lighted facility includes restrooms, bleachers, concession stand and an indoor batting cage.

## **Facilities – Muskogee Three Rivers Port Campus**

**Garner Science Building (1996)**—The Ronald D. Garner Science Building, named in honor of the college’s 12<sup>th</sup> President serves primarily as a classroom/science complex. The 28,500 square foot facility on the northeast side of Muskogee houses Enrollment Services, FOCUS training program, distance education classrooms, science labs, math labs, Success Center, and faculty offices.

**Nursing and Allied Health Building (2014)** – The \$11 million, 35,000 square foot building, houses state-of-the-art classroom and lab space, a simulation lab, a students’ common area, a lecture hall, and student courtyard. The new facility is located at the Three Rivers Port Campus at 2501 N. 41<sup>st</sup> Street East, adjacent to the Indian Capital Technology Center. The Three Rivers Port Campus occupies a corridor off the Muskogee Turnpike, on an existing public transportation route, that will provide easier access for students.

## **CSC Development Foundation**

The Connors Development Foundation, Inc. strives to provide exceptional support for today's student through better facilities, programs and student opportunities. As a non-profit organization created solely to support and further the mission of Connors State College, the purpose of the Connors Development Foundation, Inc., is to raise, manage and disburse contributions for the benefit of Connors State College. The Foundation is recognized by the Internal Revenue Service as a 501(c)(3) nonprofit organization. Gifts are accepted that establish endowments, fund capital improvements and scholarships donated in the forms of cash, legacies, insurance policies, gifts-in-kind, capital gifts, securities, gift annuities and real estate.

Additionally, we organize employee, alumni, endowment, and capital campaigns to build and develop resources for Connors State College, allowing the college to continue building futures one at a time.

## **CSC Alumni & Friends Association**

The Connors Alumni & Friends Association was established to promote, aid, develop, and advance prosperity and welfare of Connors State College. The Association sponsors the Connors Alumni & Friends Hall of Fame. Former students, faculty, staff and friends of the College gather for a reunion and induction banquet annually on the fourth Friday of April each year. The Association also awards Alumni Scholarships to selected students who are the children or grandchildren of former Connors students.

## **Section II – Admission**

Admission requirements to Connors State College (CSC) are established by the Oklahoma State Regents for Higher Education (OSRHE). Determination of resident and non-resident status, which governs tuition and fee payment, is also based on upon criteria established by the OSRHE.

Admission to the College does not insure admittance to a particular course or program of studies. Students may, in some instances, be required to meet program entrance requirements or take preparatory classes to remove curricular deficiencies before acceptance into a program or course.

## **When to Apply**

Application for admission can be made at any time but it is advisable to apply well in advance of the first semester in which enrollment is desired.

### ***Application for Admission***

New students will fill out and submit the online application for admission. Please go to our homepage at [www.connorsstate.edu](http://www.connorsstate.edu) and click on Apply Online.

After the application is successfully submitted and reviewed, the new student ID and PIN will be emailed to the address indicated on the application. Students will need these to activate their C-Key in order to have access to Self-Service Banner (SSB). SSB is used to access class schedules and grades, pay bills, view financial aid, order transcripts, and more.

## **Admission/Enrollment for First-Time Students**

### ***Application for Admission***

New students will fill out and submit the online application for admission. All the following paperwork must be submitted as indicated below before admission to the college is final.

### ***Official Transcripts***

Students age twenty (20) and younger (high school class must have graduated) must provide an official high school transcript with date of graduation or last date of attendance or a copy of GED scores and/or certificates.

Students who have attended college elsewhere must submit an official transcript from all colleges attended.

Students may enroll for the first semester without all official documents on file; however, they will not be allowed to enroll for a second term until all required documents are on file in the Admissions Office.

Students who have been home schooled or are graduates of a private, parochial or other non-public high school, which is not accredited by a recognized accrediting agency, must satisfy the high school curricular requirements set forth by the Oklahoma State Regents for Higher Education, as certified by the school or parent for home study.

Any individual who is a graduate of a private, parochial, or other non-public high school not accredited by a recognized accrediting agency is eligible for admission as follows.

1. The student must have participated in the American College Testing (ACT) or Scholastic Aptitude Test (SAT) program and achieved the requisite composite score, as defined in the admission policy.
2. The student's high school class of his or her peers must have graduated.
3. The student must satisfy the high school curricular requirements for the institution to which he/she is applying, as certified by the school. If the student is home-schooled, the parent must certify.

#### ***Immunization documentation***

**Immunization Requirements** All new students are required by Oklahoma law to provide evidence of having been immunized against measles, mumps, and rubella, (two shots), and against Hepatitis B, (three shot series). First-time students living on campus must provide written documentation of vaccination for Meningococcal Disease (Meningitis). More information can be found on the college website at <http://connorsstate.edu/studocs/>.

#### ***ACT or SAT Test Scores***

ACT or SAT test scores are required except for students who are active military duty or 21 and older.

#### ***Enrollment***

After completion of the online application, students check in with Admissions and complete the following steps to register/enroll for their first semester.

#### ***Placement Testing***

The need for testing is determined by the student's ACT or SAT scores or high school GPA. If students do not have the sufficient scores or GPA in all subject areas, they will be able to take the ACCUPLACER Placement Test. If the student wants to take the ACCUPLACER Placement Testing, it must be done before enrolling for the first semester. Testing is done on a walk-in basis.

#### ***Academic Advisement***

When students check in with Admissions, have submitted all required paperwork, and completed any placement testing, they will receive a Permit to Enroll. Students will then visit with an academic advisor who will assist in selecting the appropriate courses for their degree plan.

#### ***Curricular Proficiencies Policies***

All students must show proficiency in English, math, science, and reading in one of the following ways:

1. Present an ACT score of 19 or above in the subject area;
2. Present an SAT score of 510 in Math or 321 ERW (English/Reading/Writing)
3. Present an appropriate high school GPA
4. Show proficiency through institutional testing;
5. Pass the developmental course in the subject area in which the student is deficient during the first 24 hours of college enrollment.

#### ***Curricular Deficiencies Policies***

Students lacking curricular requirements are admissible into Associate in Arts, Associate in Science, Associate in Applied Science programs, and Certificate programs.

Students in Associate in Arts and Associate in Science programs must remediate curricular deficiencies at the earliest possible time but within the first 24 hours attempted or have all subsequent enrollments restricted to deficiency until all deficiencies are removed.

### ***Developmental Course Policy***

Developmental courses and corequisite support courses are designed to help students prepare for college-level studies. Students who have graduated within the last seven years and completed 3 years of HS math and 4 years of HS English with an unweighted GPA >3.0 or with scores of 19 or above on all segments of the ACT or 510 or above in math or 321 or above in ERW of the SAT are placed directly into the appropriate college-level courses.

Students who have graduated within the last seven years and have an unweighted HS GPA less than 3.0 and who score below 19 in subject content of the ACT or 510 or above in math or 321 or above in ERW of the SAT are given the opportunity to demonstrate readiness through an ACCUPLACER placement test. Students are encouraged to come in and complete their placement test at their earliest convenience. If the student scores above an acceptable level, they may enroll in the appropriate college-level course.

If the student scores below an acceptable level on the ACT or SAT and the ACCUPLACER test, they must take the appropriate developmental or corequisite support course. The student's scores are explained to them after completion of the ACCUPLACER placement test.

**Students must complete all necessary developmental coursework within the first 24 attempted hours of college coursework.**

Any student needing developmental or corequisite work in any content area must take at least one developmental or corequisite course per semester until deficiencies are removed. Full-time students needing developmental or corequisite work in more than one area must take more than one developmental or corequisite course each semester until all deficiencies are removed.

Students needing developmental or corequisite coursework are admissible into degree programs; however, they must complete all necessary developmental or corequisite coursework within the first 24 attempted hours of college coursework or have all subsequent enrollments restricted to developmental or corequisite courses until all deficiencies are removed.

Developmental and corequisite coursework is for skill development and support in subsequent college-level courses. As such, it does not count toward degree requirements or in a student's cumulative grade-point average. Developmental and corequisite courses are transferable to another college or university.

### ***Grading in Developmental Courses***

All grading in development and corequisite courses is "S" (satisfactory performance) or "U" (unsatisfactory performance).

## **Methods of Assessment**

### ***ACT and SAT Testing***

The Oklahoma State Regents for Higher Education regulations specify that all students who are admitted to an accredited institution of higher learning in Oklahoma must take the American College Testing (ACT) examination or the Scholastic Aptitude Test (SAT) examination with the exception of students who are on active military duty or 21 and older.

Students who have not graduated from high school or do not have a GED but whose high school class has graduated must take the ACT or SAT examination.

The college administers the residual ACT. The residual ACT test can only be administered to current or potential Connors students. Contact the Registrar for further information.

### **Testing**

The need for testing is determined by the student's ACT or SAT scores or high school GPA. If the student does not have sufficient scores in all subject areas or appropriate GPA, they may choose to take ACCUPLACER Placement Testing. If the student requests testing, it must be done before enrolling for the first semester. Testing is done on a walk-in basis.

### **Credit for Prior Learning**

CLEP

AP

Evaluation of Military Service for College Credit

### **Institutional Assessment**

By a mandate of the Oklahoma State Regents for Higher Education, Connors State College is required to assess all levels of institutional functioning on an annual basis. Therefore, students are required to comply by participating in various components of institutional assessment which could include admission testing, student opinion survey, and student course surveys.

### **Admission Policies**

Any individual who has completed all the following is eligible for admission to the Associate in Arts, Associate in Science, Associate in Applied Science, and Certificate programs:

1. Is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of his/her own state or has achieved a high school equivalency certificate based on the General Education Development tests (GED);
2. Has met the high school curricular requirements as set forth in the current catalog; and
3. Has participated in the American College Testing (ACT) program or a similar acceptable battery of tests.

### **High School Equivalency (GED, HiSET, etc.) Admission**

The Oklahoma State Regents' "Policy Statement on Admission to, Retention in, and Transfer among Colleges and Universities of the State System" (II-2-35) requires high school graduation as one criterion for college admission. There are exceptions in the State Regents' special admission provisions. **The policy recognizes approved high school equivalency exams as the equivalent of a high school diploma with one stipulation. If a student is to be admitted by a high school equivalency test score, the applicant's high school class must have graduated.** Therefore, Connors State College may grant admission to a student whose high school class has not graduated *only if* the student is a junior or senior concurrently enrolled at the high school level and who will complete his or her high school curricular requirements for graduation with his or her class.

### **OSRHE High School Curricular Requirements for Admission**

All United States high school graduates entering Connors and planning to pursue associate degrees are expected to meet the high school curricular requirements as set forth by the Oklahoma State Regents for Higher Education (OSRHE). Students who failed to complete the prescribed high school curriculum are required to remove the deficiency.

4 units English (grammar, composition, literature)

3 units Lab science (biology, chemistry, physics or any lab science certified by the school district). General science with or without a lab may not be used to meet this requirement.)

3 units Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, calculus, Advanced Placement Statistics)

3 units History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, government, and non-western culture)

2 units Additional units of subjects previously listed or selected from computer science or foreign language.

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15 total required units

While students in grades 9-12 will normally meet these curricular requirements, advanced students who complete these courses in earlier grades will not be required to take additional courses for the purposes of admission.

In addition to the above requirements, the following subjects are recommended for college preparation: two units of fine arts (music, art, drama) or speech, one unit of lab science, one unit of mathematics.

### ***Submission of Academic Credentials***

Applicants must submit official and complete high school and college transcripts, test scores, and other credentials during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension.

All credentials submitted become the property of Connors State College and a part of the student's academic record. They will not be returned or released. Students wishing to obtain such documents must contact the original issuing institution. Returning students who have had no enrollment activity at Connors State College for a period of five years or more will be required to resubmit academic records from previous institutions attended.

### ***Transcript Policy***

Transcripts must be official, affixed with the issuing school's seal or signature, and should be mailed directly from the school. Connors State College does not accept transcripts issued to the student, mailed by the student, or faxed. **Transcripts may not be faxed or mailed by the student.**

### ***Requirements for All Applicants***

All new students and students who have not attended Connors in the past twelve (12) months must complete an Application for Admission. The following additional information is also needed:

1. Students age twenty (20) and younger (high school class must have graduated) must provide:
  - a. An official high school transcript with date of graduation or last date of attendance.
  - b. Official transcript from all colleges/universities attended as a high school concurrent student. (see transcript policy)
  - c. ACT or SAT scores.
  - d. Placement scores if sub-scores do not show proficiency.
  - e. Proof of immunization documentation.
2. Students age twenty-one (21) or older must provide:
  - a. Official high school transcript with date of graduation or last date of attendance.
  - b. Placement test scores or voluntary remediation of all courses
  - c. Official transcript from all colleges/universities attended (see transcript policy).
  - d. Provide immunization documentation.

### ***Special Admission Categories***

The following groups of students may be admitted to CSC upon the completion of skill level assessment and receipt of appropriate documentation.

#### ***Adult Admission***

Applicants who are 21 years of age or older or who are on active military duty may be admitted upon completion of assessment of academic skills.

Applicants who have not graduated high school but whose high school class has graduated, and who have participated in the ACT, the SAT or a similar battery of tests, are eligible for admission. Students admitted under this category will be required to remove any academic deficiencies as stated in the Regular Admission Policy.



### ***Home Study Non-Accredited High Schools***

Individuals who are graduates of private, parochial or other non-public high schools that are not regionally or state-accredited are eligible for admission under the following criteria:

- The student's equivalent public high school class must have graduated.
- The student must participate in the American College Testing Program (ACT).
- The student must demonstrate proficiency in curricular subject areas.

### ***Non-Degree Seeking Students***

Non-degree seeking students are permitted to enroll in up to nine (9) college credit hours without submitting academic credentials. Proficiency assessments may be required before enrollment in college level courses. After completion of the nine-hour limit, students are required to submit official credentials and meet the formal admission or transfer criteria as outlined in the Admission Requirements section. Students must take placement tests for enrollment in English, math or science.

### ***Concurrent Enrollment***

High school seniors and juniors from accredited high schools and non-accredited private or non-public high schools may concurrently enroll provided:

1. Student meets composite ACT/SAT and/or GPA requirements:
  - a. Juniors and Seniors – ACT of 19 or GPA of 3.0
2. Are enrolled in less than full-time in high school as attested by their high school principal or counselor
3. Are eligible to satisfy graduation requirements from high school (including the curricular requirements for college admission) no later than the spring of senior year, as attested by the high school principal or counselor
4. Submit signatures of approval on the Concurrent High School Permission form. Signatures are required from
  - a) high school principal or counselor, b) parent or legal guardian, c) student
5. Provide current official high school transcript for each semester of concurrent enrollment
6. Provide official transcripts from any other college or university attended as a concurrent high school student.
7. Provide proof of immunization.

### ***Course Load***

Concurrently enrolled students may not enroll in a combined number of high school and college courses per semester that exceed a full-time college load of 19 semester credit hours. For the purposes of calculating a workload, one high school credit course is equivalent to one three credit hour semester college course.

Students who are eligible under this policy may enroll in a maximum of nine (9) college credit hours during a summer session following the end of their junior year of high school, without being concurrently enrolled in high school classes during the summer term.

### ***Curricular Requirements***

Students may enroll only in those curricular areas where they have demonstrated competency and have met the curricular requirements for admission. Students can only take classes in areas that their ACT/SAT sub scores or GPA meet or exceed the approved scores. Concurrently enrolled students are not allowed to enroll in any zero-level remedial courses designed to remove high school curricular requirement and/or establish competency in any subject areas.

### ***Retention Standards***

A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if he or she achieves a college cumulative grade-point average of 2.0 or above on a 4.0 scale.

Concurrent students may take the Residual ACT once between November 1 through October 31.

### ***The Collegiate Experience***

Connors State College is committed to providing our concurrently enrolled students with a collegiate experience. The collegiate experience is evidenced by the rigor of the course the qualifications of the personnel delivering the

course, and the student's readiness for college. The college experience is present in the following two environments:

1. High school students enrolled in a course on a college or university campus with collegiate students including online delivery off-campus.
2. High school students enrolled in an off-campus college or university course, which does not include collegiate students, and offered under the parameters prescribes within the off-campus concurrent enrollment requirements.

### ***Off-Campus Concurrent Enrollment***

Connors State College will have direct oversight of all aspects of off-campus concurrent enrollment courses and will meet the following standards:

1. Off-campus concurrent enrollment courses will be the same catalogued courses offered on-campus. Additionally, the course syllabus and student learning outcomes in an off-campus concurrent enrollment course will be identical to the course syllabus and student learning outcomes that are used when the same course is taught on campus.
2. Off-campus concurrent enrollment courses will be of the same content and rigor as the course offered on-campus.
3. Students enrolled in off-campus concurrent enrollment courses will be held to the same standard of achievement as students in on-campus courses.
4. Faculty teaching off-campus concurrent enrollment courses will meet the academic requirements for faculty and instructors required by the Higher Learning Commission (HLC).

### ***Transfer Students***

Transfer students are defined as students with more than six (6) attempted credit hours, excluding preparatory or pre-college work and excluding credit hours accumulated by concurrent enrollment.

Students transferring from other accredited colleges who are in good standing and have met all curricular requirements are eligible for admission to CSC.

Transcripts from regionally accredited institutions will be awarded the full number of credit hours. Transcripts from non-accredited institutions may be accepted upon validation of course work.

The following are required:

1. Official transcript(s) from all colleges or universities attended. Transcripts must be in a sealed envelope from the college/university. Opened transcripts are considered unofficial.
2. An official high school transcript if student seeks to prove history and lab science curricular requirement have been met.
3. Verification of proficiency in English, mathematics, reading, and science by:
  1. ACT/SAT or placement scores
  2. Successful completion of preparatory curricular requirements or college level course work.
  3. Fulfillment of high school curricular requirements **(including history and lab science requirements)** within first 12 hours of enrollment. (See high school graduates/non-graduates lacking curricular requirements.)
4. Provide immunization documentation.

Student transferring with less than a 2.0 GPA may be admitted on probation. Students suspended from other institutions may be admitted to CSC provided the following conditions are met:

1. Provide a current official transcript from the transferring institution prior to enrollment.
2. Take a placement exam, if necessary.
3. Enroll with the guidance of an academic advisor.
4. Provide immunization documentation.

Admission will be on a probationary basis. Retention standards (See Academic Information Section) must be maintained or the student will be placed on Academic Suspension and may not be reinstated until one regular semester (fall or spring) has elapsed.



### ***Technical Transfer Credit Policy-Technology Centers***

Connors State College's policies for evaluating, awarding, and accepting technical credit for transfer are consistent with the college's mission and with the State's focus on aligning coursework to ensure a quality education through common learning outcomes reviewed by faculty experts in the discipline.

Connors State College may only accept transfer of technical credits from an Oklahoma technology center towards technical major degree requirements in a college technical certificate, an associate in applied science degree, or a technology baccalaureate degree in which Connors State College faculty have documented expertise.

Transfer of technical credits from a technology center that is part of the Oklahoma Technology Center System will be evaluated using the Statewide Technical Course Articulation Matrix from the Oklahoma State Regents for Higher Education (OSRHE). Academic credit earned for technical courses appearing on an official transcript from an Oklahoma technology center and listed on the Statewide Technical Course Articulation Matrix will be processed by Connors State College's Office of Admissions. The Office of Admissions will follow The *Undergraduate Transfer and Articulation* policy from the OSRHE.

Transfer of technical credits based on a different unit of credit than the one used at Connors State College is subject to conversion before being transferred. Only official transcript and technical course evaluations based on the OSRHE Statewide Technical Course Articulation Matrix and processed by the Connors State College's Office of Admissions are official. Any preliminary reviews by campus personnel are unofficial and not binding, and subject to change.

Technical credits may be subject to minimum grade requirements as determined by the accreditation, licensure, or other programmatic requirements of Connors State College. Grades do not transfer in and are not calculated in the Connors State College's grade point average (GPA). A neutral grade of "S" will be recorded. Credits earned will be added to the student's overall credit hours earned.

### ***Opportunity Admission***

Applicants who have not yet graduated from high school and whose ACT or SAT score is at the 99<sup>th</sup> percentile (Oklahoma norms) may be eligible for admission.

### ***International Admission***

Students from countries outside the United States who have completed their secondary education or its equivalent and are eligible for admission to colleges and universities in the United State are defined as International Students.

International students are required to meet academic performance standards equivalent to Oklahoma residents and non-residents for admission to Connors State College. In addition, students for whom English is a second language are required to present evidence of English proficiency prior to admission, either as first-time students or by transfer from another college.

Prospective International students must correspond directly with the College by writing the Registrar's Office, Warner Campus. The College will not accept applications for admission or supporting documents from agents/agencies or third parties acting on behalf of the students. *International students will be assessed a \$15.00 fee upon enrollment at Connors State College.*

The following items must be submitted prior to students' acceptance:

1. International Student Admission application.
2. Evidence of English proficiency is required for applicants for whom English is a second language
3. Proof of completion of the high school core requirements at an English speaking high school or graduation from an English speaking high school. Demonstrate competence as outlined through the Policy on Remediation and Removal of the High School Curricular Deficiencies.
4. Official transcripts of secondary and/or college-preparatory schools. Official transcripts from all other colleges must be sent directly from the Registrar of those institutions to the Registrar at Connors State College, Warner Campus. Official transcripts from college or universities outside of the United States must have an international transcript evaluation report. Students must submit official transcripts from all international colleges or universities attended to one of the college approved agencies listed below:

**Foreign Credentials Services of America**

E-mail: [info@fcsa.biz](mailto:info@fcsa.biz) ; [www.fcsa.biz](http://www.fcsa.biz)

**Educational Credential Evaluators, Inc.**

E-mail: [eval@ece.org](mailto:eval@ece.org) [www.ece.org](http://www.ece.org)

**Global Credential Evaluators, Inc.**

E-mail: [gce@gceus.com](mailto:gce@gceus.com)

[www.gceus.com](http://www.gceus.com) or [www.gcevaluators.com](http://www.gcevaluators.com)

**World Education Services**

E-mail: [info@wes.org](mailto:info@wes.org) [www.wes.org](http://www.wes.org)

Once evaluated, the agency you choose must forward their evaluation report directly to the Registrar at Connors State College. We only accept evaluation reports from the above listed agencies.

5. Notarized Letter of Financial Guarantee for a minimum of one year. (Affidavit of Support)
6. Evidence of accident and health insurance.
7. Immigration and naturalization documents.

First time students for whom English is a second language are required to show proof of English proficiency by:

1. Standardized Testing – Students must score 500 or higher on the paper-based Test of English as a Foreign Language exam (TOEFL) or 173 or higher for the computer-based test; or
2. Intensive English Program – Students must score 460 or higher on the paper based TOEFL or 140 on the computer based test administered at a special testing or an international testing center and successfully complete a minimum of 12 weeks of study at an International Education Program approved by the Oklahoma State Regents for Higher Education. At least two-thirds of the 12 weeks must be advanced level instruction; or
3. High School Performance – Students must successfully complete the high school core requirements in an English speaking high school or graduate from an English speaking high school and demonstrate academic competency; or
4. Institutional Discretion – In extraordinary and deserving cases, the college president or designee may admit a student who fails to meet the above requirements. The applicant must demonstrate English proficiency prior to admission.

***International Transfer Students***

International students must have attended accredited, English-speaking colleges or universities for a minimum of 24 semester credit hours with passing grades and meet other curricular requirements/proficiencies can be met by:

1. English, Math, Reading, Science: See section titled Demonstration of Curricular Proficiencies.
2. History and Citizenship: One US History and two additional courses in the areas of History, Geography, Economics, Government, or Non-Western Culture.

***Returning Students***

Students who have not attended Connors during the past 12 months will need the following documents in addition to a completed online application:

1. Official transcript(s) from all college(s) attended since last attending Connors.
2. Verification of proficiency in English, mathematics, reading, and science by:
  - a. ACT/SAT or placement scores
  - b. Successful completion of preparatory or college level course work in those four areas.
3. Completion of updated Oklahoma State Regents requirements for admission and enrollment since last attendance at Connors State College.

***Non-Academic Criteria for Admissions***

Connors State College may take into account non-academic criteria in admitting first-time students, students applying for readmission or transfer students including:

1. Whether an applicant has been expelled, suspended, denied admission, or denied readmission by any other educational institution.
2. Whether an applicant has been convicted of a felony or convicted of any lesser crime involving moral turpitude.

3. Whether an applicant's conduct has been such that if, at the time of conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.

Students suspended from other institutions for academic reasons may be admitted to Connors State College on Academic Probation. Other conditions may apply such as course/credit hour limitations and/or being required to report to an Academic Advisor on a regular basis to monitor progress.

Admission of students who are currently under disciplinary sanctions at other institutions or meet any of the other conditions outlined above must first be approved through the Office of the Vice President for Academic Affairs, located in office 218 Gatlin Hall. The College reserves the right to deny admission or readmission to any student based upon prior conduct and/or based upon prior illegal activity.

### **Veterans**

Connors State College is an approved institution for students to receive education benefits by the Department of Veteran Affairs (DVA). Information and assistance are available for Veterans who plan to attend college under the new GI Bill® must contact the Veterans' Coordinator Daniel Scott Williams, Muskogee Campus, for information on veterans' benefits and for enrollment at Connors State College. All class schedules must have prior approval to receive educational benefits. To determine eligibility, students should contact the Department of Veterans' Affairs, toll free at 1-888-442-4551 or visit the VA Regional Office at Okmulgee and Main, Muskogee, Oklahoma. According to SB138.B, to be eligible for in-state status as provided for in subsection A of SB138 and to maintain eligibility, the student shall: 1.) Satisfy admission and retention standards as determined by the Oklahoma State Regents for Higher Education for an institution within the Oklahoma State System for Higher Education; and 2.) Have secured admission to and enrolls full-time or part-time in a program of study at an institution within the Oklahoma State System for Higher Education. Additional information can be found on the VA's website: <https://www.va.gov/>

GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

## **Specific Program Admissions Requirements**

### **Associate Degree Nursing Program Admission**

Students interested in the Nursing Program are admitted to the college on the same basis as other students. However, admission to the college does not ensure admission into the nursing program. Students are accepted into the nursing program based on a point system.

Applicants must meet the following criteria:

1. Admission to Connors State College
2. GPA of 2.5 in required general education courses;
3. A "C" or better in general education courses and recommended courses.
4. Successfully pass Admission Exam with a 59% or better in Reading, 50% or better in Math, and 50% or better in Science prior to application deadline. Admission Exam can only be taken two times per application period.

Applicants who meet the above criteria will be assigned points in the following areas:

1. Admission Exam score
2. Degree requirements completed with a grade of "C" or better
3. Recommended courses completed with a grade of "C" or better
4. Required nursing program curriculum course GPA
5. College-level degrees in other areas.

Applications are accepted for the fall entry from November 1<sup>st</sup> to February 15<sup>th</sup> and for the spring entry from April 15<sup>th</sup> to October 1<sup>st</sup> of each year. Those who meet the criteria and have not been selected will be placed on an alternate list. Consideration will be given as openings arise.

The general education and required science courses along with the recommended electives facilitate progression in the program. Completion of these courses is recommended prior to admission into the program; however, completion is not required.

Successful completion of the nursing program requires a “C” in all courses related to the Associate in Applied Science Degree in Nursing.

Nursing students are responsible for uniforms and other accessories, transportation to the clinical facilities, testing and liability insurance needs, and enrollment fees.

### ***Physical and Mental Qualifications***

The following minimal physical and mental qualifications are necessary to be considered for admission into and progression through the Connors State College Nursing Program:

1. The ability to lift weights of up to 35% of recommended body weight independently.
2. The ability to move around the clients’ rooms and in work areas to administer various procedures.

### ***Career Ladder Program***

The Career Ladder Program for Nursing at Connors State College is especially designed to provide mobility for the Licensed Practical Nurse and the Licensed Paramedic. Only those individuals who are licensed in the State of Oklahoma are eligible for admission to the program. Applicants must complete required courses, HESI, LPN-ADN Mobility Exam (if licensed greater than one year), Admission Exam and *NURS 2223 Transitions to Professional Nursing*, prior to entrance into the program. Qualified students wishing to pursue the Career Ladder Program should make an appointment to speak with a nursing advisor. Students will be admitted to the program based on space available. Applications are accepted for the fall entry from November 1<sup>st</sup> to February 15<sup>th</sup> and for the spring entry from April 15<sup>th</sup> to October 1<sup>st</sup> of each year.

### ***Eligibility to Sit for the Boards***

The Connors State College Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered or practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U. S. citizens, U. S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

For more information, go to: <http://www.youroklahoma.com/nursing>.

Students wishing licensure in another state will need to contact that state board of nursing (the departmental secretary will have their addresses).

For further clarification about the Nursing Program's accreditation status, comments, or concerns, contact the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326, Phone (404) 975-5000 Fax: (404) 975-5020 or the Oklahoma Board of Nursing 405-962-1800.

## Occupational Therapy Assistant Program

The occupational therapy assistant (OTA) program is a cooperative program between Connors State College (CSC) and Indian Capital Technology Center (ICTC). The faculty and staff are glad you have chosen CSC/ICTC for your journey in the exploration of occupational therapy as your chosen career. CSC/ICTC offers an OTA curriculum based on an adult learning model with a focus outcome for our OTA students to emerge from the program with an understanding of entry-level evidence-based practice and its application within the community in traditional and non-traditional settings. The ultimate goal of this cooperative program is to develop professional skills, knowledge, attitude and behavior consistent with the occupational therapy assistant educational standards set forth by the Accreditation Council of Occupational Therapy Education (ACOTE).

### ADMISSION CRITERIA

- ☐ Completed OTA Program Application
- ☐ Minimum college GPA 2.5 (cumulative)
- ☐ Documentation of minimum of 24 hours of observation experience with Occupational Therapist or Occupational Therapy Assistant
- ☐ Completion of:
  - ☐ BIOL 1114 General Biology – "C" or higher – 4 credit hours
  - ☐ BIOL 2104 Human Anatomy – "C" or higher – 4 credit hours
  - ☐ BIOL 2114 Human Physiology – "C" or higher – 4 credit hours
  - ☐ ENG 1113 English Comp I – "C" or higher – 3 credit hours
  - ☐ ENG 1213 English Comp II – "C" or higher – 3 credit hours
  - ☐ PSYC 1113 General Psychology – "C" or higher – 3 credit hours
  - ☐ PSYC 2313 Developmental Psychology – "C" or higher – 3 credit hours
  - ☐ NURS 1003 Medical Terminology – "C" or higher – 3 credit hours
  - ☐ MATH 1513 College Algebra – "C" or higher – 3 credit hours

The following 2 courses are also required for the degree and must be completed prior to completion of the technical specialty courses: if they have not been completed prior to the start of the OTA program, they must be taken simultaneously with technical specialty courses.

\*POLS 1113 American Federal Government – 3 credit hours

\*HIST 1483 or HIST 1493 U.S. History – 3 credit hours

Connors State College will conduct transcript reviews for approval of all course work. Applicants must be accepted for admission by Connors State College. Approved admission to CSC, however, does not guarantee admission to the Occupational Therapy Assistant program at ICTC.

Applicants meeting the admission criteria will be scored according to the "Priority Point System" and ranked according to the number of points earned. Highest ranking applicants will then be selected for interviews. ICTC will determine the number of applicants interviewed. A minimum score of 10 on the interview is required for admission.

Following interviews, each applicant's interview points will be added to their "Priority Points". Selection for admission will be based on the applicant's total score (Priority Points plus Interview score). Applicants will be notified of admission status by letter.

If selected for admission, continued enrollment is contingent upon a satisfactory background and sex offender registry check, drug screening, and subsequent clinical placement. Students may be subject to initial admission, random, and upon suspicion drug and alcohol screens as outlined in ICTC policy.

Classes begin in August. Attendance at orientation session is required.

**Accreditation:**

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda MD 20814-3449, ACOTE's telephone number c/o AOTA is (301) 652-6611 and the web address is [www.acoteonline.org](http://www.acoteonline.org).

**Physical Therapist Assistant Program****About this Program Section:**

Admission criteria for this program include:

- Completion of all general education courses with a "C" or better
- Completed application to the PTA Program
- Minimum college GPA 2.5 (cumulative)
- Documentation of minimum of 16 total hours observation with a PT or PTA

Acceptance to the PTA Program is competitive, and admission to CSC does not guarantee program admission. Applicants will be ranked using the Priority Points System (see application)

Program graduates must pass a national licensure examination after graduation in order to work as a PTA.

Admission criteria for this program include:

- Completed application to the PTA Program
- Minimum college GPA 2.5 (cumulative)
- Documentation of minimum of 16 total hours observation with a PT or PTA at 2 separate clinical facilities
- Completion of the following with a "C" or higher:
  - ENG 1113 English Comp I
  - ENG 1213 English Comp II
  - HIST 1483 or HIST 1493 US History
  - POLS 1113 American Federal Government
  - PSYC 1113 General Psychology
  - MATH 1513 or MATH 1473, College Algebra or Applied Mathematics
  - SPCH 1113 or COMS 1133, Intro to Oral Communication or Fundamentals of Computer Usage
  - BIOL 1114 General Biology
  - BIOL 2104 Human Anatomy
  - BIOL 2114 Human Physiology
  - NURS 1003 Medical Terminology

Completion of all courses will be required for degree and must be completed prior to beginning technical courses. Connors State College will conduct transcript reviews for approval of all course work. Applicants must be accepted for admission by Connors State College. Approved admission to CSC does not guarantee admission to the Physical Therapist Assistant Program.

Applicants meeting the admission criteria will be scored according to the "Priority Points System" and ranked within each priority area according to the number of points earned. Highest ranking applicants will then be selected for interviews. ICTC will determine the number of applicants interviewed. A minimum score of 10 on the interview is required for admission.

Applicants who are selected to interview will also complete written essay responses. Interview and written response scores will be added to the applicant's "Priority Points." Selection for admission will be based on the applicant's total score (Priority Points + Interview score + essay score). Applicants will be notified by admission status by letter.

If selected for admission, continued enrollment is contingent upon a satisfactory background and sex offender registry check, drug screen, and subsequent clinical placement. Students may be subject to drug and alcohol screens as outlined in ICTC policy at the time of admission, randomly throughout the program, and upon suspicion of drug or alcohol abuse.

PTA technical classes begin in January. Attendance at orientation session by admitted students is required.



In order to work as a physical therapist assistant, graduates must take and pass a national licensure examination, which is required in all 50 states.

Connors State College – Indian Capital Technology Center Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education CAPTE 3030 Potomac Ave., Suite 100 Alexandria, VA 22305-3085 (phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org) website: <http://www.capteonline.org>). If needing to contact the program/institution directly, please call 918-913-3928 or email Sarah Foster, [sarah.foster@ictech.edu](mailto:sarah.foster@ictech.edu) or Sandra Watson, [sandra.watson@connorsstate.edu](mailto:sandra.watson@connorsstate.edu).

## Requesting Academic Transcripts

Requests for academic transcripts can be made in writing with a student's signature appearing on the request and submitted to the Office of Admissions. The Transcript Request form is located on the Connors State College website. The form can be submitted by mail, fax, or in person. An online request is found on the website. Official transcripts are mailed from and may be picked up at the Warner Campus Admissions Office only. Students requesting an official transcript in person must bring a photo ID. Current CSC students must present their CSC issued student ID card. Our policy prohibits the distribution of transcripts via fax or email. Students with transcript holds (such as holds due to outstanding financial obligations to the college, transcripts, etc.) will not be granted an official transcript until the hold has been cleared with the appropriate college officials. Copies of transcripts from other institutions cannot be furnished.

Currently enrolled students may print an unofficial copy of their transcript by logging into SSB (Self-Service Banner) on the website.

## Residency Status

Regulations governing the residency status of students are based on the policies of the Oklahoma State Regents for Higher Education and apply to all public colleges and universities in the State System. The policy statement set forth in the following paragraphs establishes principles, definitions, criteria, and guidelines to assist institutional officials in the classification of students as residents or non-residents for fee and tuition-payment purposes. Determination of residence status for the purposes of attendance at an institution in the Oklahoma State System of Higher Education is based primarily on the issue of domiciliary intent.

Initial Classification. A student's initial residence status is determined by the Office of Admissions when you apply to Connors State College.

Residence Reclassification. If you are a current CSC student classified as a non-resident and wish to be considered for in-state status, you must petition for a reclassification of your residence status through the Office of the Registrar. The Petition for In-State Residency is located on the website and in the Office of Admissions.

Deadlines for submitting petitions to be considered for reclassification in a given semester is one month prior to the term in which the petition is being requested.

### **Non-residents of Oklahoma are required to pay out-of-state tuition and fees.**

Oklahoma residence status (and associated in-state tuition) is not granted on a retroactive basis. If you are receiving federal financial aid, please seek advice from the Office of Scholarships and Financial Aid on how a residency reclassification may affect your aid.

Appeal Procedures. Students may appeal their residence classification decision. A Petition for Oklahoma Residency form must be submitted along with any additional supporting documentation to the Office of the Registrar. You will be notified in writing of the decision following the final review. Regulations governing the residence status of students are the responsibility of the Oklahoma State Regents for Higher Education and apply to all colleges and universities of the Oklahoma State System of Higher Education.

## **Principles Governing Residence**

Article XIII-A of the Constitution of Oklahoma creates The Oklahoma State System of Higher Education and establishes the Oklahoma State Regents for Higher Education as the coordinating board of control for all public institutions supported by legislative appropriations. Title 70 O.S. 3218.9 authorizes the State Regents to establish the proposed fees to be charged at public institutions to Oklahoma residents and nonresidents alike. The policy statement set forth in the paragraphs to follow establishes principles, definitions, criteria, and guidelines to assist institutional officials in the classification of students as residents or nonresidents for fee and tuition-payment purposes. Also, the policy statement should be helpful to prospective students in the determination of their own residence status prior to enrollment or for those nonresident students seeking to be reclassified as residents of Oklahoma after having been classified originally as nonresidents. Determination of residence status for purposes of attendance at an institution in The Oklahoma State System of Higher Education is based primarily on the issue of domiciliary intent.

### Section I. Philosophy

Since 1890, it has been public policy in Oklahoma to provide comprehensive, low-cost public higher education for citizens in order to make educational opportunities available for Oklahoma individuals to improve themselves, to help upgrade the knowledge and skills of the Oklahoma work force, and to enhance the quality of life in Oklahoma generally. Therefore, residents of Oklahoma are afforded subsidies covering a majority of their educational costs at all colleges and universities of The Oklahoma State System of Higher Education. Nonresidents of Oklahoma are also provided substantial educational subventions, although at lower levels than those provided for permanent residents of the state.

### Section II. Principles

1. Attendance at an educational institution, albeit a continuous and long-term experience is interpreted as temporary residence; therefore, a student neither gains nor loses residence status solely by such attendance.
2. Students attending an Oklahoma college or university may perform many objective acts, some of which are required by law (i.e. payment of taxes), and all of which are customarily done by some nonresidents who do not intend to remain in Oklahoma after graduation but are situational necessary and/or convenient (i.e. registering to vote, obtaining a driver's license). Such acts and/or declarations alone are not sufficient evidence of intent to remain in Oklahoma beyond the college experience.
3. A non-resident student attending an Oklahoma college or university on more than a half-time basis is presumed to be in the state primarily for educational purposes.
4. An individual is not deemed to have acquired status as a resident of Oklahoma until he or she has been in the state for at least a year primarily as a permanent resident and not merely as a student.
5. Likewise, an individual classified as a resident of Oklahoma shall not be reclassified as a nonresident until 12 months after having left Oklahoma to live in another state. Unless he or she has established residency in another state, a student who resided in Oklahoma at the time of graduation from an Oklahoma high school and has resided in the state with a parent or legal guardian for the two years prior to graduation from high school will be eligible for resident tuition and scholarships or financial aid provided by the state, regardless of immigration status.
6. All married persons shall be treated as equal under this policy. Each spouse in a family shall establish his or her own residence status on a separate basis. Exceptions include: 1) when a nonresident marries an already established resident of Oklahoma, the nonresident may be considered a resident after documentation of the marriage and proof of domicile are satisfied, and 2) as provided in Sections VII and VIII.
7. The burden of proof of establishing Oklahoma residence or domicile, including providing any supporting documentation, shall be upon the applicant. Since residence or domicile is a matter of intent, each case will be judged on its own merit by the appropriate institutional official(s) consistent with this policy. No definitive set of criteria can be established as sufficient to guarantee classification as a resident of Oklahoma.
8. Initial classification as a nonresident student shall not prejudice the right of a person to be reclassified thereafter for following semesters or terms of enrollment as an Oklahoma resident provided that he or she can establish proof of residence in accordance with criteria and procedures as set forth in this policy.

### Section III. Definitions

1. Resident of Oklahoma — A resident of Oklahoma is one who has lived continuously in Oklahoma for at least 12 months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects



to return. A person can have more than one residence, but only one domicile. Domicile has two components—residence and the intention to remain. When these two occur, there is domicile.

2. Independent Person — An independent person is one enjoying majority privileges (or is legally emancipated from the parental domicile) and who is responsible for his or her own care, custody, and support.
3. Dependent Person — A dependent person is one who is under the care, custody, and support of a parent or legal guardian.
4. Full-time Student — A full-time undergraduate student is one enrolled in a minimum of 12 credit hours per semester in an academic year or a minimum of six credit hours in a summer session. A full-time graduate student is one enrolled in a minimum of nine credit hours per semester in an academic year or a minimum of four credit hours in a summer session.

#### Section IV. Independent Persons

If a person enjoying majority privileges and who is independent of parental domicile can provide adequate and satisfactory proof of his or her having come to Oklahoma with the intention of establishing domicile, he or she may be granted resident student classification at the next enrollment occurring after expiration of 12 months following the establishment of domicile in Oklahoma. The spouse of such person must establish proof of his or her own domiciliary status on a separate basis, except as provided in other sections of this policy.

#### Section V. Dependent Persons

The legal residence of a dependent person is that of his or her parents, or the legal residence of the parent who has legal custody or the parent with whom the student habitually resides. If the student is under the care of those other than his or her parents, the legal residence is that of his or her legal guardian. The dependent person may become emancipated (freed from his or her parental domicile) through marriage, formal court action, abandonment by parents, or positive action on his or her own part evidential or his or her alienation of parental domicile. To qualify under the latter category, a dependent person must have completely separated him or herself from the parental domicile and have proved that such separation is complete and permanent. Mere absence from the parental domicile is not proof of its complete abandonment. If an applicant can provide adequate and satisfactory proof of complete emancipation and his or her having come to Oklahoma with the intention of establishing domicile, he or she may be granted resident student classification at the next enrollment occurring after expiration of 12 months following establishment of domicile in Oklahoma.

#### Section VI. Foreign Nationals

An individual who is not a United States national may become eligible for classification as an Oklahoma resident provided that he or she holds lawful permanent residence status as defined by U.S. Citizenship and Immigration Services (USCIS), evidenced by whatever documents may be required under applicable federal law, who has resided in Oklahoma for at least 12 consecutive months, and who meets other applicable criteria for establishment of domicile as set forth in this policy or who has come to Oklahoma for the purpose described in Section VIII of this policy. In accordance with House Bill 1804, an undocumented immigrant student enrolling for the first time in 2007-08 and thereafter, separates eligibility for resident tuition and for state financial aid. To be eligible for resident tuition, an undocumented immigrant student must:

1. Have graduated from a public or private high school in Oklahoma (Note: GED or home school education will not establish eligibility for any student);
2. Have resided in Oklahoma for at least two years prior to graduation;
3. Satisfy admission standards (Admission Requirements);
4. Have secured admission and enrolled in an institution within the Oklahoma State System of Higher Education; and
5. Do one of the following:
  - a. Provide to the institution a copy of true and correct application or petition filed with the United States Citizenship and Immigration Services to legalize the student's immigration status; or
  - b. File an affidavit with the institution stating that the student will file an application to legalize their immigration status at the earliest opportunity the student is able to do so, but in no case later than either: (a) one year after the date on which the student enrolls for study at the institution; or (b) if there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one year after the United States Citizenship and Immigration Services (USCIS) provides such a formal process. Students who file an affidavit must

present to the institution a copy of a true and correct application filed with the USCIS no later than either:

- i. one year after the date on which the student enrolls for study at the institution; or
- ii. if there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one year after the United States Citizenship and Immigration Services (USCIS) provides such a formal process. When a student provides or presents to the institution a copy of an application or petition filed with USCIS, the copy shall be maintained in the student's permanent record.

#### Section VII. Military Personnel

A student attending an institution while on full-time active duty in the armed forces is considered as having a temporary residence in the state in which he or she is attending school; therefore, a student neither gains nor loses residence status solely by such military service. Members of the armed services stationed in Oklahoma, their spouses and dependent children shall be admitted without the payment of nonresident tuition and without the 12 month domiciliary requirement, so long as they continue to be stationed in the state in full-time military service and under military orders.

While the policy clearly states that nonresident tuition will be waived for military personnel, such a waiver does not constitute Oklahoma residence status. Military personnel and their dependents that provide proof of a legal change in their state of residence to Oklahoma (such as claiming Oklahoma for income tax purposes) may have the full benefits of residence status. Dependent children of military personnel that establish residency as described in Section II of this policy shall maintain residence status if their parents are subsequently stationed out-of-state. Dependents of military personnel who have not established residency according to policy may maintain nonresident waiver status if their parents are subsequently stationed out-of-state.

#### Section VIII. Full-time Professional Practitioner or Worker

An individual who provides evidence of having come to Oklahoma to practice a profession on a full-time basis, conduct a business full time, or work on a full-time basis shall be immediately declared an Oklahoma resident along with his or her spouse and dependent children without the 12 month domiciliary requirement so long as they continue in such full-time employment capacity or until such time that they establish residency as described in Section II of this policy. Dependent children of the above professionals that establish residency as described in Section II of this policy may maintain residence status if their parents subsequently leave the state.

Likewise, a full-time professional practitioner or worker who is temporarily assigned to another location but maintains his or her residency in Oklahoma (such as claiming Oklahoma for income tax purposes) shall be considered a resident for tuition and state scholarship and financial aid purposes, along with his or her spouse and dependent children.

#### Section IX. Reclassification

In addition to the aforementioned criteria, an independent person seeking to be reclassified as a resident of Oklahoma must meet certain criteria for the current and immediately preceding year. Contact the Office of the Registrar for more information.

#### Section X. Administration of Policy Statement

Each institution should designate the admissions officer or some other individual to be responsible for administration of the policy and should make appropriate provision for a student's appeal of an adverse decision.

#### Section XI. Tuition Waivers

Nothing in this policy precludes the waiving of fees or tuition for nonresidents by any institution upon authorization by the State Regents based on criteria other than residence status provided that the residence status classification will not be affected by any such waiver alone.

## Section III – General Financial Information

### Tuition and Fees

#### Approved for Fall 2020

All charges are per credit hour unless otherwise noted. Tuition and fees are subject to change without notification by the Oklahoma State Regents for Higher Education.

Tuition and Mandatory Fees per Credit Hour	
Fee (assessed per credit hour)	Amount
Resident (In-state) Tuition	100.00
Activity Fee (not charged for off-campus courses)	17.25
Student Union Fee (not charged for off-campus courses)	13.00
Student Senate Fee (not charged for off-campus courses)	2.00
Cultural & Recreation Fee (not charged for off-campus courses)	2.75
Technology Services Fee	14.00
Assessment Fee	3.00
Student Records Fee	1.00
Extension Fee (charged on off-campus courses only)	35.00
<b>Total Resident Tuition &amp; Fees per credit hour</b>	<b>153.00</b>
Non-Resident Fee	160.76
<b>Total Non-Resident Tuition &amp; Fees per credit hour</b>	<b>313.76</b>

Mandatory Semester Fees	
Fee	Amount
Student ID Card Validation Fee	10.00
Wellness & Fitness Fee	10.00
Publications Fee	5.00
*Student Success Incentive Fee	3.00
**Classroom Facility Maintenance Fee	35.00

Miscellaneous Fees	
Fee	Amount
Parking Permit – REQUIRED	10.00
Student ID Card Replacement	10.00
Late Enrollment Fee	5.00
Parking Permit – Addtl/Replacement	10.00
Payment Plan Enrollment Fee (POP)	35.00
*Advanced Standing Fee	10.00
*Vo Tech Fee	8.00
*Online Course Fee	45.00
*Remedial Course Fee	25.00
Returned Check Charge	25.00
International Student Status Fee	15.00
Diploma Replacement Fee	10.00
Residual ACT Testing Fee	30.00
Overnight Guest	10.00
Equipment Fee-Athlete	5.00
*Per credit hour fee    **Per Course fee	

Student refunds of tuition and fees will be based on the following:

1. Students who add classes on or before the last day to Add/Drop will be charged in full for each class added.
2. Students who drop from a class on or before the last day to Add/Drop will receive a full refund for each course dropped.
3. No refunds will be made after the Add/Drop period.

4. The official withdrawal date is the date students withdraw in the CSC computer system. All refunds are approved and processed based upon the date of official withdrawal in the Registrar's Office.
5. First time students who receive Title IV financial aid will receive refunds as mandated by federal guidelines.\*

**Non-attendance does not constitute dropping a class or withdrawal from the college. No refunds will be granted for non-attendance. Drops and withdrawals must be initiated through the Admissions Offices.**

*\*A copy of the refund policy for Title IV recipients as defined by the Higher Education Act Amendments of 1992 is available in the Financial Aid Office.*

Period for Adding/Dropping Courses without Penalty	
Term	Add/Drop Period
Fall/Spring (16 week classes)	1 <sup>st</sup> through 10 <sup>th</sup> day of classes
Summer	1 <sup>st</sup> through 4 <sup>th</sup> day of classes
Eight Week sessions	1 <sup>st</sup> through 5 <sup>th</sup> day of classes
Mini-mesters (9 days)	1 <sup>st</sup> day of enrollment through 1 <sup>st</sup> day of class

## Tuition Waivers

State System higher education institutions are authorized to waive the tuition for the following:

**Senior Citizens**—Oklahoma residents aged 65 and older may have tuition waived to audit academic courses that have openings on the first day of class. Senior citizen students will be responsible to pay for additional educational supplies and/or texts that may be required in some classes. Senior citizen students are admitted on a space-available basis.

**Prisoners of War, Missing in Action, and Dependents**—Any former prisoner of war or persons mission in action, and their dependents may, if otherwise qualified, enroll at CSC without paying tuition. Dependents are not eligible if federal funds are provided to pay tuition. The duration of the tuition waivers is five years, or the completion of a bachelor's degree, whichever occurs first.

**Dependents of Peace Officers and Fire Fighters**—No tuition shall be charged to the dependents of Oklahoma peace officers or fire fighters that have given their lives in the line of duty. These waivers are limited to a five-year period from the date of the first waiver. A dependent ceases to be eligible for benefits on his/her 24<sup>th</sup> birthday.

**Independent Living Act**—No tuition shall be charged to individuals who have been in the custody of the DHS for at least nine months between the ages of 16 and 18.

## Residential Requirements

Single students, less than 21 years of age, with a permanent address more than 50 miles from the Connors State College campus and who are a full-time student are required to live on campus in a resident hall. Exceptions to this policy include students over 21, married students, students with children, veterans, and international students. Exceptions require a release from the Student Housing Appeal Committee through the Office of the Dean of Students.

The reason for this requirement is that living on campus provides opportunities for the many experiences which complement an academic career. In the resident and dining hall students meet new friends and enjoy a wide variety of social, recreational and cultural activities. Residential and dining services strive to provide students with opportunities and programs to assist with their adjustment to the academic demands of college life.

All students in residential housing are responsible for making satisfactory payment arrangements in order to reside in housing at Connors State College. Nine weeks into the semester all housing students that have not made satisfactory payment arrangements will be contacted by the bursar's office and be given an eviction notice unless approved arrangements can be made.

All students who live in the quads in Miller's Crossing or in McClarren Hall must have a Resident's Hall meal plan in addition to their room rental in order to live in residential housing.

Priority for available housing is given to students currently residing in CSC housing. All other housing assignments are determined on a first-come, first served basis.

## Honors Housing

Students who meet the following criteria are eligible to live in the two-bedroom apartments in "A Building" for an increased fee:

1. Student must be classified as a sophomore.
2. Student must have a cumulative GPA of a minimum of 2.5.
3. Student cannot have any student conduct violation. Minor infractions may be approved through the Dean or Assistant Dean of Students in some instances.

Students who fail to maintain a 2.5 GPA or are found to have violated student conduct policy will forfeit their right to live in Honors Housing and will forfeit their Honors Housing rental fee. Only a limited number of apartments are available for Honors Housing each semester.

## Potential Students Convicted of a Felony or Suspended or Expelled from an Institution

The Office of Admissions forwards applications for housing to the Dean of Students when potential students have been convicted of a felony or suspended from an institution. These potential students require a clearance for further admission consideration and must provide additional information and official documentation explaining the final disposition of the proceedings as requested by the Dean of Students before being admitted to the school or approved for housing. The final decision regarding admission rests with the Vice President of Academic Affairs. Students may be admitted to attend school but not allowed to live in student housing.

## Room and Board Fees

Approved for Fall 2020

Student Housing Application Fees	
	Amount
Family Housing Application Fee*	125.00
Single Student Housing Application Fee*	55.00
*The last day to claim specific room assignments and to check into Miller's Crossing at the beginning of each academic semester is the first day of classes, unless special arrangements are made with the Director of Residential Life. All reservations will be cancelled after 5:00 p.m. on the first day of classes. <i>Application fee is non-refundable.</i>	

Resident Hall Meal Plans	
Meal Plans	Cost/Semester
175 Block Meals	1330.00
200 Block Meals	1440.00
50 Block Gap Plan (Purchased in addition to a block meal plan)	399.00
Commuter 30 Meals	168.00

Single Student Housing Plans	
Room Plans	Cost/Semester
Miller's Crossing Four-Plex Units Fall & Spring Terms	2254.00
Miller's Crossing – Honors Dorm (conditions apply) Four-Plex Units Fall & Spring Terms	2654.00
Four-Plex Units Summer Term	1156.00
McClarren Hall Single Occupancy Fall & Spring	1605.00
Double Occupancy Fall & Spring	1287.00

Double Occupancy Summer	598.00
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## Family Housing

Housing is available to full time students who are married, have dependent children or who are 21 years or older. Priority is given to students with dependent children. A \$125 housing application fee is required to reserve family housing. For additional information, contact the Director of Residential Life, Miller's Crossing Housing Complex, Connors State College, 700 College Road, Warner, OK 74469 (918) 463-2931 ext. 6296.

**\*\*A 12-Month Lease is required for Miller's Crossing Family Apartments (see below).**

Family Housing Plans	
Room Plans	Cost/Semester
Two Bedroom Apartments Fall & Spring Terms	3550.00
Two Bedroom Apartments Summer Term	1783.00
Application fee and costs subject to change.	

## Refunds

Student housing and board refunds will be calculated and pro-rated according to the date of check-out.

## Residence Halls Reservations and Assignments

Residence hall housing applications may be obtained by writing or calling the:

Director of Residential Life  
Connors State College  
700 College Road  
Warner, Oklahoma 74469  
918-463-2931 ext. 6296

The Office of Residential Life will confirm resident hall reservations when the following items have been received:

1. Application for Admission to Connors State College.
2. Housing Application with application fee.
3. Housing Contract signed by applicant.

## Cancellations

Students must send a written notice to the Director of Residential Life to cancel residence hall reservations.

Deadlines for cancellations are:

Semester	*Deadline date
Fall	August 1
Spring	January 2

**\*All unclaimed rooms will be declared vacant at 5:00 p.m. on the first day of class.**

## Move-Out Notice

At least thirty days written notice of intent to move out must be given by resident to the lessor. Verbal move-out notice shall not be sufficient. Residents are required to meet with the lessor's representative for move-out inspection, using the check-in/check-out inventory and condition forms.

**Note: Each semester all rental charges, tuition and fees will be subtracted from the student's first available funds.**

## Bookstore

### TEXTBOOK PURCHASE- SEMESTER REFUND POLICY

#### All Returns

- All returns require original receipt.
- Returned items must be in the same condition as when purchased.

- A photo ID is required for all returns, exchanges, and buybacks. (Buybacks require student ID).
- Refund must be to the tender used in the original transaction (except personal check).
- For personal checks, once a minimum of 15 days have passed since the original transaction date, a cash refund can be processed.

#### **Textbook Return Policy**

- For purchases /rentals made before the first day of class, the last day for returns coincides with the last day to drop/add classes.
- For purchases/rentals made on or after the first day of class, returns must be made within 3 days of purchase.
- Textbooks purchased or rented during the last week of classes or during final exams are not returnable.
- New books must be free from any markings.
- Shrink-wrapped course materials must be unopened.
- Codes must not be exposed.
- Textbook returns policy applies to printed books, eBooks, and other course materials.

#### **Textbook Buyback Policy**

- Students may sell books to either CSC bookstore. The bookstores buy back books depending upon the current and anticipated need.
- Buyback prices can vary, depending upon current and anticipated need.
- The bookstores pay cash for books
- We do not buy loose-leaf books.

## **Financial Aid**

Financial aid in the form of grants, scholarships, loans and part-time employment from federal, state, institutional and private sources is available to assist students with their educational expenses. Awards from these programs may be combined. Financial need, available funds, student classification and academic performance determine the types and amounts of aid awarded.

- **Grants**--funding source that does not need to be repaid. Eligibility is based on financial need and determined by federal or state guidelines.
- **Scholarships** - funding source that does not need to be repaid. Eligibility is based on financial need and determined by Scholarship Organization guidelines.
- **Federal Work Study** - is a program that provides wages for part-time work on campus funded by federal grant.
- **Loans** - have a definite repayment schedule.
- **College Work** - Part-time work on campus funded by Connors State College.

## **Federal Aid Programs**

Federal Financial Aid is available through the following

- **Federal PELL Grants**
- **Federal Supplemental Education Opportunity Grant (FSEOG)**
- **Federal Work/Study Program (FWS)**
- **Federal Direct Loan Program. Federal Direct Student Loans** are low-interest rate loans through the federal student aid program. The Financial Aid Office at Connors State College determines loan eligibility according to federal guidelines.
- **Veterans' Administration Benefits**--The Veterans' Administration Benefits Program is coordinated through the Office of Advisement and Student Admissions at Connors State College. For additional information concerning benefits or eligibility you may also call the Veterans Administration (1-888-442-4551). Additional information may be found on the VA's website: <https://www.va.gov/>

## **Oklahoma Aid Programs**

- **Oklahoma Tuition Aid Grants (OTAG)** OTAG is a state grant that requires a FAFSA application to be completed before the December 1st deadline as well as an expected family contribution (EFC) below 1700, in order to qualify for the grant. Only valid in Oklahoma.

- **Oklahoma's Promise (OKPromise)** Oklahoma's Promise (Oklahoma Higher Learning Access Program) provides awards equivalent to all or part of tuition expenses for students who complete the program's requirements while in high school. The award may be used at Oklahoma accredited public and private colleges and for programs that qualify for federal student aid at public career technology centers. Students enrolled in the eighth, ninth and tenth grade, whose parents' federal adjusted gross income does not exceed \$55,000, may enroll in the program. Once enrolled, the student must complete a specified 17-unit high school core curriculum, achieve a minimum 2.50 cumulative GPA in both the required core curriculum and for all high school coursework, attend school regularly, and refrain from substance abuse and criminal/delinquent acts. Family income must not exceed \$100,000 at the time the student begins postsecondary education. Beginning in the fall of 2018, each year in college Oklahoma's Promise students will be required to complete a Free Application for Federal Student Aid (FAFSA), which will be used to determine whether the federal adjusted gross income exceeds \$100,000. For any year that the income exceeds \$100,000, the student will not be eligible to receive the program benefit. Any year that the student does not receive the award because their income exceeds the income limit will count toward the five-year period of scholarship eligibility.
- **Vocational Rehabilitation Assistance** The Oklahoma Rehabilitation Commission offers assistance for tuition and other related expenses to students with certain identified disabilities. Application for assistance should be made directly to the nearest Vocational Rehabilitation Office. The Office of the Dean of Student Life can assist in locating the correct Vocational Rehabilitation Office.

## **Tribal Aid Programs**

**Bureau of Indian Affairs Grants-** The United States Government, through the Bureau of Indian Affairs, provides annual scholarship to Native American students to enable them to attend institutions of higher learning. In order to qualify for an award, the student must show a tribal membership card or CDIB card to his/her home agency; be a high school graduate or GED graduate and be accepted for admission by the college of choice; prove need of financial aid through the FAFSA application program; and go through an interview with the home agency showing potential success for completing a college degree program.

Native American Students planning to attend Connors State College must complete the following:

1. Free Application for Federal Student Aid (FAFSA)
2. Application for admissions to Connors State College
3. Application for tribe grant from appropriate agency.

## **Federal Financial Aid**

To apply for federal financial aid, students must:

1. Complete and submit the Free Application for Federal Student Aid (FAFSA) online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).
2. Respond to any request for additional information from the Financial Aid Office.
3. Complete all requirements for admission to Connors State College (See Getting Started - Admissions section).
4. Complete other applications or forms that may be required.
5. Observe all due dates.

Awards are made until funds are exhausted. Once financial aid is obtained, future eligibility is determined by the student's progress toward a degree. Guidelines for continued eligibility are included on the financial aid website and are also available in the Financial Aid Office.

Applications for financial aid may be obtained from high school counselors or from Connors Financial Aid Offices (918-463-6310, **Warner**), or (918-684-5485, **Muskogee**).

Applications for Scholarships may be obtained from the Office of Financial Aid Office at Connors State College or on the CSC website Scholarship page (918-463-6310).



## Scholarships

Connors State College awards a variety of scholarships. Regents' Scholarship eligibility is based on one or more of the following criteria: ACT scores, GPA (grade point average), GED scores, class ranking, financial need, leadership activities, area of interest, etc.

A variety of additional scholarships are offered through the Connors State College Development Foundation and various private sources. The entity making the award determines the requirements for these scholarships. Geographic location, religious or other affiliations, physical impairments, major course of study, special abilities, etc., may be considered.

Applications received prior to March 1 are given priority consideration. Applications received after the indicated deadline will be given consideration based on availability of funds. Funds not claimed during the fall semester may be awarded for the spring semester. Funds are limited so please apply early.

Scholarships include, but are not limited to, the following:

- ACT and ACT Enhanced Scholarships
- President's Leadership Class
- Regents' Academic Scholar's Program
- Regents' Departmental Scholarships – Contest Winners
- Regents' Special Area Scholarships – Contest Winners
- CSC Foundation Scholarships (applications due March 1st)
- Oklahoma National Guard – must apply through your unit.

Contact the Financial Aid Office at (918) 463-6310 or the Foundations Office at (918) 463-6343 for detailed scholarship information and application forms.

## Student Services and Activities

### Student Services Policies

#### Access to Student Records

Student records are maintained in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) amended 1995. FERPA gives parents certain rights with respect to their children's educational records. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Education institutions must have written permission from the student in order to release any information from a student's educational record.

A student's FERPA rights begin with his or her registered attendance at CSC. Attendance need not be physical, such as in cases of correspondence and distance learning courses. Applicants who are denied admission or who are admitted but never attend are not covered under FERPA. There is no end point for FERPA rights—as long as the student is living.

FERPA is the Family Educational Rights and Privacy Act of 1974. The essence of FERPA is to give a student the right to inspect his or her education records and to protect the privacy of these records. The statute applies to any educational agency or institution that receives funding under any program administered by the Secretary of Education

Students must provide to Connors State College written permission for release of their educational records. The Office of the Registrar is the official office of the college for maintaining and releasing information pertaining to students' academic records. The Office of the Vice President for Academic Affairs is the official office of the college for maintaining and releasing information pertaining to students' discipline records. Billing information is maintained by the Office of the Bursar, and financial aid information is maintained by the Office of Financial Aid.

The Act provides that certain portions of students' records may be deemed Directory Information and may be released to a third party without students' written consent. Directory Information may include the student's name, address and phone number, date and place of birth, current class schedule, degrees earned, major, dates of attendance, hours earned,

honor awards, and GPA as well as participation in officially-recognized sports, and the weight and height of athletic team members.

Connors State College does not publish a student directory for student or public use. Names, addresses and telephone numbers are released on a case-by-case basis at the discretion of the college. See the following Family Educational Rights and Privacy Act (FERPA) information.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Among them is the right to consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

An exception that permits access to a student's records without the student's consent is disclosure to school officials who have legitimate educational interests. A school official is defined as a person employed by Connors State College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Connors State College has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse); a person serving on or employed by the Oklahoma State Regents for Higher Education or CSC A&M Board of Regents; or a student serving on an official committee such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Connors State College may disclose education records in certain other circumstances:

- To comply with a judicial order or a lawfully issued subpoena;
- To comply with requests from appropriate parties in a health or safety emergency;
- To officials of another school, upon request, in which a student seeks or intends to enroll;
- In connection with a student's request for a receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Oklahoma State Regents for Higher Education, the Oklahoma State College A&M Board of Regents, and to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of Connors State College;
- To the alleged victim of a violent crime, the result of an institutional disciplinary proceeding against the person allegedly responsible for the crime.

Directory Information which may be released on a case by case basis includes:

- Student's name
- Local or permanent address
- Telephone number
- Major field of study
- Year of birth
- Academic classification/degree(s) granted
- Athletic participation
- Height and weight of athletic participants
- Academic institutions previously attended
- Dates of attendance at Connors State College
- Part-time and full-time status

Students may restrict the Release of "Directory Information", except to school officials with legitimate educational interests and others as indicated above.

To do so, a student must make the request in writing to:

Office of the Registrar  
Connors State College

700 College Road  
Warner, OK 74469

Once filed, this request becomes a permanent part of the student's record until the student instructs the College, in writing, to have the request removed.

For purposes of compliance with FERPA, Connors State College considers all students independent.

The policies of Connors State College prohibit discrimination on the basis of education, employment, race, ethnicity, religion, sex, age, marital status, national origin, ancestry, sexual orientation, disabled veteran status, physical or mental ability, mental retardation, and other specifically covered mental disabilities and criminal records that are not job-related.

Voluntary ethnic information submitted by Connors State College students is compiled in accordance with the college's requirement to report statistical data and information to the U.S. Department of Education, the Oklahoma State Regents for Higher Education, The Board of Regents for the Oklahoma A&M Colleges and various legislative bodies and governmental agencies as required by law.

Student voluntary submission of ethnic information will remain confidential and be made available in statistical form only. Students' rights to privacy and protection under the Family Educational Rights and Privacy Act (FERPA) are assured (see following section). Students are not required to provide ethnic information and failure to do so will not adversely affect a students' admission, enrollment, or access to programs and activities at Connors State College.

#### **PARENTAL ACCESS TO STUDENT EDUCATION RECORDS**

At the elementary and secondary school level, FERPA gives parents the right to access education records. When a student reaches 18 years of age or is attending an institution of post-secondary education, FERPA rights transfer from parent to student. Therefore, at the postsecondary level, parents have no inherent rights to inspect their student's education records.

Information regarding education records is best obtained by direct communication between the parent and the student. If desired, students can obtain grades, class schedule, billing, and other information online and provide a copy to their parents. Student records are available via the student self-service web site - <http://connorsstate.edu/student-information-services/> by selecting the "Enter Student Services" link. Students will be prompted to enter their credentials to access a wide range of student information. Students may view Bursar account information, previous payment information as well as payment plan information. In addition, students can set up guest login access via the "Bursar Services" link.

Students may consent to release their education records to parents, legal guardians, or other individuals by completing the appropriate [form](#) in the Office of the Registrar. Such consent should be given in an un-coercive environment.

### **Parking/Parking Permits**

A parking permit is required on any vehicle the student uses to park at any Connors' campus location. A vehicle license tag number is required to obtain a parking permit. Parking permits are valid for a year and must be renewed every August. Parking permits are available from the Bursar's Offices at the Muskogee and Warner campuses. Students must park their vehicles in designated parking areas outlined in the information attached to their permit. Students may receive parking tickets for failure to park in designated areas or not obtaining a valid parking permit. Parking tickets may be paid at the Bursar's Offices.

### **Student Identification Cards**

Required identification cards are used for positive identification in the cafeteria, bookstore, library, and printing as well as free or reduced admission to college sponsored functions. Identification cards are available during fall and spring general registration periods at the Warner and Muskogee campuses. Replacement identification cards may be purchased at the Bursar's Offices at the Warner and Muskogee campuses.

## Computing Services

CSC computing and electronic communication facilities and services are intended for instructional, educational, research and administrative purposes. Their use is governed by all applicable College policies, including sexual harassment, patents and copyrights, student and employee disciplinary policies as well as by applicable federal, state and local laws.

Persons using CSC computing and electronic communication facilities and services bear the primary responsibility for the material that they choose to access, send or display. CSC cannot protect individuals against the existence or receipt of material that may offend them. Persons who make use of CSC computing and electronic communications facilities and services are warned they may unwillingly come across, or be recipients of, material that they may find offensive.

Persons using CSC computing and electronic communications facilities and services are expected to demonstrate good taste and sensitivity to others in their communications. It is a violation of college and CIS policy to use electronic mail to libel, harass or threaten others. It is also a violation of College and CIS policy to access and view materials in a manner that would create the existence of a sexually hostile working and/or educational environment.

The use of CSC computing and electronic communications facilities and service is a privilege that may be revoked for inappropriate conduct. Persons who violate applicable federal, state or college policies will be asked to cease those activities and are also subject to suspension/revocation of such privileges and/or college disciplinary action.

CSC makes no warranties of any kind, whether expressed or implied, for the service it is providing. CSC will not be responsible for any damage suffered through the use of CSC computing and electronic communications facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or by user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. CSC specifically denies any responsibility for the accuracy or quality of information obtained through its computing and electronic communications and facilities.

When computer labs are full there will be a two-hour limit on computer use. CIS is not responsible for data loss.

## Retaliation/Complaints

Connors State College takes complaints seriously and works to resolve issues in a satisfactory manner. Any person who, in good faith, brings forth a complaint, regardless of the nature of the complaint, shall be free from retaliation or reprisal, threats of retaliation, discharge, or other illegal discrimination. In addition, individuals will not be adversely affected because they refused to carry out a directive which constitutes fraud or is a violation of applicable local, state, federal or other laws or regulations. See Board of Regents Policy 3.11 for more information.

## Sexual Harassment and Misconduct

**General** - Connors State College explicitly condemns sexual harassment of students, staff and faculty and will not tolerate such conduct on or off campus. Sexual harassment is unlawful and may subject those who engage in it to college disciplinary sanctions, as well as, civil and criminal penalties.

Connors State College participates and sponsors events throughout the school year to prevent and create awareness about sexual misconduct.

All students, staff and faculty must take and satisfactorily complete one time the "Not Anymore" sexual assault and harassment training online. Students who fail to complete the training will not be allowed to enroll for the subsequent semester.

**Definition - Sexual Harassment:** Making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature when:

1. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of educational benefits, employment, academic evaluations or other academic opportunities,

2. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual, or
3. Such conduct is sufficiently severe, pervasive, or persistent and objectively offensive that has the effect of creating an intimidation, hostile or offensive environment which negatively affects an individual's academic or employment environment.

Sexual harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

**Definition - Sexual Misconduct:** Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including but not limited to the following examples of prohibited conduct:

1. Unwelcome sexual touching: Touching an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.
2. Exposure: Engaging in indecent exposure, voyeurism or in non-consensual sharing of sexually explicit images.
3. Non-consensual sexual assault: Penetrating bodily opening of an unwilling or non-consensual person with any object or body part. This includes, but is not limited to, penetration of a bodily opening without effective consent through the use of coercion.
4. Forced sexual assault: Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part that is committed either by force, threat, intimidation or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to ingestion of drugs or alcohol, age or mental disability) of which the respondent was aware or should have been aware.

Effective consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, mental disability or incapacitation due to ingestion of drugs or alcohol.

Examples of Misconduct:

1. Verbal
  - a. Unwelcome sexual flirtation, advances, or proposition for sexual activity.
  - b. Continued or repeated verbal abuse of a sexual nature.
  - c. Use of sexually offensive or degrading language used to describe a person or remarks of a sexual nature to describe a person's body or clothing.
  - d. Stating, indicating, or implying that benefits will be gained or lost based on response to sexual advances.
2. Non-verbal:
  - a. Displaying sexually demeaning or offensive objects and pictures.
  - b. Staring at someone, blocking another's path or otherwise restricting his or her movements, or invading a person's personal body space.
  - c. Bringing physical items to work that express sexually offensive comments regarding men or women.
  - d. Making sexual gestures with hands or body movements.
  - e. Letters, gifts, or materials of a sexual nature.
3. Physical:
  - a. Offensive physical contact.
  - b. Sexual assault, coerced sexual intercourse, or other sexual contact.

### **Retaliation/Complaints:**

It is a violation of college policy for any employee to initiate any personal action outside the judicial system or established college disciplinary system in retaliation or reprisal against a faculty member, staff employee or student for reporting sexual misconduct or for anyone to make an accusation of sexual harassment without good cause or reasonable basis. Such types of conduct may result in disciplinary action.

**Complaint Resolution Procedures:**

Emphasis is placed on resolving complaints informally in a non-adversarial process in which the involved parties reach mutually satisfactory understanding and agreement.

1. Advisement – an individual may bring the matter to the appropriate supervisor whose role will be to discuss with the complainant his or her options for further action. If the person does not wish to talk to his or her supervisor, he or she may seek assistance from the Affirmative Action Officer. If an extraordinary conflict of interest prevents the usual review procedures, the complainant may request assistance directly from the Office of the President. Every attempt will be made to protect the privacy of the parties involved.
  - a. Mediation – the complainant may ask for a mediated resolution between him or herself and the accused. The goal of mediation is to provide a forum where the complainant and accused can come to a mutually agreed-upon resolution. Mediation will occur only if both parties are willing to participate in the process. The appropriate Vice President will serve as the mediator.
  - b. Formal review – either the complainant or the accused may ask that the matter be handled formally rather than informally. All formal grievances must be filed in writing within 180 days of occurrence. The appropriate procedures are as follows:
    - i. Students – formal complaints against other students can be taken to the Director of Campus Life/designee.
      1. If one or more allegations are proven to have merit, disciplinary actions may include, but are not limited to: (See Section VII: Sanctions in the Student Code of Conduct).
    - ii. Employees – employees or students can make complaints against college employees by filing it with the Affirmative Action Officer. The procedure is as follows:
      1. A formal complaint shall consist of a signed statement detailing the sequence and nature of events.
      2. Review of complaint by Affirmative Action Officer at the Human Resources office at Gatlin Hall, second floor.
      3. Notification to the accused that will then be afforded opportunity to respond.
      4. Affirmative action committee will be provided with a written response statement from the complainant. Interviews will be conducted, if necessary, with all that have knowledge of the matter. These proceedings will be kept confidential. \*
      5. Request additional information as needed.
  - c. Formal hearing action – The Affirmative Action Committee determines if the allegation is with or without merit. If merit cannot be established, the Affirmative Action Officer shall dismiss the complaint and shall inform the complainant. The complainant can appeal the decision by addressing one of the other vice presidents in writing as to the basis of the disagreement.
  - d. If the affirmative action committee concludes that there is reasonable merit to the alleged violation the Affirmative Action Officer shall prepare a written report to the college President. Within 45 days of receipt of the report, the president will make a determination and take appropriate action. Employees can appeal to CSC President.

**Consensual Relation between Faculty and Students:**

It is the view of the college that it is unwise and inappropriate for faculty or staff who have romantic relations with students, to teach such students in their classes, supervise them in work, or recommend them for scholarships, awards or employment. Romantic relationships that might be appropriate in other contexts may, at college, create the appearance of an abuse of power or of undue advantage. Prudence and the best interests of the students dictate that in such circumstances or romantic involvement, students should be advised to obtain other instructional or supervisory arrangements.

Moreover, even when both parties have consented at the outset of a romantic involvement, such consent does not preclude subsequent charges of sexual harassment against the employee.

**Privacy** – in all allegations of harassment, all involved parties will be provided privacy. All documents will be marked “confidential” and will be retained in sealed envelopes bearing “confidential” labels.

## **Title IX Gender and Discrimination & Harassment**

Connors State College in compliance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Students Right to Know Act of 1990 does not discriminate on the basis of race, color, national origin, sex, age, religion, physical limitation, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services. Thus, within the limits of its facilities, the college is open to all students who are qualified according to its admission standards.

Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

It is the policy of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that the Laws of the United States and of the State of Oklahoma shall be upheld and obeyed in all of its actions. In so doing, the Board is especially aware of Title VI of the Civil Rights Act and of Title IX of the Educational Amendment of 1974, and it continues not to discriminate against persons on the basis of race, color, religion, national origin, sex, qualified disability, age or status as a veteran.

Any person (student, faculty, staff or guest) who believes that discriminatory practices have been engaged in based upon gender may report incidents to the following: Director of HR, ADA, Affirmative Action & Title IX Coordinator, 231 Gatlin Hall, 918-463-6206; Dean of Students, A.D. Stone Student Union, 918-463-6351; Campus Safety & Security, Holloway Hall Northeast Entrance, 918-463-6375.

## **Student Mail and Email**

Students are responsible for maintaining a current local mailing address and a current e-mail address with the Office of the Registrar. Because many official CSC communications are sent to the student at their local mailing address and their CSC email address, students are responsible for regularly checking their U.S. mail and CSC e-mail. CSC departments reserve the right to send correspondence through either means of communications from professors and academic advisors, communications regarding enrollment and communications regarding student conduct. CSC e-mail can be forwarded to another e-mail account if student chooses. More details can be found online at <http://connorsstate.edu/newstudent/>.

## **Services to Students with Disabilities**

### **Nondiscrimination Policy for Students with Disabilities**

Connors State College believes providing a learning climate that accommodates all students is a vital educational role. Academic accommodations are meant to provide equal access and equal opportunities. Having a disability protects a person from discriminations but does not establish a need for accommodations. Academic accommodations are based on need, not desire. At Connors State College, we want to provide an atmosphere of understanding and awareness in a welcoming and friendly environment by providing or arranging reasonable accommodations and services to provide assistance to foster independence and academic accommodations (Section 504 of the Rehabilitation Act of 1990 (PL93-112) and the Americans with Disabilities Act, as amended (ADAAA) 2008(PL110-325), that have self-identified and provided appropriate documentation and has been approved for academic accommodations by the ADA Coordinator. Please do not hesitate to email the ADA Coordinator for more information.

Any student who feels that they have a qualified disability and desires special classroom accommodations should contact Jody Butler 918-463-6215 [jody.butler@connorsstate.edu](mailto:jody.butler@connorsstate.edu), the ADA Coordinator, at the Muskogee campus and request verification of eligibility for special accommodations. The student is required to provide documentation of medical, educational and/or psychological conditions necessitating the need for special accommodations. Students may also notify faculty of their disability and requested accommodations, but faculty **are not** required to provide such services until they are contacted by the ADA Coordinator. \*\*Students with disabilities should notify the ADA Coordinator prior to the semester they plan to enroll in order to complete the verification process.

## **Student Activities**

### **Athletics and Intramurals**

Connors State College is a member of the National Junior College Athlete Association and offers baseball, softball, men's and women's basketball, and men's and women's rodeo. The rodeo team competes in the Central Plains Region which includes 26 two-year and four-year colleges in Kansas and Oklahoma.

CSC competes in NJCAA Division I of Region II that includes the junior colleges in Oklahoma and Arkansas. CSC is a member of the Bi-State Athletic Conference.

A variety of Intramural programs are offered to all students including: volleyball, dodge ball, softball, basketball, kickball and many others.

### **Cheerleading Squad**

The CSC cheerleaders participate in student pep rallies, parades, and other activities to support the college. They perform at all home games, play-off games and other special events as requested. They also participate in STUNT meets, summer camps, and competitions throughout the year. Selection is made through try-outs in the spring and/or fall as needed.

### **Pom Squad**

The CSC Pom squad is a dance-based team that participates in several activities that promote campus morale and spirit! They perform at all home games, play-off games and other special events as requested. Selection is made through try-outs in the spring and/or fall as needed.

### **CSC Calendar**

The CSC Calendar is found on the website throughout the year: [Calendar](#). The calendar provides information about events important to the campus community.

### **Alumni & Friends Association**

The Alumni & Friends Association is open to former CSC students who wish to remain in contact with each other and support the College. They raise funds for scholarships for eligible dependents and grandchildren of former students. They host an annual banquet and publish at least one newsletter per year. To become a member of the CSCFSA, please contact the CSC Development Foundation Office (918) 463-6342.

### **Health Services**

Previously located on the campus of Connors State College, the Warner Health & Wellness Center opened at its new facility in May of 2016 located at 806 N. Campbell St.

806 N. Campbell St.

Warner, OK 74469

Phone: 918-463-2837

Fax: 918-463-2889

#### **Medical Clinic**

Hours of Operation:

Monday-Friday

8:00am to 5:00pm

#### **Behavioral Health**

Hours of Operation:

Monday; Tuesday; Thursday

7:30am to 5:30pm

### **Honors Night**

Academic awards are presented each spring to students who have achieved outstanding success in various academic or extra-curricular activities.



### **Library Learning Center**

The Westbrook Library Learning Center comprises services at the Warner Campus Library, which includes a Zoom classroom and the LLC Auditorium, and the Muskogee CSC Library. Both locations have copier/printers, monitors to review and practice presentations, computers with Microsoft, Respondus and other software, plus laptops for checkout. Search tools include Primo, which searches for most library articles, books, and DVDs at once; subject specific databases are available as well. Services include interlibrary loan, one-on-one consultations, remote chat services, access to OK-Share borrowing, test proctoring, and assistance with citation style. Both locations have books, magazines, newspapers, DVDs, and comfy places to study. \*Tutoring services are available in the Warner LLC. \*

### **Connors Success Center**

Our Connors Success Centers are the place where students who need assistance in their classes will be supported through tutoring, workshops, programs, and mentoring. Our goal is to assist students in becoming well-grounded in the college environment. In an effort to help students be successful, we will provide opportunities for skill development designed to improve aptitude in writing, reading, and mathematics. Services available: free peer tutoring, computer center, resource materials, workshops. Success Centers are located on our Warner and Muskogee campuses.

### **Mr. and Ms. Connors**

These honors are given annually to a male and female student who best exemplifies the spirit and image of Connors State College. The faculty and staff make the selection by secret ballot. The award is presented at the annual Honors assembly/reception.

### **Religious Organizations**

The Baptist Christian Ministry, Chi Alpha Christian Fellowship and Wesleyan Center are three off-campus organizations in Warner that provide programs to meet students' spiritual needs.

### **Fitness Center**

The Fitness Center offers the latest in the state-of-the-art exercise equipment. Classes for students, faculty, staff, and community members are offered and may be taken for personal enjoyment and in some cases, for a nominal fee. The Fitness Center is located in the Melvin Self Field House at the Warner Campus.

### **Student Union**

The A.D. Stone Student Union, Warner campus, houses the following services: Cafeteria, student study area, computers, and printer. In Muskogee, there are student areas at the Nursing and Allied Health Building and the Garner Science Building.

## **Student Organizations**

The following clubs and organizations are available to all students. Students are encouraged to participate in extra-curricular activities to be more fully involved in the total college experience. In some cases, students may need to meet academic requirements for invitation into the program.

### **Aggie Club**

The goal of the club is to support and promote Connors State College and its agriculture programs.

### **Agriculture Ambassadors**

The Division of Agriculture offers a unique opportunity to an elite group of students through its Agriculture Ambassadors program. The focus of the program is to encourage and promote the development of personal growth, principled leadership and career preparation by representing the Division in recruitment, collegiate and community events. These events include, but are not limited to: Junior Aggie Day, Aggie Day, Fall and Spring Bull Sale, state, county and local fairs/livestock shows, recruitment events and Oklahoma FFA Convention.

Chartered in the spring of 2006, the Agriculture Ambassadors serve for one-semester, and may be reappointed to serve in succeeding semesters. To be eligible to apply for a position, the applicant must be a full-time student pursuing an agriculture major, have earned 12 hours in residence and have and maintain a 3.25 GPA.

**Business Club**

PBL promotes mutual understanding and cooperation among businesses, industry, labor, religious, family and educational institutions to improve tomorrow's world. Membership is open to students with business, computer information systems or other business-related majors or students interested in the world of business. Club activities include visits to areas businesses, networking, off-campus conferences and competitions, social events and fundraising activities.

**Math and Science Club**

The Math and Science Club is a student run organization that facilitates the exploration of the scientific community. Activities are determined by a vote of the current members. The Science Club is opened to all Connors State College students. There are no fees or dues required.

**Native American Student Association**

The Native American Student Association, serving Connors State College, is committed to promoting student engagement, leadership development, and cultural awareness on our campuses and in our communities. The organization accomplishes its mission by sponsoring campus cultural events and participating in service projects.

**Phi Theta Kappa**

PTK is the international honor society of two-year colleges. CSC's Mu Chi Chapter maintains a commitment to excellence in scholarship, leadership, service and fellowship – the four hallmarks of the honor society. Membership is by invitation only.

**President's Leadership Class**

The President's Leadership Class, serving Connors State College, is committed to being the student extension of the President of Connors State College while gaining leadership, communication, and life skills. PLC students have demonstrated talent and outstanding achievement in the areas of academics, citizenship and leadership. PLC members submit an application and are selected by an interview committee.

**Student Nursing Association**

Connors' SNA is open to all nursing majors. Membership in the local chapter entitles students to join both the state and national organizations. The association promotes leadership, personal and professional development.

**Student Government Association**

The Connors State College Student Government Association is the governing board for student activities and organizations on campus. The members consist of a President, Vice President, Secretary, Treasurer and a Parliamentarian. It also includes the sophomore and freshman class officers and a representative from each of the active campus clubs. The CSGA's primary responsibilities are to coordinate student activities and organizations, to serve as an advisory group to the Administration, and to recommend members for college committees. Senate meetings comply with HB 1416 Public Meeting Law. A copy of the CSGA's Constitution and By-Laws can be obtained at the Student Activities Office.

## **Section IV – Academic Regulations**

In addition to these minimal regulations, additional college, department, or program requirements may apply. Students are advised to review all steps of their academic progress with their academic advisor.

### **Admission, Academic Standing, and Withdrawal**

**1.1 Admission of Freshmen.** Policies and procedures governing the admission of new freshmen are detailed in another section of the Catalog. (See "Admissions.")

**1.2 Admission of Transfer Students.** Policies and procedures governing the admission of transfer students are detailed in another section of the Catalog. (See "Admissions")

**1.3 Entry Level Assessment/Course Placement.** The Oklahoma State Regents for Higher Education require the individual assessment of each student to determine academic preparation and course placement. All first-time students and transfer students with fewer than 24 hours seeking admission or re-admission into degree programs are required

to participate in entry-level assessment. The purpose of assessment is to assist faculty and admissions personnel to make enrollment decisions that will help students attain their academic goals. Assessment is required in four subject areas: English, mathematics, reading and science.

The ACT/SAT or unweighted high school GPA is the primary entry-level assessment tool at Connors State College for recent high school graduates and non-graduates age 20 and younger. ACT sub scores of 19 are required in English, reading, mathematics and science for enrollment in college level courses. Adult students (age 21 and older) and recent high school graduates and non-graduates age 20 and younger whose ACT sub scores are less than State Regents' entrance requirements (sub scores of 19 in all subject areas) may choose to take ACCUPLACER Placement Testing. If the student requests testing, it must be done before enrolling for the first semester. Testing is done on a walk-in basis. First-time college students may re-take all or portions of the ACCUPLACER one time for a fee of \$10 per test unit and only if there are mitigating circumstances and approval after discussion with the Registrar's Office in consultation with the Office of the Vice-President for Academic Affairs.

GPA Retention Requirement*	
Credit Hours Attempted	GPA
0-30 Credit Hours	1.7 GPA
30+ Credit Hours	2.0 GPA
*Excludes Repeated or Reprieved Courses, And Physical Education Activity Courses.	

No additional entry level assessment testing is permitted after the student enrolls and on or after the first day of the semester. For example, a student who has completed or is attending a zero-level math class is no longer eligible to take the math placement test. The same process applies to English, reading, and science proficiency testing.

All students are required to provide State-Issued photo IDs to take any ACCUPLACER and/or Residual ACT test.

### **1.3. A Curricular Proficiencies and Course Placement**

Course placement is used to maximize students' success. All students, including transfer students, must establish proficiency in English, mathematics, reading, and science before enrolling in college credit courses in those areas. Students must show proficiency in reading before they can enroll in any English course. Furthermore, all students, including transfer students, must satisfy the Oklahoma State Regents for Higher Education (OSRHE) curricular requirement for history and citizenship skills.

Students enrolling in Associate in Applied Science (AAS) programs must satisfy the proficiency requirement within the particular subject area they are required to complete. For example, if an AAS program does not require college level math within the degree, a student is not required to complete his or her proficiency in math. If, however, a student changes from an AAS degree to an Associate in Science (AS) or Associate in Arts (AA) degree, the math proficiency requirement will become effective.

Students may establish proficiency by one the following methods:

#### **English\***

HS GPA: >3.0

ACT: sub-score of 19+, or

SAT: ERW: 321+

COMPASS: W score of 75+ and R of 76+, or

ACCUPLACER: W 256+ and R 248+; or

Successful completion of ENGL 0114 Academic Literacy or ENGL 1113-English Composition I or equivalent.

#### **Mathematics\***

HS GPA: >3.0 with 3 years of math, one being Algebra II

ACT: sub-score of 19+ or

SAT: M 510+

COMPASS PA 66 or A 61+ or CA 50+

ACCUPLACER: QAS 257+ or AAF 237+

Successful completion of MATH 0123 – Intermediate Algebra or any college level math course.

#### **Science\* (1000 level classes from BIOL or GPS)**

ACT: sub-score of 19+ or

SAT: ERW: 321+  
 COMPASS: R of 76+ and PA 51+ or A 41+ and W 75+ or  
 ACCUPLACER: R 248+ and QAS 257+ or AAF 237+  
 Successful completion of ENGL 0114 Academic Literacy and MATH 0113.

#### **Reading\***

HS GPA: >3.0  
 ACT: sub-score of 19+ or  
 SAT: ERW 321+  
 COMPASS Reading score of 76+ or  
 ACCUPLACER: R 248+  
 Successful completion of ENGL 0114 Academic Literacy

*\*Scores effective August 2018. Proficiency courses (zero-level) do not apply toward degree programs or graduation requirements.*

**1.4 Admission to Nursing Program.** Admission to Connors State College does not insure admission into the Nursing Program. (See "Admissions" and appropriate college sections in the Catalog.)

**1.5 English Proficiency Requirement.** As a condition of admission to CSC, all persons for whom English is a second language shall be required to present evidence of English proficiency. (See "Admissions")

**1.6 Satisfactory Academic Progress.** Students not under academic suspension from the College are judged to be making satisfactory progress toward their educational objectives. (See Academic Regulation 1.3 Admission to Certain Professional Programs.)

**1.7 Academic Good Standing.** Connors State College defines students in academic good standing if they are not on academic probation or academic suspension. Some outside agencies may define this as a student with a grade of "B" or better.

**1.8 Academic Probation.** CSC requires students to maintain a minimum cumulative grade point average (GPA) to remain in school. Students will be placed on academic probation if they fail to meet the following requirements:

<b>Credit Hours Attempted</b>	<b>GPA Retention Requirement*</b>
0-30 credit hours	1.7 GPA
30+ credit hours	2.0 GPA

*\*Excludes repeated or reprieved courses, remedial/preparatory courses, and physical education activity courses.*

All courses in which a student has a recorded grade will be counted in the calculation of the grade-point average for retention purposes, excluding any courses repeated or reprieved, and excluding remedial courses and physical education activity courses. These calculations are made five times per year, to coincide with the conclusion of the fall and spring semesters, and the May, August, and summer terms. Grades submitted after these calculations are carried forward to the next calculation. (See also Academic Regulations 6.4 Grade-point Average Calculating and 6.13 Academic Forgiveness.)

A student enrolling on probation should seek help from an academic adviser when deciding on an academic load and extracurricular activities.

**1.9 Academic Suspension.** A student on probation will be suspended when he or she earns a semester GPA of less than a 2.00 in regularly graded course work not including activity or remedial courses, and the retention grade-point average for all hours attempted falls below the following:

<b>Credit Hours Attempted</b>	<b>GPA Retention Requirement*</b>
0-30 credit hours	1.7 GPA
30+ credit hours	2.0 GPA

*\*Excludes repeated or reprieved courses, remedial/preparatory courses, and physical education activity courses.*

**1.10 Reinstatement after Academic Suspension.** A student who has been suspended from the College for academic reasons may not be readmitted until one regular semester (fall or spring) has elapsed (unless the Academic Appeals committee grants immediate reinstatement). A student's readmission will be probationary and students who wish to appeal suspension status should inquire about procedures and deadlines from the Office of Academic Services.

Readmission after one regular semester (fall or spring) has elapsed will be considered on the merits of the individual case. Suspended students can be readmitted only one time. If a student is suspended a second time, he or she must attend another institution and raise the retention/graduation GPA before readmission to CSC can be considered.

A student suspended from CSC at the end of the spring semester may continue in the summer semester at CSC if this spring suspension was the student's first suspension. The student must achieve a 2.00 summer semester GPA or raise the retention/graduation GPA to the OSRHE standard, in order to continue in the fall semester. The student should contact the Registrar's Office for additional information and restrictions. (See also Academic Regulation 1.9 Academic Suspension.)

Students who have been placed on academic suspension for the first time may petition the Academic Suspension Appeals Committee for reinstatement based on documented evidence of extraordinary personal circumstances that may have contributed to their academic deficiencies.

The suspension appeal procedure is as follows:

1. Student petitions the Vice President for Academic Affairs in writing detailing the circumstances that contributed to their academic deficiency.
2. The Vice President for Academic Affairs will call a meeting of the Academic Suspension Appeals Committee.
3. The student either appears before the Committee and states the reasons for his/her request for appeal or chooses to just submit the written appeal. After the student's appeal, the Committee will make one of the following decisions:
  - a. Appeal denied – suspension upheld
  - b. Appeal granted – conditional probation enrollment granted
  - c. Appeal granted – no conditions
4. If, in the student's opinion, the decision of the Committee is not satisfactory, he or she may appeal to the Vice President for Academic Affairs and then to the President.

**1.11 Students Suspended from Other Institutions--**Students suspended from other Oklahoma State System institutions may request admission to Connors State through the Registrar's Office. Students will be admitted under the same conditions as set forth under First Time Suspensions of Connors' students.

**1.12 Readmission.** A student who has attended CSC but was not enrolled during the past 12 months must submit an updated Application for Admission. A student who has enrolled in another college or university since last attending CSC must submit an official college transcript from that school. Admission status will be determined after an evaluation of the previous work has been made.

**1.13 Withdrawing from the College.** Withdrawing refers to withdrawing from all courses for which a student is enrolled for a given semester, and therefore the student is no longer enrolled. The withdrawal process is initiated in the Admissions Office.

After the beginning of "Finals Week" a student may not withdraw from the College and will be assigned the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," by the instructor of each course at the end of the semester or summer session. International students need to consult with Registrar/International Advisor before withdrawing. Under new reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

## Student Status

**2.1 Classification of Students.** Undergraduate classification is determined by the criteria below:

Freshman            30 or fewer semester credit hours passed

Sophomore        31 or more semester credit hours passed

These hours are calculated based on graduation/retention hours earned.

**2.2 Full-time Students.** Students who are enrolled in 12 or more semester credit hours (six or more for the summer session) are classified as "full-time" students.

**2.3 Part-time Students.** Students who are enrolled but not meeting the definition of full-time students are classified as "part-time." Undergraduate students are classified as "half-time" if they are enrolled in six hours in a regular semester (or three hours in a summer session).

**2.4 Special Students.** A student who does not have immediate plans to enter a degree program but wants to take courses may be classified as a "special student." A student on an F-1 visa may not enroll as a special student since he or she must be admitted to a degree program.

## Undergraduate Degree Requirements

**3.1 Date of Matriculation.** A student's matriculation date is associated with his or her first term after high school graduation as an admitted student in an accredited institution of higher education. That date will be used in calculating the time limit for the use of a given plan of study.

**3.2 Changes in Degree Requirements.** A student generally follows the degree requirements associated with his or her matriculation year. Although the curriculum may be revised before a student graduates, students will be held responsible for the degree requirements in effect at the time of matriculation and any changes that are made, so long as these changes do not result in semester credit hours being added or do not delay graduation. A student has the option of adopting the new degree requirements that have been established since matriculation. The request must be formally made in the Admissions Office no later than the semester prior to graduation.

**3.3 General Education Requirements.** All Associate of Arts and Associate of Science degrees at Connors State College have a minimum general education requirement of 37 hours (see page 36).

**3.4 Changing Majors.** Students are advised to select a specific major no later than the end of the freshman year. Students on probation, or not making satisfactory progress toward a degree, may change majors only with the approval of their academic advisor. Students should contact the Office of Admissions concerning procedures and forms to change majors.

**3.5 Deadline for Completion of Requirements.** Degrees are conferred only on specific commencement dates. If a student completes requirements for a degree after a commencement date, the degree will be granted at the next scheduled commencement after the student files a diploma application. (See Academic Regulation 7.8 Diploma Application) The student may request a certified statement of completion of graduation requirements from the Office of the Registrar.

**3.6 Second Associates Degree.** A student who receives an associate degree from CSC may use all applicable courses toward a second associate degree. A minimum of 15 semester credit hours of additional work, including all requirements of the second associates' degree, is required. An additional associate degree may not be earned in the same major or degree as the first degree, even if the option is different. For example, it is not possible to earn both an AS degree in Biology with an option in Allied Health and an AS degree in Biology with an option in General Biology. Completion of requirements for more than one option may be noted on the official transcript, but a second degree will not be awarded.

**3.7 Final Exam Overload.** The Vice-President of Academic Affairs must approve any departure from the published final schedule.



## Credits

**4.1 Residence Credit.** Residence credit is awarded for work taken on campus (not through correspondence or credit earned by examination) or at a location officially designated as a residence center by the governing board of the institution,

**4.2 Advanced Standing Credit.** These are credit hours earned elsewhere that may be accepted toward a degree. Such credit may be given for work done at another higher education institution, by examination or “testing out” or by military service. A \$10.00 per credit charge is assessed for Advanced Standing Credit tests. A grade of “P” is assigned to advanced standing credit and will not affect the GPA.

Students at Connors may earn a maximum of eighteen (18) semester hours of credit by examination. The following general rules apply:

1. Students eligible to receive advanced standing credit must be enrolled at CSC.
2. Twelve (12) or more semester credit hours must be completed before the advanced standing credit is recorded on the students’ official transcripts.
3. The number of advanced standing hours students receive may not exceed the number of resident credit hours they have earned.
4. Credit is awarded only for courses appearing in the current catalog and is designated as advanced standing credit with the neutral grade of “P”.
5. Credit may not be earned in any course in which credit has been earned in a higher-level course in the same subject area.
6. Work taken at proprietary schools, secondary vocational-technical schools, institutions offering clock-hours’ work, other non-collegiate institutions, unaccredited institutions of higher education or experimental learning must be evaluated and validated through examination or proficiency testing on a course by course basis.

**Connors recognizes CSC departmental tests, the College Level Examination Program subject tests (CLEP), the Advanced Placement Program (APP) and the OSRHE advanced standing exam for the college course *Introduction to Business*, for advanced standing credit.**

Advanced standing credit once recorded and validated by Connors is transferable on the same basis as regularly earned course work.

**4.3 Transfer Credit from Other Accredited Institutions.** Undergraduate and graduate semester credit hours earned at another college may be applied toward a degree or certificate program at CSC. The credit must have been earned in courses offered at a college or university that has been fully accredited within the Association of the Council on Postsecondary Accreditation. The Registrar’s Office will make the determination of acceptance of any course to be accepted for transfer to CSC. The number of credit hours to be accepted and the applicability of such evaluated credit will also be determined at that time. Applicability of evaluated courses to a particular program at CSC is made by the academic division of the specific curriculum in accordance with the recommendations for transfer from the Office of the Registrar. Credit will be evaluated from each individual college transcript.

**4.4 Evaluation of Military Credit.** Connors State College does not automatically award military credit to students at the onset of enrollment. Students using VA Education benefits are required to submit military training documentation for evaluation. Credit is evaluated using the ACE Guide for evaluation of military credit (Army, Navy, Air Force, and Coast Guard). No credit will be awarded based on Military Occupancy Specialty (MOS) which has not been held a primary duty assignment for a minimum duration of one year or more.

It is responsibility of the student to provide the information below for evaluation. Evaluation will begin upon receipt of the following documents:

1. Military Training Evaluation  
Send a copy of your DD-214 or a DD-295
2. MOS Evaluation  
Your current primary MOS can be reviewed for possible credit if you received an official evaluation within the last 12 months.

Student will not be certified for VA benefits after the first regular semester until the College's VA Certifying Officer has received the DD-214 and any other transcripts for evaluation.

Connors State College awards the credit listed below where appropriate to all veterans that have completed two years of active duty as verified by the veteran's DD-214.

HLTH 1113 Personal Health (3 credit hours)

PHED 1112 First Aid (2 credit hours)

Students will be given Advanced Standing credit and charged \$10.00 per credit hour for the above hours. Credit earned is designated on the transcript by the letter "P".

**4.5 Semester Credit Hour.** A semester credit hour is equivalent to (a) sixteen 50-minute class sessions (including examinations) conducted under the guidance of a qualified instructor plus 32 hours of preparation time, or (b) sixteen 3-hour laboratory sessions, or (c) sixteen 2-hour laboratory sessions plus 16 hours of preparation time. These same equivalencies apply to outreach courses, short courses and other learning formats for which academic credit is awarded.

## Enrollment

**5.1 Course Numbering System.** All courses are identified by numbers composed of four digits. The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification; the second and third digits identify the course within the field; and the last digit indicates the number of semester credit hours the course carries. For example, a course numbered 1123 should be interpreted as a freshman, or beginning, level course carrying three hours of credit. A course number beginning with zero indicates that the course does not carry college credit. A course number ending in zero indicates that the course carries variable credit.

**5.2 Adding Courses.** The 10<sup>th</sup> class day of a regular semester or the fourth class day of an eight-week summer session, or the proportionate period for block or short courses is the last day a course may be added.

**5.3 Withdrawing Courses.** May occur during the first twelve weeks of a regular 16-week semester or the first six weeks of an eight-week term. Courses dropped within the add/drop period will not be transcribed and students receive 100% refund. Courses withdrawn after the drop/add period but before the end of the twelfth week of a regular 16 week term or the sixth week of a summer or eight-week will be transcribed with a grade of "W." Permission of the Vice President for Academic Affairs (or designee) is required to withdraw a single course after the last date a single course may be withdrawn. Verifiable extenuating circumstances must be demonstrated for permission to be granted. Verifiable extenuating circumstances must be reasons out of your control, such as illness or accidental injury. **Poor performance in class is not an extenuating circumstance.** There is no refund for courses withdrawn after the Add/Drop period.

Enrollment changes, such as dropping or withdrawing courses, are the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not constitute dropping/withdrawing a course.

**5.4 Total Withdrawal** from the college means that you are withdrawing from **all** of your courses and are **no longer enrolled for the current semester**. This may occur until the final day of classes before Finals Week. The withdrawal process is initiated in the Admissions/Registrar's Office. International students need to consult with the Registrar before dropping courses or withdrawing for the semester. Under reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

**5.5 Course Load--**A course load is the number of credit hours students may enroll in during a semester. Students in good academic standing can enroll in a maximum of nineteen (19) credit hours in the fall or spring semesters without prior approval of the Vice-President for Academic Affairs. In the summer semester, students may enroll in a maximum number of ten (10) credit hours without approval.

**5.6 Dual Credit.** Students may earn credits at another institution in regular course work, extension, correspondence, distance education or online courses while currently enrolled in residence. Approval for dual credit must be secured



in advance from the Vice-President for Academic Affairs or the credits will not be accepted. Request form is located in the Admissions Office.

**5.7 Class Enrollment Maximum** The maximum number of students permitted to be enrolled in each section of a course is determined by the Division Chair and can be increased or decreased only by the Vice President for Academic Affairs (or designee). The number of students enrolled in a class may not exceed the fire code capacity of the designated classroom.

**5.8 Priority Enrollment.** Enrollment is based on a first come, first served basis. Currently enrolled students are encouraged to enroll before they leave for the end of the term in which they are enrolled.

**5.9 Late Enrollment.** Students are allowed and encouraged to enroll well before the beginning of a given term (fall, spring, summer). Students whose initial enrollment for the term occurs on or after the first day of the term will be charged a late enrollment fee. A student is permitted to add classes after initial enrollment without a late enrollment fee during the first two weeks of a 16-week semester or through the fourth day of an eight-week summer session or during proportionate periods for block or short courses. Students enrolling late are responsible for any class work missed. See the "Tuition, Fees, and Cost Estimates" section of the *Catalog* for the current late enrollment fee amount.

**5.10 Auditing Courses.** A student who does not wish to receive credit in a course may enroll as an auditor, provided space is available. A student who enrolls as an auditor must verify that he or she will not petition to receive credit for the audited course by any method other than that described below under "Audit to Credit." Instructor discretion will determine the auditor's level of class participation, such as taking exams or turning in assignments. Audited courses do not count in the determination of full-time student status and do not apply toward Veterans Affairs benefits. The request to audit a course is requested at the *time of enrollment* of the course with the advisor and Admissions Office. Initial enrollment in a course as an auditor may be completed only between the first and the tenth class day (inclusive) of a 16-week semester and proportionate periods for shorter sessions.

Audited courses appear on a student's official transcript with an indication that the course was an audit enrollment. An "AU" appears where the grade would normally appear. The "AU" does not contribute to a student's GPA, and no credit hours are earned for the course.

Audit enrollments follow the same resident and non-resident tuition and fee policies as credit enrollments. Late enrollment fees are waived for audit enrollments. Any individual 65 years or older may audit a class College Academic Regulations at no charge. The auditor/student is responsible for book(s) and fees associated with auditing a course.

## Grades and Grading

**6.1 Official Transcripts.** All official transcripts of the student's academic record at CSC are prepared and released by the Office of the Registrar. Copies of transcripts from other institutions cannot be furnished.

**6.2 Grade Interpretation.** The quality of student performance in all classes is indicated as follows:

### GRADES

Grade	Status	Credit	Grade Point Value
A	Excellent	1	4 pts.
B	Good	1	3 pts.
C	Average	1	2 pts.
D	Poor	1	1 pt.
F	Failing	0	0 pts.
P	Pass	Credit	Not computed
AU	Audit	None	Not computed
I	Incomplete	None	Not computed
NP	No Pass	None	Not computed
S	Satisfactory	None	Not computed
U	Unsatisfactory	None	Not computed
W	Withdrawal	None	Not computed
AW	Administrative Withdrawal	None	Not computed

Audit (Grade of "AU") Students who do not want to receive college credit in a course may, with the approval of an instructor, audit the course as a "visitor." Students who audit a course shall have "AU" entered on their permanent

record. Tuition and fees are the same for audit classes as for credit classes. Students cannot ask the institution at a later date to obtain college credit for a previously audited course.

**Incomplete (Grade of "I")** An "I" is given to students who satisfactorily complete the majority required work in a course (usually 75%) but were prevented from completing the remaining course work due to extenuating circumstances. The "I" grade is not given at midterm.

The conditions for removal of an "I" grade are indicated on the appropriate forms provided by the instructor. **The maximum time allowed for students to remove an "I" is one semester.** The Vice-President for Academic Affairs may authorize the adjustment of this time period under extraordinary circumstances.

It is the students' responsibility to satisfy the requirements stipulated by the instructor at the time the "I" is assigned. It is the responsibility of the instructor to initiate action to have the "I" grade replaced by the students' final earned grade. If an "I" grade is not changed by the instructor to a credit-bearing grade or an "F" within the specified time, the grade of "I" will permanently remain and not contribute to the student's GPA.

**Pass and No Pass (Grades of P and NP)** The "P" grade indicates course requirements have been met and credit earned in courses designated as Pass/Fail or Pass/No Pass. The instructor assigns a normal grade based on the quality of the work performed. The grades of "A", "B" and "C" are recorded on the transcript as "P"; the grades of "D" and "F" are recorded as "NP". "W" and "I" are recorded without change.

The "P" grade is also used to indicate credit earned through advanced standing examinations for military service credit or in accordance with the American Council of Education. The grades of "P" and "NP" are GPA neutral.

**Satisfactory and Unsatisfactory (Grades of S and U)** The grades of "S" and "U" are GPA neutral and are used for non-credit seminars, workshops and "0" level remedial or preparatory work. These grades do not apply toward graduation requirements.

**Withdrawal and Administrative Withdrawal (Grades of "W" and "AW")** Grades of "W" are GPA neutral and are used when students initiate procedures to formally withdraw from class(es). Students may not initiate a withdrawal from a single course after the posted last day to withdraw each semester unless they have obtained written permission from the Vice-President for Academic Affairs. **It is the student's responsibility to initiate a withdrawal from class(es). (See current class schedule for "Last Day to Withdraw" date).**

**Mark of "N."** An "N" indicates that at the time grades were due in the Office of the Registrar, a final grade was not reported by the student's instructor. An "N" is not a grade and will be changed to the grade earned within a reasonable time. It is not used in calculating grade-point averages.

Faculty may administratively withdraw a student from a class for nonattendance or not submitting academic work after the drop/add period until the published final date to withdraw, typically the end of the 12<sup>th</sup> week in a 16<sup>th</sup> week semester. AWs will be used for students who do not attend class or submit academic work for a substantial, **consecutive**, number of class time defined as equivalent to 2 weeks of class time. Any student who is assigned an AW will be responsible for any tuition and fees associated with the class.

**6.3 Calculating Grade Point Average.** To determine the grade points for each course, multiply the number of points for each assigned letter grade times the number of credit hours for the course (A=4 points; B=3; C=2; D=1; F=0). Add the grade points of all courses to obtain the total grade points earned for the semester. Divide the total number of grade points by the number of hours attempted for the semester to get the grade point average (G.P.A.).

$$\text{Grade Point Average (G.P.A.)} = \frac{\text{Total Grade Points}}{\text{Total Hours Attempted}}$$

The Connors State College transcript contains several credit and grade point calculations. These are:

**Attempted Hours (AHRS)** All credit hours attempted. Category includes physical education activity credits, credits for zero-level courses and specific repeat credits that affect grade point average. Not all attempted hours may count toward the cumulative graduation/retention GPA.

**Earned Hours (EHRS)** Credit hours earned (including physical education credit) but excluding zero level credits.

**Quality Hours (QHRS)** Credit hours counting toward graduation. These do not include physical education activity credits, withdrawal credits or repeated credits which affect the GPA Quality hours used to calculate academic actions such as Probations and Suspensions.

**Quality Points (QPTS)** A calculation in the formula for assigning grade point averages. It is computed by multiplying the number of points assigned to each letter grade by the number of credit hours for each course. See Calculating Grade Point Averages above.

**Grade Point Average (GPA)**--The average of all college level grades applied to a student's total enrollment history. Based upon a 4.0 grading scale.

**Current GPA** Credit and grade point average category applied to current semester only.

**Institution GPA** Credit and grade point average category applied to Connors State College only. Does not include transfer credits.

**Cumulative Graduation/Retention (Cum Grad/Ret) GPA** Accumulated credits and grade point averages applied to Connors State College graduation and retention requirements. Includes transfer credits applied to the degree. Does not include physical education activity courses.

**Cumulative GPA** All credits and grade point averages accumulated from all courses attempted during a student's academic experience. Includes all transfer credits, failing grades and credits counting for college credit.

**6.4 Mid-Term Progress Reports.** Faculty is expected to report six-week progress grades for all students (regardless of classification). Mid-term grades are made available to all students electronically via Self Service Banner.

**6.5 Grade Reports.** Grades at the conclusion of each semester can be found electronically through SSB.

**6.6 Correcting Grades Reported in Error.** The only permitted reasons for changing a final grade are to correct a grade that was reported in error, to remove an incomplete grade, or to change a grade at the direction of the Grade Appeals Committee. An instructor may not allow students to perform extra work after the end of the course in order to raise their grade.

**6.7 Grade Appeals.** A student may appeal a grade given by an instructor in cases in which he or she believes the final grade awarded is clearly erroneous, assigned in an arbitrary manner or inconsistent with the announced grading policy. The student grade appeal process must be initiated within six months from the time the student receives his/her contested grade. The procedure to follow is:

1. **Instructor**—Student contacts the instructor. If consensus is not reached, the appeal moves to **Division Chair** level.
2. **Division Chair**—Student prepares a written appeal and submits it to the appropriate Division Chair. If the Division Chair is the student's instructor, the appeal is presented to the Vice-President for Academic Affairs. If consensus is not reached, the appeal moves to the **Grade Appeals Committee**.
3. **Grade Appeals Committee**—The Grade Appeal Committee is appointed by Vice-President for Academic Affairs. The Vice President for Academic Affairs (or designee) chairs the Grade Appeals Committee. Committee members selected will not be from the academic division involved. At a Grade Appeals Committee meeting the following events will occur:
  - a. The student states in writing (and in person if the student requests) the reason for the appeal.
  - b. The instructor provides evidence indicating how the grade was assigned.
  - c. The committee evaluates the evidence, provides reasons for their decision and prepares a report. Written notice of the decision is sent within ten working days to the student, the instructor, the instructor's division chair and the Vice President for Academic Affairs.
  - d. Student has five (5) working days to file a written appeal of the Committee's findings to the Vice President for Academic Affairs.
4. **Vice President for Academic Affairs** – The Vice President for Academic Affairs will consider appeals in the event new evidence surfaces or other unusual circumstances. The decision of the Vice President for Academic Affairs will be rendered within thirty (30) days of receipt of the complaint shall conclude the procedure of a grade appeal.

**6.8 Honor Rolls.** Full-time Students (12 or more semester credit hours in a regular semester or six or more in a summer session) who complete at least 12 enrolled hours (or six in a summer session) with a semester (not cumulative) grade-point average of 4.00 (i.e., all "A's") are placed on the President's Honor Roll. The grade of "P," "S" or "W" or grades earned through correspondence may not be included in meeting the minimum enrollment required or grade-point

average required for an honor roll. Students who have completed their courses under the same requirements as outlined above, with a grade-point average of 3.50 or higher and no grade below "C," are placed on the Vice President's Honor Roll. (See also Academic Regulation 6.4 Grade-point Average Calculating.)

**6.9 Academic Forgiveness.** Repeated Courses—Students may repeat courses and have only the second grade earned, even if lower than the first grade, count in the calculation of the retention/graduation grade point average (GPA). Students may repeat up to a maximum of four courses, not to exceed 18 hours, in which the original grade earned was a "D" or "F." If a course is repeated more than once, all grades except the first attempt are included in the grade-point averages. The original course and grade remain on the transcript identified with a statement under the course "Repeated (excluded from GPA)." All other repeated courses, those in excess of the 18-hour, four-course maximum and those with a grade of "C" or better in the original course, are included in the grade-point averages and identified with a statement under the course "Repeated (included in GPA)".

Students wishing to repeat more than four (4) courses or eighteen (18) credit hours may do so with the understanding that all original and repeated grades will be used in the calculation of the retention and graduation GPAs.

If students repeat a course in which they received a grade of "C" or better, both grades are used in calculation of the GPA and no additional hours will be earned.

Students who repeat courses must contact the Registrar's Office for proper academic documentation and information entry into the computer system. The notification should be made during the semester in which the course or courses are to be repeated.

Students transferring to four-year institutions should consider repeating courses at Connors if they earned a grade of "D" or "F". Lower-than-"C" grades may not successfully transfer to some programs at four-year institutions, particularly in the pre-professional majors such as pre-medicine, pre-dental, pre-pharmacy, and education.

**6.10 Academic Reprieve Policy.** Academic Reprieve is a provision allowing students who have encountered academic difficulty in the past to request an Academic Reprieve of all course work taken in up to two consecutive semesters. Requirements for the academic reprieve include:

1. At least three years must have elapsed between the time the grades were earned, and the reprieve is requested.
2. Students must be currently enrolled at CSC and prior to requesting the reprieve, must have earned a GPA of 2.0 or higher with no grade lower than a "C" in a minimum of twelve credit hours of regularly graded course work at Connors State College.
3. The request may be for one semester or term of enrollment or two consecutive semesters or terms. The semester(s) requested must have a GPA of less than 2.00 or contain "F" grades.
4. Students must submit a written request including copies of all college transcripts to the Vice President for Academic Affairs for consideration of an academic reprieve.
5. The Registrar reviews each request and recommends either an approval or denies the request based on OSRHE Policy guidelines.
6. The information is forwarded to the Vice President for Academic Affairs for the final decision and to notify the student.
7. Students may not receive more than one academic reprieve during their academic career.
8. If a reprieve is granted for a specific term, all grades and credit hours previously earned during that term are affected.
9. The courses for a semester that is reprieved are excluded from the retention and graduation grade-point averages and identified with a statement under the course "Reprieved (excluded from GPA)".

**6.11 Academic Renewal Policy.** Offering academic renewal for students is optional for all State System institutions. Academic Renewal is a provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Under Academic Renewal, course work taken prior to a date specified by the institution is not counted in the student's graduation/retention GPA. A student may request Academic Renewal from public State System institutions with academic renewal policies consistent with these guidelines:

1. At least five years must have elapsed between the last semester being renewed and the renewal request;
2. Prior to requesting Academic Renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;
3. The request will be for all courses completed before the date specified in the request for renewal;

4. The student must petition for consideration of Academic Renewal according to institutional policy;
5. All courses remain on the student's transcript but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

## Graduation

**7.1 Graduation Requirements.** The responsibility for satisfying all requirements for a degree rests with the student. Advisers, faculty members and administrators offer help to the student in meeting this responsibility.

**7.2 Minimum Hours for Graduation.** Each degree program requires a specific minimum number of semester credit hours for graduation, as indicated in the college catalog. No degree program shall require fewer than 60 semester credit hours for graduation. (By OSRHE policy, these 60 are exclusive of physical education activity courses.) No student shall be permitted to graduate having completed fewer total hours than the requirement specified for that degree.

**7.3 Grade-Point Average for Graduation.** A retention/graduation grade point average of 2.00 or higher is required for all courses in which a student has a recorded grade, excluding any courses repeated or reprieved and excluding remedial courses and physical education activity courses. (See Academic Regulation 6.13 Academic Forgiveness.)

**7.4 Requirements for Honors Degrees.** Students are eligible to graduate with academic honors if they complete their graduation requirements and achieve the following cumulative grade point averages:

4.00 - 3.95	<i>Summa Cum Laude</i>
3.94 - 3.80	<i>Magna Cum Laude</i>
3.79 - 3.65	<i>Cum Laude</i>

**7.5 Graduation Application.** All degree candidates must submit a graduation application in the Admissions Office before or during their final semester to be eligible for graduation. Students must be classified as a sophomore before they can submit a graduation application. Students must submit their graduation application by the end of the second week of March for spring and summer graduate names to appear in the spring commencement program. Students who will complete all degree requirements in the summer should file their diploma application for the summer term but are invited to participate in the spring commencement ceremony.

Students who have filed a graduation application and need to modify their expected graduation term should file a Graduation Application Extension form with the Office of the Registrar. This form allows you to change the expected graduation term on your diploma application and allows you to register for classes in the following semester.

**7.6 Presence at Commencement Exercises.** Connors State College will hold Commencement exercises at the close of the spring semester. Students who plan to meet the graduation requirements at the close of the following summer session are invited and encouraged to participate in the Commencement exercises at the close of the previous spring semester.

The College encourages all candidates for degrees to be present at the Commencement exercises. Attendance is not compulsory.

## Miscellaneous Terms and Policies

**Academic Advisors--**Academic advisors assist students to select the correct courses, review the course requirements in the subject field they have selected and with academic problems that may occur. Students are encouraged to seek advisement under a faculty member within their major or discipline. The faculty also serve as advisors. Additionally, a federally funded Student Support Services program is available to students who qualify.

**ACCUPLACER Test--** ACCUPLACER is a computerized assessment test developed by the College Board. It provides information about students' abilities in English, and mathematics and reading. At Connors State College, it is used for entry-level assessment and course placement.

**ACT/SAT Tests--**The American College Test (ACT) and Scholastic Aptitude Test (SAT) are used for admission purposes, measuring students' knowledge in English, math, reading and science. Connors offers ACT National and Residual testing. Contact the Registrar's Offices and ACT's website at [www.act.org](http://www.act.org) for additional information.

**Class Attendance--**Students are expected to attend all classes. It is the students' responsibility to follow each instructor's attendance policy as outlined in the instructor's course syllabus.

**Class Schedule**--Connors publishes and distributes a class schedule prior to the beginning of each semester. With the help of academic advisors or faculty members, students develop their own individual class schedules for each semester they are enrolled. Courses are designated in the class schedule by course department, course number, description, time and days, the room number and building name, and the instructor's name.

**Commuters**--Commuters are students who live off campus and drive to and from classes.

**Credit Hours**--Students must attend class one classroom hour (usually 50 minutes) per week for sixteen weeks to earn one credit hour. To earn three credit hours, students must attend class three classroom hours per week for sixteen weeks or an equivalent amount of minutes. Students earn credit hours by successfully completing course requirements.

**Degree Requirements**--Degree requirements are those courses and regulations prescribed for the completion of a program of study. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major and/or minor areas of study and Outcomes Assessment.

**Final Exams**--These exams are given during the last week of the semester.

**Freshmen**--Students who have earned 30 or fewer college credits are classified as freshmen.

**Full-Time/Part-Time Students**--To be classified as full-time, students must be enrolled in 12 or more hours during a fall or spring semester or in 6 or more hours during a summer semester. Part-time students enroll in 11 or fewer hours in the fall or spring or 5 hours or less in the summer. The maximum number of hours allowed are 19 hours during fall and spring semesters and 10 hours during summer sessions. Maximum limits may be extended upon approval of the Vice President of Academic Affairs.

**Honor Rolls**--Students who earn a 4.0 GPA in 12 hours or more each semester are placed on the *President's Honor Roll*. Students who earn a GPA of 3.5 to 3.9 with 12 hours or more are placed on the *Vice-President's Honor Roll*. Students may not earn a failing or unsatisfactory grade in the current semester and still be listed on the honor rolls.

**Junior/Community College**--A junior/community college is a two-year institution of higher education. Course offerings include transfer curricula with credits transferable toward a bachelor's degree at a four-year college, and occupational/technical programs with courses designed to prepare students for employment in two years.

**Lecture/Laboratory Classes**--Lecture and laboratory classes are the two most prominent types of classes in college. In lecture classes, students attend class on a regular basis and the instructor presents the course material. A laboratory or lab class requires students to perform certain functions in controlled situations that help them test and understand what they are being taught.

**Non-Credit Courses (Zero-Level)**--These are courses not meeting the requirements for a college degree or certificate. Non-credit courses may serve to explore new fields of study, increase proficiency in a particular profession, develop potential or enrich life experiences and to fulfill high school curricular requirements.

**Open-Door Institution**--An open-door institution has an admissions policy that offers admission to anyone, provided their high school class has graduated. A high school diploma or GED is not required under this policy.

**Prerequisite Courses**--Prerequisite courses are courses taken in preparation for another course. For example, Financial Accounting is a prerequisite course for Managerial Accounting and Introduction to Psychology is a prerequisite for Developmental Psychology.

**Registrar**--The Registrar is responsible for the maintenance of all academic records and maintains class enrollments, provides statistical information on student enrollment, certifies athletic eligibility and student eligibility for honor rolls, administers probation and retention policies, and verifies the completion of degree requirements for graduation.

**Semester**--An academic year is composed of three (3) terms. Fall and spring semesters are 16 weeks in length; the summer semester lasts eight weeks; and mini-mester sessions last approximately two weeks. Typically, two mini-mesters are conducted each year. The spring mini-mester is scheduled in May and the summer mini-mester follows the summer term in August of each academic year.

**Student Support Services**--A federally funded program providing qualified students opportunities for academic development by assisting them to meet basic requirements, maintain retention efforts and complete their postsecondary education.

**Syllabus**--The syllabus is an instructor's action plan for the class. It is a listing of course objectives and a schedule of requirements, usually explaining the intent of the course and what the students' responsibilities are, such as assigned readings, papers and testing dates.

**Transcripts**--Transcripts are the students' permanent academic records. Transcripts typically show courses taken, grades received, academic status and honors received.

Students may request official transcripts be sent to other educational institutions, to employers, and to themselves by submitting a request to the Admissions Office. All transcripts requested as "official" will be mailed in compliance with federal law regarding privacy rights of individual students. Transcript request forms are available in the Admissions Office at the Muskogee and Warner campuses and on the website under "Registrar."



**Official transcripts will not be released until all admission, enrollment and financial obligations have been met.**

**Tuition--**Tuition is the dollar amount paid for each credit hour of enrollment. Tuition does not include the cost of books or room and board. Tuition charges vary and are dependent on such factors as resident or out-of-state status, preparatory or college-level courses.

**Withdrawal--**Students may withdraw from either individual courses or from the college during a semester according to established procedures and dates. Current class schedules outline withdrawal procedures.

- Faculty may administratively withdraw a student from a class for nonattendance after the drop/add period until the published final date to withdraw, typically the end of the 12<sup>th</sup> week in a 16<sup>th</sup> week semester. AWs will be used for students who do not attend class for a substantial, **consecutive**, number of class time defined as equivalent to 2 weeks of class time. Any student who is assigned an AW will be responsible for any tuition and fees associated with the class.

**Withdrawal from a single course--**Students must complete the following to withdraw or “drop” a class:

1. During the published drop/add period:
  - a. Complete the proper form in the Admissions Office. Courses dropped during the drop/add period will not be transcribed.
2. After the drop/add period but prior to the end of the 12<sup>th</sup> week of a regular semester or the sixth week of a summer or eight-week course:
  - a. Secure the proper form from the Admissions Office.
  - b. Complete the form and both you and the advisor sign.
  - c. Return completed form to the Admissions Office for processing.

Students will receive a grade of “W” on their transcript.

Students may not initiate a withdrawal and receive a “W” from a single course after the last day to withdraw unless they have obtained special permission from the Vice-President for Academic Affairs.

**Withdrawal from Connors--**Students desiring to completely withdraw from the College must complete the following:

1. Secure the proper form from the Admissions Office or Academic Advisor.
2. Complete the form and obtain all necessary signatures from departments to release any holds.
3. Return the form to the Admissions Office the day the paperwork is initiated.

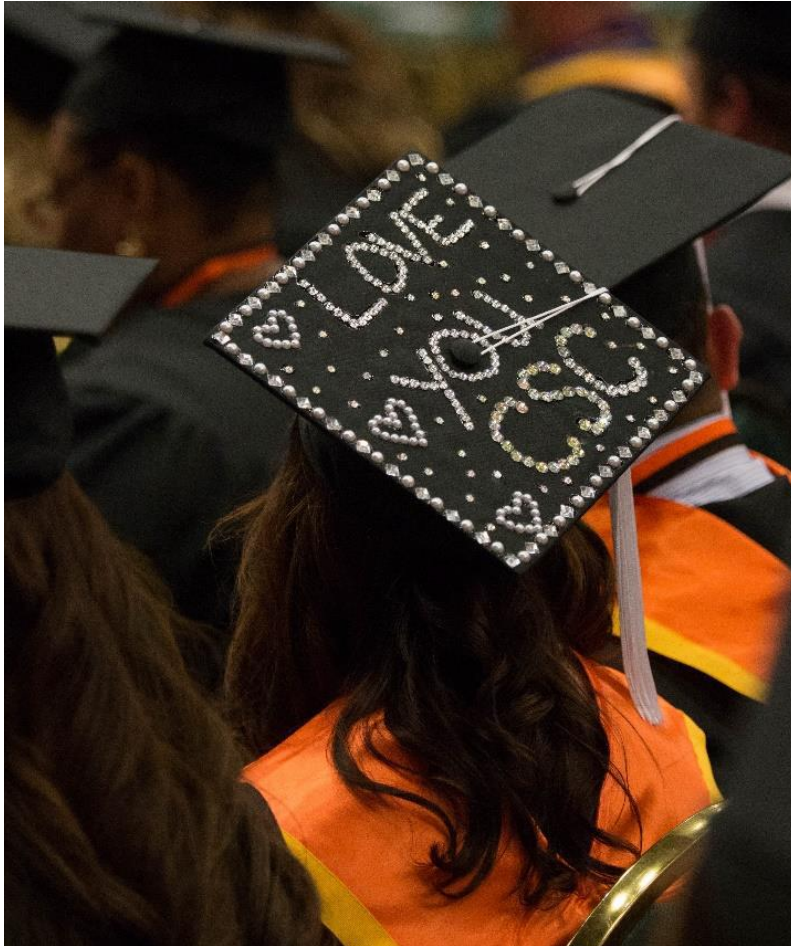
Students will receive a grade of “W” in each class.

Students may not initiate a withdrawal and receive grades of “W” after the final exams have begun unless they have obtained special permission from the Vice-President for Academic Affairs.

**If students leave the college and fail to officially withdraw from a single course or from all courses they were enrolled in, depending on the time the student leaves the institution, a grade of “F” or an “AW” will be assigned to each course. Withdrawal forms may be obtained from the Admissions Office or an Academic Advisor or the website.**

**Military Call to Active Duty--**Connors State College will make every effort to assist students who are called to active duty while enrolled. Military Call to Active Duty cases are processed through the Office of the Vice President for Academic Affairs at the Warner Campus. CSC is committed to the academic success of the men and women serving in the United States Armed Forces. As an institution, Connors understands there may be times when duty calls and students are required to engage in extensive training or full deployment. If possible, instructors will work diligently with students and devise a plan that will allow for course completion. If this is not an option, students may provide a copy of his or her orders for deployment in order to be withdrawn from the course(s) without penalty. Members of the United States Armed Forces that have been forced to place their education on hold due to service-related obligations are eligible to return as students if they left the College in “good standing”. Connors will assist students called to duty for Service members for readmission that: (1) Allows Service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements; (2) Follows the regulation released by ED (34 C.F. R. 668.8) regarding readmissions requirements for returning Service members seeking readmission to a program that was interrupted due to a Military service obligation, and apply those provisions to Service members that are temporarily unable to attend classes for less than 30 days within a semester or similar enrollment period due to a Military service obligation when such absence results in a withdrawal under institution policies. While on leave, VA benefits will be terminated. The beneficiary may be in debt to the VA.

# DEGREES



## Graduation Requirements

Each student candidate for an Associate in Arts, Associate in Science or Associate in Applied Science degree shall:

1. Complete specified degree or certificate requirements with a minimum grade point average of 2.00 ("C").
2. Complete a minimum of 60 semester credit hours. Exclusive of a physical education activity, military science, performance courses and preparatory or remedial courses ("0-level").

**Note:** Students must meet the degree requirements set forth in the Connors State College catalog current at the time of a student's initial enrollment. These requirements remain in effect as long as a student remains continuously enrolled (excluding summers) until graduation. **If a student does not remain continuously enrolled, the degree requirements in effect at the time of re-admission will apply.**

If degree requirements change while a student is continuously enrolled, the student may elect to meet the new requirements. However, the old and the new requirements may not be combined. The Admissions Office must be notified the semester prior to graduation.

If the student is unable to meet degree requirements because of changes and/or omissions in academic requirements or class offerings made by Connors State College, it is the student's responsibility to arrange approval by the Registrar and the Vice-President for Academic Affairs for an exception.

**Students should obtain a graduation check from the Admissions Office upon the completion of 30 college credit.**





# GENERAL EDUCATION REQUIREMENTS

Requirements for Students for Academic Year 2020-2021

Applicable to:

ASSOCIATES in ARTS DEGREES  
ASSOCIATE in SCIENCE DEGREES

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
Orientation	1	EDUC 1111 Orientation
English Composition	6	ENGL 1113 Comp I ENGL 1213* Comp II
Communication	3	SPCH 1113 Intro to Oral Communication
American History	6	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	Any college level mathematics
Sciences	7-10	Science (one must be a lab science) BIOL 1113 Intro to Environmental Science BIOL 1114 General Biology BIOL 1314 Anatomy and Physiology I BIOL 1324 Anatomy and Physiology II BIOL 1404 General Botany BIOL 1604* General Zoology BIOL 2104* Human Anatomy BIOL 2114* Human Physiology BIOL 2124* General Microbiology BIOL 1313 Human Ecology CHEM 1315* General Chemistry I CHEM 1515* General Chemistry II CHEM 2013* Organic Chemistry GEOL 1114 General Geology GPS 1103 General Physical Science PHYS 1114* General Physics I PHYS 1214* General Physics II PHYS 2014* Engineering Physics I PHYS 2114* Engineering Physics II
Humanities	6	Any course designated (H) (See course descriptions for designations.) HUMN 1113 Art Appreciation HUMN 1123 Music Appreciation HUMN 2113 Ancient World-Mid Ages HUMN 2223 Renaissance – Present HUMN 2413* World Literature HUMN 2300 Special Topics
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Electives	3	Course from Psychology, Foreign Language, Social Science, Philosophy, Music, Drama, or Art
Additional Electives	0-4	Courses from Liberal Arts, Science, or Communications. Physical Education activity courses do not count toward graduation.
		*Course has prerequisite. See Course Description section of catalog.
<b>Total Hours: 61</b>		



# DIVISION OF AGRICULTURE

Requirements for Students for Academic Year 2020-2021

ASSOCIATES of SCIENCE

**Major: Agriculture**

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213* Comp II
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	Any college level mathematics
Natural Sciences (N) Must include one Laboratory Science (L)	6-9	Science (one must be a lab science) BIOL 1113 Intro to Environmental Science BIOL 1114 General Biology BIOL 1314 Anatomy and Physiology I BIOL 1324 Anatomy and Physiology II BIOL 1404 General Botany BIOL 1604* General Zoology BIOL 2104* Human Anatomy BIOL 2114* Human Physiology BIOL 2124* General Microbiology BIOL 1313 Human Ecology CHEM 1315* General Chemistry I CHEM 1515 General Chemistry II CHEM 2013 Organic Chemistry GEOL 1114 General Geology GPS 1103 General Physical Science PHYS 1114 General Physics I* PHYS 1214 General Physics II* PHYS 2014 Engineering Physics I* PHYS 2114 Engineering Physics II* HORT 1013 Introduction to Horticulture AGRO 2124 Fundamentals of Soil Science NREM 1014 Intro to Natural History AGRO 1113 Land, Life & the Environment ( <i>BIOL 1114 &amp; CHEM 1315 Recommended</i> )
Humanities	6	Any course designated (H) (See course descriptions for designations.) HUMN 1113 Art Appreciation HUMN 1123 Music Appreciation HUMN 2113 Ancient World-Mid Ages HUMN 2223 Renaissance – Present HUMN 2413 World Literature* HUMN 2300 Special Topics HORT 2653 Introduction to Floral Design AGRI 2423 Analysis of American Agriculture HIST 1323 Modern Civilizations HIST 1223 Early Civilizations
Social & behavioral Sciences (S)	3	Any Course designated (S) (See course descriptions for designations.) <i>AGEC 1113 recommended.</i>
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Additional General Education	4-7	Courses designated A, H, N, or S preferred; may include program courses
AGRICULTURE PROGRAM REQUIREMENTS 26 HOURS		
College Orientation	1-2	AGRI1111 Agriculture Orientation AGRI 2041 Career Dev. In Agriculture

<b>EMPHASIS AREA</b>	15-25	Course suggestions only; may take any combination of Academic Agriculture courses.
Agriculture Economics/Agribusiness Emphasis		BUSN 2543; BUSN 2643; BUSN 2113; AGRO 1213 OR HORT 1013 OR NREM 1113; AGRO 1113 OR AGRO 2124; ANSI 1124 OR FDSC 1133; NREM 1014 OR NREM 2013; AGECE 2313
Agriculture Communication Emphasis		AGCM 2113; AGLE 2303; AGRO 1213; ANSI 1124; BUSN 2543; ANSI 2253 OR FDSC 2253; AGRO 1113 OR NREM 2013; FDSC 2233
Agriculture Education Emphasis		AGRO 1213; AGRO 2124; ANSI 1124; HORT 1013; NREM 2013; ANSI 2253 OR FDSC 2253 OR FDSC 1133; ANSI 2123
Agriculture & Biosystems Engineering Emphasis		AGRO 2124; BIOL 2124; PHYS 1114; PHYS 1214
Agriculture Leadership Emphasis		AGLE 1511; AGLE 2303; AGLE 2403; ANSI 1124; NREM 2013; ANSI 2253 OR FDSC 2253; OR FDSC 1133; AGRO 1213 OR HORT 1013
Animal Science Emphasis		AGRO 1213; ANSI 1124; ANSI 2112; ANSI 2253; ANSI 2233; BUSN 2543; ANSI 2123
ANSI: Ranch Operations Emphasis (Terminal)		AGRO 2124; CHEM 1515; AGRM 1002; AGRM 2012; AGRM 2103; ANSI 2233
Equine Science Emphasis (Terminal)		AGEQ 1225; AGEQ 1235; AGEQ 2225; AGEQ 2235; AGEQ 1113; AGEQ 1123; AGEQ 2123; AGEQ 2133; AGEQ 1401
Food Science Emphasis		FDSC 1133; FDSC 2253; CHEM 1515; BIOL 2124; FDSC 2233
Horticulture Emphasis		HORT 1013; AGRO 2124; HORT 2513; HORT 2613; BIOL 1404; AGRI 2313
Natural Resources & Wildlife Ecology & Management Emphasis		AGRO 2124; NREM 1012; BIOL 1604; BIOL 1404; NREM 2013; NREM 1014; NREM 2134
NREM Criminal Justice Emphasis		CJPS 1303; CJPS 2013; CJPS 2023; CJPS 2033; CJPS 2043
Plant and Soil Science Emphasis		AGRO 1213; AGRO 2013; AGRO 2124; BIOL 1404; CHEM 1515; AGRO 1113
Pre-Veterinary Emphasis		BIOL 1604; BIOL 2124 CHEM 1515; PHYS 1114; PHYS 1214.
<b>Guided Electives</b>	0-10	Any course(s) not already taken above (AGCM, AGECE, AGED, AGEQ, AGRI, AGRM, AGRO, ANSI, FDSC, HORT, or NREM preferred). Maximum 3 hours allowed for Special Topics (ST) courses towards a degree.
Consult an Agriculture Advisor for appropriate course selections.		Courses from Liberal Arts, or Communications. Physical Education activity courses do not count toward graduation.
Courses used in Agriculture Program Requirements cannot be used for General Education Requirements and vice versa (i.e. courses may only be counted once)		*Course has prerequisite. See Course Description section of catalog.
<b>Total Hours: 63</b>		



# DIVISION OF BUSINESS

## Major: **Business Administration**

### Option A: **Business Administration**

### Option B: **NSU 2+2**

*Requirements for Students for Academic Year 2020-2021*

ASSOCIATES of SCIENCE

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
Computers	3	COMS 1133 Fund of Comp Usage
Communication	9	ENGL 1113 Comp I ENGL 1213 Comp II* SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Analytical & Quantitative Thought	3	MATH 1473 Applied Mathematics or MATH 1513 College Algebra
Science	4-5	Science with a lab
Science	3-5	Science
Humanities	6	Any course designated (H, see course description)
Elective	3-4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
PROGRAM REQUIREMENTS 24 HOURS (Minimum) (Check Catalog course listings for prerequisites)*		
EDUC 1111	1	College Orientation
CORE COURSES: Business 12 hours		
Macroeconomics	3	BUSN 2113
Microeconomics	3	BUSN 2213*
Financial Accounting	3	BUSN 2543
Managerial Accounting	3	BUSN 2643*
12 hours either - Option A or B		
Option A – Business Administration		
Business Principles	3	BUSN 1113
Business Law	3	BUSN 2133
Principles of Management	3	BUSN 2143
Desktop Publishing	3	BUSN 2423*
Principles of Marketing	3	BUSN 2713
Business Statistics	3	BUSN 2733*
Electives	6	BUSN/COMS
Spreadsheet Analysis	3	COMS 1533*
Option B – NSU 2 + 2		
Business Law	3	BUSN 2133
Principles of Management	3	BUSN 2143
Principles of Marketing	3	BUSN 2713
Electives	3	BUSN/COMS
Spreadsheet Analysis	3	COMS 1533*
Total Hours: 61		



# DIVISION OF COMMUNICATION & FINE ARTS

## Major: Arts and Letters

Requirements for Students for Academic Year 2020-2021

ASSOCIATES of ARTS

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	MATH 1473 Applied Mathematics <i>or</i> MATH 1513 College Algebra
Sciences	7-10: (Lab 4-5 & Non-lab 3-5)	(need 1 lab science & 1 non-lab science)
Humanities	6	Any course designated (H) (See course descriptions for designations.) HUMN 1113 Art Appreciation HUMN 1123 Music Appreciation HUMN 2113 Ancient World-Mid Ages HUMN 2223 Renaissance – Present HUMN 2413* World Literature HUMN 2300 Special Topics
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language <i>or</i> Fine Arts
		*Course has prerequisite. See Course Description section of catalog.
PROGRAM REQUIREMENTS 24 HOURS (Check Catalog listings for prerequisites)*		
College Orientation	1	EDUC 1111
CORE COURSES: English Any course with a PHIL, JORN, SPCH, ART, MUSC, or HUMN designation		
Creative Writing	3	ENGL 2113*
World Literature	3	ENGL/HUMN 2413*
English Lit to 1800	3	ENGL 2543*
English Lit from 1800	3	ENGL 2653*
American Lit to 1865	3	ENGL 2773*
American Lit from 1865	3	ENGL 2883*
Native American Lit to 1800	3	ENGL 2733*
Native American Lit from 1800	3	ENGL 2743*
Special Topics	3	ENGL 2300
Guided Electives 0-6 HOURS (Recommended for students seeking teacher certification)		
Personal Health	3	HLTH 1113
Introduction to Geography	3	GEOG 2243
Introduction to Psychology	3	PSYC 1113
Principles of Sociology	3	SOCI 1113
<b>Total Hours: 61</b>		



# DIVISION OF COMMUNICATION & FINE ARTS

## Major: General Studies

Requirements for Students for Academic Year 2020-2021

ASSOCIATES of ARTS

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	MATH 1473 Applied Mathematics or MATH 1513 College Algebra
Sciences	7-10: (Lab 4-5 & Non-lab 3-5)	(need 1 lab science & 1 non-lab science)
Humanities	6	Any course designated (H) (See course descriptions for designations.) HUMN 1113 Art Appreciation HUMN 1123 Music Appreciation HUMN 2113 Ancient World-Mid Ages HUMN 2223 Renaissance – Present HUMN 2413 World Literature* HUMN 2300 Special Topics
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
		*Course has prerequisite. See Course Description section of catalog.
PROGRAM REQUIREMENTS 24 HOURS (Check Catalog listings for prerequisites)*		
College Orientation	1	EDUC 1111
CORE COURSES: General Studies		
A minimum of <b>23 college-level hours</b> selected from student's area of interest as directed by the advisor. At least one three-hour course must be taken from a minimum of four different disciplines (see listing below). Courses must be 1000 level or higher.		
Agriculture, (AGCM, AGED, AGLE, AGEQ2, AGRI, AGRO, ANSI) Art (ART) Biological Sciences (BIOL) Business (BUSN) Child Development (CHDV) Chemistry (CHEM) Criminal Justice (CJPS) Education (EDUC) English (ENGL)3 Family Consumer Science Education (FCSE) Geography (GEOG) History (HIST) Health (HLTH) Horticulture (HORT) Humanities (HUMN) Journalism (JORN) Mathematics (MATH) Music (MUSC) Nursing (NURS) Physical Education (PHED)4 Political Science (POLS) Psychology (PSYC) Religion (RELI) Sociology (SOC1) Spanish (SPAN) Speech (SPCH) Statistics (STAT)		
Total Hours: 61		



# DIVISION OF COMMUNICATION & FINE ARTS

## Major: **Pre-Elementary Education**

Requirements for Students for Academic Year 2020-2021

ASSOCIATES of ARTS

GENERAL EDUCATION REQUIREMENTS 38 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	MATH 1473 Applied Mathematics or MATH 1513 PreCalculus Algebra
Biological Science	4	BIOL 1114 General Biology with Lab
Sciences	4	GPS 1103 General Physical Science GPS 1101 General Physical Science Lab
Humanities	6	Any course designated (H) (See course descriptions for designations.) HUMN 1113 Art Appreciation HUMN 1123 Music Appreciation HUMN 2113 Ancient World-Mid Ages HUMN 2223 Renaissance – Present HUMN 2413 World Literature* HUMN 2300 Special Topics
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts (Pre-Elementary majors need Psychology)
		*Course has prerequisite. See Course Description section of catalog.
PROGRAM REQUIREMENTS 23 HOURS (Check catalog course listings for prerequisites)		
College Orientation	1	EDUC 1111
CORE COURSES: Pre-Elementary		
Mathematics	3	Math 2113 Modeling Geom. & Meas.*
Life Skills	3	FCSE 1213 Introduction to Nutrition HLTH 1113 Personal Health
Global Perspective	3	GEOG 2243 Introduction to Geography
Program Electives (See adviser for best choices of electives).	13	SPAN 1113 Elementary Spanish (state cert. requirement must demonstrate Foreign Lang. Proficiency {Spanish, Sign Language, etc.}) ART 1113 Fundamentals of Art ART 1213 Basic Drawing* HIST 1223 Early Civilization HIST 1321 Modern Civilization HUMN 1113 Art Appreciation HUMN 2413 World Literature* SPCH 1013 Principles of Listening ENGL 2113 Creative Writing* ENGL 2883 American Literature Since 1865*
<b>Total Hours: 61</b>		



# DIVISION OF COMMUNICATION & FINE ARTS

**Major: Enterprise Development**

**Option: General Studies**

*Requirements for Students for Academic Year 2020-2021*

ASSOCIATES of ARTS

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	MATH 1473 Applied Mathematics or MATH 1513 College Algebra
Sciences	7-10: (Lab 4-5 & Non-lab 3-5)	(need 1 lab science & 1 non-lab science)
Humanities	6	Any course designated (H) (See course descriptions for designations.) HUMN 1113 Art Appreciation HUMN 1123 Music Appreciation HUMN 2113 Ancient World-Mid Ages HUMN 2223 Renaissance – Present HUMN 2413 World Literature* HUMN 2300 Special Topics
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
		*Course has prerequisite. See Course Description section of catalog.
PROGRAM REQUIREMENTS 24 HOURS (Check Catalog listings for prerequisites)*		
College Orientation	1	EDUC 1111
<b>CORE COURSES: General Studies (Check catalog for other elective options).</b> A minimum of <b>23 college-level hours</b> selected from student's area of interest as directed by the advisor. In accordance with Oklahoma state Regents for Higher Education policy, <b>50% of the courses should be liberal arts and sciences</b> (see listing below). Courses must be 1000 level or higher.		
Agriculture, (AGCM, AGED, AGLE, AGEQ <sup>2</sup> , AGRI, AGRO, ANSI) Art (ART) Biological Sciences (BIOL) Business (BUSN) Child Development (CHDV) Chemistry (CHEM) Criminal Justice (CJPS) Education (EDUC) English (ENGL) <sup>3</sup> Family Consumer Science Education (FCSE) Geography (GEOG) History (HIST) Health (HLTH) Horticulture (HORT) Humanities (HUMN) Journalism (JORN) Mathematics (MATH) Music (MUSC) Nursing (NURS) Physical Education (PHED) <sup>4</sup> Political Science (POLS) Psychology (PSYC) Religion (RELI) Sociology (SOCI) Spanish (SPAN) Speech (SPCH) Statistics (STAT)		
<b>Total Hours: 61</b>		





# DIVISION OF BUSINESS

## Major: **Enterprise Development**

### Option: **Business Administration**

*Requirements for Students for Academic Year 2020-2021*

ASSOCIATES of SCIENCE

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
Computers	3	COMS 1133 Fund of Comp Usage
Communication	9	ENGL 1113 Comp I ENGL 1213 Comp II* SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Analytical & Quantitative Thought	3	MATH 1473 Applied Mathematics or MATH 1513 College Algebra
Science	4-5	Science with a lab
Science	3-5	Science
Humanities	6	Any course designated (HUMN)
Elective	3-4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
PROGRAM REQUIREMENTS 23 HOURS (Minimum) (Check Catalog course listings for prerequisites)*		
CORE COURSES: Business 12 hours		
Course	Hours	To be selected from:
College Orientation	1	EDUC 1111
Macroeconomics	3	BUSN 2113
Microeconomics	3	BUSN 2213*
Financial Accounting	3	BUSN 2543
Managerial Accounting	3	BUSN 2643*
Principles of Marketing	3	BUSN 2713
Electives	7	BUSN/COMS
<b>Total Hours: 60</b>		



# DIVISION OF MATHEMATICS & SCIENCE

**Major: Biological Science**

**Option: Allied Health**

*Requirements for Students for Academic Year 2020-2021*

ASSOCIATES of SCIENCE

GENERAL EDUCATION REQUIREMENTS 30 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	MATH 1473 Applied Mathematics or MATH 1513 PreCalculus Algebra
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
		*Course has prerequisite. See Course Description section of catalog.
PROGRAM REQUIREMENTS 31 HOURS		
College Orientation	1	EDUC 1111
CORE COURSES: (13 Hours)		
Evolution & Diversity	3	BIOL 1123
Investigative Laboratory	1	BIOL 1131
General Biology	4	BIOL 1114
General Chemistry I	5	CHEM 1315
BIOLOGY (12 Hours)		
<i>Choose one of the following Biology Groups</i>		
Group I		
Anatomy & Physiology I	4	BIOL 1314
Anatomy & Physiology II	4	BIOL 1324
General Microbiology	4	BIOL 2124*
Group II		
Human Anatomy	4	BIOL 2104*
Human Physiology	4	BIOL 2114*
General Microbiology	4	BIOL 2124*
Program Electives 5 HOURS		
General Chemistry II	5	CHEM 1515*
Introduction to Geography	3	GEOG 2243
Introduction to Nutrition	3	FCSE 1213
Plane Trigonometry	3	MATH 1613*
Medical Terminology	3	NURS 1003
General Physics I	4	PHYS 1114*
General Physics II	4	PHYS 1214*
General Psychology	3	PSYC 1113
General Zoology	4	BIOL 1604
Elementary Statistics	3	STAT 2013
Calculus I	4	MATH 2214*
Calculus II	4	MATH 2234*
Principles of Sociology	3	SOCI 1113
<b>Total Hours: 61</b>		



# DIVISION OF MATHEMATICS & SCIENCE

**Major: Biological Science**

**Option: Fisheries & Wildlife**

*Requirements for Students for Academic Year 2020-2021*

ASSOCIATES of SCIENCE

GENERAL EDUCATION REQUIREMENTS 30 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	MATH 1473 Applied Mathematics or MATH 1513 PreCalculus Algebra
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
		*Course has prerequisite. See Course Description section of catalog.
PROGRAM REQUIREMENTS 33 HOURS		
College Orientation	1	EDUC 1111
CORE COURSES: (13 Hours)		
Evolution & Diversity	3	BIOL 1123
Investigative Laboratory	1	BIOL 1131
General Biology	4	BIOL 1114
General Chemistry I	5	CHEM 1315*
BIOLOGY (12-18 Hours)		
Introduction to Environmental Science	3	BIOL 1113
General Botany	4	BIOL 1404
General Zoology	4	BIOL 1604
General Microbiology	4	BIOL 2124*
Human Anatomy	4	BIOL 2104*
Human Physiology	4	BIOL 2114*
General Entomology	3	BIOL 2403*
General Chemistry II	5	CHEM 1515*
Program Electives 7 HOURS		
Elementary Statistics	3	STAT 2013
Trigonometry	3	MATH 1613*
Calculus I	4	MATH 2214*
Calculus II	4	MATH 2234*
General Physics I	4	PHYS 1114*
General Physics II	4	PHYS 1214*
Principles of Sociology	4	SOCI 1113
General Geology	4	GEOL 1114
<b>Total Hours: 63</b>		



# DIVISION OF MATHEMATICS & SCIENCE

**Major: Biological Science**

**Option: General Biology**

*Requirements for Students for Academic Year 2020-2021*

**ASSOCIATES of SCIENCE**

<b>GENERAL EDUCATION REQUIREMENTS</b>		
<b>30 HOURS (Minimum)</b>		
<b>(Check Catalog listings for prerequisites)*</b>		
<b>Area</b>	<b>Hours</b>	<b>To be selected from:</b>
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	MATH 1473 Applied Mathematics or MATH 1513 PreCalculus Algebra
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
		*Course has prerequisite. See Course Description section of catalog.
<b>PROGRAM REQUIREMENTS</b>		
<b>31 HOURS</b>		
College Orientation	1	EDUC 1111
<b>CORE COURSES: (13 Hours)</b>		
Evolution & Diversity	3	BIOL 1123
Investigative Laboratory	1	BIOL 1131
General Biology	4	BIOL 1114
General Chemistry I	5	CHEM 1315*
<b>BIOLOGY (12-18 Hours)</b>		
Intro to Environmental Science	3	BIOL 1113
General Botany	4	BIOL 1404
General Zoology	4	BIOL 1604
General Microbiology	4	BIOL 2124*
Human Anatomy	4	BIOL 2104*
Human Physiology	4	BIOL 2114*
General Entomology	3	BIOL 2403*
Chemistry II	5	CHEM 1515*
<b>Program Electives</b>		
<b>0-5 HOURS</b>		
Elementary Statistics	3	STAT 2013
Introduction to Geography	3	GEOG 2243
Plane Trigonometry	3	MATH 1613*
Calculus I	4	MATH 2214*
Calculus II	4	MATH 2234*
General Physics I	4	PHYS 1114*
General Physics II	4	PHYS 1214*
Principles of Sociology	3	SOCI 1113
<b>Total Hours: 61</b>		



# DIVISION OF MATHEMATICS & SCIENCE

**Major: Biological Science**

**Option: Pre-Medical Professional**

*Requirements for Students for Academic Year 2020-2021*

**ASSOCIATES of SCIENCE**

<b>GENERAL EDUCATION REQUIREMENTS</b>		
<b>30 HOURS (Minimum)</b>		
<b>(Check Catalog listings for prerequisites)*</b>		
<b>Area</b>	<b>Hours</b>	<b>To be selected from:</b>
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	MATH 1513 PreCalculus Algebra
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
		*Course has prerequisite. See Course Description section of catalog.
<b>PROGRAM REQUIREMENTS</b>		
<b>31 HOURS</b>		
College Orientation	1	EDUC 1111
<b>CORE COURSES: (13 Hours)</b>		
Evolution & Diversity	3	BIOL 1123
Investigative Laboratory	1	BIOL 1131
General Biology	4	BIOL 1114
General Chemistry I	5	CHEM 1315*
<b>Guided Electives (12-16 Hours)</b>		
General Microbiology	4	BIOL 2124*
Human Anatomy	4	BIOL 2104*
Human Physiology	4	BIOL 2114*
Chemistry II	5	CHEM 1515*
Plane Trigonometry	3	MATH 1613*
<b>PHYSICS (4-8 HOURS)</b>		
General Physics I	4	PHYS 1114*
General Physics II	4	PHYS 1214*
<b>Program Electives</b>		
<b>0-5 HOURS</b>		
Elementary Statistics	3	STAT 2013
Calculus I	4	MATH 2214*
Calculus II	4	MATH 2234*
Principles of Sociology	3	SOCI 1113
General Zoology	4	BIOL 1604
<b>Total Hours: 61</b>		



# DIVISION OF MATHEMATICS & SCIENCE

## Major: **Mathematics**

Requirements for Students for Academic Year 2020-2021

ASSOCIATES of SCIENCE

GENERAL EDUCATION REQUIREMENTS 27 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
		*Course has prerequisite. See Course Description section of catalog.
PROGRAM REQUIREMENTS 34 HOURS		
College Orientation	1	EDUC 1111
CORE COURSES: (16-17 Hours)		
<b>Option 1</b> PreCalculus Algebra Trigonometry Calculus I Calculus II Elementary Statistics <i>Or</i> <b>Option 2</b> College Algebra & Trigonometry Calculus I Calculus II Elementary Statistics	3 3 4 4 3  5 4 4 3	MATH 1513 MATH 1613* MATH 2214* MATH 2234* STAT 2013  MATH 1715* MATH 2214* MATH 2234* STAT 2013
PHYSICS (8 Hours)		
General Physics I General Physics II	4 4	PHYS 1114* PHYS 1214*
Program Electives 9-10 HOURS		
General Biology General Botany General Zoology General Chemistry I General Chemistry II Basic Visual Basic Math Structures Modeling: Geometry & Measurement	4 4 4 5 5 3 3 3 3	BIOL 1114 BIOL 1404 BIOL 1604 CHEM 1315* CHEM 1515* COMS 1503 COMS 1513 MATH 1493 MATH 2113*
<b>Total Hours: 61</b>		



# DIVISION OF MATHEMATICS & SCIENCE

## Major: **Physical Education**

Requirements for Students for Academic Year 2020-2021

ASSOCIATES of SCIENCE

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
Mathematics	3	Either MATH 1513 PreCalculus Algebra or MATH 1473 Applied Mathematics
Science	3-4	Science
Lab Science	4-5	Lab Science
		*Course has prerequisite. See Course Description section of catalog.
PROGRAM REQUIREMENTS 24 HOURS		
College Orientation	1	EDUC 1111
Core Courses: Physical Education (14 hours)		
Personal Health	3	HLTH 1113
First Aid/Responding to Emergencies	3	HLTH 1123
Care & Prevention of Athletic Injuries	3	HLTH 2383
Motor Learning	2	PHED 2512
Foundations of Physical Education	3	PHED 2133
Education Majors (6 hours)		
Health of School Child	3	HLTH 2313
Community Health	3	HLTH 2353
Electives (2 Hours)		
Strategies for Success	3	EDUC 1113
Introduction to Psychology	3	PSYC 1113
Psychology of Personality Adjustment	3	PSYC 2113
Principles of Sociology	3	SOCI 1113
Social Problems	3	SOCI 2323*
Theory of Coaching Baseball <i>OR</i>	2	PHED 2142 <i>Or</i>
Theory of Coaching Basketball	2	PHED 2152
Legal Aspects of Sports	3	PHED 2223
Sports Officiating	2	PHED 2562
<b>Total Hours: 61</b>		





# DIVISION OF MATHEMATICS & SCIENCE

**Major: Physical Education**

**Option: Athletic Training**

*Requirements for Students for Academic Year 2020-2021*

**ASSOCIATES of SCIENCE**

<b>GENERAL EDUCATION REQUIREMENTS</b>		
<b>37 HOURS (Minimum)</b>		
<b>(Check Catalog listings for prerequisites)*</b>		
<b>Area</b>	<b>Hours</b>	<b>To be selected from:</b>
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
Mathematics	3	Either MATH 1513 PreCalculus Algebra or MATH 1473 Applied Mathematics
Science	3-4	Science
Lab Science	4-5	Lab Science
		*Course has prerequisite. See Course Description section of catalog.
<b>PROGRAM REQUIREMENTS</b>		
<b>24 HOURS</b>		
College Orientation	1	EDUC 1111
<b>Core Courses: Physical Education (14 hours)</b>		
Personal Health	3	HLTH 1113
First Aid/Responding to Emergencies	3	HLTH 1123
Care & Prevention of Athletic Injuries	3	HLTH 2383
Motor Learning	2	PHED 2512
Foundations of Physical Education	3	PHED 2133
<b>Athletic Training (9 hours)</b>		
Sports Nutrition	3	PHED 1813
Assessment & Management of Musculoskeletal Injuries	4	PHED 2664
Introduction to Kinesiology	2	PHED 2222
<b>Electives (0-3 Hours)</b>		
Strategies for Success	3	EDUC 1113
Theory of Coaching Baseball <i>OR</i>	2	PHED 2142 <i>Or</i>
Theory of Coaching Basketball	2	PHED 2152
Legal Aspects of Sports	3	PHED 2223
Sports Officiating	2	PHED 2562
Health of School Child	3	HLTH 2313
Community Health	3	HLTH 2353
<b>Total Hours: 61</b>		



# DIVISION OF MATHEMATICS & SCIENCE

**Major: Physical Education**

**Option: Health and Wellness**

*Requirements for Students for Academic Year 2020-2021*

**ASSOCIATES of SCIENCE**

<b>GENERAL EDUCATION REQUIREMENTS</b>		
<b>37 HOURS (Minimum)</b>		
<b>(Check Catalog listings for prerequisites)*</b>		
<b>Area</b>	<b>Hours</b>	<b>To be selected from:</b>
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
Mathematics	3	Either MATH 1513 PreCalculus Algebra or MATH 1473 Applied Mathematics
Science	3-4	Science
Lab Science	4-5	Lab Science
		*Course has prerequisite. See Course Description section of catalog.
<b>PROGRAM REQUIREMENTS</b>		
<b>24 HOURS</b>		
College Orientation	1	EDUC 1111
<b>Core Courses: Physical Education (14 hours)</b>		
Personal Health	3	HLTH 1113
First Aid/Responding to Emergencies	3	HLTH 1123
Care & Prevention of Athletic Injuries	3	HLTH 2383
Motor Learning	2	PHED 2512
Foundations of Physical Education	3	PHED 2133
<b>Health &amp; Wellness (6 hours)</b>		
Medical Terminology	3	NURS 1003
Introduction to Nutrition	3	FCSE 1213
<b>Electives (3 Hours)</b>		
Strategies for Success	3	EDUC 1113
Theory of Coaching Baseball <i>OR</i>	2	PHED 2142 <i>Or</i>
Theory of Coaching Basketball	2	PHED 2152
Legal Aspects of Sports	3	PHED 2223
Sports Officiating	2	PHED 2562
Health of School Child	3	HLTH 2313
Community Health	3	HLTH 2353
Sports Nutrition	3	PHED 1813
<b>Total Hours: 61</b>		



# DIVISION OF MATHEMATICS & SCIENCE

## Major: Physical Science

Requirements for Students for Academic Year 2020-2021

ASSOCIATES of SCIENCE

GENERAL EDUCATION REQUIREMENTS 27 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Electives	3 - 4	One course from the following: Psychology, Sociology, Foreign Language or Fine Arts
		*Course has prerequisite. See Course Description section of catalog.
PROGRAM REQUIREMENTS 34 HOURS		
College Orientation	1	EDUC 1111
Chemistry (10 Hours)		
General Chemistry I	5	CHEM 1315*
General Chemistry II	5	CHEM 1515*
Physics (8 Hours)		
<b>Group 1</b> General Physics I General Physics II	4 4	PHYS 1114* PHYS 1214*
<i>Or</i> <b>Group 2</b> Engineering Physics I Engineering Physics II	4 4	PHYS 2014* PHYS 2234*
Mathematics (13-14 Hours)		
<i>Choose 1 of the following:</i>		
<b>Group 1</b> PreCalculus Algebra Trigonometry Calculus I Calculus II	3 3 4 4	MATH 1513 MATH 1613* MATH 2214* MATH 2234*
<b>Group 2</b> College Algebra & Trigonometry Calculus I Calculus II	5 4 4	MATH 1715* MATH 2214* MATH 2234*
Program Electives 0-1 HOURS		
General Geology Elementary Statistics Math Structures Modeling: Geometry & Measurement	4 3 3 3	GEOL 1114 STAT 2013 MATH 1493 MATH 2213*
<b>Total Hours: 61</b>		



# DIVISION OF NURSING AND ALLIED HEALTH

## Major: **Physical Therapist Assistant**

Requirements for Students for Academic Year 2020-2021

### ASSOCIATE of APPLIED SCIENCE

GENERAL EDUCATION REQUIREMENTS 36 HOURS (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication or COMS 1133 Fundamentals of Comp Usage
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	MATH 1473 Applied Mathematics or MATH 1513 College Algebra
Technical Support Courses	4	BIOL 1114 General Biology
Technical Support Courses	4	BIOL 2104 Human Anatomy
Technical Support Courses	4	BIOL 2114 Human Physiology
Technical Support Courses	3	NURS 1003 Medical Terminology
Behavioral Science	3	PSYC 1113 Introduction to Psychology
TECHNICAL OCCUPATIONAL SPECIALITY COURSES 34 HOURS (Check Catalog listings for prerequisites)*		
CORE COURSES: ICTC		
Semester 1		
Introduction to Physical Therapy	1	PTAT 1011
Kinesiology for Physical Therapist Assistants (with lab)	2	PTAT 1012
Pathophysiology for Physical Therapist Assistants	2	PTAT 1122
Basic Patient Care Skills (with lab)	3	PTAT 1203
Therapeutic Exercise I (with lab)	3	PTAT 1033
Physical Agents (with lab)	3	PTAT 1023
Semester 2		
Clinical Procedures (with lab)	2	PTAT 1232
Therapeutic Exercise II (with lab)	3	PTAT 2033
Clinical Practice I	2	PTAT 1212
Semester 3		
Neurology and Rehabilitation for Physical Therapist Assistants (with lab)	3	PTAT 2043
Orthopedic Management for Physical Therapist Assistants	1	PTAT 2011
Clinical Practice II	4	PTAT 2124
Professional Issues	1	PTAT 2121
Clinical Practice III	4	PTAT 2134
<b>Total Hours: 70</b>		

CSC-ICTC PTA Program at Connors State College – Indian Capital Technology Center is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; Phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.captconlien.org>. If needing to contact the program/institution directly, please call 918-913-3928 or email [sarah.foster@ictech.edu](mailto:sarah.foster@ictech.edu).



# DIVISION OF NURSING AND ALLIED HEALTH

## Major: Nursing (AAS)

Requirements for Students for Academic Year 2020-2021

### ASSOCIATE of APPLIED SCIENCE

GENERAL EDUCATION REQUIREMENTS		
30 HOURS (Minimum)		
(Check Catalog listings for prerequisites)**		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Psychology	3	PSYC 1113 Intro to Psychology
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Nutrition	3	FCSE 1213 Introductions to Nutrition
Sciences	8	BIOL 1314 Anatomy & Physiology I* BIOL 1324 Anatomy & Physiology II* OR BIOL 2104 Anatomy* BIOL 2114 Physiology* (Note: Cannot Mix A&P I & AP II with stand along Anatomy & Physiology)
Science	4	BIOL 2124 General Microbiology*
Program Requirements Traditional Nursing Students		
42 HOURS		
Traditional Nursing Students (Requires Acceptance Into the Nursing Program)	7	NURS 1117 Foundations in Nursing*
	2	NURS 1132 Math for Nurses*
	8	NURS 1228 Adaptation of the Family*
	3	NURS 1223 Clinical Practicum*
	7	NURS 2137 Maladaptive States I*
	3	NURS 2133 Clinical Practicum I*
	7	NURS 2247 Maladaptive States II*
	3	NURS 2243 Clinical Practicum II*
	2	NURS 2252 Trends & Issues*
Program Requirements Career Ladder Nursing Students		
25 Hours		
Career Ladder Nursing Students (Requires Acceptance Into the Nursing Program)	3	Pass Dosage Calculation Exam NURS 2333 Transitions to Professional Nursing *# Career Ladder students are required to take 3 hours in addition to prerequisites for role transition.
	7	NURS 2137 Maladaptive States I*
	3	NURS 2133 Clinical Practicum I*
	7	NURS 2247 Maladaptive States II*
	3	NURS 2243 Clinical Practicum II*
	2	NURS 2252 Trends & Issues*
Guided Electives		
(Recommended not required)		
Medical Terminology	3	NURS 1003 Medical Terminology
Success in Nursing	2	NURS 1002 Success in Nursing
ONL-Study of Diseases and Disorder	3	NURS 1113 Study of Disease and Disorders
ONL-Lab and Diagnostics	2	NURS 1112 Lab and Diagnostics
ONL-Pharmacology	2	NURS 1232 Pharmacology
<b>Total Hours: 72</b>		

**NOTE:** Students who plan to transfer to a (2 + 2) RN to BSN program after graduating from CSC Nursing Program will need to refer to the curriculum requirements for the Associates in Sciences Degree in Nursing.



# DIVISION OF NURSING AND ALLIED HEALTH

## Major: **Nursing (AS)**

Requirements for Students for Academic Year 2020-2021  
ASSOCIATE of SCIENCE

GENERAL EDUCATION REQUIREMENTS 42 HOURS (Minimum) (Check Catalog listings for prerequisites)**		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Psychology	3	PSYC 1113 Intro to Psychology
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Nutrition	3	FCSE 1213 Introductions to Nutrition
Sciences	8	BIOL 1314 Anatomy & Physiology I* BIOL 1324 Anatomy & Physiology II* OR BIOL 2104 Anatomy* BIOL 2114 Physiology* (Note: Cannot Mix A&P I & AP II with stand along Anatomy & Physiology)
Science	4	BIOL 2124 General Microbiology*
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Mathematics	3	MATH 1473 Applied Mathematics or MATH 1513 Pre-Calculus Algebra
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage
Program Requirements Traditional Nursing Students 43 HOURS		
Traditional Nursing Students (Requires Acceptance into the Nursing Program)	1	EDUC 1111 Orientation
	7	NURS 1117 Foundations in Nursing*
	2	NURS 1132 Math for Nurses*
	8	NURS 1228 Adaptation of the Family*
	3	NURS 1223 Clinical Practicum*
	7	NURS 2137 Maladaptive States I*
	3	NURS 2133 Clinical Practicum I*
	7	NURS 2247 Maladaptive States II*
	3	NURS 2243 Clinical Practicum II*
	2	NURS 2252 Trends & Issues*
Program Requirements Career Ladder Nursing Students 26 Hours		
Career Ladder Nursing Students (Requires Acceptance into the Nursing Program)	1	EDUC 1111 Orientation
	3	Pass Dosage Calculation Exam NURS 2333 Transitions to Professional Nursing*
	7	NURS 2137 Maladaptive States I*
	3	NURS 2133 Clinical Practicum I*
	7	NURS 2247 Maladaptive States II*
	3	NURS 2243 Clinical Practicum II*
	2	NURS 2252 Trends & Issues*
Guided Electives (Recommended not required)		
Medical Terminology	3	NURS 1003 Medical Terminology
Success in Nursing	2	NURS 1002 Success in Nursing
Chemistry	5	CHEM 1315 Chemistry I*
Elementary Statistics	3	STAT 2013 Elementary Statistics
ONL-Study of Diseases and Disorder	3	NURS 1113 Study of Disease & Disorders
ONL-Lab and Diagnostics	2	NURS 1112 Lab and Diagnostics
ONL-Pharmacology	2	NURS 1232 Pharmacology
<b>Total Hours: 85</b>		

**NOTE:** Students who plan to transfer to a (2 + 2) RN to BSN program after graduating from CSC Nursing Program will need to follow the above curriculum requirements for an Associate in Sciences in Nursing.



# DIVISION OF NURSING AND ALLIED HEALTH

## Major: Occupational Therapy Assistant

Requirements for Students for Academic Year 2020-2021

ASSOCIATE of APPLIED SCIENCE

GENERAL EDUCATION REQUIREMENTS		
30 HOURS		
(Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Mathematics	3	MATH 1513 College Algebra
Science	4	BIOL 1114 General Biology
Science	8	BIOL 2104 Human Anatomy* BIOL 2114 Human Physiology*
Behavioral Science	3	PSYC 1113 Introduction to Psychology
Program Requirements		
37 HOURS		
(Check Catalog listings for prerequisites)*		
CORE COURSES		
Technical Occupational Support		
6 Hours		
Medical Terminology	3	NURS 1003
Developmental Psychology	3	PSYC 2313*
Technical Occupational Specialty (ICTC)		
19 Hours		
Introduction to OT w/lab	2	OTAT 1012
Disease Pathology	1	OTAT 2211
Fieldwork IA	1	OTAT 2021
Kinesiology for OT w/lab	2	OTAT 1022
Physical Dysfunction & Treatment	2	OTAT 2112
Therapeutic Activities w/lab	1	OTAT 2101
Health Care Systems & OT Management	2	OTAT 2002
Fieldwork IB	1	OTAT 2121
Pediatric Care in OT w/lab	2	OTAT 2132
Therapeutic Media	1	OTAT 1101
Psychosocial Dysfunction & Treatment	2	OTAT 2152
Eldercare in OT	2	OTAT 2142
Technical Occupational Related Courses		
12 Hours		
Fieldwork IIA	6	OTAT 2206
Fieldwork IIB	6	OTAT 2216
		A felony conviction may affect a graduate's ability to take the NBCOT certification examination or attain state licensure. The National Board for Certification in Occupational Therapy (NBCOT) offers an "early determination" review to individuals with a felony background who are considering entering an educational program. For further information call (301) 990-7979 or visit their website at <a href="http://www.nbcot.org">www.nbcot.org</a> .
Total Hours: 67		





# DIVISION OF SOCIAL SCIENCES

## Major: **Child Development**

Requirements for Students for Academic Year 2020-2021

ASSOCIATES of ARTS

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage
Electives	3	At least one course from the following: Psychology, Sociology, Foreign Language or Fine Arts
Mathematics	3	College Level Math – (MATH 1493 or MATH 2113 recommended)
Science	3-5	BIOL 1114 General Biology
Lab Science	4-5	GPS 1103 General Physical Science and GPS 1101 Lab
		*Course has prerequisite. See Course Description section of catalog.
PROGRAM REQUIREMENTS 16 HOURS		
College Orientation	1	EDUC 1111
Core Courses: Child Development (15 Hours)		
Professional Preparation	3	CHDV 1113*
Health & Safety Young Child	3	CHDV 1323*
Child Growth & Development	3	CHDV 2523
Guidance of the Young Child	3	CHDV 2533
Child & Family in Society	3	CHDV 2563
		*If CDA certification was obtained prior to enrollment, an elective may be substituted.
Electives (8 Hours)		
Creative Experience for Young Children	3	CHDV 2223
Math, Science, and Social Studies	3	CHDV 2233
Language & Literacy Development	3	CHDV 2243
Program Planning	3	CHDV 2553
Children with Special Needs	3	CHDV 2573
Infant/Toddler Programs	3	CHDV 2593
Marriage and Family Development	3	CHDV 2623
Infancy and Early Development	3	CHDV 2633
Parenting	3	CHDV 2653
Total Hours: 61		



# DIVISION OF SOCIAL SCIENCES

## Major: History

Requirements for Students for Academic Year 2020-2021

ASSOCIATES of ARTS

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Mathematics	3	Either MATH 1513 PreCalculus Algebra or MATH 1473 Applied Mathematics
Science	3-5	Science
Lab Science	4-5	Science with a lab
Electives	3	At least one course from the following: Psychology, Sociology, Foreign Language or Fine Arts
PROGRAM REQUIREMENTS 25 HOURS (Check catalog course listings for prerequisites)		
College Orientation	1	EDUC 1111
Core Courses: History (12 Hours)		
Oklahoma History	3	HIST 1113
Early Civilization	3	HIST 1223
Modern Civilization	3	HIST 1323
American History from 1865	3	HIST 1493
Geography (3 Hours)		
Introduction to Geography	3	GEOG 2243
Political Science (3 Hours)		
State & Local Government	3	POLS 2113
Electives (6 Hours)		
Macroeconomics	3	BUSN 2113
Business Law I	3	BUSN 2123
Microeconomics	3	BUSN 2213*
Black History	3	HIST 2223
Special Topics	3	HIST 2303
Native American History	3	HIST 2423
Introduction to Psychology	3	PSYC 1113
Introduction to Psychology of Adjustment	3	PSYC 2113*
Developmental Psychology	3	PSYC 2313*
Principles of Sociology	3	SOCI 1113
Social Problems	3	SOCI 2323*
Introduction to Social Services	3	SOCI 2413*
Introduction to Counseling	3	SOCI 2313*
Sociology of the Family	3	SOCI 2423*
Social Psychology	3	SOCI 2523*
*For required course, see Advisor and catalog of transfer institution.		
Total Hours: 62		



# DIVISION OF SOCIAL SCIENCES

**Major: Pre-Law**

*Requirements for Students for Academic Year 2020-2021*  
**ASSOCIATES of ARTS**

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Mathematics	3	Either MATH 1513 PreCalculus Algebra <i>or</i> MATH 1473 Applied Mathematics
Science	3-5	Science
Lab Science	4-5	Science with a lab
Electives	3	At least one course from the following: Psychology, Sociology, Foreign Language <i>or</i> Fine Arts
PROGRAM REQUIREMENTS 24 HOURS (Check catalog course listings for prerequisites)		
College Orientation	1	EDUC 1111
Core Courses: Business (15 Hours)		
Macroeconomics	3	BUSN 2113
Business Law I	3	BUSN 2123
Microeconomics	3	BUSN 2213*
Financial Accounting	3	BUSN 2543
Managerial Accounting	3	BUSN 2643*
Political Science (3 Hours)		
State & Local Government	3	POLS 2113
Criminal Justice (6 Hours)		
Criminal Law I	3	CJPS 2013*
Criminal Law II	3	CJPS 2023*
Electives (0-3 Hours)		
Introduction to Criminal Justice	3	CJPS 1303
Criminal Evidence	3	CJPS 2033*
Criminal Procedures	3	CJPS 2043*
Criminal Investigations	3	CJPS 2063*
Oklahoma History	3	HIST 1113
Early Civilization	3	HIST 1223
Modern Civilization	3	HIST 1323
American History to 1876	3	HIST 1483
American History from 1876	3	HIST 1493
Introduction to Psychology	3	PSYC 1113
Intro to Psychology of Adjustment	3	PSYC 2113*
Developmental Psychology	3	PSYC 2313*
Principles of Sociology	3	SOCI 1113
Social Problems	3	SOCI 2323*
*For required course, see Advisor and catalog of transfer institution.		
Total Hours: 61		



# DIVISION OF SOCIAL SCIENCES

## Major: Psychology

Requirements for Students for Academic Year 2020-2021

ASSOCIATES of ARTS

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Mathematics	3	Either MATH 1513 PreCalculus Algebra or MATH 1473 Applied Mathematics
Science	3-5	Science
Lab Science	4-5	Science with a lab
Social Science Elective	0-3	Social Sciences
Liberal Arts Elective	0-3	Liberal Arts
PROGRAM REQUIREMENTS 24 HOURS (Check catalog course listings for prerequisites)		
College Orientation	1	EDUC 1111
Core Courses: Psychology (16 Hours)		
Introduction to Psychology	3	PSYC 1113
Psychology of Adjustment	3	PSYC 2113*
Personality Psychology	3	PSYC 2213*
Developmental Psychology	3	PSYC 2313*
Social Psychology	3	PSYC 2543*
Introduction to Counseling	3	SOCI 2313**
<i>*Pre-requisite: PSYC 1113 Introduction to Psychology or Introduction</i>		<i>(PSYC 1113 Required/Choose 4 of the 5 remaining options)</i>
<i>** Pre-requisite either PSYC 1113 or SOCI 1113</i>		
Guided Electives (8 Hours)		
Special Topics	3	PSYC 2300
Principles of Sociology	3	SOCI 1113
Introduction to Social Sciences	3	SOCI 2113*
Social Problems	3	SOCI 2323*
Introduction to Cultural Anthropology	3	SOCI 2413*
Principles of Listening	3	SPCH 1013
Elementary Statistics	3	STAT 2013
Total Hours: 61		



# DIVISION OF SOCIAL SCIENCES

**Major: Sociology**

**Option: Criminal Justice/Police Science**

*Requirements for Students for Academic Year 2020-2021*

**ASSOCIATES of ARTS**

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Mathematics	3	Either MATH 1513 PreCalculus Algebra or MATH 1473 Applied Mathematics
Science	3-5	Science
Lab Science	4-5	Science with a lab
Social Science Elective	3-4	At least one course from the following: Psychology, Sociology, Foreign Language or Fine Arts
PROGRAM REQUIREMENTS 24 HOURS (Check catalog course listings for prerequisites)		
College Orientation	1	EDUC 1111
Core Courses: Criminal Justice/Police Science (21 Hours)		
Introduction to Criminal Justice	3	CJPS 1303
Criminal Law I	3	CJPS 2013*
Criminal Law II	3	CJPS 2023*
Police Report Writing	3	CJPS 2033*
Criminal Procedures	3	CJPS 2043*
Criminal Investigation	3	CJPS 2063*
Street Survival	3	CJPS 2073*
Guided Electives (0-3 Hours)		
Macroeconomics	3	BUSN 2113
Microeconomics	3	BUSN 2213*
Special Topics	3	CJPS 2300
Introduction to Geography	3	GEOG 2243
Black American History	3	HIST 2223
US Indian History	3	HIST 2423
Introduction to Psychology	3	PSYC 1113
Intro to Psychology of Adjustment	3	PSYC 2113*
Developmental Psychology	3	PSYC 2313*
Principles of Sociology	3	SOCI 1113
Introduction to Social Services	3	SOCI 2113*
Intro to Counseling	3	SOCI 2313*
Social Problems	3	SOCI 2323*
Introduction to Cultural Anthropology	3	SOCI 2413*
Sociology of the Family	3	SOCI 2423*
Social Psychology	3	SOCI 2523*
*For required course, see Advisor and catalog of transfer institution.		
Total Hours: 61		



# DIVISION OF SOCIAL SCIENCES

**Major: Sociology**

**Option: Pre-Social Work**

*Requirements for Students for Academic Year 2020-2021*

**ASSOCIATES of ARTS**

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Mathematics	3	Either MATH 1513 PreCalculus Algebra or MATH 1473 Applied Mathematics
Science	3-5	Science
Lab Science	4-5	Science with a lab
Social Science Elective	0-3	Social Sciences
Liberal Arts Elective	0-3	Liberal Arts
PROGRAM REQUIREMENTS 24 HOURS (Check catalog course listings for prerequisites)		
College Orientation	1	EDUC 1111
Core Courses: Sociology (18 Hours)		
Principles of Sociology	3	SOCI 1113
Introduction to Social Sciences	3	SOCI 2113*
Introduction to Counseling	3	SOCI 2313*
Social Problems	3	SOCI 2323*
Introduction to Cultural Anthropology	3	SOCI 2413*
Sociology of the Family	3	SOCI 2423*
*For required courses, see advisor and catalog of transfer institution.		
Core Courses: Psychology (3 Hours)		
Introduction to Psychology	3	PSYC 1113
Guided Electives (3 Hours)		
Macroeconomics	3	BUSN 2113
Microeconomics*	3	BUSN 2213
Introduction to Psychology of Adjustment	3	PSYC 2113*
Developmental Psychology	3	PSYC 2313*
Social Psychology	3	SOCI 2523*
*For required courses, see advisor and catalog of transfer institution.		
Total Hours: 61		



# DIVISION OF SOCIAL SCIENCES

**Major: Sociology**

**Option: Pre-Professional Sociology**

*Requirements for Students for Academic Year 2020-2021*

**ASSOCIATES of ARTS**

GENERAL EDUCATION REQUIREMENTS 37 HOURS (Minimum) (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
Communication	3	SPCH 1113 Intro to Oral Communication
American History	3	HIST 1483 US History to 1865 <i>or</i> HIST 1493 US History since 1865
US Government	3	POLS 1113 Amer. Federal Government
Humanities	6	Any course designated (H) (See course descriptions for designations.)
Computer Literacy	3	COMS 1133 Fund. Of Computer Usage AGRI 2113 Microcomputers in Agriculture
Mathematics	3	Either MATH 1513 PreCalculus Algebra or MATH 1473 Applied Mathematics
Science	3-5	Science
Lab Science	4-5	Science with a lab
Social Science Elective	0-3	Social Sciences
Liberal Arts Elective	0-3	Liberal Arts
PROGRAM REQUIREMENTS 24 HOURS (Check catalog course listings for prerequisites)		
College Orientation	1	EDUC 1111
Core Courses: Sociology (18 Hours)		
Principles of Sociology	3	SOCI 1113
Introduction to Social Sciences	3	SOCI 2113*
Introduction to Counseling	3	SOCI 2313*
Social Problems	3	SOCI 2323*
Introduction to Cultural Anthropology	3	SOCI 2413*
Sociology of the Family	3	SOCI 2423*
*For required courses, see advisor and catalog of transfer institution.		
Core Courses: Psychology (3 Hours)		
Introduction to Psychology	3	PSYC 1113
Guided Electives (3 Hours)		
Psychology of Adjustment	3	PSYC 2113*
Developmental Psychology	3	PSCY 2313*
Social Psychology	3	SOCI 2523*
Elementary Statistics	3	STAT 2013*
*For required courses, see advisor and catalog of transfer institution.		
Total Hours: 61		





# DIVISION OF SOCIAL SCIENCES

## Certificate of Mastery (CM) Child Development

## Certificate of Achievement (CA) Child Development

*Requirements for Students for Academic Year 2020-2021*

Certificate of Mastery (CM) Child Development 18 HOURS (Check Catalog listings for prerequisites)*		
Area	Hours	To be selected from:
English Composition	3	ENGL 1113 Comp I
<b>Child Development Requirements (15 Hours)</b> <b>Pick 5 CHDV classes below:</b> (Check Catalog listings for prerequisites)*		
Professional Preparation	3	CHDV 1113*
Health & Safety of Young Child	3	CHDV 1323*
Child Growth & Development	3	CHDV 2523
Guidance of Young Children	3	CHDV 2533
Child & Family in Society	3	CHDV 2563
Creative Experiences for Young Children	3	CHDV 2223
Math, Science, and Social Studies	3	CHDV 2233
Language & Literacy Development	3	CHDV 2243
Program Planning	3	CHDV 2553
Children with Special Needs	3	CHDV 2573
Marriage & Family Development	3	CHDV 2623
Infancy & Early Development	3	CHDV 2633
Parenting	3	CHDV 2653
*If CDA certification was obtained prior to enrollment, an elective may be substituted.		
Certificate of Achievement (CA) Child Development 33 HOURS (Check catalog course listings for prerequisites)		
English Composition	3	ENGL 1113 Comp I
<b>Child Development Requirements (30 Hours)</b> <b>Pick 10 CHDV classes below:</b> (Check catalog course listings for prerequisites)		
Professional Preparation	3	CHDV 1113*
Health & Safety of Young Child	3	CHDV 1323*
Child Growth & Development	3	CHDV 2523
Guidance of Young Children	3	CHDV 2533
Child & Family in Society	3	CHDV 2563
Creative Experiences for Young Children	3	CHDV 2223
Math, Science, and Social Studies	3	CHDV 2233
Language & Literacy Development	3	CHDV 2243
Program Planning	3	CHDV 2553
Children with Special Needs	3	CHDV 2573
Marriage & Family Development	3	CHDV 2623
Infancy & Early Development	3	CHDV 2633
Parenting	3	CHDV 2653
*If CDA certification was obtained prior to enrollment, an elective may be substituted		
<b>Total Hours: Certificate of Mastery (CM) 18/Certificate of Achievement (CA) 33</b>		



# DIVISION OF NURSING AND ALLIED HEALTH

## Embedded Certification of Eligibility for **Certified Nursing Assistant (CNA)**

## Embedded Certification for Eligibility for **Licensed Practical Nursing (LPN)**

*Requirements for Students for Academic Year 2020-2021*

<b>Embedded Certification of Eligibility for Certified Nursing Assistant (CNA)</b> <b>30 HOURS</b> (Check Catalog listings for prerequisites)*		
<b>General Education Requirements (9 Hours)</b>		
<b>Area</b>	<b>Hours</b>	<b>To be selected from:</b>
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II*
US Government	3	POLS 1113 Amer. Federal Government
<b>Support and Related Courses (14 Hours)</b>		
Anatomy and Physiology I	4	+BIOL 1314
Anatomy and Physiology II	4	+BIOL 1324
Introduction to Nutrition	4	+FCSE 1213
Introduction to Psychology	4	+PSYC 1113 +Must be completed with a "C" or higher.
<b>Program Requirements (Certification Eligibility 7 Hours)</b>		
Foundations of Nursing	7	+#NURS 1117 #Requires acceptance into the Nursing Program +Must be completed with a "C" or higher.
<b>Embedded Certification of Eligibility for Licensed Practical Nurse (LPN)</b> <b>30 Hours</b> (Check catalog course listings for prerequisites)		
<b>General Education Requirements (10 Hours)</b>		
Anatomy and Physiology II	3	+BIOL 1324
Introduction to Nutrition	3	+FCSE 1213
Introduction to Psychology	3	+PSYC 1113 +Must be completed with a "C" or higher.
<b>Program Requirements (Certification Eligibility 20 Hours)</b>		
<b>Courses: Options (12 Hours)</b>		
Foundations of Nursing	7	+#NURS 1117
Math for Nurses	3	+#NURS 1123
Adaptations of the Family	8	+#NURS 1228
Clinical Practicum	3	+#NURS 1223 #Requires acceptance into the Nursing Program +Must be completed with a "C" or higher.
<b>Total Hours: Certified Nursing Assistant (CNA 30 Hours)/Licensed Practical Nurse (LPN 30 Hours)</b>		



# DIVISION OF AGRICULTURE

## Certificate of Achievement (CA) Agricultural Equine Technology

*Requirements for Students for Academic Year 2020-2021*

<b>Certificate of Achievement (CA) Agriculture Equine Technology</b> <b>Minimum Certificate Hours 30 HOURS</b> (Check Catalog listings for prerequisites)*		
<b>Equine Technology Course Requirements (10 Hours)</b>		
<b>Area</b>	<b>Hours</b>	<b>To be selected from:</b>
Basic Care and Training	5	AGEQ 1225
Advanced Care and Training	5	AGEQ 1235
<b>Certificate Program Additional Hours (10 hrs. required)</b> Select any combination of courses below to satisfy 10 credit hours.		
Specialized Equine Training	5	AGEQ 2225
Advanced Performance Training	5	AGEQ 2235
Skeletal Equine Anatomy & Tech	3	AGEQ 1113
Internal Equine Anatomy & Tech	3	AGEQ 1123
Rodeo Sports & Equine Performance	2	AGEQ 2412
Adv. Rodeo Sports & Equine Performance	2	AGEQ 2422
Equine Advertising and Marketing	3	AGEQ 2123
Equine Breeding & Management	3	AGEQ 2133
Any AGEQ Special Topics	1 to 3	AGEQ 2301 to 2303
<b>Support and Related Courses (10 Hours)</b> (Check Catalog listings for prerequisites)*		
Intro. To Agriculture Economics	3	AGEC 1113
Microcomputers Tech in Agriculture	3	AGRI 2113
Agriculture Orientation	1	AGRI 1111
Career Development in Agriculture	1	AGRI 2041
Intro to Horticulture	3	HORT 1013
Fund. Of Soil Science	4	AGRO 2124
English Comp I	3	ENGL 1113
English Comp II	3	ENGL 1213*
History of US <i>or</i>	3	HIST 1483 <i>or</i>
History of US		HIST 1493
American Federal Government	3	POLS 1113
Humanities (2 courses)	6	Any course with a humanities designation (H) Check catalog course descriptions
<b>Total Hours: Certificate of Achievement (CA) 30</b>		

## Course Descriptions

All course descriptions are arranged in alphabetical order by course or program prefix, then by numerical order within the prefix.

Included in the description is the course prefix and number, name of course, number of credit hours, brief overview of course content, any required course prerequisites, the semester the course is offered and general education codes, if warranted.

**Course Numbering**--Each course carries a four-digit number. The first digit indicates the class year in which the course is usually taken; the second and third digits identify the course within the subject field; and the last digit indicates the number of credit hours the course carries. A course number beginning with "0" indicates that the course does not carry credit hours applicable to a degree.

**General Education Codes**--Code letters identify courses used to fulfill general education requirements in humanities and social science. These letters appear preceding the course description.

(H) = Humanities      (L) = Scientific Investigation      (N) = Natural Science  
(S) = Social Science      (A) = Analytical & Quantitative Thought

**The Code:** - The following codes listed after each course description indicates when the course will normally be offered.

**FA**-Indicates the course is offered during the fall semester only.

**SP**-Indicates the course is offered during the spring semester only.

**SU**-Indicates the course is offered during the summer semester.

<b>Agriculture Communications (AGCM)</b>	
<b>AGCM 2113 – Introduction to Agricultural Communications</b>	3 Credits
Class 3. <i>Prerequisite: ENGL 1113</i> - This course focuses on the fundamentals of agricultural news writing and other communication methods. Students will learn about careers in and the role of the media in agriculture and related fields. Offered on alternating semesters.	
<b>AGEC 2313- Food Marketing to a Diverse Population</b>	3 Credits
(D) <i>Prerequisite:</i> None. Food and beverage demand and preferences of socially and ethnically constructed groups in American Society. Real life issues of marketing to a diverse population, including Native, Asian, African and Hispanic Americans, and low-income populations.	
<b>Agriculture Economics (AGEC)</b>	
<b>AGEC 1113 (S) - Introduction to Agriculture Economics</b>	3 Credits
(S) Class 3 ( <i>Prerequisite:</i> Completion of Math Readiness) Economic theory of production, marketing, and consumption of agricultural products and natural resources. The role and structure of agricultural sciences and natural resources within the American economy. Policies to achieve efficiency and welfare goals in agriculture. Offered in spring and fall semesters.	
<b>Agriculture Education (AGED)</b>	
<b>AGED 2011 -Topics and Issues in Agricultural Education</b>	1 Credits
Class 1. An exploration into the world of teaching secondary agricultural education with a focus on the role and purpose of the comprehensive agricultural education program. Observation of teachers in an experiential manner by actively interviewing agricultural education teachers, school principals, and appropriate state staff; assisting with FFA activities; and observing students' SAE opportunities. Offered Spring Semester only.	
<b>Agriculture Engineering (AGEN)</b>	
<b>AGEN 1123-Engineering in Agriculture</b>	3 Credits
Class 3. A study of the use of machines, power, and engineered systems for the production and processing of agricultural products. Applications are made in land and water resources development and utilization. Offered fall semester only.	
<b>Agriculture Equine Technology (AGEQ)</b>	
<b>AGEQ 1113-Skeletal Equine Anatomy and Technology</b>	3 Credits
Class 3. The course is a survey of the structure of the horse. The student is required to learn all bones, muscles, and tendons in the anatomy and physiology of the horse. This course also includes basic health indications and first aid treatments. Offered Fall Semester.	
<b>AGEQ 1123 – Internal Equine Anatomy and Technology</b>	3 Credits
Course includes the study of the respiratory, circulatory, digestive, urinary, and nervous systems. Additional topics include basic genetics and a practical study of feeds, nutrition, and ration balancing. Offered spring semester. (SP)	
<b>AGEQ 1132- Equine Evaluation</b>	2 Credits

Class 1, Lab 3. The study of equine selection procedures as a form to function process. Incorporates the application of oral reasons.	
<b>AGEQ 1225 – Basic Care and Training</b>	5 Credits
Class 0, Lab 15. <i>Consent of the instructor needed.</i> This course has two sections. Section 1, Western Equitation, develops student's basic riding skills and prepares them for colt training in AGEQ 1235 – <i>Advanced Care and Training</i> course. Section 2, students care for, gentle, and train an unbroken horse. Offered Fall Semester.	
<b>AGEQ 1235 – Advanced Care and Training</b>	5 Credits
Class 0, Lab 15. <i>Prerequisite: AGEQ 1225 - Basic Care and Training Technology. Consent of the instructor needed.</i> This class is divided into two sections. In each section students will be assigned a green-break colt to advance beyond the objectives of AGEQ 1225 – <i>Basic Care and Training</i> course. Offered Spring Semester.	
<b>AGEQ 1401 – Equine behavior and Handling</b>	1 Credit
Lab 2 Prerequisites: None. Equine management techniques – understanding equine behavior and anatomy. Basic equine handling, management principles, hoof care, dental care, first aid and wound care. Introduction to behavior and training of the horse, techniques of safe handling based on the principles of equine behavior.	
<b>AGEQ 2123 – Equine Advertising and Marketing</b>	3 Credits
Class 3. This course is designed to study and understand the skills and knowledge needed to advertise and sell horses. It includes the study of different methods of sale and advertising media layout. Offered Fall Semester.	
<b>AGEQ 2133 - Equine Breeding and Management</b>	3 Credits
Class 3. A course designed to review the reproductive systems of the horse. Includes field trips to various breeders to study breeding methods. Offered Spring Semester.	
<b>AGEQ 2142 - Equine Halter &amp; Performance Evaluation</b>	2 Credits
Class 1, Lab 3. Students will be given the opportunity to apply the basic techniques of Equine Evaluation as it pertains to actual judging experience. It includes evaluation of conformation and performance, and expression of oral reasons.	
<b>AGEQ 2225 - Specialized Equine Training</b>	5 Credits
Class 0, Lab 15. <i>Prerequisite: AGEQ 1235 – Advanced Care and Training. Consent of the instructor needed.</i> This course is divided into two sections. Section 1, English Equitation, introduces students to beginning English equitation. Proper body, hand, and leg placement and control are stressed. In Section 2, the student is required to advance a horse beyond the objectives of AGEQ 1235 – <i>Advanced Care and Training</i> . Upon selection of the approach that best meets the students' interests, students will advance a horse from a "pleasure" or a "working performance" approach, both disciplines advancing toward a "more finished" horse. Offered Fall Semester	
<b>AGEQ 2235 - Advanced Performance Training</b>	5 Credits
Class 0, Lab 6. <i>Prerequisite: AGEQ 1225 – Basic Care and Training, AGEQ 1235 – Advanced Care and Training, and AGEQ 2225 – Specialized Equine Training, or consent of the instructor.</i> Students will be assigned a green-break horse to advance beyond the objectives met in AGEQ 1225 – <i>Basic Care and Training</i> , and AGEQ 1235 – <i>Advanced Care and Training</i> . Offered Spring Semester.	
<b>AGEQ 2245 - Equine Externship</b>	5 Credits
Class 0, Lab 20. <i>Prerequisite: Completion of all required courses in the Equine Technology Program or completion of the freshman year. Externship may be assigned during summer between freshman and sophomore years. Must have consent of the instructor.</i> Students will be placed under the guidance of a prominent horseman in the industry who specializes in the students' main area of interest. At the end of the externship, the student will return to the campus for a seminar and analysis.	
<b>AGEQ 2250 - Individual Practicum</b>	1-5 Credits
Lab Varies. <i>Prerequisites: Completion of all required courses in the Equine Technology Program. Consent of the instructor needed.</i> Designed to meet the needs of individual students who are not participating in the Externship Program. The student will green-break a horse and continue with it through advanced training under minimal supervision.	
<b>AGEQ 2300 - Special Topics (Equine)</b>	1-5 Credits
<i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in Equine Technology. Individual and/or group study. May be repeated with a different topic.	
<b>AGEQ 2411 Agriculture Construction Braiding</b>	1 Credit
Class 1. Proper tying techniques for halter and leads. Platt Braids 3, 4,5,6,7 and 8. Industry application of Braids. Offered Spring Semester.	
<b>AGEQ 2401 Hoof Care Basics</b>	1 Credit
Class 1. Identify correct anatomy; Proper steps and skills to trim front and hind feet for the performance horse. Offered Fall Semester	
<b>AGEQ 2421 Introduction to Leatherworking</b>	1 Credit
Class 1. Beginning repair of strap goods; Basic skills in preparation, cutting out, casing, setting up and completion of simple leather project. Offered Fall Semester	
<b>AGEQ 2412 Rodeo sports and Equine Performance</b>	2 Credits
Class 0, Lab 6 Overall event horsemanship; Proper conditioning and health for specific competitive rodeo events; Safety and Daily Nutrition needs; Travel Techniques for equine. Offered Fall Semester.	
<b>AGEQ 2422 Advanced Rodeo Sports and Equine Performance</b>	2 Credits
Class 0 Lab 6 Advanced Horsemanship skills; Training Techniques; Horse Health Management; Multiple event training; Daily nutrition management skills and training; Stall Maintenance and safety. Event Horsemanship Skills. Offered spring semester.	
<b>Agriculture Leadership Development (AGLE)</b>	
<b>AGLE 1511 – Introduction to Leadership in Agricultural Sciences and Natural Resources</b>	1 Credit
Class 1. Introduction to the concept of leadership as a field of study. Emphasis placed on the application of acquired knowledge to practical problems. Offered Fall Semester.	
<b>AGLE 2303 – Agricultural Leaders in Society(S)</b>	3 Credits
Class 3. Prerequisites: None. Analysis of agricultural leaders and societal impacts. Theories of authentic leadership and values-based leadership. Organizational, community, and workforce changes including diversity.	
<b>AGLE 2403 Agricultural Leadership in a Multicultural Society (DS)</b>	3 Credits
Class 3. Prerequisites: None. The study of a leadership as it relates to a multicultural society. Cultural changes in the agricultural workplace and future impact on the industry. Personal barriers to fulfilling leadership roles in the agricultural sciences and natural resources. Skills related to managing teams in a diverse workplace specifically related to differences in gender, race and ethnicity.	
<b>Agriculture (AGRI)</b>	
<b>AGRI 1111 - Agriculture Orientation</b>	1 Credit
Class 1. Required of all agriculture students. Methods of study, advertisement, organization of curriculum, and discussion of requirements and job opportunities in the various fields of agriculture. Offered Fall Semester.	
<b>AGRI 2003 - Agriculture in the Environment</b>	3 Credits
Class 3. A study of contemporary issues related to agriculture and the environment including conservation of natural resources, water quality, use of fertilizer and chemicals, intensive animal production, animal well-being, land utilization, and use of genetically engineered plants and animals.	

<b>AGRI 2013 – (A) Elementary Statistics for Agriculture</b>	3 Credits
(A) An introductory course in the theory and methods of statistics. Descriptive measures, elementary probability, samplings, estimation, hypothesis testing, correlation and regression. Offered Spring Semester	
<b>AGRI 2041 – Career Development in Agriculture</b>	1 Credit
Class 1. Prerequisite(s): Sophomore standing. Develop personal goals in agriculture through identification of personal values, skills building, exploring professional opportunities, and networking. Offered Fall Semester	
<b>AGRI 2113 Microcomputer Techniques in Agriculture</b>	3 Credits
Class 3. An introduction to the operation and capabilities of microcomputers in agricultural applications. Course content will include the development of basic Internet skills in addition to word processing spreadsheet design and application, data management, and graphics/presentation development	
<b>AGRI 2010 Agriculture Internship</b>	1-6 Credits
Class 1-6. <i>Consent of the instructor needed.</i> An educational experience for the student to receive a working knowledge of on ranch activities and management practices. The student will be placed at a progressive cattle ranch under the guidance of the ranch manager. At the conclusion of the internship, the student will give a summative presentation of the experience. Additional requirements are addressed in the “Connors State College Agriculture Internship Program Requirements and Policies for AGRI 2010.”	
<b>AGRI 2300 - Special Topics</b>	1-5 Credits
Class 1, Lab 5. <i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in Agriculture. Individual and/or group study. May be repeated with a different topic.	
<b>AGRI 2303 – Ag Ecology and Natural Resources</b>	3 Credits
Pre-requisites: None. Introduction into general agriculture practices and their short term and long-term effect on the local to global environment. Emphasis on relationships between agriculture systems including livestock and plant production and includes effects on water and soil quality. Topics include organic systems, native and introduced species and invaders, cause and effect of agriculture practices, carbon imprint, species diversity and long-term management and maintenance practices and uses.	
<b>AGRI 2313 Surveying.</b>	3 Credits
<b>Lab 3.</b> A study of the equipment and practices used in Surveying for small areas. Common practices of plane surveying: differential, profile, and topographic leveling; field notes, accuracy and precision, error and error control and land measurement.	
<b>AGRI 2423 (H) An Analysis of American Agriculture</b>	3 Credits
(H) Overview of American Agriculture and its development from the Revolutionary period to the present and an analysis of Agriculture in the development of the nation; including ethical issues and cultural value to historic and contemporary agriculture; cultural and environmental responses and application of technology in the industry. Includes topics on Ecology, Conservation, farm programs and farm movements. Evolution of agriculture from 1800 through the 20 <sup>th</sup> century including mechanization, motorization, refrigeration, and specialization. Offered Spring or Summer Semester	
<b>Agriculture Ranch Management (AGRM)</b>	
<b>AGRM 1002 – Ranch Operations and Maintenance</b>	2 Credits
Class 3. Lab 2. An introduction to the operating techniques and current methods of constructing fences, corral design, show and sale facility design, planting for grazing systems, and farm fences, corral design, show and sale facility design, planning for grazing systems, and farm equipment maintenance. Offered spring semester.	
<b>AGRM 1112 – Show &amp; Sale Cattle Preparation</b>	2 Credits
Lab 6. A hands-on introduction to the topics of daily care, feeding, grooming, and exhibition of cattle. The students will gain practical knowledge and experience current trends and new techniques in preparation and presentation of show cattle. Offered Fall Semester	
<b>AGRM 2012– Ranch Records and Registrations</b>	2 Credits
Class 2. A study of the basic records needed for beef cattle management and registrations for purebred cattle. This course will look in depth at methods of record keeping and herd reporting for many breeds of registered cattle. <b>Offered Spring Semester</b>	
<b>AGRM 2103– Animal Health and Applied Reproduction</b>	3 Credits
Class 2. Lab 2. This course is designed to gain an understanding and hands on experience of the current methods of vaccinations, castration, dehorning, animal identification, artificial insemination, pregnancy detection, and embryo transfer in cattle. Students will obtain certification for Bovine Artificial Insemination and Palpation. Offered Fall Semester.	
<b>AGRM 2112– Advanced Show &amp; Sale Cattle Preparation</b>	2 Credits
Lab 6. Prerequisite: AGRM 1112 Show & Sale Cattle Preparation. A lab-based course covering the topics of daily care, health management, hoof trimming, clipping, and exhibition. The students will gain the advanced skills needed to be successful in the presentation of show and sale cattle. Offered Spring Semester.	
<b>AGRM 2402 – Purebred Sales Management</b>	2 Credits
Class 2. Students study the organization and management of livestock sales. Students also learn advertising, photography, ad copy layout, animal selection, catalog and animal preparation. This course also includes clerking, sales budget, receipt of payments, and transferring of registration papers.	
<b>Agronomy (AGRO)</b>	
<b>AGRO 1113 Land, Life and the Environment (N)</b>	3 Credits
<b>Prerequisites:</b> None. Provides information about soils at local, regional, national, and global scales as well as basic soil properties and how they are influenced by human activity. Discussion topics include soil's importance to world food security and human health, agricultural production, environmental quality, and sustainable ecosystems. Students will gain practical knowledge of sustainable soil management in support of the production and ecological regulator functions of the soils.	
<b>AGRO 1213- Introduction to Plant and Soil Systems</b>	3 Credits
Class 3. Introduction to the concepts of plant and soil systems including cropland, rangeland and pastureland. A systems approach to the importance of plant and soil resources to the producer, consumer and citizen; modern management and production practices; maintenance of natural resources	
<b>AGRO 1223 Plants, Genes, and Consumer</b>	3 Credits
Class 3. Issues of plant-based food production from both a scientific and a social perspective. The fundamental principles of plant growth and development; how plants function in an agro-ecosystem and how to utilize these principles to grow food in an environmentally and socially sound manner. The role of genetics and biotechnology. (No credit for Plant and Soil Sciences or Horticulture majors at OSU) (3 credits)	
<b>AGRO 2013 - Applied Plant Science</b>	3 Credits
Lab 2 Prerequisite(s): 1213 or BOT 1404 or HORT 1013. Application of agronomic principles to the management, improvement and use of plants. Structure and growth of crop plants relating to management strategies and adaptation to varying abiotic and biotic factors. Hands-on identification of crops, weeds, and seed quality factors, application of tools and techniques.	
<b>AGRO 2124 – (N) Fundamentals of Soil Science</b>	4 Credits
(N) Class 3, Lab 2. The origin, formation, composition, and classification of soils and the principal chemical, physical, and biological properties of soils in relation to plant growth, soil productivity, and land use. Offered in Spring Semester	



<b>Animal Science (ANSI)</b>	
<b>ANSI 1102 - Live Animal Evaluation</b>	2 Credits
Lab 3. Using tools for selection, including performance records, pedigree information, and visual appraisal in the evaluation of cattle, swine, sheep, horses, and poultry. Offered Fall Semester.	
<b>ANSI 1124 - Introduction to the Animal Sciences</b>	4 Credits
Class 3, Lab 2. Students are introduced to the production, marketing, and distribution of meat, milk, eggs, and other animal products. Also includes the study of commodity specialization, world need, and distribution of farm animals.	
<b>ANSI 1223 – Exploring the Science of Animal Agriculture</b>	3 Credits
Evaluation of carcasses and wholesale cuts of beef, pork, and lamb. Factors influencing grades, yields, and values in cattle, swine, and sheep.	
<b>ANSI 2122 - Advanced Live Animal Evaluation</b>	2 Credits
Lab 3. <i>Prerequisite: ANSI 1102 - Live Animal Evaluation.</i> Using basic techniques acquired in ANSI 1102 – Live Animal Evaluation, students will advance skills in the visual and objective appraisal of cattle, sheep, swine, and horse. Offered Fall Semester.	
<b>ANSI 2123 - Livestock Feeding</b>	3 Credits
Class 3. Nutrients and their functions, nutrient requirements of the various classes of livestock; composition and classification of feed stuffs and ration formulation. Offered Spring Semester.	
<b>ANSI 2233 The Meat We Eat</b>	3 Credits
Class 3 Prerequisites: None. Overview of all animal, poultry, and fish protein sources used for human consumption, but focusing on red meat. Examination of each phase of production, inspection, safety, grading, processing, preparation, and current issues of the industries. Development of an understanding of the importance of meat in the diet and part of global agriculture. Same course as FDSC 2233.	
<b>ANSI 2253 - Meat Animal and Carcass Evaluation</b>	3 Credits
Class 2, Lab 2. <i>Prerequisite: ANSI 1124 – Introduction to Animal Sciences.</i> Evaluation of carcasses and wholesale cuts of beef, pork, and lamb. Factors influencing grades, yields, and values in cattle, swine, and sheep. Offered Spring Semester.	
<b>ANSI 2402 - Purebred Sales and Promotions</b>	2 Credits
Class 2. Students study the organization and management of livestock sales. Students also learn advertising, photography, ad copy layout, animal selection, catalog and animal preparation. This course also includes clerking, sales budget, receipt of payments, and transferring of registration papers. Class will conduct performance tested bull sale. Offered Fall Semester.	
<b>FDSC 1133 – Fundamentals of Food Science</b>	3 Credits
Class 3. Food industry from producer to consumer and the current U.S. and world food situations.	
<b>FDSC 2233 The Meat We Eat</b>	3 Credits
Class 3 Prerequisites: None. Overview of all animal, poultry, and fish protein sources used for human consumption, but focusing on red meat. Examination of each phase of production, inspection, safety, grading, processing, preparation, and current issues of the industries. Development of an understanding of the importance of meat in the diet and part of global agriculture. Same course as ANSI 2233.	
<b>FDSC 2253 – Meat Animal and Carcass Evaluation</b>	3 Credits
Class 2, Lab 2. <i>Prerequisite(s): ANSI 1124.</i> Evaluation of carcasses and wholesale cuts of beef, pork, and lamb. Factors influencing grades, yields, and values in cattle, swine, and sheep. Offered Spring Semester.	
<b>Art (ART)</b>	
<b>ART 1113 - Fundamentals of Art I</b>	3 Credits
(H) Class 3. A foundation course in drawing and composition expressed through drawing. It is designed to develop the student's power of observation and graphic expression; composition expressed through drawing, emphasizing the basic art principles underlying the fine and applied arts in present day civilization.	
<b>ART 1213 - Basic Drawing I</b>	3 Credits
(H) Class 3. <i>Prerequisite: ART 1113 – Fundamentals of Art I or concurrently with ART 1113.</i> Object drawing emphasizing line, shape, form, value, and texture.	
<b>ART 1313 - Basic Color and Design</b>	3 Credits
(H) Class 3. <i>Prerequisite: ART 1113 - Fundamentals of Art I or concurrently with ART 1113.</i> For art major. Exploration and execution of design problems as they relate to color theory, harmonics and contrast.	
<b>ART 2113 - Figure Drawing</b>	3 Credits
(H) Class 3. <i>Prerequisite: ART 1113 – Fundamentals of Art I.</i> Students are taught techniques of handling watercolor. Emphasis is placed on artistic composition and the student's method of expression.	
<b>ART 2300 - Special Topics in Art</b>	1-3 Credits
(H) <i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in Art. Individual and/or group study. May be repeated with a different topic.	
<b>ART 2313 - Painting I</b>	3 Credits
(H) Class 3. <i>Prerequisite: ART 1113 – Fundamentals of Art I and ART 1213 – Basic Drawing I.</i> The medium techniques used in various approaches to problem solving; with emphasis on fundamentals of painting.	
<b>ART 2323 - Introduction to Printmaking</b>	3 Credits
(H) Class 3. <i>Prerequisite: ART 1113 – Fundamentals of Art I or ART 1213- Basic Drawing I, or concurrent enrollment in either course.</i> This studio course introduces students to the basic techniques of monoprints and the intaglio process. It includes the foundations of design, color, and composition.	
<b>Biology (BIOL)</b>	
<b>BIOL 0124 - Concepts of Science</b>	0 Credit
Class 3, Lab 2. <i>Prerequisite: ACT Science, Math, Reading, and English subscores less than 19; or appropriate Placement Reading, English, and Math proficiency scores; or ENGL 0114 Academic Literacy and MATH 0133 Math Readiness.</i> THIS COURSE IS DESIGNED FOR STUDENTS MAJORING IN PRE-NURSING AND HEALTH CARE FIELDS ONLY AND IS RECOMMENDED FOR STUDENTS WITHOUT AN ADEQUATE LAB SCIENCE EXPERIENCE IN HIGH SCHOOL. This is a developmental science course designed to provide the student with the necessary background for success in collegiate level science. Students will learn the essentials of the structures (anatomy) and functions (physiology) of the human body. <i>This class does not satisfy a science requirement for graduation.</i>	
<b>BIOL 1113 - Introduction to Environmental Science</b>	3 Credits
(N) Class 3. <i>Prerequisites: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory Placement Reading, English, and Math proficiency scores; or satisfactory completion of ENGL 0114 Academic Literacy and ENGL 0121 FOE Lab and MATH 0133 Math Readiness.</i> A study of the biotic and abiotic factors in the environment as well as the relationships between individuals and populations of various species within communities and biomes on the Earth. Emphasis will be given to sources of pollution in the air, water, and soil.	
<b>BIOL 1114 - General Biology</b>	4 Credits



(N) (L) Class 3, Lab 2. <i>Prerequisites: ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0114 Academic Literacy and ENGL 0121 FOE Lab and MATH 0133 Math Readiness.</i> A study of the structure and function of living organisms. Emphasis will be given to cells, energy transformation and metabolism, cellular reproduction, genetics, tissues, organs, organ systems, evolution, taxonomy, and biological diversity. For Biology majors and for non-majors.	
<b>BIOL 1123 – Evolution and Diversity</b>	3 Credits
(N) Class 3, <i>Prerequisites: ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0114 Academic Literacy and ENGL 0121 FOE Lab and MATH 0133 Math Readiness.</i> An introduction to the origins of living organisms and the mechanisms of evolution that gave rise to the current diversity of species. Includes coverage of the origins and characteristics of major groups in the three domains of living organisms.	
<b>BIOL 1131 – Investigative Laboratory</b>	1 Credit
(L) Class 1, <i>Prerequisites: ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0114 Academic Literacy and ENGL 0121 FOE Lab and MATH 0133 Math Readiness.</i> A practical introduction to scientific inquiry, including hypothesis development, experimental design, data collection, data analysis, and interpretation.	
<b>BIOL 1314 - Anatomy and Physiology I</b>	4 Credits
(N) (L) Class 3, Lab 2. <i>Prerequisites: ACT Science, Math, Reading and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0114 Academic Literacy and ENGL 0121 FOE Lab and MATH 0133 Math Readiness.</i> Anatomy is the study of the structure of the body and physiology is the study of the function of the body. This course introduces the student to the human body, chemistry, cells, and tissues and emphasizes the integration of the integumentary, skeletal, nervous, and endocrine body systems. <i>This course is designed for students in Allied Health or Nursing programs. See advisor and degree plan for program and transfer information.</i>	
<b>BIOL 1324 - Anatomy and Physiology II</b>	4 Credits
(N) (L) Class 3, Lab 2. <i>Prerequisites: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0114 Academic Literacy and ENGL 0121 FOE Lab and MATH 0133 Math Readiness, successful completion of BIOL1314 Anatomy and Physiology I or equivalent course with a C or better.</i> Anatomy is the study of the structure of the body and physiology is the study of the function of the body. This course introduces the student to the human body and emphasizes the integration of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive body systems. <i>This course is designed for students in Allied Health or Nursing programs. See advisor and degree plan for program and transfer information.</i>	
<b>BIOL 1404 - General Botany</b>	4 Credits
(N) (L) Class 3, Lab 2. <i>Prerequisites: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0114 Academic Literacy and ENGL 0121 FOE Lab and MATH 0133 Math Readiness.</i> A study of the structure and function of plants. Students are introduced to classification, evolution, cell biology, genetics, tissues, organs, and plant physiology. <b>(FA)</b>	
<b>BIOL 1604 - General Zoology</b>	4 Credits
(N) (L) Class 3, Lab 2. <i>Prerequisite: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of ENGL 0114 Academic Literacy and ENGL 0121 FOE Lab and MATH 0133 Math Readiness.</i> A study of the structure, function, and classification of animals. Study includes a summary of the major taxonomic levels from Protozoa through Chordate in both lecture and lab. Theories of organic evolution as well as animal anatomy, physiology, and behavior will be covered. <b>(SP)</b>	
<b>BIOL 2104 – Human Anatomy</b>	4 Credits
(N) (L) Class 3, Lab 2. <i>Prerequisites: Completion of MATH0133 Math Readiness and enrollment in a credit bearing math course and co-requisite course (exampled MATH1513 and MATH0511) and BIOL 1114 (or equivalent biological lab course).</i> A study of the structure of the cells, tissues, organs, and organ systems of the human body. The laboratory activities will include those that consider both human and animal anatomy.	
<b>BIOL 2114 – Human Physiology</b>	4 Credits
(N) (L) Class 3, Lab 2. <i>Prerequisites: Completion of MATH0133 Math Readiness and enrollment in a credit bearing math course and co-requisite course (exampled MATH1513 and MATH0511) and BIOL 1114 (or equivalent biological lab course).</i> A study of the function of the cells, tissues, organs and organ systems of the human body. The laboratory activities will include those that consider both human and animal physiology.	
<b>BIOL 2124 – General Microbiology</b>	4 Credits
(N) (L) Class 3, Lab 3. <i>Prerequisites CHEM 1315 (or permission of the Division Chair upon recommendation of the academic advisor), and BIOL 1114 (or equivalent biological lab course).</i> A survey of viruses, bacteria, algae, fungi, and protozoa with the emphasis on morphology, methods, metabolism, genetics, life histories, and control.	
<b>BIOL 2300 – Special Studies in Biology</b>	1-5 Credits
Class by Arrangement. <i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in biology. Individual and/or group study. May be repeated with a different topic.	
<b>BIOL 2313 – Human Ecology</b>	3 Credits
(N) Class 3. <i>Prerequisite: Completion of MATH0133 Math Readiness and enrollment in a credit bearing math course and co-requisite course (exampled MATH1513 and MATH0511) and BIOL 1114 (or equivalent).</i> The examination of the social aspects of humans in a human-centered ecological system. Discussion of population, human culture versus nature, institutions for environmental control and other appropriate topics will be covered.	
<b>BIOL 2403 – General Entomology</b>	3 Credits
(N) (L) Class 2, Lab 2. <i>Prerequisite: Completion of MATH0133 Math Readiness and enrollment in a credit bearing math course and co-requisite courses (exampled MATH1513 and MATH0511) and BIOL 1114 (or equivalent).</i> A general study of the biology and taxonomy of insects and closely related animals. Topics include the anatomy, physiology, reproduction, metamorphosis, classification, and control of insects as well as the medical, agricultural, and economic impact of insects on the quality of human life. Lab will include identification and labeling of insects in an insect collection.	
<b>Business (BUSN)</b>	
<b>BUSN 1113 – Business Principles</b>	3 Credits
Class 3. Designed to acquaint the student with the modern business world. It compasses business organization, records, financial organization risks, personnel, marketing, business association, business and its public.	
<b>BUSN 1123 – Business Mathematics</b>	3 Credits
Class 3. Elementary algebraic operations with application to commercial problems.	
<b>BUSN 1523 – Word Processing</b>	3 Credits
Class 3. A basic study of theory, terminology and hands-on experience in word processing, including transcription, copying, revising, recopying on electronic word processing equipment.	
<b>BUSN 2103 – Business Communications</b>	3 Credits

Class 3. <i>Prerequisite: English 1113 – English Comp I and COMS 1133 – Fund of Computers.</i> This course covers communications by and for management, effective human relations, and the role of the written word. An introduction of principles, problems, and procedures of writing business messages.	
<b>BUSN 2113 – Macroeconomics</b>	3 Credits
(S) Class 3. Covers the nature of our present economic system, fundamental elements and concepts in economic life, organization of production, value, price, and monetary system. Referred to as Macro-economics at various institutions.	
<b>BUSN 2123 – Introduction to Finance</b>	3 Credits
Class 3. <i>Consent of instructor needed.</i> Surveys methods of financing business enterprises and their relationships to personal and company investment policies.	
<b>BUSN 2133 – Business Law</b>	3 Credits
Class 3. Course covers principles of business law and their application as they affect the average businessperson. Includes law and its administration, contract, principal and agents, negotiable instruments, principal and surety, insurer and insured. This course does not fulfill pre-law requirements.	
<b>BUSN 2143 – Principles of Management</b>	3 Credits
Class 3. A study of the major approaches and techniques of management. Studies organizing, planning, staffing, directing and controlling an organization. Also includes authority, responsibility, delegation and assignment of activities to personnel.	
<b>BUSN 2153 – Human Relations</b>	3 Credits
Class 3. A study of physiological, psychological, and social factors which affect human behavior. Personality traits, employer-employee relations, leadership qualities, and business ethics are emphasized.	
<b>BUSN 2203 – Principles of Advertising</b>	3 Credits
Class 3. A study of the various advertising media affecting society today and its evaluation.	
<b>BUSN 2213 – Microeconomics</b>	3 Credits
Class 3. <i>Prerequisite: BUSN 2113 - Macroeconomics.</i> This course is a continuation of Economics I ECON 2113. The nature of our present economic system. Referred to as Micro-economics at various institutions.	
<b>BUSN 2300 – Special Topics</b>	3 Credits
Class 1, Lab 4. <i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in business. Individual and/or group study. May be repeated with a different topic. Credit 1 to 5 hours.	
<b>BUSN 2423 – Desktop Publishing</b>	3 Credits
Class 3. <i>Prerequisite: COMS 1133 - Fundamentals of Computer Usage.</i> This course includes the production of documents commonly used in business and industry. Students will learn the production of business cards, letterhead, newsletters, calendars, pamphlets and basic web page design.	
<b>BUSN 2543 – Financial Accounting</b>	3 Credits
Class 3. Analyzes financial accounting; theory of debits and credits, financial statements, use of journals, sole proprietorships, and corporation.	
<b>BUSN 2643 – Managerial Accounting</b>	3 Credits
Class 3. <i>Prerequisite: BUSN 2543 – Financial Accounting.</i> Includes managerial accounting; a study of managerial concepts and statements through differential analysis, budgeting, manufacturing accounting, profit reporting for management analysis.	
<b>BUSN 2713 – Principles of Marketing</b>	3 Credits
Class 3. Includes a survey of the field of distribution. Assesses the various corporate operations, chain stores and jobbers for effectiveness and profitability.	
<b>BUSN 2733 – Business Statistics</b>	3 Credits
Class 3. <i>Prerequisites: Math 1513 with a grade of “C” or better.</i> Averages, dispersion, skewness and kurtosis; probability, probability distributions, and sampling distributions; statistical induction; parameter estimation, hypothesis testing and statistical quality control.	
<b>BUSN 2743 – Introduction to Taxation</b>	3 Credits
Class 3. <i>Prerequisite: Three semester hours of accounting or equivalent or permission of instructor.</i> Covers provisions and interpretations of present tax laws, practice with actual tax problems and preparation of tax returns for sole proprietors, partnerships, and corporations.	
<b>BUSN 2943 – Cost Accounting I</b>	3 Credits
Class 3. <i>Prerequisite: Three semester hours of accounting or equivalent or permission of instructor.</i> Covers provisions and interpretations of present tax laws, practice with actual tax problems and preparation of tax returns for sole proprietors, partnerships, and corporations.	
<b>Chemistry (CHEM)</b>	
<b>CHEM 1315 – General Chemistry I</b>	5 Credits
(N) (L) Class 4, Lab 2. <i>Prerequisites: ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory Placement Reading, English, and Math proficiency scores; ENGL 0114 Academic Literacy and ENGL 0121 FOE Lab and Completion of MATH0133 Math Readiness and enrollment in a credit bearing math course and co-requisite courses (examples MATH1513 and MATH0511).</i> This is a beginning college course in the fundamental principles of chemistry.	
<b>CHEM 1515 – General Chemistry II</b>	5 Credits
(N) (L) Class 4, Lab 2. <i>Prerequisite: CHEM 1315 General Chemistry I and MATH 1513 - College Algebra or MATH1473-Applied Mathematics.</i> This is a continuation of CHEM 1315 – General Chemistry I, with emphasis on chemical principles and introductory topics from organic chemistry and biochemistry.	
<b>CHEM 2013 – Survey of Organic Chemistry</b>	3 Credits
(N) Class 3, Lab 0. <i>Prerequisite: CHEM 1515 General Chemistry II or concurrent enrollment.</i> This course includes an overview of aliphatic and aromatic chemistry. Emphasis is placed on functional group nomenclature, properties, preparation and reactivity. This course is not intended to substitute for a 3000 level Organic Chemistry course, but is designed to enhance the success of the student in future chemistry courses.	
<b>CHEM 2300 - Special Topics in Chemistry</b>	1-3 Credits
(N) Class 1, Lab 4. <i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in chemistry. Individual and/or group study. The course number may be repeated with a different topic.	
<b>Cherokee (CHER)</b>	
<b>CHER 1113 – Elementary Cherokee I</b>	3 Credit
Development of listening, pronunciation, speaking skills, and socio- linguistics/culture of the Cherokees	
<b>CHER 1123 – Elementary Cherokee II</b>	3 Credits
<i>Prerequisite: CHER 1113 Elementary Cherokee I.</i> Continuation of listening, pronunciation, speaking skills, and socio-linguistics/culture of the Cherokees.	
<b>Child Development (CHDV)</b>	
<b>CHDV 1113 – Professional Preparation I</b>	3 Credits
Class 3. <i>Prerequisite CHDV 2523 Child Growth and Development.</i> An overview of all aspects of teaching young children, including child development, behavior and guidance, working with families, planning and implementing learning activities, professionalism and program management. This course also provides an overview of the early childhood profession and its multiple historical, philosophical, and social foundations as they relate to current thought and practice.	

<b>CHDV 1323 – Health &amp; Safety of Young Children</b>	3 Credits
A course specifically designed to develop an understanding of the principles and practices for the health and safety of young children in group setting. Also includes the application of these principles and practices with young children in group care and the teaching of the practices to children.	
<b>CHDV 2223 – Creative Experiences for Young Children</b>	3 Credits
This course is designed to provide an understanding of the principles and practices for the development of skills and techniques for working with children in creative arts which include art, music, and drama.	
<b>CHDV 2233 – Math, Science and Social Studies</b>	3 Credits
A study of the use and value of appropriate materials in the teaching of mathematics, science and social studies to young children.	
<b>CHDV 2243 – Language and Literacy Development</b>	3 Credits
This course focuses on language development in young children and appropriate experiences in the language arts that promote literacy.	
<b>CHDV 2300 – Special Topics</b>	1-5 Credits
<i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in child development. Individual and/or group study. May be repeated with a different topic.	
<b>CHDV 2433 – Professional Development</b>	3 Credits
This field-based experience course will allow students to apply and demonstrate their knowledge of early care practice. This course will enhance student learning and ensure they are capable of functioning as competent members of an educational or childcare team. A professional Portfolio will be developed using NAEYC standards. Course is to be taken during the semester of graduation. Course also includes supervised observations.	
<b>CHDV 2440 – Childhood Development Externship</b>	1-3 Credits
<i>Consent of the instructor needed.</i> A lab practicum designed for those wishing to enter the field of early childhood education. Credit is variable.	
<b>CHDV 2523 - Child Growth and Development</b>	3 Credits
This course will identify patterns of the physical, intellectual and emotional/psycho-social development of children from conception through middle childhood. The course will recognize the major theories of human development as they apply to children.	
<b>CHDV 2533 - Guidance of Young Children</b>	3 Credits
This course presents the theoretical basis for the use of positive, constructive child guidance and discipline techniques in programs serving children. A general understanding of behavior patterns of children, methods of guidance and directing children's behavior, and activities for positive growth and development are included.	
<b>CHDV 2553 – Program Planning</b>	3 Credits
This course is designed to apply the principles and techniques associated with curriculum content including room arrangements and scheduling activities for young children in a group setting. It includes guidelines for selection of materials, equipment, and methods of improvising activities with children.	
<b>CHDV 2563 - Child and Family in Society</b>	3 Credits
A laboratory course to enable students to develop and demonstrate an understanding of the family in various cultural settings including the place of the child in the family as well as environmental factors. The development of referral methods for parents with special needs and participation in parent education activities.	
<b>CHDV 2573 – Children with Special Needs</b>	3 Credits
Course focuses on children with special abilities and implementing practical strategies for inclusion. Recognition of a child's potential through the development of methods for working with individuals and families is emphasized.	
<b>CHDV 2593 – Infant and Toddler Programs</b>	3 Credits
This course covers the dynamics of infant and toddler development as related to group situations, curriculum decisions and program planning. Use of the ITERS rating scale and observation will be included.	
<b>CHDV 2623 – Marriage and Family Development</b>	3 Credits
Building relationships, dating, engagement, and marriage in present day society.	
<b>CHDV 2633 – Infancy and Early Development</b>	3 Credits
Study of prenatal development with emphasis on prenatal care, developmental stages, and behavior to age five.	
<b>CHDV 2653 – Parenting</b>	3 Credits
This course explores parenting philosophies, styles and techniques as well as decisions, responsibilities and issues related to parent-child relationships.	
<b>Computer Information Systems (COMS)</b>	
<b>COMS 1003 – Computers 101</b>	3 Credits
Class 3. This is an introductory computer course, designed specifically for those students with little or no computer experience. COMS 1003 will provide students with an orientation to terminology, keyboarding techniques, hardware, software, and Internet skills. Students will also receive a basic introduction to the following applications: Word Processing, Spreadsheets, Presentation and file management. This course will not substitute for COMS 1133 or other computer literacy requirements but is designed to prepare students for successful completion of the program required courses.	
<b>COMS 1133 – Fundamentals of Computer Usage</b>	3 Credits
Class 2, Lab 2. An introductory course providing an orientation to terminology, techniques, hardware, software, ethics and Internet skills. Students will learn to utilize the following applications: word-processing, spreadsheet, database, presentation and file management systems. <i>Meets the General Education requirement for the two-year degree and for most four-year degree plans.</i>	
<b>COMS 1413 – Microcomputer Operating Systems</b>	3 Credits
Class 3. This is a support-oriented course providing students with information and hands-on classroom experience in dealing with operating system issues inherent to PC hardware and software installation, upgrade configuration, maintenance, and trouble shooting in a user-based computing environment.	
<b>COMS 1503 – Programming in BASIC</b>	3 Credits
<i>Prerequisite: MATH 0123 Intermediate Algebra.</i> An introductory course in procedural programming taught in the BASIC language. Students will learn to develop logic for problem solving (basic control structures), as well as write, execute and test programs. This course will include input/output, conditional statements, loops, subroutines, sequential file processing, single and multi-dimensional arrays and searching and sorting as well as other fundamental programming techniques.	
<b>COMS 1513 – Visual Basic</b>	3 Credits
Class 3. Fundamentals of data processing, including the history, basic hardware and software of computers. Class includes writing and executing programs in Visual Basic, with hands-on problem-solving techniques, including variable types, branching, looping, formatting, subroutines, and arrays. Also includes modem access to, and file downloading from the Internet.	
<b>COMS 1533 – Spreadsheet Analysis</b>	3 Credits
Class 3. <i>Prerequisite: COMS 1133 Fund of Computer Usage.</i> A course designed to teach the fundamentals of computer spreadsheets. An electronic spreadsheet is a table of rows and columns used to record transactions and manipulate numeric and text data. Hands-on experience is emphasized, using current spreadsheet software.	

<b>COMS 1543 – Database Management</b>	3 Credits
Class 3. A course designed to teach database management techniques; a method designed to consolidate independent files into one integrated whole, so that the same data is accessible to many different users within the same organization. Hands on experience are emphasized, using current database management software.	
<b>COMS 1823 – COBOL I</b>	3 Credits
Class 3. Fundamentals of the COBOL programming language, using hands-on, problem solving techniques, including the development of programming principles using structured methods. Also includes the structured methods approach to the development of programming principles.	
<b>COMS 2013 – Web Development</b>	3 Credits
Class 3. Lab 2. An introductory project-driven course in Web development that provides an orientation to terminology, techniques, Web design, html, software, and ethics. This course covers the production of Web pages, including design, construction and presentation. Students will learn to utilize Microsoft FrontPage as the html editor and will receive an introduction to Adobe Photoshop and Adobe Acrobat.	
<b>COMS 2033 – Microcomputer Technology</b>	3 Credits
Class 3. <i>Prerequisite: COMS 1133 Fundamentals of Computer Usage or equivalent course.</i> Students will be introduced to hardware concepts through hands-on experience with the fundamentals of current microcomputer technologies including installation, configuration, upgrades, diagnosis, troubleshooting, system optimization, and repair. Additional topics will include preventive maintenance as well as safety. This course is designed to prepare students for the A+ certification examination.	
<b>COMS 2143 – C++</b>	3 Credits
Class 3. <i>Prerequisite: COMS 1503 Programming in BASIC.</i> C++ programming language will be studied using hands-on, problem-solving techniques. Topics include: variable types, operators, expressions, control flow, functions, structures, pointers and arrays.	
<b>COMS 2213 – Network Fundamentals</b>	3 Credits
<i>Prerequisite: COMS 1133 Fundamentals of Computer Usage (or equivalent course), COMS 1413 Microcomputer Operating Systems and COMS 2033 Microcomputer Technology.</i> The students will learn the fundamental technologies of a Local Area Network and will be able to identify the components of a LAN and determine the type of network design most appropriate for a given site. The student will identify the different media used in network communications, distinguish between them, and determine how to use them to connect servers and workstations in a network. The student will also differentiate between the different networking standards, protocols and access methods, determining which would be most appropriate for a specified Local Area Network (LAN). This course is designed to prepare students for the Network + certification examination.	
<b>COMS 2233 – Network Operating Systems I</b>	3 Credits
<i>Prerequisites: COMS 1413 Microcomputer Operating Systems and COMS 2213 Network Fundamentals.</i> The students will utilize a Microsoft Windows based operating system to create and to manage a local area network. Topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. This course is designed to prepare students for the Microsoft Certified Professional examination.	
<b>COMS 2243 – Network Operating Systems II</b>	3 Credits
<i>Prerequisites: COMS 1413 Microcomputer Operating Systems and COMS 2213 Network Fundamentals.</i> The students will utilize a Novell based operating system to create and to manage a local area network. Topics to be covered include creating and administering user and group accounts, managing network resources and administering permissions for files and folders, setting up and administering the printing environment, using the auditing functions, backing up and restoring files and folders. The course is designed to prepare students for the Certified Novell Administrator examination.	
<b>COMS 2263 – Internet Foundations</b>	3 Credits
<i>Prerequisites: COMS 1133 Fundamentals of Computer Usage (or equivalent course) and COMS 2213 Network Fundamentals.</i> Course objectives will include: Internet basics, Internet clients, website development, networking, security, and business concepts. The course will provide baseline technical knowledge that would allow students to pursue a variety of Internet-related careers. This course is designed to prepare students for the Inet+ certification examination.	
<b>COMS 2300 – Special Topics (1-3 hours)</b>	3 Credits
Class 3. <i>Consent of the Instructor needed.</i> The study and/or analysis of a selected topic in computer information science. Individual and/or group study. May be repeated with a different topic.	
<b>COMS 2500 – Computer Internship (1-3 hours)</b>	3 Credits
<i>Prerequisite: Completion of at least 15 hour of computer courses in the Computer Information Systems Technician program and evaluation by the instructor.</i> Each student will be placed in a practicum environment for utilizing computer skills, learning new skills, and becoming familiar with the workplace. The course is intended to provide the student with work experience.	
<b>Criminal Justice (CJPS)</b>	
<b>CJPS 1303 - Introduction to Criminal Justice</b>	3 Credits
(S) Class 3. The study of the history, development and philosophy of law enforcement in a democratic society. Includes an introduction to agencies involved in the administration of criminal justice and career orientation	
<b>CJPS 2013 - Criminal Law I</b>	3 Credits
Class 3. <i>Prerequisite: CJPS 1303 Introduction to Criminal Justice.</i> The basic concepts of the theory of substantive criminal law including sources, classification of crimes, anticipatory offenses, parties to crime, uncompleted crimes, criminal liability and defenses.	
<b>CJPS 2023 - Criminal Law II</b>	3 Credits
Class 3. <i>Prerequisite: CJPS 1303 Introduction to Criminal Justice.</i> An examination of the nature of the criminal acts of substantive criminal law and defining the necessary elements and punishments of each act.	
<b>CJPS 2033 - Police Report Writing</b>	3 Credits
Class 3. <i>Prerequisite: CJPS 1303 Introduction to Criminal Justice.</i> The study of police report writing methods and the various types of reports required by law enforcement.	
<b>CJPS 2043 - Criminal Procedures</b>	3 Credits
Class 3. <i>Prerequisite: CJPS 1303 Introduction to Criminal Justice.</i> Rules, principles and concepts governing the enforcement of arrest, search and seizure; primarily focusing on the 4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> amendments to the Constitution.	
<b>CJPS 2063 - Criminal Investigations</b>	3 Credits
Class 3. <i>Prerequisite: CJPS 2013 - Criminal Law I, CJPS 2043 - Criminal Procedures, and CJPS 2033 – Police Report Writing.</i> An introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence.	
<b>CJPS 2073 - Street Survival</b>	3 Credits
Class 3. <i>Prerequisite: Sophomore standing, Criminal Justice-Police Science major or certified law enforcement officer, completion of Police Self Defense or permission of the instructor.</i> The study of tactics for armed encounter. This course includes study of line of duty deaths of police officers, survival shooting techniques and methods of apprehending armed offenders.	
<b>CJPS 2090 - Criminal Justice Externship</b>	1-5 Credits



<i>Sophomore standing and permission of instructor needed.</i> One to five hours' credit for supervised work in cooperating criminal justice agencies. For each three hours of supervised experience per week during a semester, one hour of credit may be earned (up to a maximum of five credit hours) as a practitioner within the criminal justice system. A student may also receive credit for work experience that is not an assignment that they would normally perform in the course of their present duties.	
<b>CJPS 2300 - Special Topics</b>	1-5 Credits
Class 1, Lab 5. <i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in Criminal Justice/Police Science. Individual and/or group study. May be repeated with a different topic	
<b>Education (EDUC)</b>	
<b>EDUC 1111 – Orientation</b>	1 Credit
Class 1. A consideration of academic, social, vocational, and other basic problems common to first-year college students.	
<b>EDUC 1113 - Strategies for Success</b>	3 Credits
Class 3. This course is designed to assist students in obtaining personal and academic skills knowledge necessary to reach their educational objectives. Topics to be covered include memory development, time management, test-taking, communication skills, career planning, study skills and techniques, wellness, an understanding of diversity and career issues that face many college students. This course is recommended for all new students, returning students and others who may benefit.	
<b>EDUC 2300 - Special Topics in Education.</b>	1-3 Credits
<i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in Education. Individual and/or group study. May be repeated with a different topic.	
<b>English (ENGL)</b>	
<b>ENGL 0003 - Developmental Reading I</b>	0 Credit
Class 3. <i>Placement into ENGL 0003 is required for students not meeting appropriate placement measures.</i> The course is designed to provide individualized instruction in beginning phonics, sight word recognition, sentence comprehension, and basic vocabulary. <i>ENGL 0003 credits do not count toward Associate Degrees.</i>	
<b>ENGL 0013 - Developmental Reading II</b>	0 Credits
Class 3. <i>Placement into ENGL 0013 is required for not meeting appropriate placement measures or successful completion of ENGL 0003 - Developmental Reading I.</i> The course is designed to improve reading comprehension skills. Main ideas, relationship of ideas, judgments, inferences, and conclusions are emphasized. Students must successfully complete this course in order to enroll in ENGL 1113-English Composition I. Student may concurrently enroll in ENGL 0013 and ENGL 0123. <i>ENGL 0013 credits do not count toward Associate Degrees.</i>	
<b>ENGL 0121 - Fundamentals of English Lab</b>	0 Credits
(L) Class 3. <i>Placement with appropriate placement measures or lower level deficiency cleared required for enrollment. The lab is required of students who not meeting appropriate placement measures and are enrolled in the companion ENGL 1113 course.</i> The lab includes an overview of basic grammar, mechanics and paragraph construction. This lab fulfills the requirements of ENGL 0123 when taken as a lab with the designated ENGL 1113 course. <i>ENGL 0121/3 credits do not count toward Associate Degrees.</i>	
<b>ENGL 0123 - Fundamentals of English</b>	0 Credits
Class 3. <i>Placement with appropriate placement measures or successful completion of ENGL 0003 – Developmental Reading I.</i> The course is required of students not meeting appropriate placement measures. The course includes an overview of basic grammar, mechanics and paragraph construction. Students may concurrently enroll in ENGL 0013 and ENGL 0123. <i>ENGL 0123 credits do not count toward Associate Degrees.</i>	
<b>ENGL 0114(L) – Academic Literacy</b>	0 Credits
Class 3. <i>Placement into ENGL0114(L) is required for students not meeting appropriate placement measures. Note: (Students who are reading proficient but not writing proficient may register for ENGL 0121 with the companion ENGL 1113 course).</i> Academic Literacy provides intensive instruction in critical thinking, reading, and writing in preparation for English 1113 and other 1000-level courses. Using theme-based readings from a variety of genres, coursework will emphasize independent reading of complex academic texts, critical response to ideas and information in academic texts, and writing essays that integrate ideas and information from academic texts. <i>This course fulfills the requirements of ENGL 0003, ENGL 0013, ENGL 0121 and ENGL 0123. ENGL 0114(L) credits do not count toward Associate Degrees.</i>	
<b>ENGL 1022 - College Reading</b>	2 Credits
Class 2. <i>Placement with College-level reading proficiency.</i> This course is designed to enhance and improve reading proficiency. Reading rate, skimming, scanning, imagery, tone, and critical reading are emphasized. ENGL 1022 credits count as elective credits toward an Associate Degree.	
<b>ENGL 1013 - Introductory Technical Writing I</b>	3 Credits
Class 3. <i>Placement with appropriate placement measures or successful completion of ENGL 0121 FOE Lab or ENGL 0114 Academic Literacy.</i> An introduction to the practical aspects of preparing reports and communicating within groups. Emphasis is placed upon techniques for collecting and disseminating scientific data by means of informal and formal reports and special types of technical papers.	
<b>ENGL 1113 - English Composition I</b>	3 Credits
Class 3. <i>Placement with appropriate placement measures or concurrent enrollment with ENGL 0121 FOE Lab or successful completion of ENGL 0114 Academic Literacy.</i> Required for graduation. Study and practice of paragraph and essay development with emphasis on documented writing.	
<b>ENGL 1213 - English Composition II</b>	3 Credits
Class 3. <i>Prerequisite: ENGL 1113 – English Comp I.</i> Required for graduation. This course is an expansion of English 1113 Freshman Composition I. It is an introduction to written argumentation, persuasion, analysis and research through selected rhetorical situations. This process-driven course continues to prepare students to write scholarly and professional papers by focusing on the development of research skills.	
<b>ENGL 2113 - Creative Writing I</b>	3 Credits
Class 3. <i>Prerequisite: ENGL 1113.</i> Designed to assist the student in the development of the writing skills used in fiction, poetry and drama. Offered in the Fall semester only. (FA)	
<b>ENGL 2300 – Special Studies in English</b>	1-3 Credits
<i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in English. Individual and/or group study. May be repeated with a different topic.	
<b>ENGL 2413/HUMN 2413- Survey of World Literature I</b>	3 Credits
(H) Class 3. <i>Prerequisite ENGL 1113 – English Comp I.</i> A chronological study of literature as it reflects the development of Western culture.	
<b>ENGL 2543 – English Literature to 1800</b>	3 Credits
(H) Class 3. <i>Prerequisite ENGL 1113 – English Comp I.</i> Study of English Literature from its beginning to the Romantic Period. Beginning with the Anglo-Saxon epic Beowulf, this course will provide a historical survey of the English literary canon through the eighteenth century. In addition to study in the primary texts, the course will cover the social, political, scientific, and religious contexts, which shaped the literature. Particular emphasis will be given to the shift from a medieval world view to a post-Reformation and new science world view	
<b>ENGL 2653 –Survey of British Literature II since 1800</b>	3 Credits

(H) Class 3. <i>Prerequisite ENGL 1113 – English Comp I.</i> Study of English Literature from the Romantic Period to the present. Starting with the nineteenth-century romanticism, this course will provide a historical survey of major English writing to the present day. Particular emphasis will be given to the major features of the romantic literary outlook and literary adaptations to cultural influences such as, industrialization, urbanization, Darwinian science and the two world wars.	
<b>ENGL 2773 – American Literature to 1865</b>	3 Credits
(H) Class 3. <i>Prerequisite ENGL 1113 – English Comp I.</i> A study of American literature from its beginning to Whitman.	
<b>ENGL 2883 – American Literature since 1865</b>	3 Credits
(H) Class 3. <i>Prerequisite ENGL 1113 – English Comp I.</i> Study of American literature after Whitman to the present.	
<b>ENGL 2733 – Introductory Traditional American Indian Literature</b>	3 Credits
(H) Class 3. <i>Prerequisite: ENGL 1113 – English Comp I.</i> An introduction to a study of literary efforts of the American Indian emphasizing the variety of cultural offerings of the Indian writers to 1940.	
<b>ENGL 2743 – Introductory Contemporary American Indian Literature</b>	3 Credits
(H) Class 3. <i>Prerequisite: ENGL 1113 – English Comp I.</i> An introduction to a study of literary efforts of the American Indian emphasizing the variety of cultural offerings of the Indian writers from 1940.	
<b>Engineering (ENGR)</b>	
<b>ENGR 1111 – Introduction to Engineering</b>	1 Credits
Class 1. An introduction to the study and practice of engineering. Skills for students in CEAT; expected engineering student behavior; tools needed by CEAT students; and the role of engineers in society. An introduction to engineering ethics; safety issues; and the relationship of engineering to social, global and contemporary issues. Student enrichment opportunities in the CEAT.	
<b>Family and Consumer Science Education (FCSE)</b>	
<b>FCSE 1213 - Introduction to Nutrition</b>	3 Credits
Class 3. The consideration of basic nutrition related to food and health problems in the present socio-economic and cultural environment are included in this course.	
<b>General Physical Science (GPS)</b>	
<b>GPS 1103 – General Physical Science</b>	3 Credits
(N) Class 3. <i>Placement with ACT Science, Reading, and English subscores of 19 or greater; or satisfactory Placement Reading, English, and Math proficiency scores; or ENGL 0121 FOE Lab and MATH 0133 Math Readiness. Scientific calculator recommended.</i> A survey of the development and significance of laws physical science with consideration of topics from astronomy, geology, physics, chemistry and meteorology. See Advisor and catalog of transfer institution for possible 1 hour lab requirement.	
<b>GPS 1101 – General Physical Science Laboratory</b>	1 Credit
(L) Lab 2. <i>Prerequisites: GPS 1103 or concurrent enrollment with GPS 1101.</i> The study of the physical laws of nature in the laboratory setting. Activities will enhance the concepts learned in General Physical Science lecture.	
<b>Geography (GEOG)</b>	
<b>GEOG 2243 – Introduction to Geography</b>	3 Credits
Class 3. This class is an introduction to basic geographic concepts with an emphasis on the interrelationships of people with their physical and cultural environment.	
<b>Geology (GEOL)</b>	
<b>GEOL 1114 – General Geology</b>	4 Credits
Class 4, Lab 2. <i>Placement with ACT Science, Math, Reading, and English subscores of 19 or above; or satisfactory Placement Reading, English, and Mathematics proficiency scores; or satisfactory completion of Academic Literacy 0114 and MATH 0113 Math Readiness.</i> A study of the solid matter and history of the earth. Includes the study of topographic maps, rocks and minerals, and geological processes. Examples of topics covered are weathering, gradation by wind, running water, ground water, glaciers, wave and gravity, diastrophism, and volcanism.	
<b>Health (HLTH)</b>	
<b>HLTH 1113 – Personal Health</b>	3 Credits
Class 3. A comprehensive study of personal health with emphasis on the body's mental, physical and social needs. The course also promotes the positive well-being of life style decisions.	
<b>HLTH 1123 – First Aid/Responding to Emergencies</b>	3 Credits
Class 3. This course includes the discussion and practice of the emergency treatment of injuries and illness. Includes knowledge of self-help techniques and home care if medical assistance is not available.	
<b>HLTH 2300 – Special Topics</b>	1-3 Credits
<i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in health. Individual and/or group study.	
<b>HLTH 2313 – Health of the School Child</b>	3 Credits
Class 3. A study of the primary areas of school health with particular emphasis on health services, health instruction and healthful environment.	
<b>HLTH 2353 – Community Health</b>	3 Credits
Class 3. A study of institutions, agencies, and individuals and their interrelationships and practices in responding to the health problems of communities. Course is designed to create an awareness of current trends, basic issues, controversial issues, and fundamental principles in Health Promotion and Health Education.	
<b>HLTH 2383 – Care and Prevention of Athletic Injury</b>	3 Credits
Class 3. Introduction to the principles and techniques of preventing, treating and rehabilitating sports injuries. Includes therapeutic methods, mechanisms of injuries, and heat illness. Practical experience in the application of preventive taping and bandaging is also included.	
<b>History (HIST)</b>	
<b>HIST 1113 – Oklahoma History</b>	3 Credits
(S) Class 3. Required for all history majors. This course is organized as a survey of the history of Oklahoma from earliest times to the present day, including geography, explorations, Indian removals, development of the "Nations", coming of the white man, territorial days, statehood, and social, economic, political development and cultural diversity.	
<b>HIST 1223 – Early Civilization</b>	3 Credits
(H) (S) Class 3. A survey of various cultures that have developed in both the East and West from the beginning of history to the mid-seventeenth century. Special emphasis is placed on development of institutions in Europe and on contributions of various cultures to Western civilization.	

<b>HIST 1323 – Modern Civilization</b>	3 Credits
(H) (S) Class 3. This course is a study of the development of contemporary institutions and ideas from the time of the Commercial Revolution to the present. The worldwide scope affords opportunity for the student to acquire knowledge of the progress of civilization in Asia, and Africa, as well as in the West, and to approach more intelligently the problems of civilized man in today's world.	
<b>HIST 1483 – History of the United States to 1865</b>	3 Credits
Class 3. A survey of American History from the period of the Age of discovery to the end of the Civil War era. This course satisfies the general education requirement for U.S. History.	
<b>HIST 1493 – History of the United States Since 1865</b>	3 Credits
Class 3. A survey of American History from the reconstruction era to the present. This course satisfies the general education requirement for U.S. History.	
<b>HIST 2123 – Contemporary American Affairs</b>	3 Credits
(S) Class 3. A discussion and reading course devoted to the study of contemporary social, economic, and political problems.	
<b>HIST 2223 – African-American History</b>	3 Credits
(S) Class 3. An examination of the contributions made by Black Americans to the development of the United States.	
<b>HIST 2300 – Special Topics</b>	1-3 Credits
<i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in History. Individual and/or group study. May be repeated with a different topic.	
<b>HIST 2423 – Native American History</b>	3 Credits
(S) Class 3. A survey of Indian Tribes from Pre-Columbian to the contemporary period. Emphasis on tribal cultures, impact with white civilization and U. S. Government relations.	
<b>Horticulture (HORT)</b>	
<b>HORT 1013 – (L, N) Principles of Horticulture</b>	3 Credits
(L, N) Class 2, Lab 2. Basic physical and physiological processes responsible for plant dormancy, growth, flowering, fruiting, and senescence with respect to the science and art of production, cultivation, utilization, and/or storage of horticultural plants. Current research associated with various horticultural commodity groups	
<b>HORT 2101 Landscaping with Native Materials</b>	1 Credit
Class 1. Identification, culture, installation and maintenance of native plant materials for the home landscape.	
<b>HORT 2123 (N) Environmental Issues in Horticulture Science</b>	3 Credits
Class 3. Impact of urban and suburban development on the environment and a study of horticultural solutions to limit or reverse environmental damage. Emphasis on horticultural design, construction, and maintenance techniques as they relate to the conservation of water, soil, native species, and ecosystems.	
<b>HORT 2201 Maintaining the Home Landscape</b>	1 Credit
Class 1. Maintenance techniques in mowing, pruning, fertilizing, spraying, pesticides and mulching of plants in the home landscape.	
<b>HORT 2202 Commercial Plant Production</b>	2 Credits
Lab 2. Identification, cultural requirements and production of ornamental plants including flowering, foliage, cut, annual and perennial.	
<b>HORT 2112 - Indoor Plants and Interior Plant Scaping</b>	2 Credits
Class 1, Lab 2. Identification, cultural requirements and use of ornamental foliage and flowering plants for indoor gardens.	
<b>HORT 2212 - Herbaceous Ornamental Plants</b>	2 Credits
Class 1, Lab 2. Identification, cultural requirements and landscape value of ornamental flowering herbaceous plants. Discussions of design and installation of herbaceous beds and borders.	
<b>HORT 2300 - Special Topics</b>	0-3 Credits
<i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in Horticulture. Individual and/or group study. May be repeated with a different topic.	
<b>HORT 2403 Introduction to Turf Grass Management</b>	3 Credits
Class 3. This course focuses on the fundamentals of growing and managing turf grasses in a variety of settings. Students will learn about careers, plant varieties, tools, plant types, installation, basic care, pests and diseases of regional turf grasses. Offered Spring Semester.	
<b>HORT 2402 Residential Landscape Design</b>	2 Credits
Class 1, Lab 2. Identification and placement of plant materials and hard scape materials in a residential setting, including plant types, hard materials, structures, basic design, bed types, etc.	
<b>HORT 2412 Horticulture Growing Systems</b>	2 Credits
Class 1, Lab 2. Identification, use and management of systems used for production, growth and maintenance of plant materials, including greenhouse structure types, cold frames, hot beds, propagation chambers, hot boxes, raised beds, etc.	
<b>HORT 2422 Commercial Plant Production</b>	2 Credits
Class 1, Lab 2. Identification, cultural requirements and production of ornamental plants including flowering, foliage, cut, annual and perennial.	
<b>HORT 2513 Herbaceous Plant Materials</b>	3 Credits
Class 2, Lab 2. Identification, cultural requirements and use of ornamental garden and indoor herbaceous plants. Offered Fall Semester.	
<b>HORT 2613 Woody Plant Materials</b>	3 Credits
Class 2, Lab 2. Identification, cultural requirements and use of ornamental woody plants including deciduous and evergreen trees, shrubs and vines. Offered Spring Semester	
<b>HORT 2653 – (H) Beginning Floral Design</b>	3 Credits
Class 2, Lab 2. (H)Floral design history and scope. Design types and historical influence. Current Trends. Fundamentals of floral arrangement and design with hands-on experience to learn the basic skills necessary for designing and arranging fresh flowers and dried materials for use in a home or retail shop. Plant and Flower Identification. Skills useful to flower shop employment are emphasized. Mechanics of design.	
<b>HORT 2653 – (H) Beginning Floral Design</b>	3 Credits
<b>Humanities (HUMN)</b>	
<b>HUMN 1113 - Art Appreciation</b>	3 Credits
(H) Class 3. An examination of the historical, social and cultural contexts and dimensions of visual art.	
<b>HUMN 1123 - Music Appreciation</b>	3 Credits
(H) Class 3. An examination of the historical, social and cultural contexts and dimensions of music.	
<b>HUMN 2113 - General Humanities: Ancient World through Middle Ages</b>	3 Credits
(H) Class 3. A multidisciplinary study of humanities from Antiquity through the Medieval Era.	
<b>HUMN 2223 - General Humanities: Renaissance to Present</b>	3 Credits

(H) Class 3. A multidisciplinary study of humanities from the Renaissance to the present day.	
<b>HUMN 2300 - Special Topics</b>	1-3 Credits
(H) <i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in Humanities. Individual and/or group study. May be repeated with a different topic.	
<b>HUMN 2413/ENGL 2413-World Literature</b>	3 Credits
(H) Class 3. <i>Prerequisite ENGL 1113 – English Comp I.</i> A chronological study of literature as it reflects the development of Western culture.	
<b>Journalism (JORN)</b>	
<b>JORN 1011, 1111, 1211, or 1311 - Journalism Staff Problems</b>	1 Credit
Class 1. Specialized staff problems. Work in specialized fields of newspaper writing to meet the needs of the school newspaper.	
<b>JORN 1113 - Elementary Journalistic Writing</b>	3 Credits
Class 3. This course includes the theory and practice of journalistic writing. Students enrolled become reporters on the staff of The Connors Collegian, the campus newspaper.	
<b>JORN 1213 - Journalistic Writing</b>	3 Credits
Class 3. <i>Prerequisite: JORN 1113 – Elementary Journalistic Writing.</i> Reporting, interviews, collecting and handling of news materials, introduction to advertising copy and layout are included in this course. Students assist with the publication of <i>The Connors Collegian</i> .	
<b>JORN 1313 - Introduction to Photography</b>	3 Credits
Class 2. The basic fundamentals of photography presented in a functional manner. Analysis of pictorial content, effective use of the camera, and basic laboratory skill are also included.	
<b>JORN 1513 - Copy Preparation, Design, and Layout</b>	3 Credits
Class 2, Lab 2. This course covers copy preparation for offset lithography and silkscreen processes. Paste-up procedures, proofreading, layout, and advertising composition are covered. Fundamentals of design and layout, application of the principles of design, copy fitting and planning production jobs are also included.	
<b>JORN 2113 - News Editing</b>	3 Credits
Class 2, Lab 2. <i>Prerequisite: JORN 1113 – Elementary Journalistic Writing and JORN 1213 – Journalistic Writing.</i> Teaches theory of news selection, preparation and display. Emphasis is placed on the responsibility of the newsperson. Also included are lectures, discussions and work on the college newspaper.	
<b>JORN 2300 - Special Topics</b>	1-3 Credits
<i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in Journalism. Individual and/or group study. May be repeated with a different topic.	
<b>Mathematics (MATH)</b>	
<b>MATH 0013 - Basic Mathematics</b>	0 Credit
Class 3. <i>Placement: Appropriate placement measures.</i> A study of the fundamental operations with whole numbers, fractions, decimals, and signed numbers, including a study of percentage, measure, ratio, and proportion, geometry, and scientific notation. This proficiency course is designed to prepare students for Elementary Algebra. MATH 0013 credits do not count toward an Associate degree.	
<b>MATH 0113 - Elementary Algebra</b>	0 Credit
Class 3. <i>Placement: Appropriate placement measures.</i> This course does not assume prior knowledge of algebra. Topics include signed numbers, integer exponents, algebraic expressions, factoring, algebraic fractions, linear equations, linear graphing. This proficiency course is designed to prepare students for Intermediate Algebra. MATH 0113 credits do not count toward an Associate degree.	
<b>Math 0133-Math Readiness</b>	0 Credit
Class 3. <i>Placement: Appropriate placement measures.</i> This course does not assume prior knowledge of algebra. Topics vary as this course is designed to prepare students for placement in one of the following course groupings: MATH1513 and MATH0511, or MATH1473 and MATH0471. MATH0133 credits do not count toward an Associate degree.	
<b>MATH 0123 - Intermediate Algebra</b>	0 Credit
Class 3. <i>Placement: Appropriate placement measures or lower level deficiency cleared required for enrollment.</i> This course is an extension of <i>MATH 0113</i> for students who need to review the algebra background or satisfy a mathematics deficiency. Topics include review of real numbers, first degree equations, polynomials, rational expressions, linear equations in two variables, quadratic equations. This proficiency course is designed to prepare students for college level mathematics. MATH 0123 credits do not count toward an Associate degree.	
<b>MATH 0471- Applied Mathematics Co-Requisite</b>	1 Credit
Course Description: <i>Placement: Appropriate placement measures.</i> A structured laboratory or recitation course to enhance the skills learned in MATH 1513 PreCalculus Algebra. Graded as Satisfactory/Unsatisfactory. The purpose of this course is to provide extra help and resources, in a structured setting, to students with a deficiency in concepts required for PreCalculus Algebra.	
<b>MATH 0511- PreCalculus Algebra Co-Requisite</b>	1 Credit
<i>Placement: Appropriate placement measures.</i> This course is built on a basic algebra prerequisite to serve students in a wide range of fields not requiring calculus. The emphasis on relevant issues is intended to motivate students to acquire the quantitative literacy skills needed, regardless of their choice of undergraduate major, to make responsible decisions on financial, environmental and health issues.	
<b>Math 1473 – Applied Mathematics</b>	3 Credits
(A) Class 3. <i>Appropriate placement measures or lower level deficiency cleared required for enrollment.</i> This course is designed to meet the general education math requirement for the non-math, non-science major. It is a 3-semester hour course and it presents an introduction to problem solving, analysis of functions and their graphs, applications to the natural sciences, agriculture, business and the social sciences. Applied Mathematics may not be taken for credit in the major field if the student is a math major.	
<b>MATH 1493 - Mathematical Structures</b>	3 Credits
(A) Class 3. <i>Appropriate placement measures or lower level deficiency cleared required for enrollment.</i> A study of the fundamental structures of mathematics. This course is suitable for prospective elementary school teachers. Topics include systematic problem solving, logic, techniques of reasoning and proof, finite algebras and their properties, structure of number systems, algebraic systems, and introduction to number theory.	
<b>MATH 1513-PreCalculus Algebra</b>	3 Credits
(A) Class 3. <i>Appropriate placement measures or lower level deficiency cleared required for enrollment.</i> Study of equations and functions (polynomial, rational, radical, exponential, logarithmic), systems of equations, and elementary sequences and series. Suitable for students planning on taking calculus.	
<b>MATH 1523 – Modeling and Functions</b>	3 Credits
(A) Class 3. <i>Appropriate placement measures or lower level deficiency cleared required for enrollment.</i> Students will learn applications of linear, polynomial, rational, exponential, and logarithmic functions and examine those functions when represented symbolically, numerically, graphically, and in words. Students will use technology for graphing functions, solving equations, and modeling data using regressions	
<b>MATH 1613 - Trigonometry</b>	3 Credits



(A) Class 3. <i>Prerequisite: MATH 1513 PreCalculus Algebra with a grade of "C" or higher (or equivalent).</i> Topics include trigonometric functions, equations, identities, solution of triangles and applications to physical science and trigonometric representations of complex numbers.	
<b>MATH 1715 - College Algebra and Trigonometry</b>	5 Credits
(A) Class 5. <i>Prerequisite: MATH 0123 – Intermediate Algebra, ACT sub-score of 19 or greater, or satisfactory Placement Algebra proficiency score.</i> Graphing calculator required. Topics include linear and quadratic equations and inequalities, functions and graphs, polynomials and rational functions, exponential and logarithmic functions, systems of equations, matrices and determinants, trigonometric functions, equations, identities, solution of triangles and applications to physical science and trigonometric representations of complex numbers.	
<b>MATH 1813 - Analytical Geometry</b>	3 Credits
(A) Class 3. <i>Prerequisite: MATH 1613 Trigonometry or MATH 1715 College Algebra and Trigonometry with a grade of "C" or higher. Instructor approval required for concurrent enrollment in MATH 1613.</i> Graphic calculator required. Topics include conic sections, translation and rotations of axes, polar coordinates, coordinate proofs, vector techniques and parametric equations.	
<b>MATH 2103 - Elementary Calculus</b>	3 Credits
(A) Class 3. <i>Prerequisite: MATH 1513 – College Algebra with a grade of "C" or higher.</i> This course is an introduction to differential and integral calculus for students of business and social science.	
<b>MATH 2113 - Modeling: Geometry and Measurement</b>	3 Credits
(A) Class 3. <i>Prerequisite: MATH 1493 Math Structures (or credit bearing math course) with a grade of "C" or higher.</i> A study of mathematical concepts for prospective elementary teachers using tactile models and appropriate technology. This course is designed for prospective elementary school teachers. Topics include geometry, measurement and trigonometry. (SP)	
<b>MATH 2214 - Calculus I</b>	4 Credits
(A) Class 4. <i>Prerequisite: MATH 1613 Trigonometry or MATH 1715 College Algebra and Trigonometry with a grade of "C" or higher.</i> Graphing calculator required. Topics include functions, limits, derivatives, applications of the derivative, the definite integral, the fundamental theorem of calculus and applications of integration. (FA)	
<b>MATH 2234 - Calculus II</b>	4 Credits
(A) Class 4. <i>Prerequisite: MATH 2214 Calculus I with a grade of "C" or higher.</i> Graphing calculator required. Topics include inverse functions, logarithm and exponential functions, hyperbolic functions, techniques of integration, improper integrals, L'Hospital's rule and infinite series. (SP)	
<b>MATH 2300 - Special Studies in Math</b>	1-5 Credits
<i>Consent of instructor needed.</i> The study and/or analysis of a selected topic in mathematics. May involve individual and/or group study. This course may be repeated with a different topic.	
<b>Music (MUSC)</b>	
<b>MUSC 1111-1211-1311-1411 - Chorus Music</b>	1 Credit
(H) Class 2, Lab 1. Course may be repeated for credit.	
<b>MUSC 1112-1212 - Applied Voice</b>	2 Credits
(H) Two lessons per week. This course covered the study of basic vocal techniques, proper breathing, diction, and singing style. Fee charged.	
<b>MUSC 1121-1221-2321-2421 - College Band &amp; Orchestra</b>	1 Credit
(H) <i>Consent of the Instructor needed.</i> Two lessons per week. A study of the basic techniques and skills on musical instrument. Emphasis placed on proper toned, technique, and intonation. Study from exercise and drill books involving the specific instrument on which the student is studying. Performing solo from standard repertoire. The student will memorize and perform one such solo first semester and two such solos second semester. Fee charged. May be repeated for credit.	
<b>MUSC 1122-1222 - Applied Instrument</b>	2 Credits
(H) <i>Consent of the Instructor needed.</i> Two lessons per week. A study of basic techniques and skills on instrument. Emphasis placed on proper tone, technique, and intonation. Study from exercise and drill books involving the specific instrument on which the student is studying. Performing solo from standard repertoire. The student will memorize and perform one such solo first semester and two such solos second semester. Fee charged	
<b>MUSC 1153 - Music Theory I</b>	3 Credits
(H) Class 2, Lab 2. A study of music notation, symbols, scales, and elemental harmony. This course is designed to give a thorough groundwork in the rhythmic, melodic, and harmonic elements of music.	
<b>MUSC 1253 - Music Theory II</b>	3 Credits
(H) Class 2, Lab 2. <i>Prerequisite: MUSC 1153 - Music Theory.</i> Continuation of MUSC 1153. A study of music notation, symbols, scales, and elemental harmony. This course is designed to give a thorough groundwork in the rhythmic, melodic, and harmonic elements of music.	
<b>MUSC 1312 – 1412 – Applied Voice</b>	2 Credits
(H) <i>Prerequisite: MUSC 1212 – Applied Voice.</i> Two lessons per week. This course is a continuation of MUSC 1212 and places advanced emphasis on vocal technique, especially on advanced English, Italian, and German Literature. Introduction of opera arias to capability of the student.	
<b>MUSC 1512 – Ear Training and Sight Singing I</b>	2 Credits
(H) Class 2. Includes ear training in sight singing, time and diction.	
<b>MUSC 1522 – Ear Training and Sight Singing II</b>	2 Credits
(H) Class 2. <i>Prerequisite: MUSC 1512 – Ear Training and Sight Singing.</i> Includes advanced ear training in sight singing, time and diction.	
<b>MUSC 2300 – Special Topics</b>	1-3 Credits
(H) <i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in Music. Individual and/or group study. May be repeated with a different topic.	
<b>MUSC 2322–2422 – Applied Instrument</b>	2 Credits
(H) <i>Prerequisite: MUSC 1222 – Applied Instrument.</i> Permission of instructor only. Two lessons per week. The student will perform three solos each semester, two of which must be memorized. At least one solo must be contemporary, pre-romantic, and one of the student and/or instructor's choices. Fee Charged.	
<b>MUSC 2361-2461 - Vocal Workshop</b>	1 Credit
(H) <i>Consent of the Instructor needed.</i> Music experience as an individual or as a member of vocal group including public performance. May be repeated for credit.	
<b>Natural Resource Ecology and Management (NREM)</b>	
<b>NREM 1012 - Introduction to Natural Resource and Management</b>	2 Credits
CLASS 2. Introduction to the wide variety of natural resources found globally with a focus on Oklahoma eco regions. Including an overview of the ecology and management of natural resources in the Pine Hardwood Forest, the Cross Timbers, and the tall grass, mixed grass and short grass prairies. Offered Fall Semester.	
<b>NREM 1014 (L,N) – Introduction to Natural History</b>	4 Credits
Class 3. Lab 2. The study of living organisms, especially their origins, life histories, behaviors, conservation, and unique adaptations for reproducing and relating to their environment. Laboratory emphasis is on observation and investigation of the diversity and adaptations of living organisms. Offered Fall Semester.	

<b>NREM 1113 – Elements of Forestry</b>	3 Credits
Class 2 Lab 3. Survey of forestry as an art, science and profession including forestry and natural resource management theory, forest distribution and ownership, history of forest resource policy development, forest protection, wildlife interactions, forest ecosystem process, current issues, and career opportunities.	
<b>NREM 2013 – ECOLOGY OF NATURAL RESOURCES</b>	3 Credits
CLASS 3. Prerequisite(s): BIOL 1114 or AGRO 1213 –Introductory focus on understanding and applying general ecological principles to agricultural and natural ecosystems. Emphasis on relationships between climate, soils, agricultural and natural ecosystems. Topics include nutrient cycles, energy flow, species interaction, biological diversity, productivity, sustainability and landscape and ecosystem management. Offered Spring Semester.	
<b>NREM 2134 Dendrology</b>	3 Credits
Prerequisites: None. Identification, taxonomy and distribution of forest trees and shrubs of the United States; their environmental requirements and utilization.	
<b>NREM 2412 Shotgun Safety and Shooting Sports</b>	2 Credits
Safety Skills; Proper operation of firearms; Cleaning and anatomy of firearms; Proper disassembly; Skeet and Trap Shooting; Maintenance of target throwers; Shell reload; Shooting skills and techniques; Competitive shooting. Offered Fall Semester. By Consent of Instructor	
<b>NREM 2422 Advanced Gun Safety and Shooting</b>	2 Credits
<i>Consent of the Instructor needed.</i> Advanced Skills in Safety Education; Proper operation of firearms; Management of Competitive events; Advanced Competitive shooting skills. Maintenance of shooting range. Offered Spring Semester.	
<b>Nursing (NURS)</b>	
<b>NURS 1002 Success in Nursing Education – Hybrid</b>	2 Credits
Class 2. <i>Consent of the instructor needed.</i> This course has been designed to promote success in the nursing program. Students will be assisted in evaluating their own learning styles and discovering their most effective study methods. An explanation of cognitive levels of test questions is included, with emphasis on application-style questions found in nursing course exams, as well as in the national licensure exam. Exercises in critical thinking will be integrated throughout the course. Experience with the use of nursing informatics and time management skills will further enhance the student's probability of success in the nursing program. This is a blended course. Computer and internet access are required.	
<b>NURS 1003 Medical Terminology - ONL</b>	3 Credits
Class 3. Introduction to word parts; root words, prefixes, and suffixes; structures, pathology, and procedures of body systems; diagnostic procedures; and pharmacology	
<b>NURS 1112 – Lab and Diagnostics - ONL</b>	2 Credits
Class 2. <i>Prerequisite: Concurrent enrollment in NURS 1228 Adaptations of the Family or NURS 2223 Transition to Professional Nursing.</i> Introduction to names of diagnostic and laboratory tests and their normal findings, critical values, indications for testing, test explanations, contraindications, potential complications, interfering factors, test results, and clinical significance. Emphasis on the role of nurses and other health care providers in diagnostic and laboratory testing is done by addressing psychosocial and physiologic interventions	
<b>NURS 1113 – Study of Disease and Disorders - ONL</b>	3 Credits
Class 3. <i>Prerequisite: Concurrent enrollment in NURS 1117 Adaptations of the Family or NURS 2223 Transition to Professional Nursing.</i> This course provides an introduction to acute, chronic, and contemporary diseases. Included are the etiology, pathophysiology, prevention, treatment, and control of selected diseases. Students will survey various disease states that occur across the lifespan.	
<b>NURS 1117 Foundations in Nursing - Hybrid</b>	7 Credits
Class 4. <i>Skills Lab/Clinical/Communication Lab.</i> This course introduces the student to the roles of the nurse as a provider of care, a manager of care, and a member within the discipline of nursing. As a provider of care the student learns to assist the geriatric patient to meet his/her needs when health fluctuates on the wellness-illness continuum. An overview of the nursing process is presented as a method for planning care for patients throughout the life span. Emphasis will be placed on establishing nurse/patient relationships and therapeutic communications. Skills associated with the role of the nurse are the primary focus.	
<b>NURS 1132 Mathematics for Nurses - Hybrid</b>	2 Credits
Class 2. <i>Prerequisite: Concurrent enrollment in NURS 1117 Foundations of Nursing.</i> Math for Nurses is designed to introduce the nursing major to the mathematical skills essential for calculating medication dosages. Content includes conversion between metric and household systems of measurement; calculation of oral and parenteral dosages; intravenous flow rate calculations; pediatric calculations; and critical care calculations.	
<b>NURS 1223 Clinical Practicum</b>	3 Credits
Clinical 9. <i>Prerequisite: NURS 1223 Clinical Practicum must be taken concurrently with NURS 1228 Adaptations of the Family.</i> Clinical experiences provide students with the opportunity to apply the nursing process in caring for patients and families experiencing childrearing, childbearing, and selected medical-surgical problems.	
<b>NURS 1228 Adaptations of the Family – Hybrid</b>	8 Credits
Class 8. <i>Prerequisite: NURS 1117 – Foundations of Nursing and NURS 1132 – Math for Nurses. NURS 1228 must be taken concurrently with NURS 1223 Clinical Practicum.</i> Students will acquire knowledge of the nursing process in the practice of safe nursing care of families experiencing childbearing, childrearing, and selected medical/surgical problems. Focus will be placed on meeting basic needs and applying developmental theory. The role of the student as a member within the profession will be expanded through recognition of accountability for nursing practice and identification of the need for personal/professional development.	
<b>NURS 1232 – Pharmacology - ONL</b>	2 Credits
Class 2. <i>Prerequisites: Completion of NURS 1228 – Adaptations of the Family, or NURS 2223 – Transitions to Professional Nursing.</i> Basic concepts and principles of pharmacology and terminology used in pharmacology as related to the role of the nurse. Included will be sources of drug manufacturing, introduction to drug classifications, and the use of drugs in the health status of individuals throughout the life span. Other related concepts will include legal and ethical responsibilities and considerations, and utilization of the nursing process when administering medications therapy. Pharmacology is also integrated throughout the nursing curriculum.	
<b>NURS 2133 Clinical Practicum I - (Traditional Program and Career Ladder Program)</b>	3 Credits
Clinical 9. <i>NURS 2133 must be taken concurrently with NURS 2137 Maladaptive States I.</i> The course utilizes theory content from NURS 2137 Maladaptive States I. Theory and campus laboratory skills enable the student to plan and provide care for patients with acute and chronic illnesses in clinical setting.	
<b>NURS 2137 Maladaptive States I – Hybrid (Traditional Program and Career Ladder Program)</b>	7 Credits
Class 7. <i>Prerequisites: NURS 2223 – Transitions to Professional Nursing or NURS 1228 – Adaptations of the Family and NURS 1223 – Clinical Practicum.</i> By amplifying on the application of the nursing process, the student will utilize theoretical knowledge and clinical skills to meet the physical, psycho-educational, social, spiritual and cultural needs of individual adults experiencing medical-surgical and psychiatric disorders. Theory related to an expanded assessment is presented and emphasis is placed on the students functioning more independently when providing patient care within an interdisciplinary framework. Professional growth and personal accountability are stressed throughout the course.	
<b>NURS 2223 Transitions to Professional Nursing – Hybrid – (Career Ladder Program)</b>	3 Credits

Class 3. <i>Prerequisite: Acceptance into the Career Ladder program.</i> This course is especially designed to provide career mobility for the eligible licensed practical nurse and/or paramedic. The course provides an introduction to the nursing process with a focus on man's adaptation to meet his basic needs. Professional nursing skills will be developed through special emphasis on communication, the role of the professional nurse, legal accountability, nursing ethics, and role change. The course content also introduces the nursing major to the mathematical skills essential for calculating safe medication dosages.	
<b>NURS 2243 Clinical Practicum II - (Traditional Program and Career Ladder Program)</b>	3 Credits
Clinical 9. <i>NURS 2243 must be taken concurrently with NURS 2247.</i> Selected clinical laboratory experiences provide management and critical care opportunities for the student to apply concepts, principles, and skills acquired in related theory classes.	
<b>NURS 2247 Maladaptive States II - Hybrid (Traditional Program and Career Ladder Program)</b>	7 Credits
Class 7. <i>Prerequisites: NURS 2133 – Nurse Practicum I and NURS 2137 – Maladaptive States I.</i> This course focuses on the provisions of advanced care for adult patients in complex settings. The student will demonstrate an internalization of the nursing process in the coordination of care for individuals and groups of client patients. In the roles of provider and manager of care, the student will be provided the opportunity to practice accountability for own nursing judgments and actions.	
<b>NURS 2252 Trends and Issues in Nursing – ONL (Traditional Program and Career Ladder Program)</b>	2 Credits
Class 2. <i>Prerequisites: NURS 2137 – Maladaptive States I and concurrent enrollment in NURS 2247 – Maladaptive States II.</i> The student will use the nursing process to analyze current trends and issues in nursing, influencing nursing. The course will examine the impact of social and scientific changes in relation to the nursing profession and discuss ethical and legal issues; analyze concepts common to effective leadership and management; and explore the status of nursing research in a seminar format.	
<b>NURS 2252 Trends and Issues in Nursing – ONL (Traditional Program and Career Ladder Program)</b>	2 Credits
Class 2. <i>Prerequisites: NURS 2137 - Maladaptive States I and concurrent enrollment in NURS 2247 – Maladaptive States II.</i> The student will use the nursing process to analyze current trends and issues influencing nursing. The course will examine the impact of social and scientific changes in relation to the nursing profession and discuss ethical and legal issues; analyze concepts common to effective leadership and management; and explore the status of nursing research in seminar format.	
<b>Occupational Therapy Assistant (OTAT)</b>	
<b>OTAT 1012 Introduction To Occupational Therapy with Lab</b>	2 Credits
This course establishes a knowledge base for the OTA student, emphasizing the human element of health care and the role of the occupational therapy assistant in providing this component. The history and philosophy of occupational therapy, the official framework documents of OT, and the use of research in treatment planning is introduced. OT methods and clinical applications and the OTA's role in various traditional and non-traditional settings across the lifespan will be explored to lay a foundation for the following program coursework.	
<b>OTAT 1022 Kinesiology For OTA with Lab</b>	2 Credits
This course builds on basic anatomic and physiologic concepts of human movement, emphasizing the kinesiological, anatomic, and functional aspects of the skeletal musculature of the human body and their application to human motion.	
<b>OTAT1101 Therapeutic Media</b>	1 Credit
The purpose of this course is to acquaint the student with basic craft techniques utilized in treatment settings. Analysis of the therapeutic process and properties of hands-on activities will be explored as applied to a variety of populations, introducing concepts of adaptation to meet clients' needs.	
<b>OTAT 2002 Health Care Systems &amp; Occupational Therapy Management</b>	2 Credits
In this course the OTA student employs knowledge of the past, present, and future trends of health care to explore various OT management styles, techniques, and applications. Proper documentation, methods, and reasoning for quality OT service delivery will be covered along with fiscal management and marketing of OT in multiple practice settings.	
<b>OTAT 2021 Fieldwork I-A</b>	1 Credit
This fieldwork experience will introduce the student to occupational therapy and related services in clinical locations such as hospitals, long-term care facilities, outpatient clinics, and psychosocial settings. Students will gain a better understanding of OT and how it fits in with other related services such as physical and speech therapy. Developing skills in professionalism, observation, and documentation will be emphasized during this fieldwork.	
<b>OTAT 2101 Therapeutic Activities with Lab</b>	1 Credit
In this course the OTA student learns how to use activities to promote wellness, health, and independence and the idea of therapeutic use of self is introduced. Activity analysis as a part of the assessment and intervention planning process will be learned. The student will become acquainted with using and adapting activities, games, and everyday skills, including the use of assistive technology and devices, to assist clients with a variety of life activities.	
<b>OTAT 2112 Physical Dysfunction And Treatment Techniques with Lab</b>	2 Credits
This course includes the study of occupational therapy principles, assessment techniques, and methods of treatment for individuals with difficulties in physical function. Therapeutic techniques and intervention strategies for treating individuals with neurological and orthopedic dysfunction are presented as well as methods to document clients' performance and progress.	
<b>OTAT 2121 Fieldwork I-B</b>	1 Credit
In this course students will apply OT concepts and techniques, learned during academic preparation, to practical situations. Students will work with fieldwork educators, patients/clients, and team members in a variety of practice settings such as schools, pediatric clinics, and community facilities. Written documentation, professionalism in treatment settings, and application of therapy techniques will be emphasized during this fieldwork.	
<b>OTAT 2132 Pediatric Care in Occupational Therapy with Lab</b>	2 Credits
This course offers a comprehensive study of OT treatment in the pediatric population. The course content will include normal development, diagnoses and conditions, frames of reference, documentation, and theory as related to pediatric intervention. Family/caregiver issues, legal requirements, adaptive equipment for pediatric clients, and an introduction to pediatric assessment will also be covered.	
<b>OTAT 2142 Elder Care in Occupational Therapy</b>	2 Credits
This course includes a comprehensive review of the aging process, integrating the complex and unique psychosocial and physical challenges of older adults. The concepts of aging, wellness, and participation in occupations in later life will be emphasized. Addressing both well elders and those with illness or injuries, the student will learn to use various intervention techniques in multiple practice settings.	
<b>OTAT 2152 Psychosocial Dysfunction and Treatment Techniques</b>	2 Credits
This course includes the principles and techniques of assessment and OT intervention strategies for individuals with emotional, cognitive, and psychosocial challenges. The psychosocial foundations of occupational therapy and the psychological and behavioral aspects of occupational performance are introduced for work with individuals and groups in a variety of traditional and non-traditional psychosocial settings.	
<b>OTAT 2211 Disease Pathology</b>	1 Credit
In this course OT students become familiar with the various mental and physical health conditions commonly encountered in occupational therapy practice. This course will introduce the etiology, prognoses, symptoms, and occupational performance effects of these health conditions.	
<b>OTAT 2206 Fieldwork II-A</b>	6 Credits

This fieldwork experience enables the student to apply knowledge and skills learned in the classroom to clinical situations, focusing on OT across the lifespan in various settings. Students will collaborate with faculty, fieldwork educators, patients/clients, and team members to develop the skills needed to enter OT practice. NOTE: All ACOTE "B" content standards are required to be complete in coursework prior to students going out on Level II fieldwork.	
<b>OTAT 2216 Fieldwork II-B</b>	6 Credits
In this fieldwork experience the student continues to synthesize the knowledge and skills learned in the classroom by applying these skills to practical situations. Students will be assigned to various clinical settings in the surrounding communities and will collaborate with faculty, fieldwork educators, patients/clients, and team members. This fieldwork course will prepare the student for entry-level competence as an occupational therapy assistant. NOTE: All ACOTE "B" content standards are required to be complete in coursework prior to students going out on Level II fieldwork.	
<b>Philosophy (PHIL)</b>	
<b>PHIL 1113 - Introduction to Philosophy</b>	3 Credits
(H). An introduction to the ideas of major Western philosophers by examining questions concerning reality, knowledge, justice and morality. <i>May be counted as a General Education Humanities course.</i>	
<b>Physical Education (PHED)</b>	
<b>PHED 1131 – Aerobics</b>	1 Credit
Class 0. Lab 2. Provides opportunities for students to promote physical fitness through increasing lung capacity and oxygen transport system. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation	
<b>PHED 1241 – Tennis I</b>	1 Credit
Class 0. Lab 2. (Individual Games). The aims of this course are to introduce students to the three basic strokes of tennis so that they may play tennis well enough to enjoy it, and to learn the rules and etiquettes of the game. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 1251 – Tennis II</b>	1 Credit
Class 0. Lab 2. (Individual Games). <i>Prerequisite: Tennis I or equivalent.</i> The aims of this course are to increase the proficiency of students in the three basic strokes of tennis, to learn to volley, and to learn the techniques of successful singles and doubles play. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 1261 – Elementary Swimming</b>	1 Credit
Class 0. Lab 2. This course covers acclimatization to the water, introduction to basic skills, strokes, and instruction in elementary from of personal safety. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 1271 – Advanced Swimming</b>	1 Credit
Class 0. Lab 2. <i>Prerequisite: PHED 1261 – Elementary Swimming or equivalent.</i> Review of basic skills; introduction and refinement of strokes including the crawl, sidestroke, breaststroke, and a study of personal skills. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 1321 – Water Exercises</b>	1 Credit
Class 0, Lab 2. Conducted in shallow water. The exercises are designed to provide a total body workout. Swimming skills are not required. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 1411 Varsity Athletics and Fitness</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all <b>fall</b> semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.	
<b>PHED 1421 Varsity Athletics and Fitness</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all <b>spring</b> semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.	
<b>PHED 1711 – Dance Team</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all <b>fall</b> semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 1713 Introduction to Athletic Training</b>	3 Credits
Class 3. An introduction to the profession of athletic training. Basic history, policies and procedures, management, and prevention techniques related to athletic training. Development of essential skills and competencies needed to perform selected athletic training procedures. Included lab portion for development of skills. Offered Fall only. (FA)	
<b>PHED 1721 – Dance Team</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all <b>spring</b> semester freshmen students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 1811 Freshman Cheerleading</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all <b>fall</b> semester freshmen students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.	
<b>PHED 1813 Sports Nutrition</b>	3 Credits
Class 3. Overview of the science of sports nutrition, with emphasis on nutrition as it applies to fitness, sport-specific training, and athletic performance. Topics include nutrient requirements and dietary recommendations, energy metabolism, weight management, and special nutrient needs during training and competition. Offered Fall semester only. (FA)	
<b>PHED 1821 Freshman Cheerleading</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all <b>spring</b> semester freshmen students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.	
<b>PHED 2062 – Lifeguarding</b>	2 Credits



Class 1. Lab 2. <i>Prerequisite</i> – PHED 1271- Advanced Swimming or permission of instructor. This course includes instruction and certification in American Red Cross Lifeguarding. The course encompasses the philosophy of lifeguarding, skills and responsibilities of a lifeguard, preventive lifeguarding, victim recognition, lifeguard skills, spinal injuries, pool maintenance and search and recovery.	
<b>PHED 2101 – Total Fitness I</b>	1 Credit
Class 0. Lab 3. An individualized self-paced program that teaches basic lifetime exercise skills and wellness related activities. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 2131 – Total Fitness II</b>	1 Credit
Class 0. Lab 3. <i>Prerequisite: PHED 2101 - Total Fitness I.</i> A continuation of the individualized, self-paced program that teaches basic lifetime exercise skills and wellness related activities. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 2133 – Foundations of Physical Education</b>	3 Credits
Class 3. Designed for professional orientation in health and physical education. Includes a brief history, philosophy and modern trends in physical education, teacher qualification and vocational opportunities. Required for students majoring in HPER.	
<b>PHED 2142 – Theory of Coaching Baseball</b>	2 Credits
Class 2. The philosophy of coaching with emphasis on fundamentals, individual offense, defense, and game strategy. The history, techniques, styles of play, strategy and rules of baseball are included in this course.	
<b>PHED 2152 – Theory of Coaching Basketball</b>	2 Credits
Class 2. The philosophy of coaching with emphasis on fundamentals, individual offense, defense, and game strategy. The history, techniques, styles of play, strategy and rules of basketball are included in this course.	
<b>PHED 2222 Introduction to Kinesiology</b>	2 Credits
Class 2. An introduction course to the discipline of Kinesiology. The course will include origin, scope, development, and purpose of the Kinesiology discipline. The course will provide knowledge concerning future directions and career possibilities. Offered spring semester only.	
<b>PHED 2223 Legal Aspects of Sports</b>	3 Credits
Class 3. Includes an examination of the interrelationships of the legal process in the field of physical education and athletics, discussion of fundamental legal concepts, analysis of litigated cases of tort-law, negligence. Also includes the liability of coaches and physical education instructors.	
<b>PHED 2300 Special Topics in Physical Education</b>	1-3 Credits
Class 1, Lab 0-3. <i>Consent of instructor needed.</i> The study and/or analysis of a selected topic in Physical Education. Individual and/or group study. May be repeated with a different topic.	
<b>PHED 2411 Varsity Athletics and Fitness</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all fall semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.	
<b>PHED 2421 Varsity Athletics and Fitness</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all spring semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of sport. Requires participation in the fitness program. This course is graded Pass and No Pass (P and NP). Grades are GPA neutral and do not count toward graduation.	
<b>PHED 2512 Motor Learning</b>	2 Credits
Class 2. This course covers the concepts and applications of motor skill development dealing with attention, memory, knowledge of results, transfer, practice and motivation.	
<b>PHED 2562 Sports Officiating</b>	2 Credits
Lab 2. A study of the rules, mechanics, and principles of officiating for basketball, baseball, and softball. Designed for students who desire to officiate interschool athletics.	
<b>PHED 2664 Assessment and Management of Musculoskeletal Injuries</b>	4 Credits
Class 3. Lab 1. Recognition and management of medical conditions affecting athletic participants. Medical history, use of evaluative tools, knowledge of various conditions and diseases, and clinical evaluation techniques for musculoskeletal disorders. This course will correspond directly with clinical observation placement and skills will be evaluated under the supervision of ATC. <i>Prerequisite: PHED 1713 and HLTH 2383.</i> Offered spring semester only. (SP)	
<b>PHED 2711 Dance Team</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all fall semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 2721 Dance Team</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all spring semester sophomore students. Criterion is the ability to perform in a fashion and level conducive to the nature of the sport. Requires participation in the fitness program. The course is graded Pass and No Pass (P and NP). These grades are GPA neutral and do not count toward graduation.	
<b>PHED 2811 Cheerleading</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all fall semester sophomore students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.	
<b>PHED 2821 Cheerleading</b>	1 Credit
Class 0. Lab 10. <i>Team tryouts &amp; consent of the instructor needed.</i> Open to all spring semester sophomore students. This course offers general improvement and fitness through development of skill. The emphasis will be on muscular development and acute coordination of the body. This course includes tri-weekly workouts on the universal weight machine. The seven remaining hours of this lab will be utilized for developing coordination for cheers, jumps and double stunts to be executed at the basketball games. This course is graded Pass and No Pass (P and NP). These grades are GPA neutral and credit does not count toward graduation.	
<b>Physical Therapist Assistant (PTAT)</b>	
<b>PTAT 1011 Introduction to Physical Therapy</b>	1 Credit
This course will introduce students to the profession and practice of Physical Therapy, including history, professional organizations, educational process, roles and relationship of the physical therapist and physical therapist assistant, contemporary practice settings in physical therapy, ethical behavior, fraud/abuse, professional behaviors, data collection and medical record keeping, communication with medical professionals and patients, evidence-based practice, medical literature review, cultural awareness in practice, and responsibility for professional development.	
<b>PTAT 1012 Kinesiology for PTAs</b>	2 Credits

The student will discuss the components of the musculoskeletal system, view function and mobility through the framework of the Human Movement System, and identify joint kinematics, normal and abnormal joint postures at rest and with activity, and normal and abnormal muscle tone. The student will become competent with joint range of motion assessment, manual muscle testing, and sensation testing. Clinical skills will be practiced in lab.	
<b>PTAT 1122 Pathophysiology for PTAs</b>	2 Credits
In this course the student will gain knowledge of various organ systems of the human body, and explore the etiology, pathophysiology, signs/symptoms, course of treatment, effects of aging, and effect of disease condition on patient health, roles, family/caregivers, and therapeutic care. Basic pharmacology commonly seen in practice settings will be covered.	
<b>PTAT 1203 Basic Patient Care Skills</b>	3 Credits
This course covers basic patient care skills, including: assessment of vital signs, identifying emergency situations, understanding the hospital environment and medical equipment, asepsis techniques, anthropometric measurements, patient interviewing, positioning and draping techniques, wheelchair management, use of assistive devices for gait, and patient mobility and transfer techniques. Students will build upon medical record review, understanding of the plan of care, and medical documentation. Clinical skills will be practiced in lab.	
<b>PTAT 1033 Therapeutic Exercise I</b>	3 Credits
This course will cover the basic principles of exercise, types of exercise, therapeutic goals for exercise, and rationale of the implementation and progression of therapeutic exercises within the plan of care. The student will learn to monitor physiological responses to exercise and make adaptations as appropriate, analyze gait cycle and identify gait deviations, perform postural assessments, and functional training through therapeutic exercise. Clinical skills will be practiced in lab.	
<b>PTAT 1023 Physical Agents</b>	3 Credits
During this course, the student will become competent in the application of the following biophysical agents: biofeedback, electrotherapeutic agents, compression therapies, cryotherapy, hydrotherapy, superficial and deep thermal agents, traction, and light therapies. Indications and contraindications for use, efficacy, and physiological response to these biophysical agents will be covered. The student will build on previously taught communication skills, working within the plan of care, and medical documentation. Clinical skills will be practiced in lab.	
<b>PTAT 2033 Therapeutic Exercise II</b>	3 Credits
This course will build on students' knowledge of therapeutic exercise, covering cardiac rehabilitation spinal stabilization, advanced balance training, work specific reconditioning programs, and the application of exercise with specialized patient populations, including geriatric and women's health. Amputations and prosthetic use and care will be covered. Clinical skills will be practiced in lab.	
<b>PTAT 1232 Clinical Procedures</b>	2 Credits
This course covers massage techniques, pulmonary rehabilitation, peripheral joint mobilization, use of orthotics, wound management, edema management techniques, and environmental and ergonomic assessment. Clinical Skills will be practiced in lab.	
<b>PTAT 1212 Clinical Practice I</b>	2 Credits
This is the first of three clinical educational courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge in a clinical setting under the direct supervision of a licensed physical therapist. The student will apply basic clinical skills, engage in clinical reasoning, perform medical chart review, and document patient care experiences in a medical record. The student will develop professional behaviors in the clinical setting. This is a full-time 3-week clinical experience (120 hours).	
<b>PTAT 2011 Orthopedic Management for PTAs</b>	1 Credit
This course will cover various orthopedic conditions, including: etiology, signs/symptoms, surgical management, and therapeutic management both pre and post-operatively. Students will explore conditions affecting the shoulder, elbow, wrist/hand, hip, knee, ankle/foot, and spine. Students will further develop their ability to work within the plan of care and progress a treatment plan.	
<b>PTAT 2043 Neurology &amp; Rehabilitation for PTAs</b>	3 Credits
This course covered rehabilitation techniques for individuals with neurological disorders. Typical and atypical development will be discussed, including gross and fine motor milestones, righting and equilibrium reactions, and developmental reflexes. Students will explore a variety of neurological conditions affecting both pediatric and adult populations, including current theory, treatment approaches, and use of age-appropriate interventions. Clinical skills will be covered in lab.	
<b>PTAT 2124 Clinical Practice II</b>	4 Credits
This is the second of three clinical education courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge in a clinical setting, under the direct supervision of a licensed physical therapist. The student will build upon previous clinical experience, working with patients with more complex issues, and increasing patient care load. The student will further develop communication skills, and apply ethical decision making and values-based behaviors into patient care. This is a full-time 5 week clinical experience (200 hours).	
<b>PTAT 2121 Professional Issues</b>	1 Credit
During this course, the student will utilize experiences gained in clinical education courses to reflect upon and assess their performance as a student physical therapist assistant. The following topics will be discussed: treatment and progression of complex patients within an interprofessional team, contemporary healthcare settings and systems, adjustment of delivery of care to maintain a patient-centered approach, quality assurance, ethical and safe practice, leadership and advocacy, and medical fraud and abuse. Students will also learn resume writing skills and discuss professional behaviors as they prepare to transition from student to practitioner.	
<b>PTAT 2134 Clinical Practice III</b>	4 Credits
This is the last of three clinical education courses in the PTA program. It offers the student the opportunity to apply learned skills and knowledge from all didactic coursework in a clinical setting, under the direct supervision of a licensed physical therapist. The student will build upon previous clinical experiences, working with more complex patients and heavier caseload as appropriate. This course allows students to transition forward to becoming a practitioner, integrating knowledge with experience to become safe and effective entry-level physical therapist assistants. This is a full-time 6-week clinical experience (240 hours).	
<b>Physics (PHYS)</b>	
<b>PHYS 1114 General Physics I</b>	4 Credits
(N) (L) Class 3, Lab 2. <i>Prerequisites or Concurrent enrollment in: MATH 1613 Trigonometry or MATH 1715 College Algebra and Trigonometry.</i> This course is an introductory non-calculus based physics course and includes topics from mechanics, heat, and sound. (FA)	
<b>PHYS 1214 General Physics II</b>	4 Credits
(N) (L) Class 3, Lab 2. <i>Prerequisite: PHYS 1114 General Physics I with a C or better.</i> Scientific calculator required. This course is a continuation of the general physics sequence and will include topics from electricity, magnetism, light, and atomic physics. (SP)	
<b>PHYS 2014 Engineering Physics I</b>	4 Credits
(N) (L) Class 3, Lab 2. <i>Prerequisite: MATH 2215 Calculus I.</i> Scientific calculator required. This course is a calculus-based physics course for physics, engineering or science majors. Topics include vectors, particle kinematics and dynamics, work and energy, impulse and momentum, rotational kinematics and dynamics, equilibrium, oscillations, gravitation, fluid mechanics, and sound waves.	
<b>PHYS 2114 Engineering Physics II</b>	4 Credits

(N) (L) Class 3, Lab 2. <i>Prerequisite: PHYS 2014 Engineering Physics I with a C or better.</i> Scientific calculator required. This course is a continuation of the engineering physics sequence and will include topics such as temperature, heat, electricity, magnetism, and light and optics.	
<b>PHYS 2300 Special Topics in Physics</b>	1-4 Credits
Class 1-4. <i>Consent of the instructor needed.</i> The study and/or analysis of a selected topic in physics. May involve individual and/or group study. The course number may be repeated with a different topic.	
<b>Political Science (POLS)</b>	
<b>POLS 1113 – American Federal Government</b>	3 Credits
Class 3. This course provides an overview of the origin and framework of the federal government and political party machinery. Course satisfies the general education requirement for U.S. Government.	
<b>POLS 2113 – Introduction to American State and Local Government</b>	3 Credits
(S) Class 3. This course covers the political processes, government and administration of American States, cities, and counties with special emphasis on Oklahoma.	
<b>POLS 2300 – Special Topics</b>	1-3 Credits
<i>Consent of instructor needed.</i> The study and/or analysis of a selected topic in Political Science. Individual and/or group study. May be repeated with a different topic.	
<b>Psychology (PSYC)</b>	
<b>PSYC 1113 – Introduction to Psychology</b>	3 Credits
(S) Class 3. A survey of the major areas of study in psychology such as: motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought and treatment.	
<b>PSYC 2113 – Psychology of Adjustment</b>	3 Credits
(S) Class 3. <i>Prerequisite: PSYC 1113 - Introduction to Psychology.</i> Course is devoted to the emotional health of human beings. Primary topics include emotions and their development, control and relationship to bodily and mental health, physiological factors affecting mental stability and a discussion of important personal problem. (SP) (SU)	
<b>PSYC 2213 – Introduction to Personality Theories</b>	3 Credits
(S) Class 3. <i>Prerequisite: PSYC 1113 – Introduction to Psychology.</i> An introductory course examining processes and various theoretical approaches to the study of personality such as: psychodynamic, behavioral, phenomenological, trait, and social learning theories. (SP)	
<b>PSYC 2300 – Special Topics</b>	1-3 Credits
<i>Consent of instructor needed.</i> The study and/or analysis of a selected topic in Psychology. Individual and/or group study. May be repeated with a different topic.	
<b>PSYC 2301 – Special Topics – President’s Leadership Class</b>	1 Credit
PLC Application Portfolio and selection by PLC Advisory Council. Students eligible to submit the Application Portfolio are those who are current high school seniors. Refer to the President’s Leadership Class Constitution for Purpose and the Policies of the President’s Leadership Class. Eligible students may enroll in this course for up to four semesters. For more information, see Scholarships section of the catalog.	
<b>PSYC 2313 – Developmental Psychology</b>	3 Credits
(S) Class 3. <i>Prerequisite: PSYC 1113 – Introduction to Psychology.</i> A theoretical and research-based course that covers the social, emotional, physical and cognitive aspects of human development throughout the life span.	
<b>PSYC 2443 – Leadership Development</b>	3 Credits
Class 3. This course will examine all aspects of leadership development in the individual. Emphasis will be placed on the study of the philosophy, morals, ethics, individual ability, and style of leadership.	
<b>PSYC 2543 – Introduction to Social Psychology</b>	3 Credits
(S) Class 3. <i>Prerequisite: PSYC 1113 or SOCI 1113 - A Psychology course, with a prerequisite of Introduction to Psychology 1113, which will cover topics such as: conformity, social influence, social cognition, prosocial behavior, prejudice, group processes, interpersonal attraction and social comparison. (FA)</i>	
<b>Radiology (RADT)</b>	
<b>RADT 1003 – Medical Terminology I</b>	3 Credits
Class 3. An introduction to the foundations of medical terminology including root words, suffixes, prefixes, word elements, and word terminals. Emphasis is placed on correct pronunciation, spelling, and definitions.	
<b>Religious Education (RELI)</b>	
<b>RELI 1023 – New Testament Survey</b>	3 Credits
(H) Class 3. Course examines history, literature and culture of the New Testament world and its contribution to Western Civilization.	
<b>RELI 1123 – Old Testament Survey</b>	3 Credits
(H) Class 3. Course examines history, literature, and culture of the Old Testament world and its contribution to Western Civilization.	
<b>RELI 2113 – Christian Ethics and Social Thought</b>	3 Credits
(H) Class 3. Course provides an introduction to the problems and methods of translating the Biblical faith into action in the contemporary world.	
<b>Sociology (SOCI)</b>	
<b>SOCI 1113 – Principles of Sociology</b>	3 Credits
(S) Class 3. This course provides a general survey of the field of sociology. Emphasis is placed on the foundation of human society, institutional organizations and social change.	
<b>SOCI 2113 – Introduction to Social Services</b>	3 Credits
(S) Class 3. <i>Prerequisite: SOCI 1113 –Principles of Sociology</i> This course is designed to acquaint the student with the various areas of social service. Includes an introduction to the philosophy, purposes and functions of various agencies.	
<b>SOCI 2300 – Special Topics</b>	1-3 Credits
(S) <i>Consent of Instructor needed.</i> The study and/or analysis of a selected topic in Sociology. Individual and/or group study. May be repeated with a different topic.	
<b>SOCI 2313 – Introduction to Counseling</b>	3 Credits
(S) Class 3. <i>Prerequisite: SOCI 1113 –Principles of Sociology</i> includes a study of the principles, viewpoints, and approaches in the counseling situation. Also addresses the directive, non-directive, and eclectic techniques in counseling.	
<b>SOCI 2323 – Social Problems</b>	3 Credits
(S) Class 3. <i>Prerequisite: SOCI 1113 –Principles of Sociology</i> An overview of current social problems in the United States. Analyzes sociological and ideological definitions of social problems and considers a variety of possible solutions.	



<b>SOCI 2413 – Introduction to Cultural Anthropology</b>	3 Credits
(S) (H) Class 3. <i>Prerequisite: SOCI 1113 – Principles of Sociology</i> A survey course in the field of cultural anthropology. Emphasis is placed on a cross-cultural comparison of human institution.	
<b>SOCI 2423 – Sociology of the Family</b>	3 Credits
(S) Class 3. <i>Prerequisite: SOCI 1113 – Principles of Sociology</i> includes an overview of the origin and development of marriage customs and systems of family organization. A cross-cultural survey of the family as a basic institution in human societies is also included.	
<b>SOCI 2523 – Social Psychology</b>	3 Credits
(S) Class 3. <i>Prerequisite: SOCI 1113 - Introduction to Psychology or SOCI 1113 - Principles of Sociology.</i> This course integrates sociology and psychology in the study of personality development, social adjustment and social control.	
<b>Spanish (SPAN)</b>	
<b>SPAN 1113 Elementary Spanish I</b>	3 Credits
Class 3. Grammar, pronunciation, reading, composition, oral-aural practice.	
<b>SPAN 1223 Elementary Spanish II</b>	3 Credits
Class 5. <i>Prerequisite: SPAN 1113 – Elementary Spanish or one year of high school Spanish.</i> Includes the fundamentals of grammar, the subjunctive mood, composition and easy reading in the Spanish language. Students for whom Spanish is their native language may not receive credit for this course.	
<b>Speech (SPCH)</b>	
<b>SPCH 1013 – Principles of Listening</b>	3 Credits
Class 3. Course focuses on the role of listening in promoting successful oral communication in the business and educational communities. Includes components of listening comprehension, improving listening behavior, barriers to effective listening and elements of improving listening comprehension at five levels intrapersonal, interpersonal, small group, public address, and mass communication. (SP)	
<b>SPCH 1101-1201-1301-1401 – Intercollegiate Forensics</b>	1 Credit
Lab. <i>Consent of Instructor needed.</i> These courses include preparation for and participation in intercollegiate debate events.	
<b>SPCH 1111-1121-2111-2121 – Competitive Speech</b>	1 Credit
Lab. <i>Consent of Instructor needed.</i> These courses include preparation for and participation in intercollegiate competitive speaking events.	
<b>SPCH 1113 – Introduction to Oral Communication</b>	3 Credits
Class 3. An introductory course designed to prepare students to effectively communicate in different situations, including group communication, conversation and public presentation. Elements of communication are emphasized including confidence, listening, non-verbal, outlining and presentation skills. The course consists of theory and performance.	
<b>SPCH 1123 – Elementary Dramatics</b>	3 Credits
Class 3. Examines the theater from the actor's point of view, including stage scenery and accessories. Introduces a brief history of the theater. Participation in a stage performance is required.	
<b>SPCH 2101-2201-2301-2401 – Dramatics Laboratory</b>	1 Credit
<i>Consent of instructor needed.</i> Includes the application of dramatic theory. Participation in at least one production, either back-stage or acting is required. May be repeated for credit.	
<b>SPCH 2113 – Communications in Business &amp; the Professions</b>	3 Credits
Class 3. A course designed to help entry-level employees obtain a position, keeping the job, or advance in their field by improving their understanding of, and skill in, the forms of communication most crucial to their growth and success on the job. These communication skills include listening, providing feedback, decision-making/problem-solving, working in groups, giving and receiving orders, meeting management, interpersonal competency, speaking before small groups and participating with subordinates in and conducting interviews.	
<b>SPCH 2213 – Advanced Dramatics</b>	3 Credits
Class 3. <i>Prerequisite: SPCH 1123 Elementary Dramatics or Permission of Instructor.</i> This course is a continuation of SPCH 1113 – Elementary Dramatics.	
<b>SPCH 2300 – Special Topics</b>	1-3 Credits
Class 1-3. <i>Consent of instructor needed.</i> The study and/or analysis of a selected topic in Speech. Individual and/or group study. May be repeated with a different topic.	
<b>SPCH 2413 – Group Discussion</b>	3 Credits
Class 3. Principles and methods for successful participation in group discussions, stressing understanding of leadership, interpersonal relations, problem solving and participation. This course will consist of basic theory and participation in group discussions.	
<b>SPCH 2423 – Interpersonal Communications</b>	3 Credits
Class 3. A course designed to develop communication skills to help effectively manage one-to-one relationships primarily in the context of work, family and other interpersonal experiences. These skills will help to initiate, develop and maintain fulfilling interpersonal relationships.	
<b>SPCH 2703 – Oral Interpretation of Literature</b>	3 Credits
Class 3. This course includes oral performance of literature including selection, analysis, rehearsal and performance of poetry, prose and/or drama.	
<b>SPCH 2713 – Argumentation and Debate</b>	3 Credits
Class 3. The study and application of logical argumentation in persuasion. Emphasis will be placed on application through debate and discussion focusing on value and policy propositions.	
<b>Statistics (STAT)</b>	
<b>STAT 2013 – Elementary Statistics</b>	3 Credits
(A) Class 3. <i>Prerequisite: MATH 0133 – Math Readiness (this requires enrollment in MATH 0511).</i> This course includes both descriptive and inferential statistics. Students will become familiar with data collection techniques and be able to make predictions about populations based on results of statistical testing. Topics will include frequency distributions and graphs, counting techniques and probability, discrete and continuous probability distributions, and hypothesis testing. Statistical tests covered in this course include the Z-test, T-test, F-test, Chi-Square-test and ANOVA. Correlation and regression will also be covered.	