



RIVER PARISHES COMMUNITY COLLEGE

*General
catalog &
student
handbook
2018-2019*

VISION & MISSION STATEMENT

Vision

As the premier post-secondary learning resource for the river parishes, River Parishes Community College will be the destination of choice for education.

Mission Statement

River Parishes Community College is an open admission institution that partners with the communities and businesses of the river parishes region of Louisiana to provide workforce training, certificates, diplomas, and Associate Degrees.

RPCC serves its constituents through the following Core College Initiatives. These Core College Initiatives are central to the College's strategic planning and data are collected, reported, and are used in RPCC's continuous improvement processes. These Core College Initiatives are:

1. **Access** - Identify, assess, and meet community needs to promote and increase open access to the College. Provide students with appropriate education, training, and student services at moderate cost, convenient times, and accessible locations to increase their success in certificate, diploma, associate or baccalaureate studies, or in the State's workforce.
2. **Student Success** - Enhance the quality of academic instruction through a continued focus on student learning outcomes assessment; and create campus environments that encourage better-quality learning experiences that reinforce the value of cultural and economic diversity, mutual respect, and each person's ability to become a more productive Louisiana citizen.
3. **Teaching Excellence** - Create a campus culture that values teaching and learning and actively involves faculty in this process.
4. **Innovative Academic and Technical Education Programs** - Identify educational and workforce programming needs in an ongoing manner of the region and offer programs to address those needs. Develop responsive, innovative education, training, and learning resource programs that prepare

Louisiana citizens for immediate employment or transfer to two and four-year colleges and universities.

5. **Partnerships** - Strengthen mutually beneficial partnerships with secondary and other postsecondary institutions, business and industry, government agencies, economic development entities, and community-based organizations that leverage resources to expand educational opportunities for current and future students.
6. **Fundraising** - Develop new funding streams through annual, major gifts, and capital campaigns through the RPCC Foundation and successfully apply to appropriate federal, state, and private grant programs to significantly enhance the mission and vision of the College.
7. **Resources** - Attract, recruit, retain, and support exemplary faculty and staff; effectively manage resources allocated by the State for capital and operational expenses to support the mission of the College; and, make effective use of new and emerging technology to improve teaching and learning in the College's classrooms, laboratories, and telecommunication networks.
8. **Workforce Development** - Take a leadership role in economic development by providing student-centered workforce education and training in collaboration with local employers that strengthens the region's economy and workforce competitiveness. Supply Louisiana's business and industry with a well-educated, highly skilled workforce capable of improving the State's competitive advantage within the United States and throughout the global economy.

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COLLEGE LOCATION INFORMATION

Gonzales Campus/Technical Training Center
925 West Edenborne Parkway
Gonzales, LA 70737
(225) 743-8500

Westside Campus
25250 Tenant Road
Plaquemine, LA 70764
(225) 687-5500

Reserve Campus
181 Regala Park Road
Reserve, LA 70084
(985) 536-4418

CATALOG POLICY

This catalog is designed to provide students with vital information about River Parishes Community College (RPCC). Each student is responsible for knowing the information appearing in this catalog and adhering to the standards and policies listed herein.

The rules and regulations provided in this catalog have been adopted by the faculty and administration. Should a student find that extenuating circumstances might justify the waiver of a particular college regulation, that student may file a petition with the Office of Student Services in accordance with established procedures.

This catalog is not intended to be a comprehensive statement of all procedures, policies, rules, and regulations. The college reserves the right to change, without notice, any academic or other requirements, course offerings, content, programs, procedures, rules, regulations, or fees, as needed. The provisions of the catalog are not to be regarded as an irrevocable contract between the student and RPCC, however students are governed by the catalog in effect at the time of their admission to RPCC.

Effective August 1, 2018

RPCC CATALOG 2018 - 2019

River Parishes Community College is a member of the Louisiana Community and Technical College System and is registered with the Louisiana State Board of Regents.

RPCC is accredited by the Southern Association of Colleges and Schools Commission on College to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of RPCC.

Questions regarding RPCC's procedures, policies and operations should be directed to The Office of the Chancellor at 925 W. Edenborne Parkway Gonzales, LA 70737 or by calling 225-743-8500.

ACADEMIC CALENDAR

SUMMER SEMESTER 2018

May

Registration/Payment Deadline	May 21
Late Registration/ Payment Begins (\$25 late fee assessed to all students)	May 22
First Day of Classes	May 29
Last Day to Register or Add Classes	May 30
Last Day for 100% Refund on Tuition	May 31

June

Last Day for 50% Refund on Tuition	June 6
Last Day to Resign/Withdraw from Classes without “W” Grade	June 6
No Refund on Tuition	June 7

July

Independence Day Holiday/Official College Holiday	July 4
Last Day to Resign/Withdraw from Classes with “W” grade	July 6
Last Day of Classes	July 18
Last Day to Resolve Incomplete Grades from previous Semester	July 18
Final Examinations	July 19 & July 20
Last Day to Report Final Grades	July 24

All dates are subject to change.

Workforce Training and WorkReady-U follow separate calendars.

FALL SEMESTER 2018

August

Registration/Payment Deadline for regular session and 1 st 8 week session	August 6
Late Registration/ Payment Begins for regular session and 1 st 8 week session	August 7
Requested Book Vouchers Issued	August 9-September 7
FALL Convocation and Faculty Professional Development Days	August 13 & August 14
First Day of Classes (regular session and 1 st 8 week session)	August 15
Last Day to register or Add Classes (1 st 8 week session)	August 16
Last Day for 100% Refund on Tuition (1 st 8 week session)	August 17
Last Day to Register or Add Classes	August 21
Last Day for 100% Refund on Tuition	August 21
Last Day for 50% Refund on Tuition (1 st 8 week session)	August 22
Last Day to Resign/Withdraw from Classes without “W” Grade (1 st 8 week session)	August 22
No Refund on Tuition (1 st 8 week session)	August 23
Last Day for 50% Refund on Tuition	August 28
Last Day to Resign/Withdraw from Classes without “W” Grade	August 30
Last Day for 25% Refund on Tuition	August 31

September

No Refund on Tuition (regular session)	September 1
Labor Day Holiday/Official College Holiday	September 3
Requested Book Vouchers Issued (2 nd 8 week session)	September 7-October 5
Last Day to Resign/Withdraw from Classes with “W” Grade (1 st 8 week session)	September 21
Faculty Professional Development (ALL classes are CANCELLED)	September 28

October

Last day of classes (1 st 8 week session)	October 3
Registration/Payment Deadline (2 nd 8 week session)	October 3
Late Registration/Payment Begins (2 nd 8 week session)	October 4
Final Examinations (1 st 8 week session only)	October 4 & 5
Last Day to Report Final Grades (1 st 8 week session)	October 8
Fall Break for Students and Faculty	October 8 & 9
First day of classes for 2 nd 8 week session	October 10
Last Day to Register or add classes (2 nd 8 week session)	October 11
Last Day for 100% Refund on Tuition	October 12
Last Day to Resolve Incomplete Grade from Previous Semester	October 12
Last Day for 50% Refund on Tuition (2 nd 8 week session)	October 17
Last Day to Resign/Withdraw from Classes without “W” Grade (2 nd 8 week session)	October 17
No Refund on Tuition (2 nd 8 week session)	October 18
Midterm Status Due	October 23

November

Open Registration for Spring 2019	November 1
Last Day to Resign/Withdraw from classes with “W” grade (regular session only)	November 2
Last Day to Resign/Withdraw from classes with “W” grade (2 nd 8 week session)	November 16
Thanksgiving Holiday/Official College Holiday	November 21-23
Last Day of Classes (regular classes and 2 nd 8 week session)	November 30

December

Final Examinations (regular and 2 nd 8 week session)	December 3-6
Last Day to Report Final Grades (regular and 2 nd 8 week session)	December 10
Midterm Statuses Due	March 13
Christmas Holidays/Official College Holiday	December 24-January 1, 2019

All dates are subject to change.

Workforce Training and WorkReady-U follow separate calendars.

SPRING SEMESTER 2019

January

Official College Holiday.....	January 1
Registration/Payment Deadline for regular session and 1 st 8 week session	January 3
Requested Book Vouchers Issued	January 3-February 1
Late Registration/ Payment Begins for regular session and 1 st 8 week session	January 4
SPRING Convocation and Faculty Professional Development Days.....	January 7 & 8
First Day of Classes (regular session and 1 st 8 week session)	January 9
Last Day to register or Add Classes (1 st 8 week session)	January 10
Last Day for 100% Refund on Tuition (1 st 8 week session)	January 11
Last Day to Register or Add Classes	January 15
Last Day for 100% Refund on Tuition.....	January 15
Last Day for 50% Refund on Tuition (1 st 8 week session)	January 16
Last Day to Resign/Withdraw from Classes without “W” Grade (1 st 8 weeks session)	January 16
No Refund on Tuition (1 st 8 week session)	January 17
Dr. Martin Luther King Jr. Holiday/Official College Holiday.....	January 21
Last Day for 50% Refund on Tuition	January 22
Last Day to Resign/Withdraw from Classes without “W” Grade	January 25
Last Day for 25% Refund on Tuition	January 25
No Refund on Tuition (regular session)	January 26

February

Requested Book Vouchers Issued (2 nd 8 week session)	February 1-March 2
Registration/Payment Deadline (2 nd 8 week session).....	February 25
Late Registration/Payment Begins (2 nd 8 week session)	February 26

March

Mardi Gras Holiday for Students and Faculty	March 4-6
Mardi Gras Holiday/Official College Holiday.....	March 5
First day of classes for 2 nd 8 week session	March 7
Last Day to Resolve Incomplete Grade from Previous Semester	March 8
Last Day to Register or Add classes (2 nd 8 week session)	March 8
Last Day for 100% Refund on Tuition.....	March 11
Midterm Status Due	March 12
Last Day for 50% Refund on Tuition (2 nd 8 week session)	March 14
Last Day to Resign/Withdraw from Classes without “W” Grade (2 nd 8 week session).....	March 14
No Refund on Tuition (2 nd 8 week session).....	March 15
Last Day to Resign/Withdraw from classes with “W” grade (regular session only).....	March 29

April

Open Registration for Summer and Fall 2019	April 1
Spring break for Students and Faculty.....	April 12-April 21
Last Day to Resign/Withdraw from Classes with “W” Grade (2 nd 8 week session).....	April 12
Good Friday Holiday/Official College Holiday	April 19

May

Last Day of Classes (regular classes and 2 nd 8 week session)	May 3
Final Examinations (1 st 8 week session only)	May 6-9
Last Day to Report Final Grades (1 st 8 week session).....	May 13
Spring 2019 Commencement Ceremony	TBA

All dates are subject to change.

Workforce Training and WorkReady-U follow separate calendars.

ADMISSION TO THE COLLEGE

River Parishes Community College (RPCC) has an open admissions policy. A prospective student seeking admission to RPCC must submit an Application for Admission and required documents. Following receipt of the application and documents, the applicant is classified in the applicable admission classification and must meet the respective admission requirements. Following evaluation of the applicant's credentials, the applicant is placed in the appropriate admission status and will receive an email correspondence.

RPCC will make reasonable special services and accommodations available to students with learning, psychological, and/or physical disabilities. Students needing these services and accommodations must complete an Application for Accommodations form (available in the Student Services Office), provide current and comprehensive documentation of the disability, and be determined eligible for services. For additional information, please refer to the Students with Disabilities section of this catalog.

RPCC has not petitioned the United States Department of Justice, Immigration, and Naturalization Service for approval of the school for attendance by non-immigrant students, and cannot issue the immigrant form I-20. For further information about admission to RPCC, or for an application, contact the Office of Admissions.

ADMISSION CLASSIFICATION & REQUIREMENTS

FRESHMAN

An applicant who has never attended any college or university will be classified as a freshman applicant. RPCC has an open enrollment policy, so there are no requirements that a freshman needs to meet in order to be accepted. However, an applicant that does not possess a High School diploma from a state approved high school, or the equivalent, will not be eligible for financial aid.

For those students wishing to start as a freshman and qualify for Financial Aid, RPCC offers the HiSet (High School Equivalency Exam) through our Work Ready U program. RPCC will request HiSet diplomas from the Louisiana Community and Technical College System (LCTCS).

RPCC will recognize the Accuplacer test for placement purposes. Scoring and placement can be found on page 20 of this catalog. RPCC will request final high school transcripts from the Board of Regents and the LA Dept. of Education's Student Transcript System for students who have graduated from a LA high school in 2003 or later. Anyone graduating from high school prior to 2003 or from an Out of State High School must submit an official, final high school transcript.

Test scores are not an admissions requirement for a freshman applicant, but will be needed for placement purposes. RPCC accepts the ACT, SAT, Compass exam (until January 2020), and the Accuplacer exam. Any test scores older than 3 years will not be accepted. ACT scores reported on the high school transcript (on ACT label) or student copies of the scores are acceptable for admission. However, if the applicant is seeking Advanced Placement Credit, official scores must be received from the testing service. See the Advanced Placement Credit section of this catalog for further information.

DUAL ENROLLMENT PROGRAM & EARLY COLLEGE OPTION

High school students may apply for the Dual Enrollment Program at RPCC. These students must be enrolled as a high school student and must have written approval from their high school principal or counselor and parents.

Students enrolling in the Dual Enrollment Program may enroll for a maximum of seven hours for one semester. According to RPCC's Dual Enrollment policy, those students who earn a grade of "C" or better in each course may continue enrollment the next semester.

Those students who earn a grade less than a "C" in any course must be re-evaluated on a case by case basis. It will then be determined whether or not the student will be allowed to continue in this program. All RPCC coursework will become part of the student's permanent college record. Upon graduation from high school, the student may apply for admission as a regular freshman.

Information for Students under the Age of 18

Minor students participating in the Early College Option program or electing independently to register for an RPCC course will have the same performance expectations and responsibilities that regular college students have regarding assignments, attendance, and course content.

The course content will not be altered in any way to take into account that a minor student is enrolled in the course. In some disciplines, course content may be frank in order to deal with scholarly discussion of behavioral, artistic, human, or other issues.

Parents of minor students should consider their child's level of maturity, and if he/she is college-ready and able to handle the adult environment, as well as the content of the course in which he/she enrolls. Minor students should be aware that they are bound by the terms of the syllabus in order to earn a grade for the class, parental approval of the assignments is not required, and that alternate assignments are offered at the sole discretion of the instructor.

TRANSFER STUDENTS

An applicant who has attended a college or university will be classified as a transfer applicant. A student that is on academic suspension at any LCTCS school cannot be admitted to RPCC. Official transcripts are not required, but will be used for Financial Aid and for placement purposes. All official transcripts can be mailed to River Parishes Community College, P.O. Box 2367, Gonzales, LA 70707.

RE-ENTRY

An applicant who previously attended RPCC, but whose enrollment was interrupted for a minimum of one semester, will simply complete an Application for Admission and indicate Re-Entry for Enrollment Classification.

Students applying to re-enter the College:

1. Should submit an official transcript from each college or university attended since leaving RPCC, in order to use credits earned.
2. May be placed on academic probation or warning upon re-entry.
3. Must adhere to all registration deadlines and policies.

VISITING

Students enrolled at another accredited college who are eligible to continue at that institution in the next regular semester or term and who are not on scholastic warning or probation may register as a Visiting Student for one semester or summer term only. These students must submit, for advising purposes, an unofficial transcript or grade report for those classes that require prerequisites.

Students admitted on a visiting student basis who wish to be considered for regular admission must complete a new application for admission and should supply official transcripts of all college work previously taken. All official transcripts can be mailed to River Parishes Community College, P.O. Box 2367, Gonzales, LA 70707.

NON-MATRICULATING

An applicant who desires to take a limited number of courses for credit but not a candidate for a degree/certificate program nor pursuing admission to a degree/certificate program is classified as a non-matriculating applicant.

Transient and summer only students will be placed in this classification. Non-matriculating applicants must meet the appropriate admissions requirements. Non-matriculating applicants are admitted for one semester and are not eligible for financial aid. To continue enrollment, non-matriculating students may seek regular admission with an *Application for Admission* or must have the approval of the Chief Student Affairs Officer to continue as a non-matriculating student.

AUDITING

An applicant who does not want to earn college credit is classified as an auditing applicant. Auditing applicants must complete an application for admission, submit all required documents, and meet the appropriate admission requirements.

CROSS ENROLLMENT

River Parishes Community College has entered into Cross Enrollment Agreements with Nicholls State University, Southern University New Orleans, Southeastern Louisiana University, and all other LCTCS colleges. These agreements allow students to cross enroll in courses not available at the home institution, and tuition is based upon the home institution's tuition rate. RPCC will continue efforts to sign Cross Enrollment Agreements with other colleges. For further information or an updated list of participating institutions, RPCC students should contact the Office of Student Services, and non-RPCC students should contact their home institution.

ADDITIONAL REQUIREMENTS

In addition to the above admission requirements, applicants to RPCC are required (if applicable) to provide the following:

- ***Proof of Immunization***

As required by Louisiana law, all first-time students born after 1956 must provide proof of immunization against measles, mumps, rubella, tetanus-diphtheria, and meningitis as a condition of enrollment. Students will not be allowed to complete the registration process unless they have met the immunization requirement. The requirement can be met either by submitting proof of immunity or by signing a waiver claiming exception from the immunization policy. Immunization Compliance forms, which have a section for the student's physician to complete and a section for those who chose the waiver option, are available in the Office of Admissions.

In the event of an outbreak, the college will require students without immunizations to leave campus and will exclude them from class until the outbreak is over or until they submit proof of adequate immunization.

- ***Proof of Selective Service Registration***

In accordance with R.S. 17:3151, male applicants between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration Card or a printout from the Selective Service website indicating the applicant's registration status. The following categories of students are exempted from this requirement:

1. Males currently in the armed services and on active duty.
2. Veterans of the armed services who submit a copy of their DD214 discharge certificate.
3. Males not yet 18 years of age.
4. Males born before 1960.
5. Non-citizens who first entered the U.S. after they turned 26.

- ***Proof of Residency***

All new students must provide proof of their residence with their application for admission. Acceptable documentation may include a valid driver's license or State I.D. card, current mortgage or rent receipts, most recent state and/or federal tax returns, or other documents that indicate where a student's official domicile is located. The Enrollment Management Coordinator may require multiple forms of proof in order to determine residency for admissions and billing purposes.

Regulations establishing residency are based primarily on the location of the home, place of employment, and military status. A resident is defined generally, though not conclusively, as one who has lived in Louisiana for 12 consecutive months immediately preceding registration. A student may not establish residency while residing in Louisiana for the primary purpose of attending school.

ADMISSION STATUS

FULL ADMISSION

The applicant who meets the admission requirements and has submitted all required documents is fully admitted to RPCC.

PROVISIONAL ADMISSION

Provisional Admission is the status given to an applicant that has an incomplete application. For an application to be complete, all students must submit Immunization Records or complete an Immunization waiver. In addition, male students between the ages of 18-25 must provide proof of registration for Selective Service.

ADMISSION ON PROBATION

The following applicants, if admitted to RPCC, may be admitted on probation:

- The re-entry applicant who was last enrolled at RPCC on probation or suspension status (see suspension section of this catalog for further information).
- The LCTCS transfer applicant who is eligible to re-enter the previous college and was placed on academic probation at that college.
- The transfer applicant who last was enrolled at another institution on suspension status. Credits earned at RPCC while the student is on suspension status at the suspending institution may not be accepted for degree credit at the suspending institution. Other colleges/universities are also not likely to accept such credit.

PLACEMENT TESTING

Once accepted to RPCC, some students may be required to take a placement test. The tests are used to determine the student's skills in English and math. The results of the tests are used for course placement and academic advising. The current testing schedule is Tuesdays and Thursdays at 1pm and Wednesdays at 9am. All test times are subject to change.

There is no fee for the first test required for RPCC admission. Individuals requesting a retest to improve their scores or for those who are testing for purposes other than RPCC admission must make an appointment with Student Services. The cost is \$10.00 per section retaken. These students should bring a receipt for the test from the Business office and a picture ID on the day of the testing appointment.

ACCUPLACER SCORES

English

Sentence Skills	20-59	ENGL 0098
Sentence Skills	60-85	ENGL 0099
Sentence Skills	86-117	ENGL 1010
Sentence Skills	118-120	ENGL 1020

Algebra

Elementary Algebra	20-45	MATH Prep
Elementary Algebra	46-64	MATH 0098
Elementary Algebra	65-120	MATH 0099
College Level	20-44	MATH 0099
College Level	45-98	MATH 1100
College Level	99-120	MATH 1110

NOTE: *Math Prep is a resource within RPCC’s Work Ready U program designed to prepare students for college level Mathematics. Students referred to take Math Prep will complete 40 hours of individualized instruction, which culminates in successful completion of a Mathematics exam designed by RPCC faculty to test readiness for Developmental MATH 0098, and/ or retaking the ACCUPLACER placement test to score out of Math Prep.*

Reading

Reading Comprehension 20-52	READ 0098	<i>*not offered</i>
Reading Comprehension 53-84	READ 0099	<i>*not offered</i>
Reading Comprehension 85-120	Exempt	

ACADEMIC ADVISING

After testing is complete, students will meet with an academic advisor who will review the student’s academic record, assist in designing a course of study, and begin the pre-registration process with the student. A meeting with an academic advisor is required. See Student Service and Academic Studies sections of the catalog for further information about Academic Advising and Pre-registration.

TRANSFER CREDIT

RPCC accepts transfer credit from both traditional and nontraditional sources for students enrolling for the first time. Once admitted to a degree or certificate program at RPCC, students are encouraged to contact the Office of Student Services prior to enrolling in courses at other institutions. Transfer credit for courses taken at other institutions by students enrolled in a degree or certificate program will be accepted under the same guidelines used for traditional transfer credit students.

TRADITIONAL TRANSFER CREDIT

Upon receipt of official transcripts from institutions of higher learning, the Office of Student Services will evaluate the records to determine transfer credit. Credit accepted for transfer will be recorded on the student’s permanent record. Acceptance of credit for transfer does not guarantee the course will be used to meet pre-requisite or degree or certificate program requirements.

Students may transfer credits earned through correspondence study at an accredited institution. Transfer credit from regionally accredited institutions will be accepted if the course(s) is equivalent in content to the course offered at RPCC. The Vice Chancellor of Academic and Student Affairs determines the acceptance of courses that are not equivalent to RPCC courses and courses taken more than ten years before a student transfers to RPCC.

Grades for transferred courses will be interpreted using the following criteria:

- Grades of W or IW will be recorded.
- Plus (+) or minus (-) symbols will be disregarded.
- Grades of Pass, Credit, Satisfactory, etc., will be treated alike and recorded as hours earned.
- Failing grades (F) will not be count as hours attempted.
- Grades in developmental or remedial courses are treated the same as Pass, Fail, etc.
- Incomplete grades (I) will be treated as if earned at RPCC.

Quarter hours will be converted to semester hours by multiplying the quarter hours by 2/3. A grade of “C” or better may be required to meet pre-requisite or program requirements.

NON-TRADITIONAL CREDIT

CREDIT FROM NON-REGIONALLY ACCREDITED INSTITUTIONS

Transfer credit from non-regionally accredited institutions may be accepted at RPCC. Special consideration is given to courses from institutions listed in the Louisiana Board of Regents Student Transfer Guide and General Education Articulation Matrix. Students desiring to transfer from non-regionally accredited institutions may request a review of this credit by the Vice Chancellor of Academic and Student Affairs.

ADVANCED PLACEMENT

RPCC has identified multiple sources by which advanced college placement/credit may be earned. These are:

1. Compass Placement Testing
2. Acuplacer Placement Testing
3. ACT Placement Testing
4. Credit by Departmental Proficiency Examination
5. Credit by College Level Examination Program (CLEP) Subject Examinations
6. College Board Advanced Placement (AP Credit)
7. Life Experience Assessment Program
8. Military Credits

1. Compass Exam Advanced Placement

A student with an exceptionally high score on the COMPASS examination may be placed in advanced level course work in Mathematics or English Composition. Students scoring 91 or higher in English will be placed in ENGL 1020 and will be eligible for credit in ENGL 1010. Students scoring 66 or higher in algebra will be placed in MATH 1110, 2010, or 2100 and will be eligible for credit in MATH 1100.

2. Accuplacer Advanced Placement Credit

A student with an exceptionally high score on the ACCUPLACER examination may be placed in advanced level course work in Mathematics or English Composition. Students scoring 118 or higher in sentence skills will be placed in ENGL 1020 and will be eligible for credit in ENGL 1010. Students scoring 99 or higher in college-level math will be placed in MATH 1110, 2010, or 2100 and will be eligible for credit in MATH 1100.

3. ACT Advanced Placement

If a student is placed into an advanced-level course on the basis of ACT score, the student must take the next level advanced course and pass with a “C” or better in that course the first time taking it. A grade of “C” or better is required in order for the student to receive credit for the bypassed course. (Example: If a student places out of English 1010 or math 1100, in order for the student to receive the credit for the course placed out of, the student must take the next level course and pass with a “C” or better). Credit by advanced placement

is applicable to courses taken at RPCC only, not to transfer courses. Credit received by advanced placement may be applied toward graduation but will not be considered in computing the overall grade point average or residency.

4. Credit by Departmental Proficiency Examination

Credit is available to students who have mastered the content of a college course and can demonstrate competency in course content through successful completion of a Departmental Proficiency Examination if available. Students must be enrolled in RPCC coursework. A student who desires to apply for credit by examination should contact the Vice Chancellor of Academic and Student Affairs for further information. A fee of \$15 per credit hour is assessed for this credit.

5. Credit by College Level Examination Program (CLEP) Subject Examinations

The awarding of credit under CLEP is based on the scores earned on subject exams with the scores recommended by the American Council on Education and approved by the faculty. Students must submit official test scores to receive credit. The subjects and credits for which students may receive advanced placement credits.

6. College Board Advanced Placement (AP) Examination

River Parishes Community College may grant nontraditional credit for College Board Advanced Placement (AP) Examinations, which are taken prior to the student’s high school graduation.

The first-semester student who has taken a College Board AP Credit exam must have scored at least “3” to receive appropriate course credit. AP credit is subject to review by the Registrar’s Office or representative of the course and approval by the Registrar. A student may not receive credit toward a degree solely on the basis of an Advanced Placement test score. The student must request that an original transcript from the College Board be sent to the Office of Advising and Testing for evaluation. College Board AP Credit scores are valid for three years from the original test date. When AP credit is considered for placement purposes, the placement decision is made by the Office of Student Services.

RPCC College Board Advanced Placement (AP) Examination Guide

Examination	Minimum Score	Courses	Hours Credit
Art, History	3	ARTS 2510	3
	3	ARTS 2510, 2520	6
Biology	3	BIOL 1201, 1202	6
	3	BIOL 1201, 1202, 1203, & 1204	8
Chemistry	3	CHEM 1010, 1020	6
Economics: Microeconomics	3	ECON 2020	3
Economics: Macroeconomics	3	ECON 2010	3
English Language & Composition	3	ENGL 1010	3
	3	ENGL 1010, 1020	9
French Language	3	FREN 1010	8
	3	FREN 1010, 1020	11

	3	FREN 1010, 1020, 2010, 2020	14
Government, U.S. Politics	3	POLI 1100	3
History, American	3	HIST 2010	3
	3	HIST 2010, 2020	6
History, European	3	HIST 1020	3
Mathematics: Calculus AB	3	MATH 2010	3
	3	MATH 2100	5
Mathematics: Calculus BC	3	MATH 2100	5
	3	MATH 2100, 2110	9
Physics B	3	PHYS 2010	3
	3	PHYS 2010, 2020	6
Psychology	3	PSYC 2010	3
Spanish	3	SPAN 1101 and 1102	8
	3	SPAN 1101, 1102, 2101	11
	3	SPAN 1101, 1102, 2101, 2102	14

7. Life Experience Assessment Program

In accordance with recent trends toward the recognition of non-traditional learning experiences, RPCC offers students the opportunity to gain course credit hours through the Life Experience Assessment Program (LEAP). College credit may be awarded for knowledge gained through reading and private study but primarily through validated work experience. The central principle in the LEAP program is that what a student knows is more important than how the knowledge was gained.

No more than 25% of the total hours applicable toward a degree or certificate may be from non-traditional, portfolio-based, and /or LEAP credit. Also, no more than one-third of the hours composing the major or area of concentration may be from non-traditional, portfolio-based, and/or LEAP credit. A student must be both enrolled and in good standing at the time of application and may only make an application once for any given course. There is also a non-refundable fee that must be paid prior to the application being accepted. For information and more detail on the procedures on how to apply for LEAP credit, students should contact the Registrar’s Office.

8. Military Credits

Students who have earned credit through courses taken while in the armed services may apply for acceptance of these credits in the Registrar’s Office. Credit recommendations from the American Council on Education are usually accepted. A student’s academic advisor will determine which credits earned through military training are applicable towards graduation. These hours count as part of the total hours of non-traditional credits applicable toward a degree or certificate.

RPCC has developed the following guidelines for granting college credit from these sources:

1. Student must be currently enrolled at RPCC.
2. Semester hours of credit earned through these options are assigned a grade of “P”. No quality points are earned, and the grade is not used to compute the grade-point average.
3. A maximum of 24 semester hours of credit may be awarded.

4. Credit cannot be awarded for a course that a student has previously completed at any college/university.
5. Students may earn no more than 1/3 of the credits for the required major courses.
6. Credit earned may not be used to satisfy residence requirements.
7. A student may not receive credit in more than one course in a two-semester sequence or two courses in a four-semester sequence
8. Students who plan to use these credits to meet degree requirements of other institutions should contact those institutions for their policies.

ACADEMIC AMNESTY

Academic Amnesty provides students an opportunity to restart their academic record after a break in enrollment. Academic Renewal is for students who had an unsuccessful start in a degree or certificate program and sat out for a period of at least two years, without enrolling in an academic, for credit program at any college or university. The following standards shall apply:

1. No less than one semester must elapse between the end of the semester in which the student was last registered for credit at any postsecondary institution and the reenrollment under Academic Renewal.
2. The student must be matriculated into a program.
3. Upon re-enrollment, the student must demonstrate academic success as defined by the college.
4. If granted, Academic Renewal will be noted upon the transcript.
5. Courses taken before the minimum one semester enrollment absence will count toward the degree or certificate and be included in the cumulative GPA if the grade earned was "C" or better.
6. Courses taken before the minimum one semester enrollment absence for which the student earned a grade lower than "C" will not count toward a degree or certificate and will not be included in the cumulative GPA.
7. Courses and grades will still be listed on the transcript and included in the student completion rate, but will be excluded from the cumulative GPA.
8. Students will be considered for Academic Renewal subject to an approved application.

Upon being granted academic amnesty, the student has the status of an entering freshman and will begin a new record showing no credits attempted, no quality points earned, and no prior suspensions.

A student demonstrating competency in a given area may be allowed advanced standing (without credit) or a waiver of requirements just as any entering freshman. Credit examinations may be taken for courses in which grades of "C" or higher were earned.

RPCC will accept, in transfer, academic amnesty granted at another institution. However, academic amnesty may be granted to a person only once, regardless of which institutions were attended.

Students are cautioned that many undergraduate professional curricula and graduate and professional schools compute the undergraduate grade-point average on all hours attempted when considering applications for admission.

If granted, the student will sign a form certifying that they understand the ramifications of academic amnesty.

AUDITING

A student who desires to enroll in a college credit course for personal enrichment and who does not want to earn college credit may apply to audit the course. See Admission to the College section of this catalog for further information about being admitted as an auditor.

A student currently enrolled at RPCC may audit a course with the approval of his or her academic advisor. A student may audit no more than the number of courses approved by their academic advisor. The tuition and fees assessed for a course being audited are the same as those being taken for credit.

The decision to audit a course should be made at the time of registration. Changes from audit to credit or credit to audit must be made by the official last day to Register or Add Classes as published in the Academic Calendar.

An auditor will not receive college credit and will not be permitted to obtain credit for the audited course through a credit examination or any other form of non-traditional credit. However, a course previously audited may be taken for credit by enrolling in the course. Audited courses are not included in calculating the student's grade-point average or enrollment status (full-time, part-time) for insurance, financial aid, or other purposes.

STUDENT SERVICES

The Office of Student Services, under the direction of the Chief Student Affairs Officer and together with the Office of Academic Services, offers a variety of programs and services to assist students in achieving their educational goals. Students with questions or concerns about the services that follow are encouraged to contact the Chief Student Affairs Officer.

COUNSELING SERVICES

The primary function of the Office of Student Services is to support students' educational development and personal well-being. To this end, the Office of Student Services offers students' academic, career, and personal counseling in an accepting environment that encourages learning, self-exploration, and academic success. Staff members also provide help with and/or information about the following:

- Course selection and scheduling
- Placement tests
- College policies and procedures
- Personal issues that may be interfering with academic success
- Career concerns
- Transfer issues/resources
- Study skills information
- Time management
- Decision-making skills

ACADEMIC ADVISING

The Office of Student Services provides educational advising services to all students throughout their academic careers at RPCC. The goal of academic advising is to enable students to select plans of study that are consistent with their educational and/or career goals. For more information, please refer to the sections entitled "Course Scheduling and Registration" and "Transfer Services."

COURSE SCHEDULING AND REGISTRATION

Each semester, continuing students may schedule courses through one of the following two methods: online registration through LoLA and group advising. Online registration is designed for students who do not need assistance with course selection. Students who need help with this process must attend a group advising session. These advising meetings are coordinated by the Office of Student Services, and counselors and/or advisors are present to guide students through the course selection process. Not all of the course scheduling methods are available throughout the registration periods for continuing students. It is therefore important that students take note of the scheduling calendar available each semester in the Registration Bulletin.

Fee bills reflect all activity on students' accounts as well as the total amount due and the payment deadline. Students must follow the registration instructions and submit full payment in a timely manner in order to be considered registered. For other payment options (including an online deferment plan), refer to "Payment Options" in the Tuition,

Fees, Schedules, and Policies section of this catalog. The Students who schedule classes after the early registration payment deadline and prior to the last day to add classes will receive a Schedule Confirmation and Fee bill at the time that they schedule and are expected to pay at that time. These students must still comply with all other registration procedures and deadlines.

STUDENTS WITH DISABILITIES

The Office of Student Services coordinates accommodations and services for students with disabilities. In compliance with the Americans with Disabilities Act (ADA), this office ensures that eligible students receive appropriate classroom modifications and serves as a liaison between faculty and students. The Office of Student Service's goal is to provide an academic, social, and physical learning environment that is fully accessible to students with disabilities.

Students with disabilities that affect academic functioning may apply for accommodations by submitting current and comprehensive documentation of the disability with a completed application to the Disability Services and Advising Coordinator. Documentation guidelines and the disability services application are available in the Handbook for Students with Disabilities, which is on the College's website, www.rpcc.edu. Students who submit complete documentation that demonstrates the need for reasonable accommodations will then be directed to schedule a meeting with the Disability Services and Advising Coordinator in order to register for services. Students should apply early so that accommodations can be arranged in a timely manner. To learn more about what Disability Accommodations consist of and the role of the ADA Coordinator, please visit <https://www.rpcc.edu/student-services/disability-accomodations>. Individuals with questions about this process should contact the Disability Services and Advising Coordinator. For more detailed information about Disability Support Services at RPCC, please visit the Disability Guide at <https://www.rpcc.edu/about-us/disabilities-guide/>.

TRANSFER SERVICES

In an effort to successfully transfer students to other institutions, River Parishes Community College has established relationships with the area colleges and universities to which RPCC students transfer most often. Students planning to transfer to another college/university should consult with an RPCC advisor as well as an advisor from the transfer institution to ensure that courses taken at RPCC will count toward the fulfillment of degree requirements at the transfer institution. Students may also refer to the Louisiana Board of Regents Statewide Student Transfer Guide and Articulation System to determine how general education courses will transfer from one Louisiana public college or university to another. These matrices are available through the Board of Regents website: <http://www.regents.state.la.us>. When applying to a transfer institution, students will be required to submit an official RPCC transcript. To request that this be sent, students should complete a Request for Transcript form, which is available in the Student Services Office or on the RPCC's website.

TRIO STUDENT SUPPORT SERVICES AT RPCC

MISSION STATEMENT:

TRIO Student Support Services (SSS) at River Parishes Community College is committed to helping students who are first-generation college degree pursuers, students who have individual or low income family units as well as students with disabilities. TRIO SSS assists and serves as a web of support for students who aspire to attain their education. Through tutoring and mentoring services, counseling, and cultural enrichment, the program aids in student persistence and in developing lifelong learners for their future goals and next steps.

Located in room 114, TRIO SSS offers a variety of services to help students be successful at RPCC and beyond. TRIO SSS offers tutoring in English, Math, and science as well as personal, academic, and career counseling. The program helps students transfer to local 4 -year institutions through focused advising in course selection and college tours. The program also helps students get and keep financial aid and work as advocates for the students in the program

All of the services are free for eligible students. Interested students can stop by room 114 to pick up an application or call 225-743-8514 for more information.

TUITION, FEES, SCHEDULES & POLICIES

SCHEDULE OF TUITION

Tuition, fees, and additional costs are outlined in the charts below. Note that the cost of tuition is determined by the total number of credit hours for which a student registers, while fees are based upon the service(s) provided. In order for a student to be registered for classes, the student must pay the total cost of both tuition and fees.

ONLINE COURSE TUITION

RPCC online courses may be hosted by RPCC or LCTCS Online. The tuition and fees for all online courses is \$138.96 per credit hour. Additional fees will vary depending on the course host. There is a \$40 enrollment fee per semester for online enrollment.

METHODS OF PAYMENT

RPCC accepts cash, check, money order, or online CashNet-Smart Pay Payment Plan, or a one-time credit card payment at www.rpcc.edu (FEES ARE NON-REFUNDABLE once classes have begun).

ADDITIONAL COSTS

The costs of textbooks and class materials are refundable according to supplier's policy. The NSF check fee is non-refundable.

TUITION IS REFUNDABLE ACCORDING TO COLLEGE POLICY

Please refer to the Tuition and Fees schedule on page 29 for a breakdown of tuition and fees.

RPCC General Catalog & Student Handbook 2018 - 2019

River Parishes Community College											
Tuition and Fees											
Academic Year 2017/2018**											
LA Resident Tuition and Fees (does not apply to online classes)						NON-LA Resident Tuition and Fees (does not apply to online classes)					
Credit Hours	Tuition	Grad Act Adjust	Total Tuition and Grad Act	Fees	Total	Credit Hours	Tuition	Fees	Total		
1	\$133.92	\$5.04	\$138.96	\$31.00	\$169.96	1	\$138.96	\$31.00	\$169.96		
2	\$267.84	\$10.08	\$277.92	\$62.00	\$339.92	2	\$277.92	\$62.00	\$339.92		
3	\$401.76	\$15.12	\$416.88	\$93.00	\$509.88	3	\$416.88	\$93.00	\$509.88		
4	\$535.68	\$20.16	\$555.84	\$124.00	\$679.84	4	\$555.84	\$124.00	\$679.84		
5	\$669.60	\$25.20	\$694.80	\$155.00	\$849.80	5	\$694.80	\$155.00	\$849.80		
6	\$803.52	\$30.24	\$833.76	\$186.00	\$1,019.76	6	\$833.76	\$186.00	\$1,019.76		
7	\$937.44	\$35.28	\$972.72	\$217.00	\$1,189.72	7	\$2,152.23	\$217.00	\$2,369.23		
8	\$1,071.36	\$40.32	\$1,111.68	\$248.00	\$1,359.68	8	\$2,459.69	\$248.00	\$2,707.69		
9	\$1,205.28	\$45.36	\$1,250.64	\$279.00	\$1,529.64	9	\$2,767.15	\$279.00	\$3,046.15		
10	\$1,339.20	\$50.40	\$1,389.60	\$310.00	\$1,699.60	10	\$3,074.61	\$310.00	\$3,384.61		
11	\$1,473.12	\$55.44	\$1,528.56	\$341.00	\$1,869.56	11	\$3,382.07	\$341.00	\$3,723.07		
12 or more	\$1,607.04	\$60.48	\$1,667.52	\$372.00	\$2,039.52	12 or more	\$3,689.53	\$372.00	\$4,061.53		
Other Fees: Student may incur the following fees, which are in addition to the above.						Breakdown of Uniform Fee Schedule: The fees noted in the schedules above are mandatory and are assessed on a per credit hours basis for a maximum of 12 hours.					
Compas Retake				\$10.00		Academic Excellence		\$7.00 per credit hour			
Credit Exam				\$15.00 per credit hour		Building Use		\$4.00 per credit hour			
Excess Credit Hour Fee				\$150.96 per credit hour (over 15)		ERP		\$5.00 per credit hour			
Late Registration				\$25.00 per semester		Operational		\$3.00 per credit hour			
Laboratory/Course				\$15.00-\$79.00 per course		Student Services		\$7.00 per credit hour			
SGA				\$15.00 per semester*		TECH		\$5.00 per credit hour			
Tuition for Online Courses: Online courses may be hosted by RPCC or LCTCS Online. The Tuition for all online courses is \$138.96 per credit hour. The fees for online courses include all the mandatory fees plus any related course lab fees, which cap at 12 credit hours. There is a \$40.00 Non-refundable Online Registration Fee per semester for enrollment in an online course.											
*Beginning Summer 2018 a \$15 SGA Fee will be charged on a per semester basis to all students.											
**Note: This table reflects the approved rates for the Academic Year 2017-2018. These rates subject to change without notice.											

STUDENT CLASSIFICATION & ENROLLMENT INFORMATION

RESIDENT & NON-RESIDENT CLASSIFICATION

The governing board of River Parishes Community College has established policies for determining residency for tuition purposes. Eligibility for classification as a Louisiana resident is determined by the Office of Admissions from information provided on the Application for Admission and other related documents. A resident for tuition purposes is defined as one who has abandoned all prior domiciles, and has been domiciled in the state of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of class for the term for which resident classification is sought. After enrollment as a non-resident, a student may request a review of their residence status by

the Office of Admissions. For further information about the resident classification policy and the conditions which may be used to determine residence status, contact the Office of Student Services.

DEFINITION OF AN ACADEMIC YEAR

For the purpose of awarding Federal Student Aid, the definition of an Academic Year at RPCC is 24 credits and 30 weeks. The college academic year consist of a fall and spring semester. Summer is considered an “optional” semester. Students should refer to the Official Academic Calendar for the specified dates each semester. Academic Calendars are available on the college’s website and in the Office of Student Services.

FULL-TIME/PART-TIME CLASSIFICATION

A student is classified, for enrollment verification and fee purposes, as either full-time or part-time based upon the number of credit hours attempted and as defined as follows. For financial aid purposes, please refer to the Financial Assistance portion of the catalog as enrollment status hours may differ.

FALL & SPRING SEMESTERS

<u>Credit Hours</u>	<u>Enrollment Status</u>
12+	Full-time
9-11	Part time $\frac{3}{4}$ time
6-8	Part time $\frac{1}{2}$ time
1-5	Part time less than $\frac{1}{2}$ time

SUMMER SEMESTER

<u>Credit Hours</u>	<u>Enrollment Status</u>
6+	Full-time
5	Part time $\frac{3}{4}$ time
3-4	Part time $\frac{1}{2}$ time
1-2	Part time less than $\frac{1}{2}$ time

SCHEDULE CHANGES

Students will be permitted to add and drop courses and make schedule changes according to dates published in the academic calendar and availability of seats in a class. Students should report to the Office of Student Services to begin these transactions.

WITHDRAWAL FROM COURSES & RESIGNATION FROM THE COLLEGE

Withdrawal from a course occurs when a student desires to withdraw from one or more courses, but is still enrolled in at least one course. Students are allowed to officially withdraw from a course by logging into their online LoLA account and officially dropping the course(s) from their schedule by the deadlines published in the academic calendar.

Resignation from RPCC is the withdrawal from all courses in which a student is enrolled for the semester. Students are allowed to officially resign by logging into their online LoLA account and officially dropping ALL the course(s) from their schedule by the deadlines published in the academic calendar. Students will not receive a “W” grade if the transaction takes place by the last day to withdraw without a grade of “W”. Students will receive a grade of “W” if the transaction takes place prior to the last day to withdraw or resign. Students who discontinue class or leave RPCC without following the official procedures are subject to receiving a grade of “F” posted on their RPCC academic record for each course in question.

All withdrawals/ resignations are final upon submission.

REFUND POLICY

Upon official withdrawal or resignation from the College, refunds will be made as follows:

- Refunds are calculated on the tuition amount only.
- If a student withdraws or resigns before the first day of class, a 100% refund of tuition and fees will be made.

TUITION REFUND SCHEDULE

16 Week Terms

Up to and including first five days of semester	100%
Sixth through tenth day of semester.....	50%
Eleventh through thirteenth day of semester.....	25%
After thirteenth day of semester.....	none

3 - 8 Week Terms

Up to and including first three days of semester.....	100%
Fourth through sixth day of semester	50%
After sixth day of semester.....	none

2 or Less Week Terms

Up to and including first two days of semester.....	100%
Third and fourth day of semester	50%
After fourth day of semester.....	none

POST-REGISTRATION AUDIT

After the last day to register or add courses in each semester, the Business Office will perform an audit of all tuition and fees, both assessed and collected, and financial aid awarded. If it is discovered that a student has overpaid, a refund will be issued to the student via Bank Mobile. If it is discovered that a student has underpaid, the student or responsibility party will be billed. All balances are due immediately. If a student has reason to believe RPCC owes him/her a refund, the student should inform the Business Office. In the event a refund is warranted, RPCC will issue a refund through the proper channels and in accordance with RPCC policy.

CHECKS WRITTEN WITH INSUFFICIENT FUNDS & STOPPED PAYMENTS

Checks returned to RPCC because of insufficient funds will be assessed a \$20 return check fee and may be referred to an outside agency for collection. An additional fee may be assessed by the outside agency. Students with outstanding checks will lose the privilege of writing checks to RPCC. In addition, grade reports and official transcripts will be withheld, and enrollment in future semesters will be prohibited until the outstanding amount has been paid in full.

Stopping payment on a check written to RPCC will have serious disciplinary consequences. Students who have written a check to RPCC and then stop payment on that check will lose the privilege of writing checks to RPCC and will be subject to immediate dismissal from RPCC. Students dismissed from RPCC under these circumstances will receive a grade of "F" for each course in which enrolled. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until RPCC has been paid for the outstanding amount.

PAYMENT OPTIONS

- In person - Pay by cash, check, or money order.
- Mail - Send check or money order to Business Office, P. O. BOX 2367, Gonzales, LA 70707.
- Online Payment Plan - Payment plans are available via CashNet.
- On-line payments- Credit cards or Electronic checks may be subject to a convenience fee.

UNPAID BALANCE & DELINQUENT ACCOUNTS

When a student has an unpaid balance due to RPCC under the circumstances listed above, the student is responsible for ensuring that all payments are made when requested. Failure to pay in a timely manner or to make satisfactory payment arrangements will result in the student's immediate dismissal from RPCC. Students dismissed from the College under these circumstances will receive a grade of "F" for each course in which enrolled. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until RPCC has been paid for the outstanding amount.

Failure to respond to demands for payment made by RPCC may result in such debts being transferred to the Louisiana Office of Debt Recovery or other outside collection agency for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of thirty-three and one third per cent (33 1/3%) for the unpaid debt, and all court costs.

FINANCIAL ASSISTANCE

River Parishes Community College provides a comprehensive financial aid program funded by federal, state and private agencies. Aid awards fall into three categories: grants, scholarships, and loans.

It is not within the scope of this catalog to explain all of the financial aid programs available. More information explaining the programs is available at: <https://www.rpcc.edu/financial-aid/>.

Students are encouraged to apply for aid as early as possible (at least by April 15 for the fall semester) because some funds may be depleted. Students who wish to know more about their financial aid eligibility should contact the Financial Aid office. In general, students must demonstrate need by completing the [Free Application for Federal Student AID \(FAFSA\)](#).

Students receiving certain types of financial aid are required to submit official high school transcripts, placement test scores, and official college transcripts to the Admissions/Registration office. They also are required to declare a program of study and enroll in courses appropriate to that program.

Academic progress is evaluated at the end of each semester or before aid is initially awarded. Evaluations are done based on three measures: qualitative, quantitative, and maximum time frame. See <https://www.rpcc.edu/financial-aid/applying-for-financial-aid/satisfactory-academic-progress/>. Students will be notified by email regarding failure to meet SAP requirements. Failure to meet the criteria will result in the loss of Title IV (Federal) aid eligibility. Students may appeal the loss of financial aid eligibility by writing a letter of appeal and submitting it to the Office of Financial Aid. Students must document any extenuating circumstances that prevented them from maintaining the required standards.

All initial financial aid awards are based on full-time enrollment level. Financial aid will be recalculated based on any changes in course enrollment. If enrollment is less than half time, grant amounts may be reduced or cancelled. Students who are less than half-time are not eligible for loans.

Full-time	12+ credit hours
Three-quarter time	9-11 credit hours
Half-time	6-8 credit hours
Less than half-time	1-5 credit hours

** These enrollment levels apply for financial aid eligibility in all semesters (fall, spring, and summer).

ACADEMIC SERVICES & POLICIES

ACADEMIC SERVICES

The Office of Academic Services, under the direction of the Vice Chancellor of Academic and Student Affairs, seeks to develop services, resources, courses, academic programs, and policies that assist students in achieving their

educational goals. Students who have concerns or questions about Academic Policies or Academic Services procedures are encouraged to contact the Vice Chancellor of Academic and Student Affairs.

ATTENDANCE

All students are expected to regularly and punctually attend (or interact online, if applicable) all classes in which they are enrolled. All course policies regarding attendance will be stipulated by the faculty and published in writing in the course syllabus at the beginning of each semester. Students are expected to be aware of and comply with the published policies. Each instructor must keep a permanent record for each class. It is the instructor's prerogative to define "excused" and "unexcused" absences.

NO SHOW POLICY

RPCC defines a No Show student as one who has completed all the necessary requirements for registration at RPCC but has not attended classes during the time period specified by the Registrar each semester. Only students who are receiving financial aid for that semester will be withdrawn from those classes in which the instructor reported the student as a No Show. These students are withdrawn from their class or classes by the Registrar's office.

DEFINITION OF A CREDIT HOUR

River Parishes Community College (RPCC) uses a measure of academic credit (i.e. credit hour). This unit is the primary academic measure by which progress toward a certificate, diploma, or degree is determined. The purpose of this policy is to define academic credit to provide the basis for measuring the amount of time students are expected to engage in learning while enrolled in traditional classroom settings, laboratories, studios, internships, and distance and correspondence courses. RPCC defines credit hours as provided in 34 CFR section 600.2, as follows:

Credit hour: a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

GRADING SYSTEM

The Office of Academic Services under the direction of the Vice Chancellor, seeks to develop services, resources, courses, academic programs, and policies that assist students in achieving their educational goals.

Students who have concerns or questions about Academic Policies or Academic Services procedures are encouraged to contact the Vice Chancellor of Academic and Student Affairs.

The following grading scale is used to reflect a student's level of academic achievement in a course:

A = superior work, B = excellent work, C = average work, D = poor work, F = unsatisfactory work.

In order to compute grade-point averages (GPAs), these letter grades are assigned number values, which are referred to as quality points. The values or quality points per credit hours are as follows: A = 4 quality points, B = 3 quality points, C = 2 quality points, D = 1 quality point, and F = 0 quality points. Thus, an A in a one-credit hour course is worth four quality points, and an A in a three-credit hour course is worth 12 quality points. A student's GPA is calculated by dividing the total number of quality points earned in all classes by the total number of credit hours attempted.

The following GPAs are determined using the method just noted and are recorded on students' transcripts:

Semester/Current Term GPA: The Semester/Current Term GPA is calculated by dividing the total quality points earned in a given semester by the total GPA hours in that same semester/current term.

Institutional GPA: The Institutional GPA is figured by dividing the quality points earned at RPCC by the total GPA hours completed at RPCC.

Transfer GPA: The Transfer GPA is figured by dividing the quality points earned from all transferring institutions by the total GPA hours completed at all transferring institutions.

Cumulative/Overall GPA: The Cumulative/Overall GPA is equal to the total number of quality points earned divided by the total hours attempted for all RPCC and transfer work.

Cumulative/Overall GPA: The Cumulative/Overall GPA is equal to the total number of quality points earned divided by the total hours attempted for all RPCC and transfer work.

OTHER GRADES

The grades or marks that follow may also be awarded; however, they are not used in GPA calculations:

P (Pass) Grades: Grades of P or “pass” are awarded on a very limited basis. Students who, through advanced placement in English and/or math are allowed to bypass an introductory course in one of these areas, will be awarded a grade of P in the bypassed course only if they successfully complete the more advanced course with a grade of C or better.

S/U (Satisfactory/Unsatisfactory) Grades: “S” and “U” grades are not awarded at RPCC; however, if a student was awarded an “S” or “U” grade for a course taken at another institution, the “S” or “U” grade will be posted as the grade for that course on the student’s RPCC transcript.

W (Withdrawal) Grades: A withdrawal from a course is indicated on a student’s record with a “W” grade. In order to receive this grade, a student must withdraw from a course during the withdrawal period specified in the Academic Calendar.

I (Incomplete) Grades: When a student cannot complete a course by the end of the semester, the student may temporarily receive an incomplete or “I” grade if the following conditions are met:

1. The student must have completed 75 percent of the all work for the class.
2. The work completed must be of passing (C or better) quality.
3. The instructor must sign and submit an Incomplete Grade Contract form, which is available in the Registrar’s Office.

Completed contracts must be submitted to the Registrar’s Office at the time final grades are submitted and must include the reason(s) the “I” grade is being requested and the deadline by which the work must be submitted. If an “I” grade is issued during a fall or summer semester, the work must be completed and the “I” grade removed (converted to a regular letter grade) no later than the last day of midterms in the next semester, even if the student does not intend to enroll. When “I” grades are awarded for a spring semester course, the grade must be resolved by the last day of classes during the following summer term, even if the student does not intend to enroll. If the “I” grade is not removed by the published deadline, it will automatically convert to an “F” grade and will be calculated as such in the GPA. Exceptions to this deadline must be approved by the Vice Chancellor of Academic and Student Affairs. Academic status is determined at the time the “I” grade is removed or converted to an “F”.

AU (Audit): Students who wish to enroll for personal enrichment purposes only in a course for which college credit is normally awarded may register to audit the course. A student who is currently enrolled at RPCC may audit a course with the approval of an academic advisor or counselor. Those who have not been admitted to RPCC should refer to the Admission to College section of this catalog for information about being admitted to RPCC as an auditor.

The decision to audit a course should be made at the time of registration. Changes from audit to credit or credit to audit must be made by the last day to add classes or register as published in the Academic Calendar. Students will be allowed to audit only the number of classes approved by the academic advisor or counselor. Additionally, the tuition and fees for an audited course are the same as those for a course taken for credit.

Auditors will not receive college credit for an audited course. Further, auditors are not permitted to obtain credit for

the audited course through a credit examination or any other form of non-traditional credit. A student can, however, retake for credit a previously-audited course. Tuition and fees will be charged when the student re-enrolls in the course. Finally, audited courses are not included in calculating a student's grade-point average or enrollment status (full-time, part-time) for insurance, financial aid, or other purposes.

GRADE REPORTS & OFFICIAL TRANSCRIPTS

Grade Reports reflecting the result of a student's semester course(s) can be viewed on the student's LoLA account. Official transcripts will be prepared by the Registrar's Office and will be produced upon written request from the student. Students can access a Transcript Request Form by visiting the college's website at www.rpcc.edu.

REPEATING COURSES

Students are allowed to repeat courses in which grades of "C" or lower were earned. When a course is repeated, the most recent grade earned (even if it is lower) will be used to determine acceptability of the course for prerequisite and degree requirements at RPCC. Both grades will be flagged as repeated and maintained on the academic record, but only the last grade will be used in the computation of the student's semester GPA, RPCC/Institutional GPA, and Cumulative/Overall GPA. Students should also be cautioned that the colleges and universities to which they wish to transfer may not honor the repeat policy applied at RPCC.

Students trying to determine if they should repeat courses are encouraged to meet with an academic advisor or counselor. They may also wish to consider the following: students are required to pay for all repeated courses. Repeating a course in which a grade of C was earned is seldom recommended. If a "D" is earned, the student is required to repeat the course only if the student's degree program specifies that the course must be completed with a "C" or higher. Even if a "C" is not required, the student may wish to repeat the course if it is a prerequisite for another course that the student plans to take. If a student earns an "F" grade, the course must be repeated when it is required for the student's degree program.

A small number of courses can be repeated for a specified number of total hours regardless of the initial grade earned in the course. These repeatable courses are noted as such in their descriptions in the back of this catalog.

ACADEMIC STATUS

Students' academic status reflects both their level of academic achievement and their eligibility to remain enrolled at RPCC. It may also affect their eligibility for scholarships, special insurance rates, loans, work-study programs, and participation in student activities.

A student's academic status is determined at the end of each fall, spring, and summer semester. Although students will usually receive official notification of academic status, such notice is not a prerequisite to being placed in one of the academic status categories. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period. RPCC categories and policies regarding academic status are as follows:

- **CHANCELLOR'S LIST**

At the end of each semester, a Chancellor's List is published. Included on the list are full-time students (cross-enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.85 or higher.

- **DEAN'S LIST**

At the end of each semester, a Dean's List is published. Included on the list are full-time students (cross-enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.50 - 3.84.

- **HONORS LIST**

At the end of each semester, an Honor's List is published. Included on the list are full-time students (cross-enrolled hours may be used to calculate full-time status) with a semester grade-point average of 3.00 - 3.49.

- **IN GOOD STANDING**

A student not admitted on probation nor placed on probation because of academic deficiency in a previous

semester or session will be considered in good standing.

- **ACADEMIC WARNING**

Students will be placed on academic warning whenever their Cumulative/Overall grade-point average is one to nine points below a 2.00. This deficiency is calculated by multiplying the total GPA hours attempted by two and subtracting from this number the total quality points earned. If the resulting number is between one and nine, then students are placed on academic warning. Students will be removed from warning once they raise their adjusted grade-point average to a 2.00 or are placed on academic probation.

- **ACADEMIC PROBATION**

Students will be placed on academic probation whenever they have attempted at least 15 hours and their Cumulative/Overall grade-point average is ten or more quality points below a 2.00. Each semester on probation, students must earn at least a 2.00 semester grade-point average. Students will be removed from probation once they raise their Cumulative/Overall grade-point average to a 2.00 or are suspended.

- **ACADEMIC SUSPENSION**

Students who have attempted 24 hours and who are on probation will be suspended from the College at the end of any semester in which they fail to earn a semester grade-point average of at least 2.00. First-time freshmen admitted in good standing will not be suspended prior to two semesters of enrollment.

Terms of Academic Suspension are as follows:

1. Students suspended for the first time may not enroll at RPCC College for a period of one semester. If a student is suspended at the conclusion of a spring or summer semester, the student is suspended for the following fall semester (with the exception of summer enrollment following a spring suspension). If a student is suspended at the conclusion of a fall semester, the student is suspended for the following spring semester.

When the suspension occurs at the end of the spring semester, some students may have the opportunity to change their academic status by enrolling in the immediately following summer semester. Those who enroll and raise their Cumulative/Overall grade-point average to a 2.00 will be removed from suspension and allowed to continue in the fall. Students whose Cumulative/Overall grade-point average remains below a 2.00 will continue on suspension. While it may not be mathematically possible for some students to raise their Cumulative/Overall grade-point average to a 2.00, these students may still enroll in the summer term and attempt to improve their GPAs; however, these students will still remain on suspension during the fall semester.

This opportunity to improve one's academic status is available only to students suspended at the conclusion of the spring semester. Students suspended at the end of the summer or fall semesters may not enroll the following semester.

2. Students suspended for a second or subsequent time may not enroll at RPCC for one full year. Enrollment in a summer semester is not allowed.
3. Students suspended from RPCC are advised that enrollment at another college or university during the period of suspension may not be allowed, and, if allowed, credits earned will not be accepted for transfer by RPCC and may not be accepted by other colleges or universities.

These same rules may also apply to students suspended from other institutions. Students should contact the college or university from which they were suspended for their rules and regulations.

RE-ADMISSION AFTER SUSPENSION

A student who has been suspended from RPCC and desires to re-enroll must apply for readmission. The student must complete an Application for Readmission and follow the readmission procedure. See the Admission section of this catalog. Applications for readmission after suspension are reviewed and must be approved by the Chief Student Affairs Officer. Readmission is not guaranteed.

DISMISSAL FOR NON-ACADEMIC REASONS

River Parishes Community College has identified circumstances under which students may be dismissed for non-academic reasons. Students should refer to the Student Handbook for the complete policy. One such category, delinquent accounts, has been identified in the Checks Written with Insufficient Funds and Stopped Payments and Unpaid Balances and Delinquent Accounts sections of this catalog.

STUDENT CLASSIFICATION FOR ACADEMIC PURPOSES

A credit or semester hour represents one hour of class work or at least two hours of laboratory work a week, together with the necessary outside preparation, for a semester. The value of each course of instruction and the amount of work required for graduation is stated in terms of semester hours.

A student's classification is determined upon registration and again at the end of each semester according to the number of credit hours and quality points earned. A student is classified as a freshman if he/she has earned fewer than 30 credit hours. A student is classified as a sophomore if he/she has earned at least 30 hours and 60 quality points.

COURSE LOAD

Students will be allowed to enroll in a maximum of 19 semester credit hours in the fall and spring semester and 10 semester credit hours in the summer semester. The combination of cross enrolled hours plus on campus hours may not exceed 19 hours per semester. Only an exceptional student may, upon the approval of the Vice Chancellor of Academic and Student Affairs, enroll in more than the 19/10 hour maximums.

COURSE PREREQUISITES AND COREQUISITES

To register for some courses, students must first satisfy a prerequisite. A prerequisite is a requirement that must be met before a course is taken. The prerequisite reflects the knowledge base needed in order to attempt the desired course. Some courses have a co-requisite, which is a requirement that must be satisfied concurrently with the desired course. If a course has a prerequisite or co-requisite, it will be noted in the course description in the back of this catalog.

DISTANCE EDUCATION

RPCC recognizes the advantages of providing learning opportunities to students that are not restricted by time, place, or method of delivery. Instructor-led online courses provide students flexibility to study at their own pace. Students are able to access the classroom from anywhere with an Internet connection. Students taking online classes must possess proficient computer skills and have access to a computer, an Internet connection, and an email account. In some instances, additional software packages may be required. Some online classes may require visits to campus for testing and other course requirements. RPCC has gained approval to offer the Associate of General Studies and the Associate of Liberal Arts degrees online. RPCC will continue to train faculty and add online courses to its offerings.

COMPUTING SERVICES USER AGREEMENT:

1. Recognize that RPCC computing facilities are intended to support the academic mission and administrative functions of RPCC and assume full responsibility for using these facilities in an effective, efficient, ethical, lawful and courteous manner.
2. Recognize that authorized RPCC systems personnel may, while performing routine operations or investigating system problems or complaints, have access to data and software stored in RPCC computing facilities, including electronic mail.
3. Recognize that RPCC disclaims responsibility for the loss of data, time delay, system performance, software performance, or any other damages arising from the use of RPCC computing facilities.
4. Understand that some systems at RPCC are operated under license agreements with IBM, Microsoft, and others. Under these agreements, the system may be used for instructional and research-related purposes only.
5. Take all necessary steps to protect the integrity of RPCC computing facilities. Specifically, users shall not share with others the access codes, account numbers, passwords, or other authorization assigned to them. The user shall be responsible for all access and/or authorizations assigned and all activities occurring under these accesses/authorizations.
6. Respect the copyrights of all software and data available through RPCC computing facilities. Take reasonable

- steps to protect the integrity and privacy of the software and data available.
7. Use RPCC computing resources in a manner consistent with all RPCC general policies, rules, and procedures regarding codes of conduct, academic integrity, and the RPCC environment.
 8. Respect the policies established by the administrators of external networks such as those accessible through the Internet. The user shall also respect the policies established by the administrators of computing facilities at RPCC.
 9. Respect the privacy of electronic mail and other user files transmitted and stored in RPCC computing facilities or at any other location accessible through a network.
 10. Accept that a User ID or program may be terminated or its priority may be altered if it is consuming excessive system resources, degrading system response, or threatening system integrity.
 11. Use only those facilities which are in the public domain or for which they have obtained explicit authorization, at RPCC or any other location accessible through RPCC computing facilities.
 12. Not use the RPCC computing facilities for conducting private business or for personal financial gain that is not related to designated RPCC programs or functions.
 13. Not use RPCC computing facilities for any unauthorized or illegal purpose such as creation or deliberate introduction of a computer virus, destruction or alteration of data owned by others, destruction or alteration of computing facilities, interference with legitimate access to computing facilities or harassment of users of such facilities at RPCC or elsewhere, unauthorized disruption of RPCC computing facilities or attempts to discover or alter passwords or to bypass security systems in RPCC computing facilities or any other computing facility.
 14. I understand that violation of these policies may result in temporary or permanent loss of my access to any or all RPCC computing facilities and other disciplinary actions as appropriate. I also understand that any use of RPCC facilities for any illegal activity will be reported to campus administration and possibly legal authorities for disciplinary action.

COMPUTING FACILITIES POLICIES & USER AGREEMENT

All persons accepting employment in any capacity with RPCC and/or registration for classes at RPCC and/or use of RPCC computing facilities will abide by the following:

Computing Facilities Policies and User Agreement:

River Parishes Community College (RPCC) computing facilities are defined as any computer, network, peripheral, operating system, software, or any combination thereof owned, licensed by or under the control of River Parishes Community College.

LIBRARY SERVICES

PURPOSE STATEMENT AND OVERVIEW

RPCC Library Services exists to support the mission and goals of River Parishes Community College. Library Services provides the RPCC community with materials, resources, and instructional services necessary for excellence in teaching and learning.

Library Services encourages students to use the collections, resources, services, and facilities to complete assignments and for personal growth. The Library faculty and staff are eager to assist students in learning how to effectively search for, locate, and use information.

Students are welcome to leave comments and suggestions for improvement of Library Services. A Comments/Suggestion Box is located on the Library Service Desk. Students may also email Library staff, talk personally with a librarian face-to-face or via telephone, or participate in surveys conducted periodically in order to leave feedback for library personnel.

LIBRARY HOURS/CONTACT INFORMATION

During Semesters

Monday - Thursday

7:30 a.m. - 7:30 p.m.

Friday

7:30 a.m. - 5:00 p.m.

Note: Library Hours are subject to change

Between Semesters:

Monday - Friday

8:00 a.m. - 5:00 p.m.

Email: Library@rpcc.edu
Phone: (225) 743-8550
(225) 743-8551

Web: <http://library.rpcc.edu>
Fax: (225) 644-8212

CIRCULATION POLICIES AND LOAN PERIODS

Students must be currently enrolled or working on campus in order to borrow items from the Library. To borrow items, students must present a valid photo ID (RPCC Student IDs are available from Student Services). Reference materials and periodicals are limited to use in the Library. The loan periods for various resources are as follows:

Books	28 days
Audio/Visuals	2 days
Reserve Items	varies, depending on the item

Fines for overdue materials are 35¢ per day (books, CDs, DVDs, etc.) and 10¢ per minute for reserve items.

LOCATION, FACILITIES, AND EQUIPMENT

The Library is located in room 141, in the center of the back hallway, opposite the main entrance. The Library offers seating areas with tables and two study rooms (reservations required; ask at the Library Service Desk). Each study room is equipped with a dry erase board, and markers and erasers are available for checkout. Equipment available in the Library includes computers with Internet access, a TV with DVD/VCR player, and four flatbed scanners. Additional computers are located room 137, if the room is available as an open lab; check the schedule on the doors for availability. The Library also offers calculators (scientific and graphing), headphones, and laptops for students to borrow; these items are on reserve and must be checked out at the Library Service Desk.

STUDENT PRINTING

A multi-function printer/copier is located in the Library for student use; students may print from the computers in the Library and in Room 137. Copying and printing costs are 10 cents per page for black and white and 25 cents for color. Students are also able to scan and e-mail documents; there is no charge for this service, but students must have funds in their accounts in order to login at the printer. Students have an account with Pcounter that uses their LoLA username and password to pay for printing/copying. They may also choose to create a separate account. Visit [RPCC Web Pay](#) to activate or create an account and to add funds. Funds may be deposited into accounts using a credit or debit card online (minimum deposit, \$10), or with cash or check at the Business Office payment windows during operating hours (minimum deposit, \$5), room 181. Please note that with each deposit, a \$1 fee is assessed. Comments or complaints regarding printing issues should be directed to the Business Office, room 180 or to khagan@rpcc.edu.

COLLECTIONS / INFORMATION RESOURCES

RPCC Library Services owns and has access rights to a wide variety of information resources for conducting research, enhancing information literacy skills, and for continuing life-long learning. Students may access the Library's Catalog and Databases via the Library's website in order to locate resources or ask a librarian. Librarians are available to help students with research, including instruction on how to use the resources and how to cite the information sources. Off-campus access to our online resources requires login. Visit the Library website for more information.

PRINT AND ELECTRONIC BOOKS

The RPCC Library has more than 18,000 locally owned volumes to support the curriculum, and additional volumes are acquired and cataloged on an ongoing basis in order to ensure up-to-date support for new and changed courses. The RPCC Library also owns or provides access to more than 200,000 e-books available online and accessible via the Library website. E-books are available to authorized RPCC users twenty-four hours a day while currently enrolled and/or employed at RPCC.

PRINT AND ELECTRONIC PERIODICALS

RPCC owns and/or provides local access to some print periodicals and provides online access to thousands of newspapers, magazines, and journals in licensed electronic databases. Resources are available for access on-site during normal Library hours, and remote access to electronic resources is available to authorized RPCC users (active students, faculty, and staff) twenty-four hours a day via the RPCC Library website. Instructions regarding usernames and passwords are available on the Library website and as handouts in the Library.

VIDEOS, CD, AND DVD

The Library has numerous audio/visual resources ranging from video tutorials to popular DVD movies. Math tutorials are located in our Audio-Visual collections. The Library also subscribes to an extensive streaming video collection from Films On Demand, accessible via the Library website (login required for off-campus access).

INSTRUCTIONAL OPPORTUNITIES

LISR 1000: Information Literacy: Research Strategies and Resources is a one-credit hour elective course that may transfer to 4-year institutions (LSU and SLU will accept this course). It is offered every semester and may be available online or hybrid.

Course-Integrated Library Instruction

Instructors often invite Librarians into their classrooms in order to give students an overview of the resources and information on how to access the resources. Students will learn how to effectively search for information sources for use with their course assignments and research papers.

Point-of-Use Instruction

Students are encouraged to request assistance or help from a Librarian in the use of any of the information resources available to them. Librarians will provide instruction and guidance so that students can conduct effective library research that supports their studies.

Student Success Workshops

Each semester, RPCC librarians and instructional faculty offer workshops for students. Topics vary, and may include how to use online resources, Canvas help, how to reduce stress, etc. Check the Workshop and Events Calendar on the Library website and look for announcements in Canvas to see what may be offered.

Tutorials and Handouts

A variety of tutorials and printed handouts are available on the Library website and in the Library. Information on how to access Library resources, how to use Canvas, how to conduct research and cite research sources, and much more is available.

ADDITIONAL SERVICES FOR STUDENTS

In addition to Circulation, Reference, Library Instructions, and Course Reserves, the Library offers students opportunities to borrow items from other libraries via InterLibrary Loan (ILL). Books and some periodical articles may be obtained from other libraries at the student's request. Please allow at least two weeks for delivery of ILL items.

LOUIS Reciprocal Borrowing Services are also available to students. A LOUIS ILL card may be issued to students upon request with a valid photo ID. This allows students to borrow materials from other participating academic libraries without the need to wait for ILL delivery. Visit the Library website and check User Services for more information.

Proctored Testing: Librarians will proctor tests for students in online courses, for make-up exams, or other exams approved and provided by their instructors. The schedule of testing times is available on the Library website, along

with a list of rules and procedures. Appointments must be scheduled via the Proctored Testing site in Canvas. Students are responsible for making arrangements with their instructors to get permission to take a proctored test and to ensure that their tests are available in time for their scheduled appointment.

In order to take a test proctored by Library staff, students must:

1. Make an appointment at least one day prior to taking the proctored test.
 - a. See Proctored Testing on the Library website or in Canvas for more information.
2. Show up at your appointed time - No tests will be started early or more than 10 minutes late.
3. Provide a valid picture ID to a Library Services employee.
4. Identify the instructor and course.
5. Sign the Proctored Testing Form provided by Library Services.

NO cell phones, laptops, PDAs, caps, hats, or other unauthorized items allowed. Additionally, talking during proctored testing is not allowed. Students are responsible for knowing and following all the rules associated with taking an exam proctored by Library Services staff. All requirements are posted on the Library's website.

ACADEMIC PROGRAMS

A list of all programs with degree requirements can also be found on the RPCC website at <https://www.rpcc.edu/programs/>

ASSOCIATE OF SCIENCE IN TEACHING (AST)

NOTE: Admission to RPCC does not guarantee admission to a student's program of choice. While most associate degree programs are open to all students, admission to the Associate of Science in Teaching degree program is not guaranteed. Students must apply and be accepted to this program. They may, however, begin taken courses for this curriculum prior to applying and being admitted.

The Associate of Science in Teaching degree is a selective-admission program created for students who wish to teach elementary-grade students, grades 1-5. The AST degree is fully transferable to four-year colleges of education in Louisiana, and successful completion of the degree enables recipients to enter a four-year college of education program with half of their certification requirements complete and all general education requirements met. In addition to general education courses, students will complete two professional education courses that include associated fieldwork experience, and they must pass two parts of the PRAXIS, or teacher certification exam, before graduation.

Interested students should note that they must apply and be admitted to this program in order to earn the degree. Submission of an application does not guarantee admission to the degree program. Students who have not yet applied for admission to the program may still take courses required for the degree.

All courses applied to the degree must be passed with a 'C' or better. Developmental courses may not be applied to the degree. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an AST degree.

The course curriculum guide for the AST program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF SCIENCE (ASLT) TRACK: Physical Sciences

This Associate of Science Degree in Physical Sciences is designed for students who are planning to transfer to a four-year college/university and major in one of the physical science degree programs. It is also for students who may not be planning to transfer to a four-year institution but do wish to find employment in one of the various fields related to the physical sciences.

All courses applied to the degree must be passed with a 'C' or better. Developmental courses may not be applied to the degree.

Students who plan to transfer should consult with an RPCC advisor, as well as an advisor from the other college/university, to assure transferability of credit. Completion of the ASLT degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an ASLT degree.

The course curriculum guide for the ASLT: Physical Sciences Track and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF SCIENCE (ASLT) TRACK: Biological Sciences

This Associate of Science Degree in Biological Sciences is designed for students who are planning to transfer to a four-year college/university and major in one of the biological sciences or health degrees. It is also for students who may not be planning to transfer to a four-year institution but do wish to find employment in one of the various biological science or health fields.

All courses applied to the degree must be passed with a 'C' or better. Developmental courses may not be applied to the degree.

Students who plan to transfer should consult with an RPCC advisor, as well as an advisor from the other college/university, to assure transferability of credit. Completion of the ASLT degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an ASLT degree.

The course curriculum guide for the ASLT: Biological Sciences Track and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF ARTS/ Louisiana Transfer (AALT) TRACK: Social Sciences Track

This Associate of Arts Degree is designed for students who are planning to transfer to a four-year college/university and major in one of the social sciences degrees. It is also for students who may not be planning to transfer to a four-year institution but do wish to find employment in a social or behavioral sciences related field.

All courses applied to the degree must be passed with a 'C' or better. Developmental courses may not be applied to the degree.

Students who plan to transfer should consult with an RPCC advisor, as well as an advisor from the other college/university, to assure transferability of credit. Completion of the AALT degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an AALT degree.

The course curriculum guide for the AALT: Social Sciences Track and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF ARTS/ Louisiana Transfer (AALT) TRACK: Humanities Track

This Associate of Arts Degree is designed for students who are planning to transfer to a four-year college/university and major in one of the humanities degrees. It is also for students who may not be planning to transfer to a four-year institution and wish to find employment in humanities-related field or gain a broad analytical and cultural understanding of the human experience.

All courses applied to the degree must be passed with a 'C' or better. Developmental courses may not be applied to the degree.

Students who plan to transfer should consult with an RPCC advisor, as well as an advisor from the other college/university, to assure transferability of credit. Completion of the AALT degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an AALT degree.

Note: Sequence in history or foreign language recommended for most specialties. When more than one option for fulfilling a requirement is given, students should select courses that are required for the major that they intend to pursue at university. See your advisor for guidance.

The course curriculum guide for the AALT: Humanities Track and course requirements can be found at:
<https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF ARTS/ Louisiana Transfer (AALT) TRACK: Criminal Justice Track

This Associate of Arts Degree is designed to provide a liberal arts foundation for students who are planning to transfer to a four-year college/university and major in Criminology, Criminal Justice, Pre-Law, or related Sociology degrees. It is also for students who may not be planning to transfer to a four-year institution but do wish to find employment in fields related to such diverse areas as Law Enforcement, Corrections, Homeland Security, Probation and Parole, etc.

All courses applied to the degree must be passed with a “C” or better. Developmental courses may not be applied to the degree.

Students who plan to transfer should consult with an RPCC advisor, as well as an advisor from the other college/university, to assure transferability of credit. Completion of the AALT degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an AALT degree.

The course curriculum guide for the AALT: Criminal Justice Track and course requirements can be found at:
<https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF ARTS/ Louisiana Transfer (AALT) TRACK: Business Track

This Associate of Arts Degree is designed for students who are planning to transfer to a four-year college/university and major in one of the business degrees. It is also for students who may not be planning to transfer to a four-year institution but do wish to find employment in a business-related field.

All courses applied to the degree must be passed with a “C” or better. Developmental courses may not be applied to the degree.

Students who plan to transfer should consult with an RPCC advisor, as well as an advisor from the other college/university, to assure transferability of credit. Completion of the AALT degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments or schools are not automatically satisfied by an AALT degree.

The course curriculum guide for the AALT: Business Track and course requirements can be found at:
<https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF GENERAL STUDIES (AGS)

CONCENTRATIONS: Arts & Humanities, General Business, Natural Sciences/Mathematics, Social/Behavioral Sciences, Computer Science, Other Specialization

The Associate of General Studies degree is a flexible program designed to help students reach their educational or occupational goals. As a transfer program, students can explore various educational fields before deciding upon a major or students can design their coursework around specific occupational goals.

Students must earn the credit hours for their degree programs by completing all required courses. Grades of “C” or better must be earned in all courses required for the Associate of Arts/Louisiana Transfer, the Associate of Science/Louisiana Transfer, and the Associate of Science in Teaching degrees or any other transfer degree programs. Students completing the Associate of General Studies degree must earn grades of “C” or better in their area of concentration and all general education English Composition courses and Math courses.

Students who plan to transfer should consult with an RPCC advisor, as well as an advisor from the other college/university, to assure transferability of credit. Completion of the ASLT or AALT degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the ASLT or AALT transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an ASLT or AALT degree.

AGS PROGRAMS OF STUDY

Arts & Humanities Concentration

Choose from Arts, English, History, Music, Philosophy, Religious Studies, Spanish, Speech Communication, Theatre, and select courses in English and in Women’s and Gender Studies

General Business Concentration

Choose from Accounting, Business, Economics, and select courses in Mass Communications and in Management

Natural Sciences/Mathematics Concentration

Choose from Biological Sciences, Chemistry, Geology, Physical Science, Physics, Medical Terminology, and select courses in Mathematics

Social/Behavioral Science Concentration: 18 Credit Hours

Choose from Anthropology, Economics, Geography, Political Science, Psychology, Sociology, and Criminal Justice

Computer Science Concentration: 18 Credit Hours

If interested in this concentration, please consult with an Academic advisor. Course offerings may be limited to fulfill the concentration requirements.

Other Concentration: 18 Credit Hours

For other specialized concentration, please consult with an academic advisor.

The course curriculum guide for the AGS program and course requirements can be found at:

<https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF APPLIED SCIENCE (AAS) Process Technology

The Process Technology (PTEC) program at RPCC is a selective admissions program that addresses a high-demand field. It prepares individuals to become refinery, chemical, and other industry related operators. The curriculum leading to the Process Technology Associate of Applied Science (AAS) degree was developed in collaboration with local industry. It is a rigorous study of the common operating processes found in industrial plants that will prepare students for high skill, high wage jobs needed in the manufacturing industry. Upon graduation from the program, students are prepared to enter the employment market as entry-level process operators for a specialty career in a strong job market. The Associate of Applied Sciences degree is a degree program designed to help students reach their educational or occupational goals.

All courses applied to the degree must be passed with a “C” or better. Developmental courses may not be applied to the degree.

The course curriculum guide for the AAS Process Technology program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF APPLIED SCIENCE (AAS) Business Office Administration (Gonzales Campus)

The Associate of Applied Science in Business Office Technology degree at the Gonzales campus is a flexible program designed to help students reach their educational and occupational goals. As a transfer program, students can explore various educational fields before deciding upon a major or students can design their coursework around specific occupational goals. The program also offers a curriculum relevant to employment in a modern office. CTS and TD Diplomas are also available as the student progresses through the program.

All courses applied to the degree must be passed with a 'C' or better. Developmental courses may not be applied to the degree.

Students who plan to transfer should consult with an RPCC advisor, as well as an advisor from the other college/university, to assure transferability of credit. Completion of the ASLT degree guarantees that the student has met, in full, all lower division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments or schools are not automatically satisfied by an ASLT degree.

The course curriculum guide for the AAS Business Office Administration (Gonzales Campus) program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF APPLIED SCIENCE (AAS) Business Office Administration (Reserve Campus)

The Associate of Applied Science in Business Office Technology degree offered at the Reserve campus is a flexible program designed to help students reach their educational and occupational goals and is comprised of various exit points and concentrations. Courses are required to be taken only once if successfully completed, to satisfy exit credentials. **Reserve's Business Office Administration degree program is not designed as a transfer program, so many of the courses taken for this program of study will not transfer to a University.** However, the program offers a curriculum relevant to employment in a modern office. CTS and TD Diplomas are also available as the student progresses through the program.

All courses applied to the degree must be passed with a 'C' or better. Developmental courses may not be applied to the degree.

The course curriculum guide for the AAS Business Office Administration (Reserve Campus) program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF APPLIED SCIENCE (AAS) Drafting & Design

Drafting & Design Technology (DDT) prepares students for a successful career as a professional drafter who will be equipped with the advanced skills necessary to quickly advance to the level of senior technical designer. In addition to basic and advanced CADD skills, students are trained in 3D CADD applications and professional-level advanced programs such as Revit, Inventor, and the highly sought-after Plant 3D. Students also learn valuable general industry skills such as industrial safety and statistical quality control.

To earn an Associate of Applied Science in Drafting and Design Technology, a student must:

- Satisfy all developmental requirements (refer to Placement Chart)
- Schedule classes according to Pre-requisite Chart and using the semester-by-semester guide
- Successfully complete the 60 credit-hour curriculum, passing all classes with a "C" or better

The course curriculum guide for the AAS Drafting & Design Technology program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF APPLIED SCIENCE (AAS) Instrumentation

Industrial Instrumentation Technology (IIT) prepares students for a successful career as an Instrumentation Technician. In the fall semester (August), new cohorts of students begin the IIT program and progress through two years/four semesters, taking their instrumentation classes in a defined sequence and as a defined cohort. Students are able to schedule general education classes at times that will meet their needs and are advised to take as many general education classes as possible if waiting for fall admission into the IIT program or while working on developmental requirements.

The Associate of Applied Sciences degree is a degree program designed to help students reach their educational or occupational goals.

All courses applied to the degree must be passed with a “C” or better. Developmental courses may not be applied to the degree.

The course curriculum guide for the AAS Instrumentation program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

ASSOCIATE OF APPLIED SCIENCE (AAS) Industrial Maintenance Technology

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial maintenance field.

The Industrial Maintenance Technology program prepares individuals to install, repair, and maintain industrial machinery and equipment such as pumps, motors, pneumatic and hydraulic systems, and production machinery. It includes instruction in testing, adjusting, and repairing pneumatic and hydraulic systems, attaching supplemental equipment such as hoses, valves, gates, mechanical, electrical, and electronic control devices. It also includes instruction in material handling equipment, pipefitting, welding, metal fabrication, and millwright.

The Associate of Applied Sciences degree is a degree program designed to help students reach their educational or occupational goals.

All courses applied to the degree must be passed with a “C” or better. Developmental courses may not be applied to the degree.

The course curriculum guide for the AAS Industrial Maintenance Technology program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

TECHNICAL DIPLOMA (TD) Air Conditioning & Refrigeration

The purpose of this program is to provide specialized class room instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of air conditioning and refrigeration.

The Air Conditioning and Refrigeration program prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating, air conditioning, and refrigeration systems.

The Technical Diploma degree is designed to help students reach their educational or occupational goals in an entry level position.

The course curriculum guide for the TD Air Conditioning and Refrigeration program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

TECHNICAL DIPLOMA (TD) Practical Nursing

NOTE: This certificate is only available by application and acceptance into the program.

The Technical Diploma in Practical Nursing is a selective-admission program created for students who are interested in working in various settings of the healthcare field. The program curricula has been approved and is aligned with the Louisiana State Board of Practical Nurse Examiners (LSBPNE). Upon completion of obtaining the certificate, students will be eligible to take the NCLEX-PN (National Council Licensure Examination for Practical Nursing).

Interested students should note that they must apply and be admitted to this program in order to be considered in the technical diploma program. Submission of an application does not guarantee admission to the practical nursing program. Students who have not yet applied for admission to the program may still complete the required prerequisite courses for the program.

All courses applied to the certification must be passed with a “C” or better. Developmental courses may not be applied to the degree. Courses are taken as a cohort. Students who do not satisfy the course requirements will not be eligible to progress and will require readmission into the program. Also, this program requires an externship in various healthcare areas.

The course curriculum guide for the TD Practical Nursing program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

TECHNICAL DIPLOMA (TD) Welding

The purpose of the Welding Program is to prepare individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including Oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints.

After completion of this program, the student will have covered the skills designated by the AWS (American Welding Society) and will be prepared to take the AWS Entry Level Welder test.

The Technical Diploma degree is designed to help students reach their educational or occupational goals in an entry level position.

The course curriculum guide for the TD Welding program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

CERTIFICATE OF APPLIED SCIENCE (CAS) Medical Coding Specialist

The Certificate of Applied Science in Medical Coding Specialist is designed for students who are interested in becoming a member of the Health Information Management (HIM) team in a healthcare facility. Medical coders review clinical documentation and assign universal alphanumeric codes to diagnoses and procedures as necessary for the medical billing process. Upon completion of the program, students are eligible to take coding certification exams.

All courses applied to the certificate must be passed with a “C” or better. Developmental courses may not be applied to the degree.

Students may wish to continue their studies towards a higher degree in HIM. Students who plan to transfer should consult with an RPCC advisor, as well as an advisor from the other college/university, to assure transferability of credit.

The course curriculum guide for the CAS Medical Coding Specialist program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

CERTIFICATE OF TECHNICAL STUDIES (CTS) Air Conditioning & Refrigeration

The purpose of this program is to provide specialized class room instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of air conditioning and refrigeration.

The Air Conditioning and Refrigeration program prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating, air conditioning, and refrigeration systems.

The Certificate of Technical Studies degree is designed to help students reach their educational or occupational goals in an entry level position.

The course curriculum guide for the CTS Air Conditioning & Refrigeration program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

CERTIFICATE OF TECHNICAL STUDIES (CTS) Electrical Technology

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial maintenance field.

The Certificate of Technical Studies degree is designed to help students reach their educational or occupational goals in an entry level position.

The course curriculum guide for the CTS Electrical Technology program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

CERTIFICATE OF TECHNICAL STUDIES (CTS) Medical Assisting

NOTE: This certificate is only available by application and acceptance into the program.

The Certificate of Technical Studies in Medical Assisting is a selective-admission program created for students who are interested in working in a clinical setting of the healthcare field. The program curricula has been aligned to meet the industry standards. Upon completion of obtaining the certificate, students will be eligible to take the NHA-CCMA Exam (National Healthcareer Association-Certified Clinical Medical Assistant).

Interested students should note that they must apply and be admitted to this program in order to be considered in the certificate of technical studies program. Submission of an application does not guarantee admission to the medical assisting program. Students who have not yet applied for admission to the program may still complete the required general education courses for the program.

All courses applied to the certification must be passed with a "C" or better. Developmental courses may not be applied to the degree. Courses are taken as a cohort. Students who do not satisfy the course requirements will not be eligible to progress and will require readmission into the program. Also, this course requires 180 hours of externship.

The course curriculum guide for the CTS Medical Assisting program and course requirements can be found at: <https://www.rpcc.edu/academics/program-guides/>

CERTIFICATE OF TECHNICAL STUDIES (CTS) Millwright

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial maintenance field.

The Certificate of Technical Studies degree is designed to help students reach their educational or occupational goals in an entry level position.

The course curriculum guide for the CTS Millwright program and course requirements can be found at:
<https://www.rpcc.edu/academics/program-guides/>

CERTIFICATE OF TECHNICAL STUDIES (CTS) Nursing Assistant

NOTE: This certificate is only available by application and acceptance into the program.

The Certificate of Technical Studies in Certified Nursing Assistant is a selective-admission program created for students who are interested in working in a geriatric, hospital, and/or home-health setting of the healthcare field. The program curricula has been aligned to meet the Department Health and Hospital (DHH) and industry standards. Upon completion of obtaining the certificate, students will be eligible to take the Certified Nursing Assistant Exam.

Interested students should note that they must apply and be admitted to this program in order to be considered in the certificate of technical studies program. Submission of an application does not guarantee admission to the medical assisting program. Students who have not yet applied for admission to the program may still complete the required general education courses for the program.

All courses applied to the certification must be passed with a 'C' or better. Developmental courses may not be applied to the degree. Courses are taken as a cohort. Students who do not satisfy the course requirements will not be eligible to progress and will require readmission into the program. Also, students will be required to complete the required externship hours to satisfy industry standards.

The course curriculum guide for the CTS Nursing Assistant program and course requirements can be found at:
<https://www.rpcc.edu/academics/program-guides/>

CERTIFICATE OF TECHNICAL STUDIES (CTS) Patient Care Technician

NOTE: This certificate is only available by application and acceptance into the program.

The Certificate of Technical Studies in Patient Care Technician is a selective-admission program created for students who are interested in working in a clinical setting of the healthcare field. The program curricula has been aligned to meet the Department Health and Hospital (DHH) and industry standards. Upon completion of obtaining the certificate, students will be eligible to take the NHA-EKG or Phlebotomy Exam (National Healthcareer Association Electrocardiogram or Phlebotomy) and Certified Nursing Assistant Exam.

Interested students should note that they must apply and be admitted to this program in order to be considered in the certificate of technical studies program. Submission of an application does not guarantee admission to the medical assisting program. Students who have not yet applied for admission to the program may still complete the required general education courses for the program.

All courses applied to the certification must be passed with a 'C' or better. Developmental courses may not be applied to the degree. Courses are taken as a cohort. Students who do not satisfy the course requirements will not be eligible to progress and will require readmission into the program. Also, students will be required to complete the required externship hours to satisfy industry standards.

The course curriculum guide for the CTS Patient Care Technician program and course requirements can be found at:
<https://www.rpcc.edu/academics/program-guides/>

CERTIFICATE OF TECHNICAL STUDIES (CTS) Pipefitting

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial maintenance field.

The Certificate of Technical Studies degree is designed to help students reach their educational or occupational goals in an entry level position.

The course curriculum guide for the CTS Pipefitting program and course requirements can be found at:
<https://www.rpcc.edu/academics/program-guides/>

CERTIFICATE OF TECHNICAL STUDIES (CTS) Welding

The purpose of the Welding Program is to prepare individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including Oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints.

After completion of this program, the student will have covered the skills designated by the AWS (American Welding Society) and will be prepared to take the AWS Entry Level Welder test.

The Certificate of Technical Studies degree is designed to help students reach their educational or occupational goals in an entry level position.

The course curriculum guide for the CTS Welding program and course requirements can be found at:
<https://www.rpcc.edu/academics/program-guides/>

WORKFORCE PROGRAMS

RPCC began developing and offering non-credit bearing, accelerated workforce development training in 2014. Prior 2014, the college had focused mostly on credit-bearing programs and offered only a few grant funded, non-credit programs.

Currently, RPCC Workforce Development provides workforce solutions for individual employment or advancement in our target industries and companies. Our vision is to be the premier provider of workforce solution services in the river parishes region. Our products/services offered to business and industry include: Workforce Development Needs Assessment, Workforce Development Strategy Alignment & Planning, Customized Workforce Development Solutions, Targeted Workforce Training Processes, Training Process Instructional Systems Design, Workforce Performance Improvement Consulting, Pre-Employment Assessment and Screening, On-boarding & Employee Orientation, Training Facility Rental, Advanced Process Operator Training (troubleshooting - in development), Hands-on-Safety Process Training (in development - LOTO), Supervisory Leadership Training (planned), and Industrial Skills Training.

SKILLS CRAFT TRAINING

ASNT - American Society for Nondestructive Testing

Radiographic Testing

Radiographic Film Interpretation and Profile Radiography

Visual Testing

Magnetic Particle

Liquid Penetrant

Ultrasonic Testing
Positive Material Identification

ISC - Industrial Scaffolding Committee

Basic Access, Industrial Scaffolding

LADEQ - Louisiana Department of Environmental Quality

Industrial Radiation Safety

Louisiana Department of Motor Vehicles

Tractor Trailer Training

NCCCO - National Commission for the Certification of Crane Operators

Mobile Crane Operator
Rigger and Signal Person

NCCER - National Center for Construction Education and Research

Carpentry
Electrical
Instrumentation
Millwright
Pipefitting
Welding
Pipeline Corrosion Control

Click on the following link to find out what workforce classes we are currently offering:

<https://registration.xenegrade.com/rpcc/categorySearch.cfm?category=1>

CATALOG YEAR

Catalog year determines the set of academic requirements that must be fulfilled for graduation. A student will graduate under the catalog in effect at the time of initial enrollment as a degree-seeking student at RPCC. This catalog may continue to be used by the student provided enrollment is not interrupted for two consecutive regular semesters (i.e., fall and spring). A student whose enrollment is interrupted for two or more consecutive regular semesters may choose no catalog earlier than the one in force at the time of re-entry. Students may also choose to move into a newer catalog year if desired.

RPCC will make a reasonable effort to honor the curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued, RPCC shall make the final determination as to whether or not degree requirements are met.

GENERAL EDUCATION REQUIREMENTS

The 39-hour general education requirement is a fundamental component of each degree program at River Parishes Community College. Upon completion of the curricula leading to an associate degree, students should be able to demonstrate proficiency in the following areas:

1. Communicate Effectively in Written English;
2. Critical Thinking (Mathematical/Analytical/ Critical);
3. Natural Sciences;
4. Humanities (Historic/Speech/Philosophy/Religious Studies);
5. Fine Arts (Art/Music/Theatre);
6. Social/Behavioral Sciences (Economics/Geography/Political Science/Sociology/Psychology);
7. Information Literacy;

To ensure that these goals are met, students will complete coursework in the following areas: English composition, mathematics, arts, humanities, natural sciences, social sciences, and information literacy.

In an effort to facilitate the transfer of RPCC's courses to other public state institutions, RPCC has included among its list of general education courses (see the section that follows) classes that are found on the Louisiana Board of Regents Master Articulation Matrix. The matrix is available for review on the Louisiana Board of Regents web site, www.regents.la.gov.

DEGREE PROGRAMS AND GRADUATION REQUIREMENTS

LOUISIANA TRANSFER DEGREES

Established by the Louisiana Legislature in 2009, ACT 356 mandated the development of a statewide transfer associate degree. That law set into motion unprecedented cooperation among faculties and institutions to eliminate barriers that would prevent students from successfully transferring between and among postsecondary institutions. The Associate of Arts/Louisiana Transfer and Associate of Science/Louisiana Transfer degrees are the result these efforts.

The Associate of Arts/Louisiana Transfer degree and Associate of Science/Louisiana Transfer degree are offered by community colleges as an interim step to the bachelor's degree. With careful planning, they allow students attending community colleges the opportunity to complete the first 60 hours of college work toward some 4-year degrees.

Both the Associate of Arts/Louisiana Transfer and the Associate of Science/Louisiana Transfer degrees have different tracks from which students can choose. These tracks provide flexibility in course selection and enable students to take classes that are suitable for their intended university majors. At RPCC, there are four tracks currently available with the Associate of Arts/Louisiana Transfer degree: humanities, business, social sciences, and criminal justice. There are two tracks available with the Associate of Science/Louisiana Transfer degree: biological science and physical science.

Advising and planning are key to a student's success in maximizing the transfer experience. All students who might eventually transfer from one institution to another should develop, with an advisor's assistance, a written degree plan of courses to take for the transfer associate degree. Whenever possible, students should use the transfer degree requirements to satisfy the admission requirements of the university to which they wish to transfer; the university's senior college, departmental, and/or program requirements; and course requirements for the baccalaureate degree. Additionally, a student with coursework from multiple institutions may need to contact the Campus Transfer Ombudsman* at the transfer university for information regarding the applicability of non-RPCC coursework toward the intended university major.

Completion of a Louisiana Transfer degree does not guarantee that a student will have the grade-point average necessary for admission to the university, senior college, department program, etc., to which a student wishes to transfer. It is therefore essential that students find out these requirements as early as possible from the college to which they intend to transfer.

To identify the designated person to speak to about transferring or GPA requirements for the university for which you wish to transfer, visit the statewide articulation website at: <https://regents.la.gov/master-course-articulation/>. Links to each participating institution's website can be found here, along with other helpful academic resources.

Successful completion of the Transfer Associate Degrees guarantees the following:

1. Admission to a 4-year public university (when students meet that university's standards).
2. Junior-level standing.

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3. Completion of the general education requirement.
4. Transfer of all 60 non-developmental, degree hours (grades of “C” or better must be earned in each course).
5. Equal opportunity to compete with “native” university students for admission to limited-access programs.

The Transfer Associate Degrees do NOT guarantee:

1. Admission to every university or degree program: you must meet university-specific and degree-specific admission requirements (e.g., GPA, completion of specific courses, etc.).
2. That the courses taken for the transfer degree will meet specified course requirements of the major. Final authority for determining the applicability of a course to a degree program rests with the receiving institution (i.e., university to which the student plans to transfer).

GENERAL EDUCATION REQUIREMENTS	39 CREDIT HOURS
English Composition	6
Math/Analytical Reasoning	6
Fine Arts	3
Humanities	9
Natural Sciences	9
Social/Behavioral Sciences	6
OTHER HOURS	21 CREDIT HOURS

GRADUATION

GRADUATION COSTS

All students pay a \$7 Student Services Fee (per credit hour) each semester which covers the costs of students’ diplomas and diploma covers. Students attending the commencement ceremony will need to purchase a cap and gown at their own expense. The cap and gown price is set each year by the vendor selected by the College.

Note: Any money owed to the College must be paid before students can receive their diplomas and transcripts. Also, students who have holds on their accounts must have these cleared in order to receive diplomas and transcripts.

APPLYING FOR GRADUATION

Students should apply for graduation according to the schedule below, preferably during the recommended application period. By applying during this recommended period, students can have their remaining degree requirements verified by the Disability Services and Advising Coordinator before or during regular registration for the anticipated final semester.

ANTICIPATED GRADUATION SEMESTER	RECOMMENDED APPLICATION PERIOD	APPLICATION DEADLINE
Fall (December)	February 1 through March 31	July 15
Spring (May)	September 1 through October 15	October 15
Summer (July)	September 1 through October 15	April 1

NOTE:

*Students who apply after this deadline may miss having their names appear in the commencement ceremony program. *Students anticipating completing a degree or certificate in any given semester should request a degree audit from an advisor to assure that all degree requirements will be met in their anticipated final semester.

To begin the application process, students should log into their LoLA account. Students should then click on “Applying for Graduation” found under “Student Records”. Here, students will complete a graduation application. Upon receipt of the application, the Disability Services and Advising Coordinator will review students’ degree audits to verify eligibility for graduation. Students who are eligible to graduate will then be required to meet with the Disability Services and Advising Coordinator for a review of remaining degree requirements.

Note: In addition to submitting an application on LoLA, students must make an appointment with Student Services to meet with an advisor. At that meeting all graduation requirements will be checked, and information about graduation and commencement will be provided.

CATALOG YEAR THAT DETERMINES DEGREE REQUIREMENTS

Catalog year determines the set of academic requirements that must be fulfilled for graduation. A student will graduate under the catalog in effect at the time of initial enrollment as a degree-seeking student at RPCC. This catalog may continue to be used by the student provided enrollment is not interrupted for two consecutive regular semesters (i.e., fall and spring). A student whose enrollment is interrupted for two or more consecutive regular semesters may choose no catalog early than the one in force at the time of re-entry. Students may also choose to move into a newer catalog year if desired. RPCC will make a reasonable effort to honor the curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued, RPCC shall make the final determination as to whether or not degree requirements are met.

GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREES

1. In order to earn an associate's degree at RPCC, students must complete the general degree requirements listed below.
2. Students must be fully admitted to RPCC as a regularly enrolled student.
3. By the degree conferral date, students must have successfully completed all requirements for the degree(s) being pursued.
4. Students must earn the credit hours for their degree programs by completing all required courses. Grades of "C" or better must be earned in all courses required for the Associate of Arts/Louisiana Transfer, the Associate of Science/Louisiana Transfer, and the Associate of Science in Teaching degrees. Students completing the Associate of General Studies degree must earn grades of "C" or better in all general education English and math courses and all concentration courses.
5. Students completing the Associate of Arts/Louisiana Transfer, the Associate of Science/Louisiana Transfer, or the Associate of General Studies degree must have a 2.00 RPCC and a 2.00 adjusted cumulative grade-point average at the time of graduation. Students completing the Associate of Science in Teaching must have a 2.00 RPCC and a 2.50 adjusted cumulative grade-point average. Students should note that meeting GPA requirements for graduation does not guarantee that they will meet GPA requirements for admission into another college or university or into a specific program or major. Students are responsible for obtaining and understanding information about admission into other institutions and their programs.
6. To satisfy RPCC's residency requirement, students must complete 25 percent of the coursework for each degree at RPCC. Additionally, the last 12 hours of the coursework must be completed in residence at RPCC.

Please note that some degree programs may have graduation requirements in addition to those noted above.

GRADUATING WITH HONORS

Students who have a final Cumulative/ Overall GPA of 3.00 to 3.49 will graduate with Honor's. Any student that has a final Cumulative/ Overall GPA of 3.50 to 3.84 will graduate with Dean's Honor. Those who have a final Cumulative/ Overall GPA of 3.85 and higher will graduate with Chancellor's Honor. Students who earn the required semester credit hours toward a degree program will earn a degree from RPCC. These recognitions are noted on student's diplomas and transcripts.

COMPLETING A SECOND DEGREE

Students who have already earned one associate's degree from RPCC may choose to earn an additional degree when the second degree being earned is not largely a duplication of the first. To earn a second degree, students must receive approval from the College. Additionally, students must complete all requirements for the second degree. This includes earning a minimum of 15 credit hours beyond those required for the first degree.

Some degree programs offer multiple concentrations. For these programs, the degree may be earned only once with one concentration. For more information, contact the Office of Student Services (225-743-8500).

EARNING DUAL DEGREES

Students may elect to earn two associate's degrees at RPCC at the same time provided that the degrees do not duplicate each other. To earn dual degrees, students must receive approval from the College. Additionally, students must meet all degree requirements for both degrees, and they must earn 15 hours beyond those required for the degree with the fewest hours.

Some degree programs offer multiple concentrations. For these programs, the degree may be earned only once with one concentration. For more information, contact the Office of Student Services (225-743-8500).

DEGREE ONLY STATUS

Students registered as "degree only" have completed all degree requirements and will graduate at the conclusion of the current semester. They are not, however, enrolled in any classes at RPCC during that final semester because all coursework has already been completed. To register "degree only," students must seek approval from the Director of Counseling Services. Once registered this way, students will receive a fee bill for graduation costs and any unpaid balances (if there are any).

CERTIFICATE OF GENERAL STUDIES

The Certificate of General Studies will automatically be awarded to those students who are identified as having successfully completed the certificate requirements. Students who transfer to RPCC and wish to earn the certificate should contact the Director of Counseling Services.

The Certificate of General Studies cannot be awarded to students who have already earned another certificate or a more advanced degree that duplicates the Certificate of General Studies.

To earn the Certificate of General Studies, students must:

1. Be fully admitted to RPCC as a regularly enrolled student.
2. Successfully complete all certificate requirements by the certificate conferral date.
3. Have grades of "C" or better in all non-elective courses required for the certificate.
4. Have a 2.00 unadjusted cumulative grade-point average at the time of certificate completion.
5. Complete the final 9 hours of the certificate in residence at RPCC.

FACULTY AND STAFF DIRECTORY

Administration & Staff

Dr. Dale A.	Doty	<i>Chancellor</i>
Anthony	Brown	<i>Custodian II</i>
Angela	Colar-Brumfield	<i>Restricted Funds Accountant</i>
Yvonne	Butler	<i>Custodian II</i>
Glen	Duncan	<i>Director of Institutional Advancement</i>
Beatrice	Evans	<i>Human Resources Coordinator</i>
Robin	Ferchaud	<i>Accountant III</i>
Khalli S.	Hagan	<i>Vice Chancellor of Finance & Administration</i>
Michael	Heath	<i>Facilities & Property Manager</i>
Melba	Kennedy	<i>Director of Institutional Research & Effectiveness</i>
Naquisha	Larks	<i>Accounting Coordinator</i>
Jane	LeBlanc	<i>Executive Assistant to the Chancellor</i>
Shalini	Sealey	<i>Coordinator</i>
M. Francine	Miguel	<i>Director of Human Resources & Payroll</i>
John	Ourso	<i>Maintenance Repairman II</i>
Bridget	Romano	<i>Accounting Technician</i>
Dr. Abigail	Stonerock	<i>Vice Chancellor of Academic & Student Affairs</i>
Clay	White	<i>IT Support Services</i>

Student Services

Angie	Bell	<i>Chief Student Affairs Officer</i>
Shalither	Cushenberry	<i>College & Career Transition Coordinator</i>
Arthur	Gillis, Sr.	<i>Disability Services & Advising Coordinator</i>
Natasha	Johnson	<i>Enrollment Data Administrator & Registrar</i>
Harold	Lagarde	<i>Enrollment Management Coordinator</i>
Jennifer	Mosley	<i>Academic Advisor</i>
Christina	Ocmand	<i>Academic Advisor</i>
Ariel	Triggs	<i>Financial Aid Counselor</i>
Sandra	Washington	<i>College & Transition Advisor</i>
Chandra	Webster	<i>Financial Aid Counselor</i>
		<i>HiSet Test Specialist</i>

Library Services

Connie	Chemay	<i>Head of Public Services</i>
Wendy	Johnson	<i>Director of Library Services</i>
Victor	Sanchez	<i>Head of Technical Services</i>

TRIO Support Services

George	Magola	<i>Director of TRIO Services</i>
Mary	Briscoe	<i>Intake Specialist</i>
Vacant		<i>Education Specialist</i>

Workforce Development

Dr. Kyndra	Butler	<i>Coordinator of Adult Education</i>
Georgia	Breud	<i>Adult Education Instructor</i>
Reubin	Gourley	<i>Director of Industry Workforce Solutions</i>
Kim	Heil	<i>Workforce Development Coordinator</i>
Joanna	Lewis	<i>Adult Education Instructor</i>
Dr. Bruce	Waguespack	<i>Vice Chancellor of Workforce Development</i>

Gonzales Campus Faculty Listing

	Chrystyn	Hart- Albarado	<i>English</i>
	Emily	Aucoin, J.D.	<i>English, Political Science, Criminal Justice</i>
Dr.	Lazara	Bolton	<i>Spanish</i>
	Sam	Bono	<i>History</i>
	Ginny	Bradley	<i>Math</i>
Dr.	Catherine	Broussard	<i>Biology</i>
	Ernest	Carrier	<i>Industrial Instrumentation</i>
	Chris	Chrisman	<i>Drafting and Design</i>
Dr.	Woukeenia	Cousin	<i>Sociology, History</i>
Dr.	Jason	Dupuy	<i>English</i>
	Marla	Erwin	<i>Psychology</i>
	Jared	Eusea	<i>Mathematics</i>
	Lois	Fouse	<i>Industrial Instrumentation</i>
	Celia	Girard	<i>Mathematics</i>
	Jerry	Griggs	<i>English</i>
Dr.	Iris	Henry	<i>Biology, Chemistry</i>
	Tom	Henson	<i>Chemistry, Mathematics</i>
Dr.	Sarah	Hyde	<i>History</i>
Dr.	Katie	Berchak-Irby	<i>Geography, Spanish</i>
	Laura	Kamath	<i>Art</i>
Dr.	Lee	Kleinpeter	<i>Psychology</i>
	Sharon	Lagarde	<i>Biology</i>
	Robin	Landry	<i>Business Office Technology</i>
	Rusti	Liner	<i>Geography</i>
Dr.	Rosie	McGhee	<i>Computer Science</i>
	Trista	Messerli	<i>Biology</i>
	Keisha	Moore	<i>Practical Nursing</i>
Dr.	Effie	Moten	<i>Biology</i>
	Deborah	Murphree	<i>Speech</i>
	Donna	Newsome	<i>English</i>
	James B.	Rolfes, J.D.	<i>Accounting, Economics, Political Science</i>
	Steven	Rotolo	<i>English</i>
	Gretchen	Schmidt	<i>Practical Nursing</i>

	John	Sluder	<i>Process Technology</i>
	Henry	Smith	<i>Physics, Mathematics</i>
Dr.	Julie	Sullivan	<i>Teacher Education</i>
	Jesse	Paul- Walczak	<i>English</i>
	Jeremy	Whittemore	<i>Welding</i>
Dr.	Esperanza M.	Zenon	<i>Physical Science</i>

Reserve Campus Staff Listing

	Demrest	Barkley	<i>Learning Specialist</i>
	Milton	Corney Jr.	<i>IT Technical Support</i>
	Carin	Fernandez	<i>Campus Coordinator</i>
	Rosie	Johnson	<i>Admissions</i>
	Tonja	Jones	<i>Cashier</i>
	Estelle	Kennard	<i>Student Affairs</i>
	Efrim	Marshall	<i>WorkReadyU Recruiter</i>
	William	McGee	<i>WorkReadyU</i>
	Lei Lani	Michel	<i>WorkReadyU</i>
	Keiara	Neal	<i>Program Coordinator</i>
	Rashid	Powell	<i>Assessment Coordinator</i>
	Penelope	Shumaker	<i>Campus Dean</i>
	Amanda	Simoneaux	<i>Program Coordinator</i>
	Ethel	Stemley	<i>Financial Aid</i>
	Cheryl	Thomas	<i>Financial Aid</i>
	Randi	Vicknair	<i>Academic Affairs Coordinator</i>

Reserve Campus Faculty Listing

	Wayne	Adams	<i>Process Technology</i>
	Tiffanie	Bourgeois	<i>Practical Nursing</i>
	Eric	Breaud	<i>Electrical</i>
	Terry	Carmouche	<i>AC & Refrigeration</i>
	Tad	Cavalier	<i>Process Technology</i>
	Christina	Costanza	<i>Practical Nursing</i>
	Daisy	Cunningham	<i>Mathematics</i>
	Earl	Dominique	<i>Welding</i>
	Kristal	Jones	<i>Medical Assistant</i>
	Antoinette	Marsalis	<i>Business</i>
	Sammie	Oubre	<i>Industrial Maintenance, Millwright Technology</i>
	Charles	Perez	<i>Patient Care Technology</i>
	Steven	Rotolo	<i>English</i>
	Barry	Terrio	<i>Process Technology</i>
	Kathy	Thibodaux	<i>Instrumentation</i>
Dr.	Annette	Thornton	<i>Developmental Studies</i>

Westside Campus Faculty and Staff

Carroll	Davis	<i>Campus Coordinator, Student Services</i>
Juanita	Floyd	<i>Nursing Instructor</i>
Jay	Gross	<i>Campus Director</i>
Jemmia	Njoku	<i>Nursing Instructor</i>
Lorraine	Raffray	<i>Nursing Instructor</i>

COURSE DESCRIPTIONS

ACCT 1100	Principles of Accounting Part I (Reserve Campus)
Credit Hours: 3	This course covers fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; also accounting for cash and work at close of the fiscal period using the cash basis for a service enterprise. This course may not be transferable to a University for use towards a 4-year degree program.
ACCT 1200	Principles of Accounting Part II (Reserve Campus)
Credit Hours: 3	This course covers fundamental accounting principles relating to sales and receipts, purchases and payments, cash, and payroll; accrual accounting for a merchandising business including the periodic summary, adjustments, and end-of-period closing procedures. This course may not be transferable to a University for use towards a 4-year degree program.
ACCT 1250	Payroll Accounting (Reserve Campus)
Credit Hours: 3	Accounting principles and procedures relating to payroll accounting, including the required payroll and personnel records and reports; computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and analysis and recording of payroll transactions. Prerequisite: ACCT 1200 or approval of Department Chair. This course may not be transferable to a University for use towards a 4-year degree program.
ACCT 1300	Intermediate Accounting (Reserve Campus)
Credit Hours: 3	Accounting principles relating to accounts receivable, accounts payable, uncollectible accounts, notes and interest, merchandise inventory, property, plant, and equipment; and accounting for partnerships. This course may not be transferable to a University for use towards a 4-year degree program.
ACCT 1400	Advanced Accounting (Reserve Campus)
Credit Hours: 3	This course covers principles relating to the corporate organization, including accounting for accounting principles and reporting standards. Financial reporting and analyses including cash flow statements, measures of profitability, liquidity, and financial strength, and accounting for departmentalized profit and cost centers is also covered. This course may not be transferable to a University for use towards a 4-year degree program.
ACCT 2010	Financial Accounting
Credit Hours: 3	Principles and methods of accounting concerned with financial data gathering and presentation in the form of external financial statements; legal and ethical obligations of the accounting professions.
ACCT 2020	Managerial Accounting
Credit Hours: 3	Principles and methods of accounting primarily concerned with data gathering and presentation for purposes of internal management evaluation and decision making. PREREQUISITES: ACCT 2010
ACCT 2210	Intermediate Accounting
Credit Hours: 3	A thorough review of the accounting information system emphasizing the accounting cycle, financial statements, and the environment of accounting. PREREQUISITE ACCT 2010 WITH A GRADE OF "C" OR BETTER

**ACCT
2413** **Computerized Accounting**

Credit Hours: 3 This course covers basic accounting principles utilizing the application of a computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations. **PREREQUISITES:** ACCT 1200 and CSCI 1010

**ANTH
1003** **Intro to Cultural & Social Anthropol**

Credit Hours: 3 Diversity of human cultures; nature of culture, social organization, subsistence patterns, economics, law, politics, religion, language, and other institutions of culture viewed in cross-cultural perspective.

**ARTS
1010** **Introduction to Visual Arts**

Credit Hours: 3 Lecture and discussion on the forms, functions, and vocabulary of the visual arts. Emphasis will be placed on the different methods of visual expression in our society and how and why works are created. All major forms of drawing, painting, printing, sculpture, design, and architecture explored in basic terms.

**ARTS
1100** **Art Appreciation**

Credit Hours: 3 This is an art appreciation course designed for non-art majors. The 3-hour lecture course introduces each of the four primary arts (music, visual art, theatre, and dance) as they relate to the human experience. Course will emphasize critical thinking and the artistic process through exploration of achievements, content and function in the arts, in order to foster enjoyment, understanding, and appreciation.

**ARTS
2000** **Intro to Computer Images**

Credit Hours: 3 This course is an introduction to the computer as a tool for the visual arts. The course selects from a variety of imaging software including Photoshop and requires no computer experience. \$25 lab fee applied.

**ARTS
2010** **Introduction to Digital Media**

Credit Hours: 3 This course is designed for individuals who would like to learn about graphics for the Web and Internet development. The course will include digital media design, graphic design software, and animation tools. The emphasis is on both design and development of graphical and interactive/navigational elements, along with interactivity for Web development. \$25 lab fee applied.

**ARTS
2100** **Basic Drawing**

Credit Hours: 3 An introduction to the basic skills, materials, and techniques used in creating traditional observational drawings of objects. Materials used will include pen, pencil, ink, and charcoal techniques studied will include perspective, shading and modeling, composition, contour and texture. Six hours of studio a week.

**ARTS
2510** **Art History Survey I**

Credit Hours: 3 One semester historical survey of the Western visual arts tradition from the Paleolithic through the High Renaissance, including Near-Eastern, Greek, Roman, and Medieval art. Three hours of lectures illustrated with slides, videos, and class discussion per week. **PREREQUISITE:** ARTS 1010

**ARTS
2520** Art History Survey II

Credit Hours: 3 One semester chronological survey of the Western visual arts tradition from the Baroque period through to the present, including Neo-Classical, Romantic, Impressionist, Post-Impressionist, and 20th century art. Three hours of lectures illustrated with slides, videos, and class discussion per week. PREREQUISITE ARTS: 1010

**ARTS
2610** Modern Art

Credit Hours: 3 An examination and survey of European-American visual art from its beginnings in the late 19th century through the 20th century and into the present. Three hours of lectures illustrated with slides, video, and class discussion per week. PREREQUISITE: ARTS 1010

**BIOL
1010** General Biology I

Credit Hours: 3 This course covers the concepts in cell biology, genetics, ecology, and evolution. BIOL 1010 is not intended to be a prerequisite for BIOL 1020 or vice versa.

**BIOL
1010L** General Biology Lab I

Credit Hours: 1 This course provides a laboratory component that coincides with the BIOL 1010 lecture course. The topics covered in this course follow the sequence of material in the BIOL 1010 course.

**BIOL
1020** General Biology II

Credit Hours: 3 This course covers the concepts of biological diversity, physiology, and behavior of living organisms. BIOL 1020 is not intended to be a prerequisite for BIOL 1010 or vice versa.

**BIOL
1020L** General Biology Lab II

Credit Hours: 1 This course provides a laboratory component that coincides with the BIOL 1020 lecture course. The topics covered in this course follow the sequence of material in the BIOL 1020 course. PREREQUISITES: CONCURRENT ENROLLMENT IN OR COMPLETION OF BIOL 1020 Minimum Grade of C

**BIOL
1201** Principles of Biology I

Credit Hours: 3 This course is designed for students majoring in science or a related field. Principles of biology from the cellular to the ecosystem level, including biochemistry, cell biology, molecular biology, genetics and evolution. COREQUISITE: BIOL 1203 RECOMMENDED BUT NOT REQUIRED

**BIOL
1202** Principles of Biology II

Credit Hours: 3 This course is designed for students majoring in science or a related field. A systematic study of the structure, function, ecology and evolution of organisms including bacteria, protists, fungi, plants and animals. PREREQUISITE: BIOL 1201 with a C or better COREQUISITE: BIOL 1204 RECOMMENDED BUT NOT REQUIRED

**BIOL
1203** Principles of Biology Lab I

Credit Hours: 1 This course provides a laboratory component that enhances and follows the sequence of material in BIOL 1201. Includes hands-on and virtual lab experience. COREQUISITE OR PREREQUISITE: BIOL 1201

BIOL 1204	Principles of Biology Lab II	This course provides a laboratory component that enhances and follows the sequence of material in BIOL 1202. Students perform an array of dissections from the earthworm to the fetal pig. Includes hands-on and virtual lab experience. COREQUISITE OR PREREQUISITE: BIOL 1202 PREREQUISITES: BIOL 1201 with a C or better
BIOL 2110	General Microbiology	A basic study of microorganisms with emphasis on those of medical significance and their role in public health and infectious disease. PREREQUISITES: BIOL 1201 with a C or better
BIOL 2110L	General Microbiology Lab	A survey of laboratory techniques in microbiology applicable to general microbiology, public health microbiology, medical technology and medicine. PREREQUISITES: CONCURRENT ENROLLMENT IN OR COMPLETION OF BIOL 2110
BIOL 2300	Environmental Science	This course is an introduction to ecology, principles of ecology with applications to environmental issues and discussion of major terrestrial/aquatic ecosystems. PREREQUISITES: BIOL 1201 with a C or better
BIOL 2500	Human Anatomy & Physiology I	A descriptive presentation of the structure and function of the organ systems of the human body covering cells, tissues, bones, muscles, nervous system. PREREQUISITES: BIOL 1201 with a C or better
BIOL 2500L	Human Anatomy & Physiology Lab	A laboratory course to accompany BIOL 2500 using specimens, models and instruments to investigate the structure and function of the human body. PREREQUISITES: CONCURRENT ENROLLMENT IN OR COMPLETION OF BIOL 2500
BIOL 2510	Human Anatomy & Physiology II	A descriptive presentation of the structure and function of the organ systems of the human body covering the endocrine, cardiovascular, immune, respiratory, digestive, excretory and reproductive systems. PREREQUISITES: BIOL 2500 with a C or better
BIOL 2510L	Human Anatomy & Phys Lab II	A laboratory course to accompany BIOL 2510 using specimens, models and instruments to investigate the structure and function of the human body. PREREQUISITES: CONCURRENT ENROLLMENT OR PRIOR COMPLETION OF BIOL 2510
BIOL 2600	Fundamentals of Human Nutrition	

Credit Hours: 3 This course examines the chemistry of the basic nutrients, metabolic pathways, and factors affecting utilization, food sources, dietary allowances, food habits and special needs. It includes dietary calculations, evaluation, and current issues in nutrition. PREREQUISITES: BIOL 1010 OR BIOL 1201 with a C or better

BIOL 2830 Intro to Marine Biology

Credit Hours: 3 The diversity of marine organisms, their interactions and their environments. PREREQUISITES: BIOL 1201 with a C or better.

BOTH 1120 General Body Structure (Reserve Campus)

Credit Hours: 3 This course covers identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each. **This course may not be transferable to a University for use towards a 4-year degree program.**

BOTH 1210 Adm Procedures Med Offices (Reserve Campus)

Credit Hours: 3 This course is a discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities in a medical office such as scheduling, insurance, billing, using and maintaining office equipment, legal and ethical issues in the medical office, maintaining patient records, and patient/client education methods are covered. Practical application activities are integrated throughout this course. **This course may not be transferable to a University for use towards a 4-year degree program.**

BOTH 1230 Insurance Billing (Reserve Campus)

Credit Hours: 3 This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available. **This course may not be transferable to a University for use towards a 4-year degree program.**

BOTH 1240 Coding (Reserve Campus)

Credit Hours: 3 This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available. **This course may not be transferable to a University for use towards a 4-year degree program.**

BOTH 1250 Advanced Coding (Reserve Campus)

Credit Hours: 3 This course covers advanced diagnosis and procedure coding in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available. **This course may not be transferable to a University for use towards a 4-year degree program.**

BOTH 1300 Medical Office Terminology (Reserve Campus)

Credit Hours: 3 This course is an introduction of basic medical terms by use of prefixes, suffixes, and anatomical roots. **This course may not be transferable to a University for use towards a 4-year degree program.**

BOTH 2110 Medical Office Transcription (Reserve Campus)

Credit Hours: 3 This course covers principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding. Students may participate in selected clinical sites as part of this course, if available. **This course may not be transferable to a University for use towards a 4-year degree program.**

BOTL 1210 Legal Admin Procedures (Reserve Campus)

Credit Hours: 3 This course contains discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities such as scheduling appointments, calendaring, billing, and client education methods are covered. Case studies are integrated throughout this course. **This course may not be transferable to a University for use towards a 4-year degree program.**

BOTL 1300 Legal Terminology (Reserve Campus)

Credit Hours: 3 This course contains an introduction of basic legal terms. **This course may not be transferable to a University for use towards a 4-year degree program.**

BOTL 2110 Legal Transcription (Reserve Campus)

Credit Hours: 3 This course covers principles of legal transcription along with practical application and usage of legal forms, reports and case studies with integrated legal terminology and legal keyboarding. Practical application in selected cases is a part of the course. **This course may not be transferable to a University for use towards a 4-year degree program.**

BUSE 1030 Business English (Reserve Campus)

Credit Hours: 3 This course is a concentrated and intensive study of English grammar and usage as applied to business documents and applications. **This course may not be transferable to a University for use towards a 4-year degree program.**

BUSE 1045 Business Communications (Reserve Campus)

Credit Hours: 3 This course is a study of concepts and methods of business communication. **This course may not be transferable to a University for use towards a 4-year degree program.**

BUSI 1000 Business Law (Reserve Campus)

Credit Hours: 3 This course is an analysis of the legal environment and its impact upon business. Constitutional law, administrative law, governmental regulations, securities law, discrimination law, environmental law, public policy, social issues, and business ethics are integrated into a treatment of specific legal topics: contracts, sales, agency, and employment. **This course may not be transferable to a University for use towards a 4-year degree program.** PREREQUISITES: None

BUSM 1050 Business Math (Reserve Campus)

Credit Hours: 3 A study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator. **This course may not be transferable to a University for use towards a 4-year degree program.**

BUSN 1100 Introduction to Business

Credit Hours: 3 A study of American business firms, organizational structures, practices and principles. Organizational systems and terminology will be included.

BUSN 1310 Human Resources Management

Credit Hours: 3 A study of personnel issues to include job classification, compensation, benefits, discipline and training.

BUSN 1330 Personal Finance

Credit Hours: 3 A study of personal and family finances as well as personal money management. Topics will include budgets, savings, borrowing, taxes, insurance and estate planning.

BUSN 2000 Principles of Marketing

Credit Hours: 3 A basic course in marketing including the exchange process, marketing analysis, price determinants and present-day marketing trends. Emphasis is given to the marketing concept and how firms adapt products and services to changes in consumer demand.

BUSN 2200 Legal Environment of Business

Credit Hours: 3 Legal influences on the business environment, sources of law and their effect on business decision; constitutional, administrative, property, environmental, employment, anti-trust, securities regulation, consumer rights, and product liability law; social, ethical, and international facets of the legal environment.

BUSN 2220 Small Business Management

Credit Hours: 3 A study designed to introduce students to the start-up and operation of a small business. Business planning, decision making, and critical thinking will be topics of discussion. A research paper (business plan) and presentation will be required.

BUSN 2300 Business and Professional Communication

Credit Hours: 3 This course focuses upon the development and practice of communication skills necessary in business and professional settings. Oral, written, and various electronic means of communication will be included and explored. PREREQUISITES: pass English 1010 with a "C" or higher.

BTEL 1000 Bank Teller Procedures (Reserve Campus)

Credit Hours: 3 A concentrated and intensive study of the role of a bank teller focusing on understanding the specific banking skills needed in today's banking industry for handling checks, processing transactions, handling cash, and balancing cash. Specific topics covered in this course include the development of fundamental skills and techniques for using the telephone effectively on the job and professional behavior in the workplace. **This course may not be transferable to a University for use towards a 4-year degree program.**

CADD 1100 Intro Comp Aided Draft/Design

Credit Hours: 5 Introduction to basic concepts and principles of CAD, covering basic CAD commands. CO-REQUISITES: DRFT 1000 and CSCI 1010

CADD 1200 Advanced Comp Aided Draft & Design

Credit Hours: 5 This course examines the dimensioning, blocks and attributes, section views, isometric drawings, multi-view layouts, annotative objects, external references, and sheet sets. Students will learn how to use AutoCAD to dimension drawings, create section lines and graphic patterns, design symbols and attributes for multiple uses, and create sheet sets. Student drawings will be plotted or printed. This course also covers recommended drafting standards and practices for students to use for properly preparing CAD drawings. PREREQUISITES: CADD 1100

CADD 1300 3-D CADD Concepts

Credit Hours: 4 This course explores the three dimensional construction and viewing capabilities of AutoCAD. Topics covered a review of point coordinate entry and the user coordinate system (UCS). Spherical and cylindrical coordinate entry, 3D viewing and display techniques, and construction of 3D solid primitive's 2D regions, 3D mesh models, solid modeling composites, and surface models are also introduced. Uses of multiple viewports for 3D constructions and creating 2D layouts are covered. Visual styles and rendering are also discussed. Pre-requisite: CADD 1200

CADD 1700 Plant 3D and BIM

Credit Hours: 5 This course is intended to cover the introductory knowledge of AutoCAD 2015 Plant 3D software as well as Autodesk Revit. Upon finishing this course, the student will have been exposed to the fundamental concepts which are the basis for pipe drafting as well as structural and architectural building information modeling. Pre-requisites: CADD 1300

CCRV 1100 Call Center Procedures (Reserve Campus)

Credit Hours: 3 This course covers information about communication, customer service, decision making, and customer information in a call center setting. **This course may not be transferable to a University for use towards a 4-year degree program.**

CCSS 1100 College/Career Success Skills

Credit Hours: 3 Provides an opportunity for students to acquire, reinforce, and apply strategies that promote success in college, the workplace, and life. Includes an introduction to the college, its resources, and the value of successful college completion.

CHEM 1010 Chemistry I

Credit Hours: 3 Nomenclature. Atomic and molecular structure. Chemical equations and stoichiometry; gas laws; bonding. Quantitative problem solving. Introduction to periodicity, energy relationships, and solutions. PREREQUISITE: ELIGIBILITY FOR MATH 1100. COREQUISITES: CHEM 1010L RECOMMENDED BUT NOT REQUIRED.

CHEM 1010L Chemistry Laboratory I

Credit Hours: 1 Safety; basic laboratory techniques (to include data collection and interpretation; introduction to laboratory reporting/ record keeping) related to the topics in Chemistry I. COREQUISITES: CHEM 1010

CHEM 1020 Chemistry II

Credit Hours: 3 Intermolecular forces; thermodynamics; general and heterogeneous equilibrium; kinetics; solutions; acid/base equilibrium and properties; and electrochemistry. PREREQUISITES: CHEM 1010 COREQUISITES: CHEM 1020L RECOMMENDED BUT NOT REQUIRED.

CHEM 1020L Chemistry Laboratory II

Credit Hours: 1 Safety; basic; laboratory techniques related to topics in Chemistry II. COREQUISITES: CHEM 1020

CHEM 1040 Chemistry for PTEC Majors

Credit Hours: 3 Introduces fundamental laws, theories, and principles of general/organic chemistry, including modern atomic theory, chemical reactions, stoichiometry, periodicity, nomenclature, functional groups, and their reactivity and introductory polymeric materials. Chemical reactions are used to emphasize concepts and principles of atomic, molecular, and functional group behavior for inorganic and organic chemicals. This course will be taught for technical programs only and is not intended for transfer to a four-year university. Prerequisite: eligibility for college mathematics or MATH 1100

CHEM 2210 Organic Chemistry I

Credit Hours: 3 Nomenclature, chemical reactions, synthesis, functional groups, structure/ property relationships, stereochemistry, spectroscopy, and mechanistic theory. PREREQUISITE: CHEM 1020 COREQUISITE: CHEM 2210L RECOMMENDED BUT NOT REQUIRED

CHEM 2210L Organic Chemistry Lab I

Credit Hours: 1 Safety; basic laboratory techniques related to the topics in Organic Chemistry I. PREREQUISITE: CHEM 1020 COREQUISITE OR PREREQUISITE: CHEM 2210

CHEM 2220 Organic Chemistry II

Credit Hours: 3 Continuation of topics in synthesis, mechanisms and properties of organic compounds. PREREQUISITE: CHEM 2210 WITH A "C" OR HIGHER COREQUISITE: CHEM 2220L RECOMMENDED BUT NOT REQUIRED

CHEM 2220L Organic Chemistry Lab II

Credit Hours: 1 Safety; basic laboratory techniques related to the topics in Organic Chemistry II. PREREQUISITE: CHEM 2210, CHEM 2210L COREQUISITE OR PREREQUISITE: CHEM 2220

CORE 1003 Core Industry Safety

Credit Hours: 3 An introduction to the occupation of Instrumentation including policies, safety and health procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling and safety planning. Students are also introduced to safe practices. Students successfully completing all parts of this course will receive NCCER credit for modules 00101 - 00109. CO-Requsite: INST 1010

CPTR 1002 Computer Lit. & Applications (Reserve Campus)

Credit Hours: 2 This course is an introductory study and application of computer system components and operating system environments. Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed. **This course may not be transferable to a University for use towards a 4-year degree program.**

**CPTR
1005 Computer Literacy (Reserve Campus)**

Credit Hours: 3 This one-semester course is intended as a practical, hands-on guide to help you understand the basic computer skills required during your college education and when pursuing a career. This course will cover basic computer hardware and software and productivity applications such as word processing software, spreadsheet software, and presentation software. This course also covers the Internet and emerging technologies. This course may not be transferable to a University for use towards a 4-year degree program.

**CPTR
1200 Intro to Operating Systems (Reserve Campus)**

Credit Hours: 3 This is an introductory course of operating systems which prepares students for advanced level courses and an industry-based certification such as the MCP examination. The course includes basic theories involving the installation and administration of a network operating system as well as troubleshooting and optimizing techniques. **This course may not be transferable to a University for use towards a 4-year degree program.**

**CPTR
1310 Intro to Database Management (Reserve Campus)**

Credit Hours: 3 This course covers basic methods for creating a database, adding, changing and deleting information in a database, printing data in the form of reports, and the printing of address labels. **This course may not be transferable to a University for use towards a 4-year degree program.**

**CPTR
1320 Spreadsheets (Reserve Campus)**

Credit Hours: 3 This course focuses on the basic fundamentals of producing spreadsheets and graphs. This course may not be transferable to a University for use towards a 4-year degree program.

**CPTR
1400 Intro to Networking Technology (Reserve Campus)**

Credit Hours: 3 This course is an introductory study of networking technologies which includes the planning, implementation, and administration of networks. The course also includes the theoretical aspects of troubleshooting and security related issues. **This course may not be transferable to a University for use towards a 4-year degree program.**

**CPTR
1600 Presentation Software (Reserve Campus)**

Credit Hours: 3 This course includes hands-on applications of machine transcription equipment, as well as production of documents (mailable copy) from various fields of employment. Emphasis is on English language skills: punctuation, spelling, grammar, and vocabulary. **This course may not be transferable to a University for use towards a 4-year degree program.**

**CRJU
1010 Intro to Criminal Justice**

Credit Hours: 3 This course studies the criminal justice system and the historical developments. It contains an overview of the functions and responsibilities of law enforcement, the judiciary and corrections.

**CRJU
2010 Intro to Police, Crts, and Cor**

Credit Hours: 3 This course will examine the primary components of the criminal justice system and how they are inter-related. Students will also learn how these entities work toward common goals and how they are challenged by competing goals or organizational demands.

**CRJU
2020 The American Judicial Process**

Credit Hours: 3 This course is an overview analysis of the legal transactions involved in the accusation, arrest, adjudication and disposition of criminal offenders. PREREQUISITE: CRJU 1010 OR CRJU 2010

CRJU 2040 Contemporary Law Enforcement

Credit Hours: 3 This course involves an examination and discussion of selected topics dealing with contemporary problems affecting law enforcement. PREREQUISITE: CRJU 1010 OR CRJU 2010

CRJU 2050 The Corrections Process

Credit Hours: 3 This course involves a systematic study of all the official ways in which society reacts to persons who have been convicted of committing criminal acts, including persons handled by the juvenile courts. Prerequisite: CRJU 1010 or CRJU 2010

CRJU 2310 Criminal Law

Credit Hours: 3 This course is general approach to laws relating to crimes and offenses and the punishment of their violation. PREREQUISITE: CRJU 1010

CSCI 1010 Intro to Computer Technology

Credit Hours: 3 Introduction to computers and their uses in society. In addition, students will be made aware of the use of applications of computers in the home, education, and industry. An introduction to application software and its uses in, but not limited to, word processing, spreadsheets, database and multimedia, should be included.

CSCI 2010 Software Applications I

Credit Hours: 3 This course is an in-depth study of current software applications such as MS Word, Excel, Access and PowerPoint.

CSRV 1000 Customer Service

Credit Hours: 3 This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

DRFT 1000 Fundamentals Drafting/Design

Credit Hours: 4 This course provides a comprehensive approach to classroom instruction in the field of drafting. It is designed to provide in-depth coverage of the principles of manual (traditional) drafting and computer-aided drafting (CAD).

DRFT 1300 Introduction To Disciplines I

Credit Hours: 3 This is a survey course designed to expose the student to the various major drafting disciplines of architectural, electrical & instrumentation, civil, structural, mechanical, and piping. PREREQUISITES: DRFT 1000, PRNT 1000 and CADD 1200 with a C or better.

DRFT 1500 Advanced Drafting & Discipline

Credit Hours: 4 This "Capstone" course allows the student to choose a focus drafting discipline from which a project will be designed, documented and drafted. PREREQUISITES: DRFT 1300 with a C or better.

DRFT 2999 Cooperative Education

Credit Hours: 3 Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work. PRE-REQUISITES: CADD 1300 with a C or better and DRFT 1300 with a C or better.

ECON 2010 Macroeconomics

Credit Hours: 3 A study of economics, economic concepts and economic institutions. Emphasizes the operation and function of a market economy while analyzing economic problems related to income, employment, the business cycle, money and banking, growth and development.

ECON 2020 Microeconomics

Credit Hours: 3 A study of price and output determination, theories of production, determination of prices in regulated and unregulated industries, functional distribution of income, and international economics.

ECON 2030 Economic Principles

Credit Hours: 3 Economic understanding of both micro- and macroeconomic principles; problems associated with monetary policy, fiscal policy, public finance, government and business, labor, international trade, and economic growth.

ELEC 1003 Core: Industry Safety

Credit Hours: 3 An introduction to Industry, including facility layout, policies, safety and health procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling and safety planning.

ELEC 1120 Basic Electricity

Credit Hours: 6 An Introduction to the occupation, shop safety, electrical safety hazards and prevention and OSHA regulations, tools and equipment-some laboratory required for functions of common tools and equipment. Introduction to the concepts of DC/AC electricity fundamentals, matter and atomic theory; a study of Ohm's Law, series, and series-parallel circuits and meters. Laboratory requirements include constructing circuits, measuring voltage, amperage, and resistance.

ELEC 1210 Residential Wiring

Credit Hours: 6 The course includes the identification of various types of conductors in residential wiring, connections, types of boxes, parts of a breaker panel and service entrance, switches, and installation devices.

ELEC 1214 Residential Wiring

Credit Hours: 4 An introduction to raceways, wire ways, and ducts. Explains types, and application of conductors and proper wiring techniques. Course provides identification and explanation of electrical prints, drawings and symbols. Also teaches common wiring techniques of residential construction and covers use of electrical equipment. CO-REQUISITES: ELEC 1003

ELEC 1220 Electrical Raceways

Credit Hours: 3 An introduction to basic manual and push button motor control systems. Topics include an understanding of ladder logic and its various components, and basic motor and control installations.

ELEC 1230 National Electric Code

Credit Hours: 2 An interpretation and study of the NEC including calculations of: voltage-drops, box and conduit fill capacities for boxes and conduits, service sizing, box sizing, grounding, and bonding.

ELEC 1234 The Electrical Trade: Theory D

Credit Hours: 4 An introduction to the electrical trade and National Electric Code (NEC). Covers safety rules and regulations as well as materials and equipment used in Electrical Technology. Introduces electrical concepts, circuits and systems.

ELEC 1254 Conduit Bending

Credit Hours: 4 An introduction to conduit bending and installation. Covers cutting, reaming and threading techniques. Focuses on mechanical, hydraulic, and electrical bending.

ELEC 1311 Residential Wiring Installation

Credit Hours: 6 The installation and troubleshooting of single pole, 3/w, 4/w, and receptacle circuits, and breaker panels. The course includes building a residential service.

ELEC 1330 Generators/Motors and Transformer Operation

Credit Hours: 2 This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics.

ELEC 1410 Commercial Wiring

Credit Hours: 6 An introduction to the identification and installation of raceways, wire ways, busways, commercial lighting, fire alarms, telephone, intercom, and climate control systems. Also covered is feeder sizing, making a material list from blue prints, and a study of different types of hazardous locations as identified in the NEC.

ELEC 1415 Commercial Wiring

Credit Hours: 5 Course provides instruction in components, installation, and NEC requirements for commercial electrical installation. Topics covered include: switchboards and switchgears, transformers, motor controls, and voice, data, and video cabling systems.

ELEC 1420 Intro to Motor Controls

Credit Hours: 2 An introduction to manual and push button motor control systems. Topics include an understanding of ladder logic and its various components, and basic motor and control installations.

ELEC 1425 Conductors and Control Systems

Credit Hours: 5 An introduction to NEC installation requirements of conductors and electrical systems. Topics covered include: transportation, storage, and setup of cable reels; methods of terminating and splicing conductors. Describe fuses, circuit breakers and various types of contractors and relays.

ELEC 1430 Blueprint Interpretation

Credit Hours: 3 An introduction to blueprint reading skills, which includes specifications and trade, related elements. The course includes making a material list from a blueprint.

ELEC 1440 Motor Controls

Credit Hours: 2 This course presents information on advanced motor control applications. Topics include: installation and troubleshooting of motors, reversing starters, and VFD (Variable Frequency Drive).

ELEC 1525 AC/DC Application

Credit Hours: 5 An introduction to Alternating-current systems. Topics include: AC and DC motors, handling and installation of various lamps and lighting fixtures, and pull boxes, junction boxes and hand holes.

ELEC 2115 Load Calculation, Selection, Grounding, and Protection

Credit Hours: 5 An introduction to branch circuits and feeder loads for residential and commercial applications. Topics covered include: calculation of loads, factors involved in conductor selection, troubleshooting and lighting controls, NEC requirements for equipment installation, and circuit breakers and fuses.

ELEC 2215 Electrical System Planning for Commercial and Residential

Credit Hours: 5 Topics covered include: basic calculation procedures, installation of circuits in health care facilities, NEC requirements for electrical generators, function and operation of basic electronic devices, alarm units and communication systems.

ELEC 2460 Technical Mathematics

Credit Hours: 2 The basics of addition, subtraction, multiplication, and division, squares, square roots, decimals, fractions, and fundamentals of algebra, plane geometry, and trigonometry. The course includes basic concepts of scientific notation and the metric system.

ELEC 2520 Solid State Theory

Credit Hours: 2 An introduction to solid state devices, diodes, transistors; half-wave, full-wave, and bridge rectifiers; and filters. Includes analyzing circuits in transistors, SCR, TRIAC, FET, Zener, VDR, and optical devices. The course includes testing and analyzing circuits.

ELEC 2540 Logic Functions

Credit Hours: 2 An introduction to the uses and applications of logic technology. The course utilizes test equipment and schematic diagrams to troubleshoot and repair circuits while practicing safety procedures.

ELEC 2542 Electrical Work Based I

Credit Hours: 6 An introduction to electrical employment. Students will work for an electrical contractor to practice skills and increase knowledge in this area. Prerequisite: Completion of 50% coursework

ELEC 2543 Electrical Work Based II

Credit Hours: 6 An advanced course in electrical employment. Prerequisite: Completion 50% coursework

ELEC 2635 Advanced Controls, Installation, Maintenance, and Trouble Shooting

Credit Hours: 3 An introduction to various types of transformers, applications and principles of solid-state controls. Also covers a basic overview of HVAC systems, heat tracing systems, motor cleaning and maintenance, and troubleshooting.

ELEC 2713 Terminations, Splices, and Special Locations

Credit Hours: 3 Offers and overview of NEC and manufactures' requirements for terminations and splices. Describes NEC requirements for selection and installation in special locations.

ELEC 2720 Introduction To Programmable Logic Controllers

Credit Hours: 2 An introduction to Microprocessors, PLC types, theory, installation, applications, operations, and documentation.

ENGL 0098 Developmental English I

Credit Hours: 3 This course is designed as a foundation of basic writing skills that concentrates on well-constructed sentences and paragraphs. This course includes intensive practice in the fundamentals of grammar and mechanics. A grade of "C" or better must be earned for the student to have satisfactorily completed ENGL 0098 to meet the pre-requisite for ENGL 0099.

ENGL 0099 Developmental English II

Credit Hours: 3 This course is designed as a foundation of basic writing skills that concentrates on well-constructed paragraphs and essays. This course includes application in the fundamentals of grammar and mechanics in the context of writing. A grade of "C" or better must be earned for the student to have satisfactorily completed ENGL 0099 to meet the pre-requisite for an entry level college English course or appropriate score on the placement test. Prerequisites: ENGL 0090 or ENGL 0098 with a "C" or higher, or appropriate score on a placement test.

ENGL 1010 English Composition I

Credit Hours: 3 Introduces students to the critical thinking, reading, writing and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience awareness; and writing effective essays. PREREQUISITE: ENGL 0091 or ENGL 0099 WITH A "C" OR HIGHER or appropriate score on the placement test.

ENGL 1020 English Composition II

Credit Hours: 3 Continuation and further development of material and strategies introduced in English Composition I. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis. PREREQUISITE: ENGL 1010 WITH A "C" OR HIGHER.

ENGL 1060 Technical Writing

Credit Hours: 3 The ability to communicate technical information - whether oral, visual, or written - is a skill that is essential for all successful professionals. This course is designed to prepare students to make effective presentations and documents by building an understanding of the context in which communication occurs, the ethical issues involved, the identities and needs of audiences, and the methods and strategies for organizing and presenting information.

ENGL 2002 Professional Writing

Credit Hours: 3 This course prepares students to develop and write a wide variety of texts related to specialized fields, such as business, science, technology, education, and medicine. Texts will include summaries, paraphrases, reports, memos, letters, abstracts, proposals, and articles. PREREQUISITE: ENGL 1010 WITH A "C" OR HIGHER

ENGL 2100 Introduction to Literature

Credit Hours: 3 Introduction to various literary genres; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2110 Introduction to Fiction

Credit Hours: 3 Introduction to fiction; includes critical analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2150 Intro to Poetry and/ or Drama

Credit Hours: 3 Introduction to poetry and/ or drama; includes critical analysis and writing about poetry/drama PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2300 Business and Professional Communication

Credit Hours: 3 This course focuses upon the development and practice of communication skills necessary in business and professional settings. Oral, written, and various electronic means of communication will be included and explored. PREREQUISITES: pass English 1010 with a "C" or higher.

ENGL 2410 World Literature I

Credit Hours: 3 A survey of world writers from the beginnings through the 1600s; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2420 World Literature II

Credit Hours: 3 A survey of world writers from circa 1700 through the present day; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2430 Major World Writers

Credit Hours: 3 A survey of significant world writers; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2510 British Literature I

Credit Hours: 3 A survey of British writers from the beginning to the Romantic Era; includes literary analysis and writing about literature. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2520 British Literature II

Credit Hours: 3 A survey of British writers from the Romantic Era through the present day; includes literary analysis and writing about literature PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2530 Major British Writers

Credit Hours: 3 A survey of significant British writers; includes literary analysis and writing about literature.
PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2610 American Literature I

Credit Hours: 3 A survey of American writers from the beginning to the Civil War; includes literary analysis and writing about literature
PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2620 American Literature II

Credit Hours: 3 A survey of American writers from the Civil War through the present day; includes literary analysis and writing about literature.
PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2630 Major American Writers

Credit Hours: 3 A survey of significant American writers; includes literary analysis and writing about literature.
PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2700 Intro. to African American Lit

Credit Hours: 3 Introduction to African American literature; includes critical analysis and writing about literature.
PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2800 Intro. to Women's Literature

Credit Hours: 3 Introduction to literature by or about women; includes critical analysis and writing about literature.
PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ENGL 2900 Mythology or Folklore

Credit Hours: 3 Introduction to mythology and/or folklore and its role in literature and culture. PREREQUISITE: ENGL 1020 WITH A "C" OR HIGHER

ETRN 1112 Fund of Electricity/Electronic

Credit Hours: 3 An introduction to the concepts of DC electricity including Ohm's Law: series, parallel, series-parallel circuits, Kirchoff's voltage and current laws, voltage and current dividers, bridge circuits and magnetism. Also includes construction and troubleshooting electronic circuits, concepts of inductance, inductive reactance, capacitance, capacitive reactance, and reactive circuits; time constants; alternating current terms and principles of motors and generators. Construction and troubleshooting are also included. Students who successfully complete this course will also earn credit for NCCER Modules 12201 - 12305. CO-REQUISITES: CORE 1003, INST 1010, INST 1011 PRE-REQUISITES: Must meet program entrance requirements.

ETRN 1212 Fundamentals of Semiconductors Circuits/Transistors

Credit Hours: 3 An introduction to solid-state devices, diodes, transistors, special purpose diode thyristors, FET devices, VDRs, and optical devices. Includes testing, analyzing, troubleshooting, and repairing using technical manuals. This course also covers half-wave, full-wave and bridge rectifier circuits. Also covers regulated and switched power supplies, amplifier fundamentals, and the theory of oscillation. Includes component testing and analyzing. Students who successfully complete this course will also earn credit for NCCER Module 12209. PRE-REQUISITES: CORE 1003, INST 1010, INST 1011, ETRN 1112.

**ETRN
1420 Digital Electronics**

Credit Hours: 3 An introduction to numbering systems, logic gates, digital integrated circuits, Boolean logic operations. flip-f, counters, registers; combinational/sequential logic including clock and timing, encoders and decoders, display circuits and devices, multiplexers and demultiplexers. DAC, ADC, and Binary Ladder Circuits. Troubleshooting and repair of digital circuits. PREREQUISITES: CORE 1003, INST 1010, 1011, ETRN 1112, 1212

**GEOG
2010 Introduction to Geography**

Credit Hours: 3 A survey of significant geographical endeavors and ideas Western and non-Western cultures have contributed towards the development of modern geography, and their impact on historical world events: discussion of major topical sub-disciplines that comprise modern geography; an introduction to the concepts, techniques, and tools of physical geography and human geography.

**GEOG
2030 Cultural Geography**

Credit Hours: 3 Introduction to the concepts, themes, and techniques of cultural geography; topical discussion of religion, politics, language, population, agriculture, urbanization, environmental and social problems.

**GEOG
2050 Physical Geography**

Credit Hours: 3 Introduction to the concepts, themes and disciplines of physical geography. Discussion of atmospheric moisture, pressure and temperature, plate tectonics, volcanism, weathering and mass wasting, diastrophism, coastal processes, fluvial processes, global ecosystems and weather systems.

**GEOL
1001 General Geology: Physical**

Credit Hours: 3 Earth materials and land forms; processes at work on and within the earth.

**HACR
1150 HVAC Introduction**

Credit Hours: 3 Produces information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. Includes basic safety and health, inventory control, stock management, vehicle maintenance, licensure, certification requirements, and basic business management practices.

**HACR
1160 Principles of Refrigeration 1**

Credit Hours: 3 Presents the proper and safe use of hand tools including power tools and materials in the HVAC Industry. This course also provides for a review of HVAC and refrigeration processes and applications.

**HACR
1170 Principles of Refrigeration 2**

Credit Hours: 3 Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: compressors; evaporators; condensers; metering devices; service procedures; refrigeration systems; and safety.

**HACR
1180 Principles of Refrigeration 3**

Credit Hours: 3 Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: EPA Section 608 Certification, Refrigerant recovery, recycle & reclamation, System charging using superheat, subcool, weigh-in and/or manufacturer's procedures, Evacuation & dehydration procedures.

HACR 1210	Electrical Fundamentals
Credit Hours: 3	Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory; ohms law; electric meters; electric diagrams; distribution systems; electrical panels; voltage circuits; code requirements; and safety.
HACR 1220	Electrical Components
Credit Hours: 3	Provides instruction in identifying, installing and testing commonly used components in an air conditioning system. Topics include: pressure switches; overload devices; transformers; magnetic starters; other commonly used controls; diagnostic techniques; installation procedures; and safety.
HACR 1230	Electric Motors
Credit Hours: 3	Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: diagnostic techniques; capacitors; installation procedures; types of electric motors; electric motor service; and safety.
HACR 1240	Applied Elec & Troubleshooting
Credit Hours: 3	Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures; troubleshooting procedures; solid state controls; system wiring; control circuits; and safety.
HACR 1410	Domestic Refrigeration
Credit Hours: 2	Presents the proper procedures to diagnose and repair domestic refrigerators and freezers.
HACR 1420	Room Air Conditioners
Credit Hours: 2	The operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair.
HACR 2510	Residential Central Air Cond I
Credit Hours: 3	The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety.
HACR 2520	Residential Central Air Cond 2
Credit Hours: 2	The operation, diagnosis and service of central air conditioning systems and the care of associated instruments. Topics include the various types of A/C systems, and safety principles.
HACR 2530	Residential System Design
Credit Hours: 2	Theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.
HACR 2540	Residential Heating 1
Credit Hours: 3	The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety.
HACR 2550	Residential Heating II

Credit Hours: 3 The application of service procedures, controls (electrical & gas), gas valves, piping, ventilation, code requirements and safety for gas and electrical heating systems for residential and small commercial uses.

HACR 2560 Residential Heat Pumps

Credit Hours: 2 Theory and study of heat pumps and related systems. Provides for the fundamentals of heat pump operation and diagnosis. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included

HACR 2810 Commercial Air Conditioning I

Credit Hours: 6 Introduces fundamental theory and techniques to identify major components and functions of commercial system. Instruction is given on types of commercial air conditioning systems pressure, and temperature charts.

HACR 2820 Commercial Air Cond Controls

Credit Hours: 7 Emphasis will be placed on service of split-systems, add-on package system, and safety. Also provides troubleshooting and repair of major components parts of a commercial air conditioning system.

HACR 2830 Commercial Air Cond II

Credit Hours: 6 Topics will include types of commercial air conditioning systems heat loads. Calculations, duct design, air filtration, and safety principles.

HACR 2910 Commercial Refrigeration I

Credit Hours: 6 Introduces fundamental theory and techniques to identify major components and function of commercial system. Instruction is given on types of commercial refrigeration system, and pressure and temperature charts.

HACR 2920 Commercial Refrig Controls

Credit Hours: 7 Emphasis will be placed on service of slit-systems, add-on, package system, and safety. Also provides troubleshooting and repair of major component parts of a commercial refrigeration systems heat loads. Calculations, duct design, air filtration, and safety principles.

HACR 2930 Commercial Refrigeration II

Credit Hours: 6 Topics will include types of commercial refrigeration systems heat loads, calculations, duct design, air filtration, and safety principles.

HCNA 1200 Nursing Assistant

Credit Hours: 4 This course focuses on providing basic nursing skills to meet the physiological, psychological, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations. The trainee will be given at least 4 hours of orientation of the clinical site.

HCOR 1200 Intro. to Anato. & Physiology

Credit Hours: 2 Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each body system. Analyzing and combining prefixes,

root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms is included in the course. Medical abbreviations are also included.

HCOR 1601 **Communic. Techniques in Health**

Credit Hours: 3 This course introduces effective and therapeutic communication (written and verbal) skills essential for the student to be successful in a variety of healthcare professions. Communication principles will be presented with subsequent examples, scenarios and role-playing to assist the student in mastering the communication techniques necessary for healthcare providers to deliver quality care. Specific areas such as the communication process, verbal & non-verbal communication skills, professional behavior, interviewing techniques, adapting to client disabilities (ADA), effective client teaching skills, multicultural and ethnic sensitivity, writing skills and use of electronic communication are included.

HCOR 1801 **Professional Aspects for Healthcare**

Credit Hours: 2 This course should be taken during the last semester of enrollment prior to completion of program requirements. Students are expected to identify and perform skills necessary to secure employment in the healthcare industry and make immediate and future decisions regarding job choices and educational growth. Soft skills and personal attributes (such as enthusiasm, honesty, self-esteem, patience, cooperation, organization, responsibility, flexibility, sociability, motivation, and communication skills), necessary for successful employment are discussed and practiced. It also includes personal/career assessments including foundational Work Keys assessments, application for the Louisiana Work Ready! (National Career Ready) Certificate. Submission of professional resume, application cover letter and resignation letter is required. Selected computer application skills are incorporated into this course. Included is a comprehensive review for state/national certification exams relative to specific focus of student (i.e. EKG Technician, Phlebotomy Technician, PCT, or MA).

HEIT 1010 **Intro. to Health Info. Tech.**

Credit Hours: 3 Concepts of computer technology related to healthcare and tools and techniques for collecting, storing, and retrieving healthcare data. Completion with a C or better REQUIRED.

HEIT 1030 **ICD-10 Coding I**

Credit Hours: 3 Introduces the theory, structure, and organization of the International Classification of Diseases-10-Clinical Modification (ICD-10-CM) coding system. Emphasis will be on the application of the coding principles to accurately assign ICD-10-CM codes to health records. The role of ICD-10-CM codes in billing and reimbursement will be included. PRE-REQUISITE: BIOL 2500 and HESC 1000 with a C or better.

HEIT 1100 **ICD-10 Coding II**

Credit Hours: 3 This course explores the more complex areas of ICD and CPT coding introduced in the previous coding courses. Students will apply coding principles and guidelines related to complex diagnoses and procedures. PRE-REQUISITES: HEIT 1030, HEIT 2030 AND BIOL 2510 with a C or better.

HEIT 1230 **CPT Coding**

Credit Hours: 3 This course introduces students to the theory, structure, and organization of the Current Procedural Terminology (CPT) coding system. Emphasis will be on the application of the coding principles to accurately assign CPT codes to health records. The role of CPT codes in billing and reimbursement will be included. PRE-REQUISITE: HEIT 1030, HEIT 2030, and BIOL 2510 with a C or better.

**HEIT
1250 Healthcare Reimbursement**

Credit Hours: 3 This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, charge master maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignments and comply with reimbursement and reporting requirements.

**HEIT
2030 Pathophysiology Pharmacology**

Credit Hours: 3 Study of the disease processes affecting the human body. Includes the study of causes, diagnosis and treatment of disease as well as an understanding of the basic principles of pharmacology. PRE-REQUISITES: BIOL 2500 AND HESC 1000 with a C or better.

**HEIT
2050 Health Data Content/ Structure.**

Credit Hours: 3 Introduction to the health information management profession and the health record. This course will provide an overview of the functions, content, and structure of the health record, data access and retrieval systems, quantitative and qualitative analysis; numbering and filing systems; and healthcare data sets.

**HEIT
2999 Medical Coding Externship**

Credit Hours: 1 This course is designed to promote career awareness through a curriculum-related work experience in an administrative healthcare environment. Medical Coding Specialist (CAS) students will integrate classroom theory with a monitored and supervised work experience apply coding/billing principles in a health care setting 40 hours. Pre-requisites: HEIT 1010 (Minimum Grade of C) HEIT 1030 (Minimum Grade of C) HEIT 1250 (Minimum Grade of C)

**HEKG
1113 EKG**

Credit Hours: 2 This course introduces the student to the electrocardiogram (EKG) purposes and procedures. Students will gain knowledge regarding the normal structure and function of the heart with emphasis on the conduction system. A supervised lab portion (30 hrs.) is an integral portion of this course and will allow student performance of EKG procedures. This course includes a minimum of 30 hours of clinical externship to be performed by the student under the supervision of a preceptor or course instructor in a variety of health care settings.

**HESC
1000 Medical Terminology**

Credit Hours: 3 This course will introduce students entering the health field to basic medical and clinical terminology. Vocabulary, spelling, pronunciation and word analysis for common medical terms that are relevant to anatomy and physiology, medicine, disease and clinical specialties will be emphasized.

**HIST
1003 World History I**

Credit Hours: 3 A survey of World History from ancient civilizations to approximately 1700 C.E. This course includes the cultures and achievements of the peoples of Africa, the Americas, Asia, and Europe.

**HIST
1005 World History II**

Credit Hours: 3 A survey of World History from approximately 1700 C.E. to the present. This course includes the cultures and achievements of the peoples of Africa, the Americas, Asia, Australia, and Europe.

HIST 1010 History of Western Civilization I

Credit Hours: 3 A survey of the history of western civilization up to A.D. 1500.

HIST 1020 History of Western Civilization II

Credit Hours: 3 A survey of the history of western civilization from 1500 to the present.

HIST 2010 American History I

Credit Hours: 3 A survey of United States history from the period of colonial origins to 1865.

HIST 2020 American History II

Credit Hours: 3 A survey of United States history from 1865 to the present.

HIST 2100 Louisiana History

Credit Hours: 3 A survey of Louisiana history from the original European settlement to the present.

HIST 2061 African-American History

Credit Hours: 3 Social, cultural, and economic role of African-Americans in the U.S. from 1619 to the present.

HNUR 1211 Nursing Fundamentals

Credit Hours: 4 Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations. PREREQUISITES: A minimum score of 62 in Reading on Compass Test. Must meet program requirements. CONCURRENCY: HCOR 1212

HNUR 1212 Geriatric Clinical

Credit Hours: 1 The student will perform, demonstrate, and practice a minimum of 40 hours of basic geriatric nursing care and skills in long term care facilities under the supervision and discretion of the Tec nursing faculty. PREREQUISITES: Concurrent or successful completion of HNUR 1211 with a C or better.

HNUR 1270 PN Perspectives

Credit Hours: 3

This course includes information regarding vocational adjustments and personal, family, and community health issues. It expounds on the role of the practical nurse, practical nursing education and the Law Relating to the Practice of Practical Nursing as defined by the Louisiana State Board of Practical Nurse Examiners (LSBPNE), including the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46:XLVII.Nursing, subpart 1- Practical Nurses. Also included is an introduction to the normal aging process, including biological, psychosocial, cultural, spiritual, and pharmacological factors, including health maintenance throughout the life cycle. Additional topics covered in this course will include rehabilitative/restorative care and support of end-of-life issues utilizing therapeutic and preventive measures. PREREQUISITES: Acceptance into applicable program

HNUR 1300 Anatomy & Physiology Health Prov.

Credit Hours: 5

This course is a study of structure and function of the human body systems to include cells, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems. Medical terms and commonly used medical/nursing abbreviations related to each body system are addressed in detail in this course. PREREQUISITES: Acceptance into applicable program.

HNUR 1320 Nutritional Aspects

Credit Hours: 2

Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied. This course includes the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals and water in the maintenance of good health and wellness for all ages. PREREQUISITES: Acceptance into applicable program

HNUR 1361 Basic Pharmacology

Credit Hours: 3

Medical math is an integral component of this course. The terminology and principles of medication administration are presented in this course. It includes medication assessment, procedures for administration of oral, parenteral, topical, irrigation, and instillation routes/methods, along with basic dosage calculations of medications/intravenous fluid rates. Safety precautions, guidelines and documentation are emphasized. A supervised skills lab (30hrs) is a basic component of this course. PREREQUISITES: Acceptance into applicable program

HNUR 1411 Nursing Fundamentals II

Credit Hours: 3

This course includes 30 hours of theory and 60hrs of supervised skills lab experiences that focus on providing practical nursing skills to meet the physiological, psychosocial, socio- cultural, and spiritual needs of clients in various healthcare environments. Advanced skills are presented through the application of the nursing process to assist in the management of all aged clients with health alterations. PREREQUISITES: HNUR 1211 with a C or better. Concurrent enrollment or successful completion of HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320 is also required with a C or better.

HNUR 1460 Advanced Pharmacology

Credit Hours: 2

Drug classifications and their effect on the various body systems are presented. Specific drugs in each classification are emphasized according to expected effects, side effects, and adverse effects. Routes of drug administration and variables that influence drug action are covered including dangerous drug interactions and nursing implications related to each drug. Safety precautions which will help to decrease the incidence of errors in medication administration are stressed. Advanced medication calculations will be required to demonstrate knowledge of safe dosing parameters. The nursing process is utilized to assess the client's learning needs and effects of all pharmacological interventions. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411 is also required.

HNUR 2113 Medical/Surgical I

Credit Hours: 8

This course is a study of the nursing process as a method of individualizing patient care with special emphasis directed towards essential concepts related to body fluid/water, electrolytes, and acid-base balance, care of the perioperative adult client and the adult client experiencing alterations in cardiovascular/lymphatic/immune functioning. Included is a review of anatomy & physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Students will begin to utilize a nursing process approach, and will perform applicable practical nursing clinical skills to assigned client(s) in approved health care facilities under the supervision and discretion of practical nursing faculty. This course includes a 180-hour clinical component. PREREQUISITES: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411 is also required.

HNUR 2123 Medical Surgical II

Credit Hours: 8

This course includes theory related to nursing care provided to adult clients experiencing alterations in the respiratory, gastrointestinal, endocrine and integumentary function. Care of the adult client with a neoplastic disorder is also included. Included is a review of anatomy and physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are encouraged while the student learns to make interdependent practical nursing decisions. This course includes a 180-hour clinical component. PREREQUISITES: HNUR 2113 with a C or better. Concurrent enrollment or successful completion of HNUR 1460 is also required.

HNUR 2133 Medical Surgical III

Credit Hours: 8

This course includes the study of genitourinary, reproductive, sensory, neurological and musculoskeletal disorders with emphasis on pathophysiology and pharmacology for the adult client. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients experiencing serious illnesses in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are utilized while the student begins to make interdependent practical nursing decisions. Students will be expected to perform clinical skills with in-direct supervision of the clinical instructor. This course includes a 180-hour clinical component. PREREQUISITES: HNUR 1460 & HNUR 2123 with a C or better.

HNUR 2523 Mental Illness/Psychiatric Nursing

Credit Hours: 2.5

This is the study of the client experiencing emotional, mental and social alterations utilizing the nursing process approach with integrated pharmacology and application of life span principles. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in mental health facilities under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component. **PREREQUISITES:** HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

HNUR 2611 IV Therapy

Credit Hours: 1

The role of the practical nurse, legal implications of intravenous (IV) therapy, and equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy is discussed. Supervised lab performance (15hrs) is an integral part of this course. **PREREQUISITES:** HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411 and HNUR 2113 is also required. (Or) Current PN license (or eligibility) in state of Louisiana.

HNUR 2713 Obstetrics

Credit Hours: 2.5

Current issues, growth and development of the childbearing family, fetal development and gestation are studied. Care of the client during the antepartal, intrapartal, and postpartal periods is included, as well as care of the neonate. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system and condition are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to maternal & neonatal clients during the antepartal, intrapartal, and postpartal periods, in appropriate clinical sites, under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component. **PREREQUISITES:** HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

HNUR 2723 Pediatrics

Credit Hours: 2.5

This course presents essential information related to growth and development of infants toddlers, preschool through school age and adolescents, and those diseases common but not exclusive to the particular age groups. Pharmacological interventions/commonly used medications for each body system and age group are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to pediatric clients in appropriate clinical sites under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component. **PREREQUISITES:** HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320 & HNUR 1361 with a C or better. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

HNUR 2813 PN Leadership & Management

Credit Hours: 2.5

This course presents the laws, rules and regulations which govern licensure to practice practical nursing in the state of Louisiana, including a review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46: XLVII. It is designed to prepare the future LPN for compliance with the laws, to explain the procedures which facilitate necessary operations of the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and to outline the obligations which accompany the privilege of service in health care. Preparation for employment is introduced by evaluating job opportunities, compiling a resume, and outlining information essential to finding, applying for and terminating a job in the healthcare industry. A study of common health problems and etiologies seen in nursing home residents, including safe administration of medications, selected acute illnesses, and typical health emergencies. Appropriate teaching of related diagnostic results in the elderly are summarized. The leadership/management role in the nursing home setting is outlined including the delegation of tasks to support staff. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in geriatric care facilities under the supervision and at the discretion of practical nursing faculty. Critical thinking skills are encouraged while the student makes interdependent practical nursing decisions. Students will perform in management and leadership roles in the facility and will administer medications to groups of residents comparable to industry's entry-level expectations of a beginning practitioner. This course includes a 30-hr clinical component. **PREREQUISITES:** HNUR 1411& HNUR 2123 with a C or better. Concurrent enrollment or successful completion of HNUR 1460 and HNUR 2133 is also required.

HPHL 1013 Phlebotomy

Credit Hours: 3

This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, including venipuncture, capillary sticks, infection control procedures, and lab tests that the Phlebotomist may perform, including a 75-hour classroom and 45-hour laboratory practice. Study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage is also included. Students perform introductory, fundamental and advanced phlebotomy skills in the lab for instructor evaluation in preparation for clinical externship. Students spend an additional 90 hours of supervised preceptor clinical hours in a variety of health care sites in order to obtain the necessary course requirements for a total of 210 clock hours.

HURM 1000 Employment law & Regulations (Reserve Campus)

Credit Hours: 3

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. **This course may not be transferable to a University for use towards a 4-year degree program.**

HURM 1100 Training & Development (Reserve Campus)

Credit Hours: 3

This course covers developing, conducting, and evaluation employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. **This course may not be transferable to a University for use towards a 4-year degree program.**

HURM 1200 Recruiting, Selecting & Pers. (Reserve Campus)

Credit Hours: 3

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. **This course may not be transferable to a University for use towards a 4-year degree program.**

HURM 1300 Compensation & Benefits (Reserve Campus)

Credit Hours: 3 This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. **This course may not be transferable to a University for use towards a 4-year degree program.**

IMMT 1013 Workplace Safety and Orent

Credit Hours: 3 Introduces basic safety instruction including OSHA requirements and other concerns (MSDS, confined space, lock out/tag out, zero energy state, hazardous materials, storage of flammable materials, storage of fuel gas and high pressure gas cylinders, portable powered tool safety, hand tool safety, record keeping, training, employer enforcement of safety regulations, right to know, etc.). Includes as introduction to measuring instruments, hand tools, portable powered tools, and procedures that are pertinent to the industrial maintenance profession. Lab projects will be designed to reinforce safety procedures and develop competency levels in using measuring instruments, hand tools and portable powered tools introduced in the course. PREREQS: NONE

IMMT 1120 Blueprint Reading I

Credit Hours: 2 A general study of blue print reading and interpretation of data contained in the drawing.

IMMT 1122 Blueprint Reading II

Course Hours: 2 This course is a continuation of Blueprint Reading I course and is designed to enhance students' skills to read and interpret engineering drawings encountered in industry. PREREQ: IMMT 1112

IMMT 1123 Intro to Welding

Credit Hours: 3 Provides basic skills and fundamental knowledge in oxy-fuel welding, cutting and brazing, Shield Metal Arc welding, Gas Metal Arc welding, and Gas Tungsten Arc welding. This course is designed for beginning welders and emphasizes safe practices in oxy-fuel and Arc welding processes. PREREQS: NONE

IMMT 1142 Basic Electricity

Credit Hours: 2 The study of mechanical laws and principles pertaining to DC and AC circuits is the focus of the course. This includes current, voltage, resistance, power, inductance, capacitance, and transformers. Stresses the use of standard mechanical tests, mechanical equipment, and troubleshooting procedures. Safety procedures and practices are emphasized. PREREQS: NONE

IMMT 1143 Material Handling

Credit Hours: 3 The study and theory of the proper methods of storing, movement and securing both solid and liquid material in an industrial setting. PREREQS: NONE

IMMT 1153 Plant Equipment

Credit Hours: 3 Introduces the proper types of plant equipment and safety procedures dealing with working around the equipment.

IMMT 1163 Problem Solving and Teamwork

Credit Hours: 3 Covers critical thinking skills, collecting and analyzing data, and quality control overview, teamwork, problem solving and decision making techniques as they apply to a technological environment. As a capstone course for the Manufacturing and Industrial Technology program, this course is designed to reinforce and apply the knowledge and skills learned in previous courses and foster team and individual skills through experiments, case studies, problem solving projects, and a writing project related to a work team report.

IMMT 2102 Pumps & Drivers

Credit Hours: 3 Covers the construction and operation of centrifugal, reciprocating, metering, special and rotary pumps and their components. Include procedures for troubleshooting installation repair and maintenance.

IMMT 2103 Introductory Machining

Credit Hours: 3 Instructs the student in shop safety, industrial terminology, tools and machine tooling, measurement and layout. Includes laboratory exercises to begin project completion of turning, milling, and grinding applications.

IMMT 2113 Hydraulic Systems

Credit Hours: 3 Introduces students to fluid power principles and components. Teaches basic circuit design through the use of symbols and schematic diagrams to build a foundation in fluid power technology. Introduces the student to more complex fluid power circuits. Requires students to design, analyze and troubleshoot industrial fluid power components. Teaches students to assemble and evaluate fluid power components in the lab.

IMMT 2133 Machine Maintenance & Install

Credit Hours: 3 Examines the procedures for the removal, repair and installation of machine components. The methods of installation, lubrication processes, and maintenance procedures for industrial machinery are analyzed. Also presented are the techniques involved in the calibration and repair of mechanical devices and the practice in computations pertaining to industrial machinery. Examines the operation and design of mechanical systems including belt drives, chain drives, gearboxes, and bearings. Includes the study of materials. Introduces the concepts of correct alignment of industrial process machinery. Introduces the major purpose of preventive maintenance: to save time and to cut costs. The course will study goals such as, reducing losses, improving product quality, boosting production efficiency, and increasing profits. Includes an introduction to sound planning, effective scheduling, competent inspection, control and actions at the worksite, and follow-up reporting. Lab projects will be designed to organize materials, tool control, transportation of equipment, sizing up labor requirements.

INST 1010 Intro to Instrumentation

Credit Hours: 2 An introduction to hand and power tools used in instrumentation, electrical safety and systems for instrumentation and metallurgy for instrumentation. Students successfully completing all parts of this course will receive NCCER credit for modules 12115, 12114, 12119, 12107, 12304, 12116. CO-REQUISITE: CORE 1003

INST 1011 Electrical Systems & Equipment

Credit Hours: 2 This course covers Instrument drawings and documents. Gaskets and packing, lubricant, sealants, and cleaners, tubing, pipes, and hoses are also covered. Students are also introduced to Flow, Level, Temperature and Pressure. Students successfully completing all parts of this course will receive NCCER credit for modules 12106, 12108, 12109, 12111, 12113, 12117. CO-REQUISITE: CORE 1003 PRE-REQUISITE: INST 1010

INST 1215 Semiconductors & Transistors

Credit Hours: 4 An introduction to solid-state devices, diodes, transistors, special purpose diode thyristors, FET devices, and optical devices. Includes testing, analyzing, troubleshooting, and repairing using technical manuals.

INST 1330 Pressure and Level Measurement

Credit Hours: 3 An introduction to the concepts of pressure /level calculations, sensing devices, and perform pressure / level measurements; troubleshoot and repair/replace pressure / level indicators, recorders, transmitters, and transducers. Also included are air systems, gauges, and troubleshooting techniques. Students who successfully complete this course will also earn credit for NCCER Modules 12203, 12210, 12212, 12404-12405. PREREQUISITES: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635 with a C or better.

INST 1425 Digital Electrical & Control

Credit Hours: 4 Covers process measurements and control using computers and digital circuitry. The student will configure computer-based control systems to implement loops, which they will document and troubleshoot. Data Acquisition, supervisory control, SCADA systems, direct digital control, distributed control, and field bus type systems will be presented. PREREQUISITES: ETRN 1120 OR INST 1120 (DC circuits); ETRN 1130 OR INST 1130 (AC Electronics)

INST 1425 Flow & Final Control Elements

Credit Hours: 3 This course includes instruction in performing flow measurement calculations and conversions; procedure for using flow sensing devices; perform flow measurement; troubleshoot and repair/replace flow indicators, recorders, transmitters, transducers, and relays. It also includes the principles of operation, calibration, servicing, troubleshooting, and repairing/replacing actuators, positioners, and control valves. Students who successfully complete this course will also earn credit for NCCER Modules 12207 and 12213. Prerequisites: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330 with a C or better.

INST 2420 Industrial Control Systems

Credit Hours: 3 Course instruction includes the principles of operation, maintenance, troubleshooting, and repair of pneumatic, electronic, and digital controllers along with instruments that are found in a typical control loop. Also, process measurement and control using computers and microprocessor based control systems will be covered. Students will be introduced to various distributed control systems including the use of field bus and tuning methods in control systems. Students who successfully complete this course will also earn credit for NCCER Modules 12301-12308, 12407. Prerequisites: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330, 1425, 2732, 2741 with a C or better.

INST 2635 Motor Controls & Variable Speed Drive

Credit Hours: 3 This course covers concepts of motor controls, motor control circuitry, and troubleshooting and repairing/replacing motor control circuitry. Students are also introduced to the concepts of variable speed drives; frequency speed circuitry and troubleshooting as well as replacing circuitry. Students who successfully complete this course will also earn credit for NCCER Modules 12202 and 12208. Prerequisites: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820 with a C or better.

INST 2731 Analytical Measurements

Credit Hours: 3 In this course the student will be introduced to the principles of liquid and gas analysis. Also covered is the terminology, techniques, and equipment used in the analysis of liquids and gases.

INST 2732 Temperature & Analytical Measurement

Credit Hours: 3 An introduction to the concepts of temperature measurement calculations and conversions, operating principles of temperature sensing devices, and performing temperature measurements. Also, includes troubleshooting and repair/replacement of temperature indicators, temperature recorders, temperature transmitters, and temperature transducers. In this course the student will be introduced to the principles of liquid and gas analysis. Also covered is terminology, techniques, and equipment used in the analysis of liquids and gases. Students who successfully complete this course will also earn credit for NCCER Modules 12211, 12307-12308, 12408. Prerequisites: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330, 1425 with a C or better.

INST 2735 Vibrational Analysis

Credit Hours: 3 The student will evaluate, troubleshoot and repair instrumentation designed to protect plant operation machinery through vibration analysis. An understanding of vibration waveform data and possible causes of any abnormalities will be covered. Lab work will reinforce concepts taught within the classroom setting. Prerequisites: CORE 1003, INST 1010, 1011, ETRN 1112, 1212, 1420, INST 2820, 2635, 1330, 1425, 2732, 2741, 2420 with a C or better.

INST 2741 Programmable Logic Controllers

Credit Hours: 4 An introduction to Microprocessors, PLC types, theory, installation, applications, operations, and documentation of Programmable Logic Controllers (PLC's). Also covers types of programming, testing, and troubleshooting specific PLC systems. Operational safety in use of PLC's in industry. PREREQUISITES: INST 2620, 2630, 1330, 1410, 1420, 1430, 2610 and 2730 with a C or better.

INST 2820 Principles of Process Controls

Credit Hours: 3 This course covers the concepts of automatic process control. Process characteristics and control applications will be presented, along with annunciator/shutdown systems and the concepts of Proportional, Integral, and Derivative control modules, loop tuning, and documentation. PREREQUISITES: Must be admitted into Industrial Instrumentation Technology Program.

INST 2991 Special Projects I

Credit Hours: 1 A course designed for the student who has demonstrated specific special needs. PREREQUISITES: Consent of instructor.

INST 2999 Internship

Credit Hours: 3 This internship is a cooperative venture between the Industrial Instrumentation Industry and River Parishes Community College which involves on-the-job experiences with a minimum of 135 hours. If the student is selected for plant internship, he/she will be evaluated on all required performance measures as set forth by the plant internship objectives, and will be evaluated by plant personnel where the internship takes place. Students will have an exit interview with the Instrumentation instructor before the plant internship class is considered complete. PREREQUISITES: : Completion of all General Education courses and first year Instrumentation courses which include, ETRN 1120, 1130, 1210, 1220 and 1420, INST 2620 and INST 2820. Student must maintain a 2.5 GPA and must be recommended by the instructor for internship placement. Students seeking an AAS degree are eligible for an internship. If no outside internship is available, students will complete an internal internship program.

ISYS 1410 Word Processing

Credit Hours: 3 This course provides hands-on experience of word processing techniques and functions with emphasis on features and commands using a current version of word processing software.

ISYS 1650	Desktop Publishing	Credit Hours: 3 This course includes basic concepts in creating documents containing graphics and text. Current versions of popular word processing/graphics software is incorporated.
JOBS 2450	Job Seeking Skills	Credit Hours: 3 This course is required of all Technical Diploma and Associate Degree students and should be taken during their last semester of enrollment prior to completion of diploma/degree requirements. This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling resume's, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.
KYBD 1010	Introductory Keyboarding (Reserve Campus)	Credit Hours: 3 This course is an introduction to basic keyboarding terminology and touch typing. Emphasis is placed on speed, accuracy, and correct techniques. This course may not be transferable to a University for use towards a 4-year degree program.
KYBD 1111	Introduction to Formatting (Reserve Campus)	Credit Hours: 3 This course covers continued development and application of introductory to intermediate keyboarding techniques combined with basic word processing techniques and functions. Emphasis is also placed on an increase in speed, accuracy, and correct keyboarding techniques. PREREQ--KYBD 111. This course may not be transferable to a University for use towards a 4-year degree program.
LISR 1000	Info Lit: Research, Strat, Res	Credit Hours: 1 This course is designed to provide students a foundation in locating, evaluating, and utilizing information resources. This course will expose students to basic research methods and a wide variety of electronic resources. Students will develop fundamental research techniques and will learn to effectively use and evaluate electronic resources such as an online catalog, periodical indexes, journal databases, and the Internet.
MAST 1000	Medical Terminology for Allied Health	Credit Hours: 3 Course provides an introduction to medical terminology adapted so individuals can acquire a basic understanding of medical terms. The key concepts of prefixes, suffixes, and root word formation, abbreviations, symbols, as applied to body systems and diagnostic and surgical procedures are discussed.
MAST 1002	Basic Body Structure and Functions	Credit Hours: 2 Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each.
MAST 1111	Intro. to Medical Assistant	Credit Hours: 1 Analysis of the job market, salaries, working conditions, and job responsibilities and desirable attributes required of the Medical Assistant. Historical issues and current health care trends are also discussed.
MAST 1122	Law & Ethics for Medical Asst.	Credit Hours: 2 Discussion of AMA principles of medical ethics and the law, Patient's Bill of Rights, confidentiality, medical records, and other medical/legal/ethical issues and responsibilities of the Medical Assistant.

MAST 1132 Medical Assistant Applications

Credit Hours: 2 Keyboarding principles, which integrate language arts, medical terminology, and medical document processing with emphasis on utilizing correct techniques, accuracy and speed.

MAST 1214 Administrative Procedures I

Credit Hours: 4 Discussion of the components of effective client/ staff communication, both verbal and nonverbal. Beginning front office activities such as scheduling, insurance, billing and patient/ client education methods are covered. Practical application activities are integrated throughout this course.

MAST 1222 Clinical Procedures I

Credit Hours: 4 This course introduces federal regulations and guidelines from the Centers for Disease Control and Prevention (CDC), Clinical Laboratory Improvement Amendment of 1988 (CLIA88), Occupational Safety and Health Administration (OSHA) Standards, as well as universal precautions. Students will perform emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control procedures, rehabilitation medical procedures, general safety measures/precautions used in the office/facility environment for employee/patient/client safety. Also introduces clinical facilities.

MAST 1300 EKG

Credit Hours: 4 Course provides fundamentals of cardiovascular anatomy and physiology. Includes electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. This course teaches individuals the general practices used in a medical office or other clinical setting. Students learn about the precautions taken to lower the risk of the spread of infections and proper examining techniques.

MAST 2100 Phlebotomy

Credit Hours: 4 Course provides instruction on phlebotomy theory and fundamental phlebotomy skills, including relevant anatomy and physiology as it relates to phlebotomy, venipuncture, capillary sticks, infection control procedures and lab tests that Phlebotomist may perform. Study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage is also included. Students perform introductory, fundamental, and advanced phlebotomy skills in the lab for instructor evaluation in preparation for clinical externship.

MAST 2113 Medical Transcription

Credit Hours: 3 Principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding. Students may participate in selected clinical sites as part of this course, if available.

MAST 2132 Clinical Procedures II

Credit Hours: 4 This course reinforces skills obtained in Clinical Procedures I. The course focuses on acquiring and documenting patient/client assessment data to assist with the basic physical examination, special medical exams and procedures, minor surgical procedures, and phlebotomy skills.
PREREQUISITES: MAST 1221 or MAST 1222

MAST 2143 Pharmacology for Medical Assistant

Credit Hours: 3 This course covers basic knowledge of drug classification, mathematical computation, and medication administration. Students will demonstrate an understanding of basic drug classification, apply

mathematical formulae appropriate to medication administration, and administer medication in compliance with accepted guidelines.
 PREREQUISITES: MAST 1002, MAST 1214, and MAST 1221 or MAST 1222

**MAST
2212**

Clinical Procedures III

Credit Hours: 4 This course reinforces skills obtained in Clinical Procedures I and Clinical Procedures II. The course focuses on acquiring and documenting patient/client assessment data to assist with the basic physical examination, various procedures, and clinical laboratory testing.
 PREREQUISITES: MAST 2132

**MAST
2221**

Professionalism for Healthcare

Credit Hours: 1 This course will address various elements inherent in professionalism to ensure students are ready to enter the professional workplace including etiquette, image, manner communication, and responsibility and accountability. Students will also outline the elements of effective interpersonal relationships, teamwork, and working well with other people in the workplace. PRE-REQUISITES: MAST 1002, MAST 1222, and MAST 1214.

**MAST
2222**

Medical Assistant Externship

Credit hours: 2 Students will experience 180 hours of preceptor clinical experience in a variety of health care agencies allowing practical application of medical assistant principles, theories, and skills. PRE-REQUISITES: MAST 1002, MAST 1222, MAST 1214, MAST 2100, MAST 2143, MAST 2221, and MAST 2132.

**MATH
0098**

Algebra Foundations I

Credit Hours: 3 This course is designed as a foundation of algebraic concepts for students with limited algebraic background, but who possess a foundation in arithmetic. The major topics include algebraic expressions, solving equations, solving inequalities, exponents, polynomials, graphs and equations of lines, functions and systems of linear equations.

**MATH
0099**

Algebra Foundations II

Credit Hours: 3 This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra before taking an entry level college math course. The major topics include polynomials and factoring, rational expressions and equations, radical expressions and equations, and solving and graphing with quadratics. PREREQUISITES- MATH 0098 WITH A "C" OR HIGHER

**MATH
1100**

College Algebra

Credit Hours: 3 In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. PREREQUISITES: MATH 0092 or MATH 0094 or MATH 0099 WITH "C" OR HIGHER.

**MATH
1110**

Plane Trigonometry

Credit Hours: 3 Trigonometric functions and identities, inverse trigonometric functions; fundamental identities and angle formulas; solving equations; triangles with applications; polar coordinate system. PREREQUISITES: MATH 1100 WITH "C" OR HIGHER

**MATH
1167**

Elementary Number Structure

Credit Hours: 3 Basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory and problem solving. PREREQUISITE: MATH 1100 WITH "C" OR HIGHER

MATH 1168 **Geometry: Elem & Middle School Teach**

Credit Hours: 3 This course is designed to prepare the student to teach the geometry of the K-8 curriculum. Topics include basic concepts and properties of two and three-dimensional space; perimeter, area, volume, parallelism, perpendicularity, congruence, similarity, transformations and constructions.
PREREQUISITE: MATH 1100 WITH "C" OR HIGHER

MATH 1200 **College Algebra & Trigonometry**

Credit Hours: 3 A combined course on function properties and graphs; inverse function; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations; trigonometric function and graphs; inverse trigonometric functions; fundamental identities and angle formulas; solving equations, triangles with applications; polar coordinated system. This course, is for students preparing to take MATH 2100- Calculus. MATH 1200 is not a replacement for a sequence of MATH 1100 and MATH 1110.
PREREQUISITE: MATH 1100 WITH "C" OR HIGHER.

MATH 1300 **Intro to Contemporary Math**

Credit Hours: 3 An introduction to topics in contemporary mathematics. Topics may include the theory of finance, perspective and symmetry in art, formal Aristotelian logic, graph theory, probability and odds, statistics, elementary number theory, optimization, numeracy in the real world, and historical topics in mathematics that have influenced contemporary mathematics. (Topics will vary.) **PREREQUISITE:** MATH 0092 or MATH 0094 or MATH 0099 WITH "C" OR HIGHER.

MATH 1410 **Technical Math**

Credit Hours: 3 The purpose of this course is to give a background in the fundamentals of mathematics in addition to providing mathematical concepts and applications that are practical to the individual pursuing a career in process technology. This course covers basic mathematical concepts including rounding, exponentiation, percentages, geometry, and trigonometry. Emphasis is placed on the scientific notation, unit conversions, graphing, problem solving equations, and area and volume. **PREREQUISITES:** MATH 0092 or MATH 0094 or MATH 0099 WITH "C" OR HIGHER.

MATH 1500 **Finite Mathematics**

Credit Hours: 3 Systems of linear equations, matrices, and matrix algebra; linear inequalities; counting techniques: permutations and combinations; probability; basic concepts in financial mathematics (annuities included); and an introduction to statistics. **PREREQUISITE:** MATH 0092 or MATH 0094 or MATH 0099 WITH "C" OR HIGHER.

MATH 2010 **Calculus for Non-Science Major**

Credit Hours: 3 An introduction to differential and integral calculus, with an emphasis on applications, designed primarily for business, economic and social sciences. Topics include limits, the first and second derivative, the first and second derivative test for relative extrema; exponential and logarithmic functions; the definite and indefinite integral, and the Fundamental Theorem of Calculus. Calculus will be used to solve real world applications. (This course is not equivalent to Calculus I and does not serve as a prerequisite for Calculus II.) Prerequisite: Math 1100 with 'C' or higher.

MATH 2100 **Calculus I**

Credit Hours: 5 Limits and continuity of functions, introduction of the derivative; techniques of differentiation; Chain rule; implicit differentiation; differentiation of transcendental and inverse functions; applications of differentiation: concavity; relative extrema; maximum and minimum values of a function; optimization; anti-differentiation; definite integrals; Fundamental Theorem of Calculus; areas; applications of

definitive integrals; work and volume. (Courses with fewer than 5 credit hours may cover less than the listed total. Prerequisite: MATH 1200 with 'C' or higher.

MATH 2110 Calculus II

Credit Hours: 5 Techniques of integration application of the integral; parametric equation, polar coordinates, sequences and infinite series. PREREQUISITE: MATH 2100 with 'C' or higher.

MATH 2140 Introduction to Statistics

Credit Hours: 3 Descriptive statistics; probability; discrete and continuous (including the binomial, normal and T) distributions; sampling distributions; interval estimation; hypothesis testing; linear regression and correlation. PREREQUISITES: MATH 1100 WITH "C" OR HIGHER

MATR 1350 Machine Transcription (Reserve Campus)

Credit Hours: 3 This course includes hands-on applications of machine transcription equipment, as well as production of documents (mailable copy) from various fields of employment. Emphasis is on English language skills: punctuation, spelling, grammar, and vocabulary. **This course may not be transferable to a University for use towards a 4-year degree program.**

MCOM 2000 Introduction to Mass Media

Credit Hours: 3 This course consists of a detailed analysis of management functions of planning, organizing, staffing, directing and controlling as related to an organization. The orderly presentation of fundamental knowledge in management provides the student with the framework for further study in the field, or the background for practical application of management principles.

MGMT 2010 Principles of Management

Credit Hours: 3 This course introduces student to the mass communication process within American society. Topics includes development, structure, function, and the cultural impact of mass media.

MUSC 1010 Music Appreciation

Credit Hours: 3 This course is designed to foster an understanding of music through the study of selected examples. Emphasis is placed upon the analysis of compositions in conjunction with references to cultural and historical developments.

MWRT 1310 Millwright I

Credit Hours: 3 Description of the millwright trade, tools and tool safety. Explains application and installation of fasteners, anchors, and gaskets. Provides instructions for laying out baselines, laying out, cutting and installing gaskets. COREQUISITES: CORE 1003
Students successfully completing all parts of this course will receive NCCER credits for modules 15101-15105.

MWRT 1315 Riggings, Application, Equipment, and Devices for Millwrights

Credit Hours: 3 An explanation of selection, inspection and use of rigging equipment. Explains machine baseplates and soleplates procedures, selection and use of lubricants, and types and applications of bearing designation system. COREQUISITES: CORE 1003
Students successfully completing all parts of this course will receive NCCER credits for modules 15206-15209.

MWRT 1320 Millwright II
 Description of power tools used by millwrights. Explains selection, inspection, and maintenance of tools including: cable cutters, nut splitters, gauges, calipers, indicators, and pyrometers. **PREREQUISITES:** MWRT 1310, MWRT 1315, MWRT 1325
 Credit Hours: 3
 Students successfully completing all parts of this course will receive NCCER credits for modules 15204-15205, 15302.

MWRT 1325 Field Sketching and Blue Print Reading for Millwrights
 Introduction to the basic skills of field sketching. Explains projections and drawing used to show piping, hydraulic, and pneumatic systems. **COREQUISITES:** CORE 1003
 Credit Hours: 3
 Students successfully completing all parts of this course will receive NCCER credits for modules 15202-15203.

MWRT 1330 Millwright III
 Covers identification and description of mechanical seals. Explains removal, inspection, and installation of seals, various bearings, and couplings. Explains removal and press-fit and inference-fit installation methods for couplings. **PREREQUISITES:** MWRT 1310, MWRT 1315, MWRT 1325
 Credit Hours:
 Students successfully completing all parts of this course will receive NCCER credits for modules 15305-15307.

MWRT 2300 Millwright IV
 An introduction to precision leveling procedures, equipment, and clearance installation. Description and explanation of common pumps. Explains inspection, troubleshooting, assembling, and disassembling pump procedures. **PREREQUISITES:** MWRT 1320, MWRT 1330, MWRT 1325
 Credit Hours: 3
 Students successfully completing all parts of this course will receive NCCER credits for modules 15310, 15404-15405.

MWRT 2310 Millwright V
 Description of types and installation of drive belts and chain drives. Explains gearboxes and diagnostics. Covers troubleshooting, removal, disassembly, installation, and maintenance of gearboxes. **PREREQUISITES:** MWRT 1320, MWRT 1330, MWRT 1335
 Credit Hours: 3
 Students successfully completing all parts of this course will receive NCCER credits for modules 15311, 15411.

OSYS 1100 Records Management (Reserve Campus)
 This course includes basic records management terminology, procedures, classification systems, electronic and manual storage, retrieval, and disposal, compliance with freedom of information laws and Privacy Act. **This course may not be transferable to a University for use towards a 4-year degree program.**
 Credit Hours: 3

OSYS 2530 Office Procedures (Reserve Campus)
 This course focuses on understanding the role of the office professional in today's changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development. **This course may not be transferable to a University for use towards a 4-year degree program.**
 Credit Hours: 3

**PHIL
2010** **Intro to Philosophy**

Credit Hours: 3 An introduction to philosophical ideas, problems and methods through a study of important philosophers and the major systems of philosophy. Topics to be covered may include: appearance and reality, human nature, nature of knowledge, relation of mind and body, the right and the good, the existence of God, and freedom and determinism.

**PHIL
2030** **Intro to Logic**

Credit Hours: 3 Formal and informal reasoning: (1) traditional logic, emphasizing syllogistic theory, validation techniques and fallacy detection; (2) elementary formal logic, including truth-tables and propositional logic.

**PHIL
2050** **Intro to Ethics**

Credit Hours: 3 Relevance, applicability, and practicality are the goals of this course in ethics. The course is a topical review of current ethical theories. Lectures, projects, and class discussions will be concerned with the development of a practical ethical perspective relevant to today's world. Special areas of concern include business, legal and medical ethics.

**PHSC
1010** **Physical Science I**

Credit Hours: 3 Survey of concepts in physics and physical sciences.

**PHSC
1010L** **Physical Science Lab I**

Credit Hours: 1 The first semester of a two-semester sequence is a laboratory course covering selected experiments primarily from mechanics and waves. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for the basic laboratory course in any of these fields. PREREQUISITE and/or COREQUISITE: PHSC 1010

**PHSC
1020** **Physical Science II**

Credit Hours: 3 Additional concepts in physical science, which may include physics, chemistry, geology, astronomy, oceanography, etc.

**PHSC
1020L** **Physical Science Lab II**

Credit Hours: 1 The second semester of a two-semester sequence is a laboratory course covering selected experiments, primarily from electricity and magnetism, optics, the atom, and geology. This course is not intended for students who plan to major in one of the physical sciences and cannot be substituted for one of the basic laboratory courses in any of these fields. PREREQUISITE and/or COREQUISITES: PHSC 1020

**PHYS
2010** **General Physics I**

Credit Hours: 3 Algebra/Trig-based physics: vectors, kinematics, Newton's Laws, momentum, work & energy, rotations, oscillations & waves, elasticity & equilibrium; thermodynamics. (Not intended for engineering majors) PREREQUISITE: MATH 1110 with at least a C.

**PHYS
2010L** **General Physics Lab I**

Credit Hours: 1 Experiments in mechanics to accompany Algebra/ Trig-based physics. (Not intended for engineering majors). COREQUISITE OR PREREQUISITE: PHYS 2010

PHYS 2020	General Physics II
Credit Hours: 3	Electrostatics, circuits, magnetism, induction, optics, and modern physics. (Not intended for engineering majors) COREQUISITES: PHYS 2020L STRONGLY RECOMMENDED; PREREQUISITE: PHYS 2010
PHYS 2020L	General Physics Lab II
Credit Hours: 1	Experiments in electricity, magnetism, and light to accompany Algebra/ Trig-based physics. (Not intended for engineering majors). COREQUISITE OR PREREQUISITE: PHYS 2020
PIPE 1005	Basic Pipefitting Skills: Tools and Equipment
Credit Hours: 5	An introduction of work performed by the pipefitter. Covers safety, tools, and power tool safety. Describes hazards and safety procedures when using stepladders and scaffolds. Explains use and safety of motorized equipment. COREQUISITES: CORE 1003 Students successfully completing all parts of this course will receive NCCER credits for modules 08101-08183, 08105-08106 (Level I).
PIPE 1013	Field Measuring, Sketching and Layout
Credit Hours: 3	Explains the use of ratios, algebra, and equivalent conversion tables. Describes use of trigonometry in pipefitting. COREQUISITES: CORE 1003 Students successfully completing all parts of this course will receive NCCER credits for modules 08204, 08304 (Level II and III).
PIPE 1103	Basic Blueprint Reading for Pipefitting
Credit Hours: 3	Identification of piping systems, including: steam and water systems. Introduces plans drawings and detail sheets. Explains valve types and describes installation and handling of valves. Covers descriptions and installation of shoring systems and excavations. COREQUISITES: CORE 1003 Students successfully completing all parts of this course will receive NCCER credits for modules 08201-08203, 08120, -08208 (Level II).
PIPE 1223	Pipe Fabrication I
Credit Hours: 3	Identification and description of materials used in threaded pipe and socket weld piping systems. Explains preparations of pipes and assembly and fabrication of pipes and fittings. PREREQUITES: CORE 1003, PIPE 1005, PIPE 1103, PIPE 1013 Students successfully completing all parts of this course will receive NCCER credits for modules 08201-08205-082086 (Level II).
PIPE 1233	Pipe Fabrication II
Credit Hours: 3	An introduction to the principles of butt welding pipe systems. Covers preparations of pipe and fittings for butt welding, selection and installation of backing rings, jig fabrication, and use of welding clamps. PREREQUITES: CORE 1003, PIPE 1005, PIPE 1103, PIPE 1013 Students successfully completing all parts of this course will receive NCCER credits for modules 08207 (Level II).
PIPE 1303	Pipe Installation
Credit Hours: 3	An introduction to pipe installation procedures and guidelines, including the use of cast iron, concrete, and carbon steel. Covers use of shoring materials and system per OSHA standards. Identifies types of pipe and gaskets and procedures of installing pipe sleeves and floor penetrations. PREREQUITES: CORE 1003, PIPE 1005, PIPE 1103, PIPE 1013

Students successfully completing all parts of this course will receive NCCER credits for modules 08208-08209, 08306 (Level II and III).

PIPE 2001	Rigging and Lifts	Description of the use, inspection, and safety requirements of rigging equipment and hardware including: chains, slings, tuggers, and jacks. Introduction to hazards of basic rigging and cranes. Covers rigging and pipe lifting instructions. PREREQUITIES: CORE 1003, PIPE 1005, PIPE 1103, PIPE 1013 Students successfully completing all parts of this course will receive NCCER credits for modules 08301-08302, 08305 (Level III).
Credit Hours: 3		
PIPE 2103	Advanced Blueprint Reading for Pipefitters	Reading and interpretation of standards, codes, and specification of pipefitting. Introduction of the use and interpretation of pipefitting drawings and spool sheets. PREREQUITIES: CORE 1003, PIPE 1005, PIPE 1103, PIPE 1013 Students successfully completing all parts of this course will receive NCCER credits for modules 08303, 08401 (Level III & IV).
Credit Hours: 5		
POLI 1100	American Government	The principles, institutions, processes, and functions of government. Emphasis is on the national government, the development of our constitutional system, and the role of the citizen in the democratic process.
Credit Hours: 3		
POLI 2000	State and Local Politics	State and local government and politics. This course is a study of the problems, principles and structure of state and local politics in the United States. Special emphasis in Louisiana state and local government and politics.
Credit Hours: 3		
PSYC 1520	Human Sexual Behavior	Aspects of human sexuality including behavior, anatomy, physiology, cross-cultural comparisons, and historical and current perspectives.
Credit Hours: 3		
PSYC 2000	Psychology of Adjustment	Addresses both scientific and applied aspects of the Psychology of Adjustment. Topics covered include aspects of personality, stress and coping, social influences on adjustment, and interpersonal relationships. Designed to facilitate self-understanding and the exploration of alternative behavioral strategies and problem-solving techniques.
Credit Hours: 3		
PSYC 2010	Introduction to Psychology	A broad overview of the field of psychology, designed to expose students to major theories, research methods, and applied areas of psychology.
Credit Hours: 3		
PSYC 2040	Social Psychology	This course stresses cultural forces affecting attitudes, social learning, perception, and communication of individuals and groups. PREREQUISITES: THREE HOURS OF PSYCHOLOGY OR SOCIOLOGY
Credit Hours: 3		
PSYC 2045	Adolescent Psychology	

Credit Hours: 3 This course examines adolescent behavior in terms of psychological, social and physical development.
PREREQUISITES: PSYC 2010

PSYC 2250 Child Psychology

Credit Hours: 3 This course is intended to introduce the student to the elements involved with and related to children's development. Childhood stages of development will be discussed from different theoretical backgrounds, including recent research studies. PREREQUISITES: PSYC 2010

PSYC 2260 Developmental Psychology

Credit Hours: 3 The purpose of this class is to increase knowledge and understanding of life-span development from the physical, cognitive, and socioemotional perspectives. Age-related changes in behavior and mental processes will be covered for the following developmental periods: prenatal, infancy, early, middle and late childhood, adolescence, and early, middle, and late adulthood. Knowledge of the scientific method and the evaluation of research and theory which pertains to developmental psychology is emphasized in this course. PREREQUISITES: PSYC 2010

PTEC 1000 Mechanical Aptitude and Spatial Rela

Credit Hours: 1 This course is designed to introduce the student to Mechanical and Spatial Relations exercises. The course prepares students for taking pre-employment exams for the oil and gas, petrochemical and other processing industries by strengthening mechanical and analytical knowledge—specifically in the areas of spatial relationship, reasoning with symbols, numbers and mechanical aptitude. PREREQUISITES: All developmental must be completed; CONCURRENT: PTEC 1010 and PTEC 2030

PTEC 1010 Intro to Process Technology

Credit Hours: 3 This course introduces the student to the field of process operations within the process industry. It reviews the roles and responsibilities of the Process Technician.

PTEC 1320 Process Instrumentation II

Course Hours: 3 This course is designed to enhance the student's ability to use instruments and instrument systems used in the Process Industry including DCS and Troubleshooting. PREREQUISITES: PTEC 1310

PTEC 1330 Process Instrumentation

Credit Hours: 2 This course is designed to introduce the student to the equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits. CONCURRENT: PTEC 1331

PTEC 1331 Process Instrumentation Lab

Credit Hours: 2 This course is designed to introduce the student to laboratory exercises and activities involving equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits. CONCURRENT: PTEC 1330

PTEC 1630 Process Equipment

Credit Hours: 2 This course is a study of process plant equipment including their construction, principles of operations, maintenance and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, fired furnaces, steam and gas turbines. CONCURRENT: PTEC 1631

PTEC 1631 Process Equipment Lab

Credit Hours: 2 This course is a study of process plant equipment and is designed to introduce the student to laboratory exercises and activities involving equipment materials of construction, principles of operations, maintenance and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, fired furnaces, steam and gas turbines. CONCURRENT: PTEC 1630

PTEC 2030 Plant Safety, Health and Environment

Credit Hours: 3 This course provides a general overview of various types of plant hazards, safety and environmental systems and equipment, and the regulations under which plants are governed and operated.

PTEC 2070 Statistical Quality Control

Credit Hours: 3 This course focuses on continuous quality improvement within business and industry. Critical thinking, decision-making, quality improvement tools, workflow, production, and scheduling will be points of study. It introduces various quality improvement concepts including operating consistency, total quality management, plant economics, team skills, and statistical process control (SPC). PREREQUISITES: PTEC 1010 & PTEC 2030

PTEC 2420 Process Systems

Credit Hours: 4 This course is the study of the interrelation of process equipment and process systems. Students will be able to arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions. In addition, students are also introduced to concepts of systems and plant economics. PREREQUISITES: PTEC 1000, PTEC 1010, PTEC 1310, PTEC 1320, PTEC 1610 & PTEC 2030. CONCURRENT: PTEC 1320 and PTEC 2421

PTEC 2421 Process System Lab

Credit Hours: 1 This course is designed to introduce students to laboratory exercises, process systems and other activities that occur within the process industry using existing knowledge of equipment, and instrumentation. Concepts covered will be related to design, line-tracing and identification of control loops. CONCURRENT: PTEC 2420

PTEC 2430 Unit Operations II - Capstone

Credit Hours: 4 This applied course is designed to present the student with the overall concept of unit (plant) operations. The student will demonstrate a thorough working knowledge of process control terminology and the application of these processes as learned in previous courses. This is a hand- on class where the student will bring together all previous PTEC learning and demonstrate proper operation of processes used in industry. Research and oral projects are included in this course. PREREQUISITES: Completion of all PTEC courses except PTEC 2911. CONCURRENT: PTEC 2911 and PTEC 2431

PTEC 2431 Unit Operations Lab

Credit Hours: 2 This course is designed to introduce students to laboratory exercises, process simulations and other activities that occur within the process industry using existing knowledge of equipment, systems, and instrumentation. Concepts covered will be related to commissioning, normal startup, operations, normal shutdown, turnarounds, safety, environmental, and abnormal situations, as well as the process technician's daily roles and responsibilities in performing tasks associated with concepts utilized within an industrial processing unit. CONCURRENT: PTEC 2911 and PTEC 2430

PTEC 2440 Troubleshooting

Credit Hours: 3 The Process Troubleshooting Course applies a six step troubleshooting method for solving and correcting operating problems. The focus is on malfunctions as opposed to process design or configuration improvements. Data from the instrumentation is used to determine the cause for the abnormal conditions in an organized and regimented way. Troubleshooting and analysis of processes and equipment learned in prerequisite courses will be done. Group and individual assignments and reports are included in this course. PREREQUISITES: PTEC 1000, PTEC 1010, PTEC 1310, PTEC 1320, PTEC 1610, PTEC 2030. CONCURRENT: PTEC 2420

PTEC 2630 Fluid Mechanics

Credit Hours: 3 Addresses fluids, fluid types, chemical and physical natures and factors affecting fluids while in motion. Review of basic calculations relative to flow and volume. Discussion on other topics such as laminar/turbulent flow, viscosity and Reynolds number. PREREQUISITE: MATH 1100, Physical Science or Physics and labs, PTEC 1000, PTEC 1010, PTEC 1320, PTEC 1610 & PTEC 2030

PTEC 2911 Internship

Credit Hours: 3 The internship is a cooperative venture between the Process Industry and the education institution which involves actual on-the-job experiences with a minimum of 135 hrs. If the student is selected for a plant internship, he/she will be evaluated on all required performances as set forth by the plant internship objectives, and will be evaluated by plant personnel where the Internship takes place. Student will have an exit interview with the PTEC instructor before the plant internship class is considered complete. For those not awarded a plant internship, they will complete the requirements for a school internship as required by the PTEC educational committee. PREREQUISITES: Completion all PTEC courses, except PTEC 2430. CONCURRENT: PTEC 2430

PTEC 2912 Independent Internship

Credit Hours: 3 Independent Internship designed for students that obtain an external internship with a company approved by the Director of Technical programs.

RELS 1000 Religions of the World

Credit Hours: 3 Survey of the religions of the world such as Hinduism, Buddhism, Judaism, Christianity, Islam, and indigenous religious traditions.

RELS 1003 Intro to Religion

Credit Hours: 3 Students will examine ways of being religious including the nature of religious experience, nature and function of religious scripture, stories, beliefs, and rituals. The course also includes the roles of religions in social and individual life.

RELS 1004 Old Testament

Credit Hours: 3 This course will examine the Hebrew Bible (Old Testament) against the background of the history of religious of ancient Israel.

**RELS
1005** **New Testament**

Credit Hours: 3 This course will examine the history, religion and literature of early Christianity from about 30 to 150 a.d. New Testament texts and the methods by which scholars study them will be emphasized.

**RELS
2029** **Judaism, Christianity & Islam**

Credit Hours: 3 Students will learn about the doctrines and practices of the three major religions of the Western world. The course will introduce teachings of the Hebrew Bible, New Testament and Koran.

**SOCL
2000** **Introduction to Sociology**

Credit Hours: 3 As an introduction to the discipline of sociology, this course surveys and provides students with an understanding of human society and social life. It introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists; logic and techniques of research; social organization, institutions, and inequality; and social change.

**SOCL
2050** **Contemporary Social Problems**

Credit Hours: 3 A description and sociological analysis of major contemporary social problems in American society. The focus is on both the individual and societal levels (thus, on both social action and social structure) and on the reciprocal relationship between them.

**SOCL
2500** **Marriage & Family**

Credit Hours: 3 This course includes a sociological study of the family and its forms as well as issues in mate selection, dating, marriage, child rearing, divorce and remarriage. Special attention is given to the contemporary American family.

**SOLR
1000** **Solar Fundamentals**

Credit Hours: 3 The student will gain a basic knowledge of photovoltaic systems, thermal systems, and stand-alone systems. The course will include a study of system components, electrical circuits, site assessments, as well as system design and sizing. The course is designed around the learning objectives associated with the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic (PV) Entry Level Certificate of Knowledge Exam.

**SOLR
1010** **Solar Applications**

Credit Hours: 3 The student will gain sufficient skills required to specify, adapt, implement, configure, install, inspect, and maintain a PV solar system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes, standards, and safety requirements.

**SOLR
1020** **Industrial Solar Applications**

Credit Hours: 3 The student will gain sufficient skills required to specify, adapt, implement, configure, install, inspect, and maintain a stand-alone solar system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes, standards, and safety requirements.

**SOLR
1030** **Solar Thermal Applications**

Credit Hours: 3 The student will gain sufficient skills required to install a solar water heating system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes and standards.

SPAN 1000 Spanish for Workplace Professionals

Credit Hours: 3 This course is designed to prepare professionals to communicate effectively when providing care and attention to Spanish speakers in workplace settings. This course provides transcultural training that emphasizes the basics for interpersonal communication, both oral and written. The goal of the course is to enhance the quality of interaction between Spanish speakers and workplace professionals.

SPAN 1101 Elementary Spanish 1

Credit Hours: 4 For students with no previous study of Spanish. Supplementary work in language laboratory. Basic lexicon and structure of Spanish; emphasis on communicative language use. Native speakers of Spanish will not receive credit.

SPAN 1102 Elementary Spanish II

Credit Hours: 4 Supplementary work in language laboratory. Basic lexicon and structure of Spanish; emphasis on communicative language use. PREREQUISITE: SPAN 1101. Native speakers of Spanish will not receive credit

SPAN 2101 Intermediate Spanish 1

Credit Hours: 3 Continuation of elementary Spanish. Additional emphasis on reading and writing. PREREQUISITE: SPAN 1102. Native speakers of Spanish will not receive credit

SPAN 2102 Intermediate Spanish II

Credit Hours: 3 Continuation of SPAN 2101. PREREQUISITE: SPAN 2101. Native speakers of Spanish will not receive credit

SPCH 1010 Fundamentals of Speech

Credit Hours: 3 Develops an awareness of the history and traditions of speech communication as a field of academic study. Students learn fundamental codes, functions, and processes of oral communication. Public speaking assignments are included.

SPCH 1200 Techniques of Speech

Credit Hours: 3 Designed to teach students basic public presentation principles and skills. Students complete one speech of introduction, one informative speech, one demonstration speech, one persuasive speech, and one special occasion speech. The ethics of public speaking are also considered.

SPCH 2100 Interpersonal Communication

Credit Hours: 3 Introduces basic principles and theories of interpersonal communication. Students also learn practical skills for enhancing everyday relational communication in a variety of social and professional settings.

SPPR 2991 Special Projects I

Credit Hours: 1 A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of instructor.

SPPR 2993 Special Projects II

Credit Hours: 2 A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of Instructor.

SPPR 2995 Special Projects III

Credit Hours: 3 A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of Instructor.

SPPR 2996 Special Projects IV

Credit Hours: 3 A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of instructor.

SPPR 2997 Practicum

Credit Hours: 3 A Practicum provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Practicum do not receive compensation for their work.

SPPR 2998 Special Projects V

Credit Hours: 1 A course designed for the student who has demonstrated specific special needs. Prerequisite: Consent of Instructor.

SPPR 2999 Cooperative Education

Credit Hours: 3 Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work.

TEAC 2010 Teac. & Learn. in Diver. Set.1

Credit Hours: 3 This course introduces candidates to the field of teaching and focuses on the developmental needs of students. Three primary topics will be addressed within the course: An Introduction to Education, Child Development/Psychology, and Technology for Teaching and Learning. The course will involve a combination of lecture and site-based experiences within schools.
PREREQUISITES: SUCCESSFUL COMPLETION OF ENGL 1010 AND MATH 1100

TEAC 2030 Teac. & Learn. in Div. Set. 2

Credit Hours: 3 The second of a two course sequence, this course introduces candidates to the field of teaching and focuses on the diverse needs of students. Two primary topics will be addressed within the course: An Introduction to Education and Child Development/Psychology. The course will involve a combination of lecture and site-based experiences within schools.
PREREQUISITES: ENGL 1010 & ENGL 1020, MATH 1100, TEAC 2010

THTR 1020 Intro to Theater

Credit Hours: 3 Students will examine the arts of the theatre and its artists. Course topics include acting, directing, costume and scenic design, playwriting, and architecture.

THTR 2025	Fundamentals of Acting
Credit Hours: 3	Principles involved in a workable theory of acting and their application through development of technical skills.
WELD 1000	Applied Math
Credit Hours: 2	This class is designed for students who lack the basic skills necessary for success in the welding class. It provides instruction and practice in computation involving whole numbers, decimals, conversions, and some geometry.
WELD 1005	Occupational Orientation & Welding Safety
Credit Hours: 5	An introduction to the occupation of welding including facility layout, policies, safety and health procedures, information and practice concerning basic safety operation of hand and power tools, materials handling and safety planning. Students are also introduced to safe welding practices. Students successfully completing this class will also earn credit for NCCER Core Modules 00101-00109 and NCCER Module ID 29101
WELD 1121	Welding Symbols and Detailed Drawings
Credit Hours: 1	Course provides an overview of welding symbols, including identification of different fillet weld, groove weld, and non-destructive examination symbols. Explains how to read welding symbols on drawings, specifications and Welding Procedure Specifications (WPS) detail drawings. Also describes detailed drawings and teaches how to sketch and draw basic welding drawings. Provides an introduction to SMAW welding and welding safety. Explains setup of arc welding equipment and welding current connections. PREREQUISITES: WELD 1005
WELD 1130	Welding Inspection and Weld Quality
Credit Hours: 2	An Introduction to codes, standards, and agencies regulating the welding industry, a review of weld quality standards, concepts in proper visual and destructive testing methods, and a study of proper base metal preparation and joint fit-up. PREREQUISITES: WELD 1005. Exit Notice: Students may be required to pass course proficiency test before proceeding to other program content.
WELD 1134	Welding Inspect. & Welding Proc.
Credit Hours: 4	An introduction to codes, standards, and agencies regulating the welding industry, a review of weld quality standards, concepts in proper visual and destructive testing methods, and a study of proper base metal preparation and joint fit-up. Emphasis on the American Welding Society (AWS) requirements and certifications. Students successfully completing this class will successfully complete AWS Partial Certification - Level I part A. PREREQUISITES: Completion of full CTS, Entry Welder SMAW sequence (26 Credit Hours) Fee: \$35- AWS partial Certification: Level I (part A)
WELD 1161	Physical Characteristics of Metals/Pre/Post Heating
Credit Hours: 1	An introduction to standard metal forms and shapes; preheating, temperature control, and post heating procedures; and codes that govern welding. Explains the characteristics, properties, composition, and classification of ferrous and nonferrous metals, weld imperfections and causes, and non-destructive testing. PREREQUISITES: Completion of all other 27 Credit Hours of the CTS, GMAW, GTAW and FCAW Welding Processes FEE: \$35 AWS Certification: Level I (part B) Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content

WELD 1171 GMAW FCAW Equip Fill Materials

Credit Hours: 1 Identification and description of GMAW, FCAW, and GTAW equipment and equipment setup. Provides explanation of filler metals and shielding gases used to perform GMAW, FCAW, and GTAW procedures. PREREQUISITES: WELD 1005

WELD 1211 Oxyfuel Cutting

Credit Hours: 1 An introduction to the principles of cutting with an Oxyfuel (OFC) apparatus, cylinder and equipment safety, proper handling and setup requirements. Practice of cutting techniques including: straight line, piercing, bevels, washing, and gouging. PREREQUISITES: WELD 1005

WELD 1321 Plasma & Air Carbon Arc Cutting & Gouging

Credit Hours: 1 An introduction to plasma arc and air carbon arc cutting processes, equipment and safe work area preparations. Covers plasma-arc cutting methods and air carbon arc washing and gouging activities. PREREQUISITES: WELD 1005

WELD 1401 Base Metal Preparation and Joint Fit-Up & Alignment

Credit Hours: 1 Description of how to clean and prepare base metals for cutting and welding, electrode characteristics, filler metals, and job code specifications. Explanation of joint design, use of gauges and measuring devices, and how to check joints for poor fit and misalignment. PREREQUISITES: WELD 1005
Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1403 SMAW Beads Welds

Credit Hours: 3 An introduction to the principles of Shielded Metal Arc Welding (SMAW) including the setup of arc welding equipment and striking an arc and practice of welding stinger beads, weave beads, and overlapping beads in various positions using various electrodes. PREREQUISITES: WELD 1005

WELD 1405 Shielded Metal Arc Electrodes and SMAW Equipment & Setup

Credit Hours: 1 Description of electrode characteristic filler metals, and jobs code specifications. Provides an introduction to SMAW welding and welding safety. Explains setup of arc welding equipment and welding current connections. PREREQUISITES: WELD 1005

WELD 1415 Beads and Fillet Welds

Credit Hours: 5 An introduction to the principles of Shielded Metal Arc Welding (SMAW) including the setup of arc welding equipment and striking an arc and practice of welding fillet welds in various positions using various electrodes. PREREQUISITES: WELD 1005

WELD 1425 SMAW Open V Groove Welds

Credit Hours: 5 Introduction and explanation of setup and operation of welding equipment for V-groove welds with practice of V-groove welds in the flat, horizontal, vertical, and overhead positions. PREREQUISITES: WELD 1005

WELD 1432 SMAW Groove Welds w/ Backing

Credit Hours: 4 Introduction and explanation of setup and operation of welding equipment with practice of groove welds with a backing in the flat, horizontal, vertical, and overhead positions using various electrodes. PREREQUISITES: WELD 1005 with a C or better.

WELD 1510	SMAW-PIPE 2G
Credit Hours: 4	An introduction to the fundamentals of shielded metal arc welding of pipe including safety; setup and operation of pipe beveling equipment, and practice of a 2G-pipe weld. Prerequisite: WELD 1420.
WELD 1511	SMAW-Pipe 5G
Credit Hours: 4	Safely setup equipment and apply principles of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position.
WELD 1512	SMAW--Pipe 6G
Credit Hours; 4	Safely setup equipment and apply principles of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position.
WELD 1512	SMAW Open Root Pipe Welds
Credit Hours: 4	Safety setup equipment and apply principles of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 1G (rolled), 2G, 5G (fixed), and 6G - 45 fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 1G (rolled), 2G, 5G (fixed), and 6G - 45 fixed position. PREREQUISITIES: WELD 1005, 1121, 1211, 1321, 1405, and 1425 and/or the consent of the Instructor. Exit Notice: Students may be required to pass course proficiency test before proceeding to other content.
WELD 2104	GTAW Equip & Filler Metals and GTAW Plate
Credit Hours: 4	Describes building pads on carbon steel plates and filler material. Explanation of multiple-pass GTAW fillet welds in various positions and GTAW V-Groove welds in various positions. PREREQUISITES: WELD 1005
WELD 2154	FCAW Pipe
Credit Hours: 4	This course describes and explains FCAW equipment setup and preparation for open-root V-groove welds. Provides procedures for making open-root V-groove welds on pipe in various positions. PREREQUISITES: WELD 1005
WELD 2155	GMAW & FCAW Plate
Credit Hours: 5	This course explains GMAW and FCAW equipment setup and uses as well as selection and use of filler metals and shielding gases. Description of how to make multiple pass fillet and V-groove welds on carbon steel plates in various positions. PREREQUISITES: WELD 1005
WELD 2220	GTAW - PIPE 5G
Credit Hours: 4	An introduction to the fundamentals of gas tungsten arc welding of pipe including safety, setup and operation of pipe beveling equipment, and practice of a 5G-pipe weld. Prerequisite: WELD 2210.
WELD 2221	GTAW - PIPE 2G
Credit Hours: 4	Maintaining safety and practice of a 2G-pipe weld using the gas tungsten arc welding process. PREREQUISITE: WELD 2210.
WELD 2222	GTAW - PIPE 6G

Credit Hours: 4 Maintaining safety and practice of a 6G-pipe weld using the gas tungsten arc welding process.
PREREQUISITE: WELD 2210.

WELD 2230 GTAW - Aluminum Multi-Joint

Credit Hours: 3 An introduction to the fundamentals of aluminum gas tungsten arc welding including safety and practice of various fillet and groove welds. PREREQUISITE: WELD 1110.

WELD 2255 GTAW Carbon Steel Pipe

Credit Hours: 5 This course describes and explains GTAW equipment setup and preparation for open-root V-groove welds. Provides procedures for making open-root V-groove welds on pipe in various positions.
PREREQUISITES: WELD 1005

WELD 2264 GTAW Low Alloy Stainless Steel Pipe

Credit Hours: 4 This course describes and explains GTAW equipment setup and preparation for open-root V-groove welds on low-alloy and stainless steel pipe. Provides procedures for making open-root V-groove welds on pipe in various positions. PREREQUISITES: WELD 1005

WELD 2374 GMAW Pipe

Credit Hours: 4 This course describes and explains GMAW equipment setup and preparation for open-root V-groove welds. Provides procedures for making open-root V-groove welds on pipe in various positions. PREREQUISITES: WELD 1005

WGNS 2500 Women's & Gender Studies

Credit Hours: 3 An interdisciplinary study of women's lives: work, family, sexuality, economic development, political and social change; variance in sex roles among cultural groups and in different historical periods.

RPCC STUDENT HANDBOOK

This handbook describes River Parishes Community College policies, procedures, and services which apply to all students.

NONDISCRIMINATION AND ADA POLICIES

NONDISCRIMINATION POLICY

RPCC is a member of the Louisiana Community and Technical College System (LCTCS). RPCC is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants, as well as for its students and employed staff, without regard to race, color, religious or political affiliation, gender, sexual orientation or gender identity, citizenship, national origin, age, disability/handicap, marital status or veteran's status, pregnancy, childbirth and related medical conditions, family medical history or genetic information, and the sickle cell trait, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; the Louisiana Rehabilitation Act of 1973 (Sections 503 and 504); the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans Readjustment Act of 1974; the Americans with Disabilities Act of 1990, as amended; the Civil Rights Act of 1991; the Genetic Information Nondiscrimination ACT of 2008; and any other applicable Federal and Louisiana State laws against discrimination. RPCC does not discriminate on the basis of gender in admission to or employment in its educational programs or activities. The College's Title IX Coordinator is M. Francine Miguel who can be reached at mmiguel@rpcc.edu or (225) 743-8539. The mailing address is P.O. Box 2367, Gonzales LA 70707. The Family Educational Rights and Privacy Act of 1974 (FERPA, also referred to as the Buckley Amendment) is a federal law regarding the privacy of student records and the obligations of the institution related to the release of and access to such records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds which are administered by the Secretary of Education withheld.

AMERICANS WITH DISABILITIES ACT (ADA)

RPCC policy provides equal opportunity for qualified persons without regard to disability in the recruitment of, admission to, participation in, treatment of, or employment in its programs and activities which are operated and sponsored by the college pursuant to the Americans with Disabilities Act Amended (ADAA) and other related federal and state laws. RPCC is committed to serving individuals with disabilities in employment, academic, and other programs. Additionally, RPCC strives to prevent discrimination against individuals with disabilities and provide enforceable standards that address discrimination. Applicants for admission may voluntarily identify themselves as being disabled. Students self-identified as disabled are provided services mandated by ADAA. Students with disabilities requesting accommodations should contact the Office of Student Services before the first official day of classes to begin the Disabilities Services enrollment process. The Disability Services and Advising Coordinator, Ms. Shalither S. Cushenberry, has been designated as RPCC's 504/ADA Compliance Officer. Any person with a disability who needs assistance should contact the Coordinator at (225) 743-8500 or report to the Office of Student Services. RPCC is an Equal Opportunity/Equal Access Employer.

COORDINATOR FOR SECTION 504 and ADA

Name/Title: Disability Services & Advising Coordinator
Office Location: 925 W. Edenborne Parkway, Gonzales, LA 70737, Office of Student Services, Office 101
Phone/Email: (225) 743-8500; scushenberry@rpcc.edu

EQUITY/COMPLIANCE COORDINATOR

Name/Title: M. Francine Miguel, Director of Human Resources and Payroll
Office Location: 925 W. Edenborne Parkway Gonzales, LA 70737, Business Office, Office 190
Phone/Email: (225) 743-8539; mmiguel@rpcc.edu

HONOR CODE

It is assumed that all members of RPCC will respect the principles of honesty and mutual trust embodied in the honor code. Individual students are responsible for preparing their own written work in every class unless specifically permitted by the instructor to combine efforts on an assigned project. They are expected to understand the meaning of plagiarism and to avoid all suspicion of plagiarism in papers prepared outside of class. Furthermore, students are expected neither to sanction nor tolerate violation of the honor code by others.

RELEASE OF STUDENT INFORMATION

River Parishes Community College is in compliance with the Family Rights and Privacy Act of 1974 (P.L. 93-380) as amended by the P.L. 95-568. Only persons who have a legal right in accordance with the law to access this information will be allowed to review such records. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records for educational purposes. The student may request in writing the opportunity to review the material or to have transcripts sent to other educational institutions in accordance with regulations governing students' records. Parents of students may NOT have access to personally identifiable student records without the un-coerced written consent of the student.

ACCESS TO AND REVIEW OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day RPCC receives a request for access. Students should submit to the Chief Student Affairs Officer written requests that identify the record(s) they wish to inspect. The RPCC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RPCC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RPCC to amend a record that they believe is inaccurate or misleading. The student should write the RPCC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If RPCC decides not to amend the record as requested by the student, RPCC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by RPCC in an administrative, supervisory, academic or research, or support staff position; a person or company with whom RPCC has contracted (such as an attorney, auditor, collection agent, or security or law enforcement personnel); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or 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. RPCC may also disclose records to officials of licensure/ certification agencies. Upon request, RPCC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by River Parishes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Washington, DC 20202-4605

5. RPCC may release directory type information: name, home address, telephone number, email address, date and place of birth, dates of attendance, enrollment status, grade level, participation in officially recognized activities, awards & honors received, degrees awarded, the most recent previous educational agency or institution attended, and photograph (for public relations purposes only). Under the provisions of FERPA students have the right to withhold disclosure of such directory information. Students who wish that their directory information not be released must submit a "Request for Non-Disclosure of Directory Information" form to the Registrar's Office. This form is available in the Office of Student Services. The authorization is valid until a written request to rescind is received by the Registrar's Office.

STUDENT RIGHT TO PRIVACY

River Parishes Community College is in compliance with La. R.S. 44:13 (2002) § 13: Registration records and other records of use maintained by libraries, which protects library users' right to privacy. Only persons who have a legal right in accordance with the law to access this information are allowed to access such records and information. Such records are accessible to certain authorized college and administrative personnel who may require review and utilization of such records.

STUDENT RIGHTS AND RESPONSIBILITIES

River Parishes Community College students, as citizens and members of the academic community, ascribe to the following Student Rights:

SPECIFIC RIGHTS OF STUDENTS

In addition to the basic rights and freedoms guaranteed all citizens, RPCC recognizes the following specific rights of students in the student/college relationship.

1. The right to participate in academic, co-curricular, and extracurricular activities and benefits of RPCC, free from all legal discrimination on the grounds of race, color, religion, sex, national origin, age, handicap, marital status, or veteran status.
2. The right to the opportunity for a quality education.
3. The right to know RPCC's regulations, rules, and policies by which students are governed.
4. The right to a formal appeals procedure by which reconsideration of an action by the College through one of its employees, which adversely affected a student, may be requested.
5. The right to utilize the appeal procedure without fear of coercion, harassment, intimidation, or reprisal for the act of making the appeal.
6. The right of substantive and procedural due process in all student disciplinary procedures.
7. The right to advocate, through reasonable and lawful means, changes RPCC regulations, rules, and policies.
8. The right to reasonable participation in the formation of RPCC policies.
9. The rights to organize, join, and participate in recognized campus organizations.
10. The right to publish and distribute on campus written materials protected by the First Amendment without prior approval of the contents of the material.
11. The right to use RPCC facilities, subject to reasonable rules and regulations governing the time, place, and manner of such use.
12. The right to invite and hear any speaker chosen by students, subject to reasonable rules and procedures established for the orderly scheduling of facilities and for making adequate preparation for the event.
13. The right of confidentiality of all official student educational, medical, and psychiatric records.

STUDENT RESPONSIBILITIES

Students at RPCC have the following general responsibilities and obligations to RPCC

1. To conduct themselves in a manner consistent with generally accepted standards of conduct as embodied in federal, state, and local laws.
2. To conduct themselves in a manner that contributes to the creation and maintenance of an environment conducive to the broad educational mission of RPCC.
3. To know and comply with regulations, rules, policies, and requirements established by the RPCC.
4. To respect the rights and freedoms of others and to conduct themselves in such a way as not to violate the rights and freedoms of other members of the RPCC community and its guests.
5. To respect the opportunity of membership in campus organizations and to observe all RPCC rules and regulations governing membership in the operation of such organizations.
6. To use RPCC property and facilities in accordance with RPCC regulations and policies and to make every effort to use these facilities in such a way as to not damage or impair their usefulness to other current and future students.

STUDENT COMPLAINT AND DUE PROCESS PROCEDURES

STUDENT COMPLAINTS POLICY STATEMENT

River Parishes Community College is committed to providing an environment that is supportive of student achievement. Administrative, Academic, and Student Services share responsibility in the provision of all programs and services. Any student who has a complaint about institutional policies, procedures, or practice is encouraged to follow the appropriate Student Complaint Procedures described below.

In order to maintain confidentiality, documents pertaining to complaints will not be placed in a student's academic file. Such documents will be retained in a separate file accessible only to authorized personnel of the College. There will be no discrimination or retaliation as a result of a student's exercise of his/her rights under this procedure.

The Student Complaint process is separate from Grade Appeal process. The Grade Appeal process is used for one purpose only: to appeal the final grade in a course. Only final grades may be appealed. For more information on the Grade Appeal process, see page 115-116.

STUDENT COMPLAINTS REGARDING ACCREDITATION

Complaints regarding accreditation may be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone: 404.679.4500 (www.sacscoc.org).

STUDENT COMPLAINT PROCESS

A sincere attempt shall be made to resolve all student complaints. River Parishes Community College encourages all members of the college community to resolve disputes through discussion among those individuals concerned with the issue whenever possible and appropriate. In the case where this process fails to bring about a satisfactory resolution, the student should obtain a Student Complaint Form from the Office of Student Services.

In preparing a written statement of a complaint, the student should:

1. Identify the exact nature of the complaint;
2. Identify the names of persons or witnesses who have knowledge of any specific incident leading to the complaint, if applicable; and
3. Submit any available written documentation or evidence that is relative to the complaint, if applicable.

The completed form should be returned to the Office of Student Services.

DISCRIMINATION COMPLAINTS

If the complaint appears to involve discrimination on the basis of sex, race, or handicap, the completed form should be routed to the Coordinator for Title IX or Section 504. Upon review of the complaint, the Coordinator will contact the student so that the student's complaint can be discussed. The written statement of complaint, all supporting documents, and discussions will be utilized to reach a determination. The outcome of the discussions and any resolutions or recommendations should be documented in accordance with federal policy.

ACADEMIC COMPLAINTS

If the complaint involves a student and instructor, the Student Complaint Form shall be routed to the Coordinator for the Vice Chancellor of Academic and Student Affairs and then to the appropriate Division Coordinator. After the Division Coordinator has reviewed the complaint, the student shall be contacted so that an oral discussion can be arranged between the student and the instructor, except in cases where the student has invoked his or her right to remain anonymous.

In cases where the student agrees to meet with the instructor, the Division Coordinator shall follow-up with the student and the instructor after oral discussions are concluded. The Division Coordinator should document the outcome of the discussions and any resolutions or recommendations that were agreed to on the Resolution of Student Complaint Form. Division Coordinator should return the form and any supporting items to the Coordinator for the Vice Chancellor of Academic and Student Affairs for final action and filing. The form should be filed in accordance with the College's Confidentiality Policy.

Students who wish to appeal this decision must do so within 10 days of the receipt of the administrative decision and may submit the appeal to the Vice Chancellor of Academic and Student Affairs for a final decision.

In cases where the student has invoked his or her right to remain anonymous, the student shall request and receive an appointment with the appropriate Division Coordinator. The Division Coordinator will hear the complaint of the student and the instructor, and serve as a mediator between the student and the instructor. When possible, the Division Coordinator will recommend a course of action in order to resolve the complaint of the student and the instructor. All discussions, recommendations, and resolutions will be noted on the Resolution of Student Complaint Form. The Division Coordinator should return the form and any supporting items to the Coordinator for the Vice Chancellor of Academic and Student Affairs for final action and filing. The form should be filed in accordance with the Colleges Confidentiality Policy.

Students who wish to appeal this decision must do so within 10 days of the receipt of the administrative decision and may submit the appeal to the Vice Chancellor of Academic and Student Affairs for a final decision.

NON-ACADEMIC COMPLAINTS

If the complaint involves Student Services, the Student Complaint Form shall be routed to the College and Transition Advisor and then to the Chief Student Affairs Officer. After the Chief Student Affairs Officer has reviewed the complaint, the student shall be contacted so that an oral discussion can be arranged between the student and the appropriate personnel in Student Services, except in cases where the student has invoked his or her right to remain anonymous.

In cases where the student agrees to meet with personnel in Student Services, the Chief Student Affairs Officer shall follow-up with the student and the Student Services personnel after oral discussions are concluded. The Chief Student Affairs Officer should document the outcome of the discussions and any resolutions or recommendations that were agreed to on the Resolution of Student Complaint Form. The Chief Student Affairs Officer should return the form and any supporting items to the Coordinator for the Vice Chancellor of Academic and Student Affairs. The form should be filed in accordance with the College's Confidentiality Policy.

Students who wish to appeal this decision must do so within 10 days of the receipt of the administrative decision and may submit the appeal to the Vice Chancellor of Academic and Student Affairs for a final decision.

In cases where the student has invoked his or her right to remain anonymous, the student shall request and receive an appointment with the Chief Student Affairs Officer. The Chief Student Affairs Officer will hear the complaint of the student and the indicated Student Services personnel, and will serve as a mediator between the student and the indicated Student Services Personnel. When possible, the Chief Student Affairs Officer will recommend a course of action in order to resolve the outstanding complaint of the student and the indicated Student Services personnel. All discussions, recommendations, and resolutions will be noted on the Resolution of Student Complaint Form. The Chief Student Affairs Officer should return the form and any supporting items to the Coordinator for the Vice Chancellor of Academic and Student Affairs. The form should be filed in accordance with the Colleges Confidentiality Policy.

Students who wish to appeal this decision must do so within 10 days of the receipt of the administrative decision and may submit the appeal to the Vice Chancellor of Academic and Student Affairs for a final decision.

FINAL GRADE APPEAL PROCEDURES

(Only final grades may be appealed)

River Parishes Community College is committed to providing an environment that is supportive of student achievement. Administrative, Academic, and Student Services share responsibility in the provision of all programs and services. Any student who has a complaint about institutional policies, procedures, or practice is encouraged to follow the appropriate Student Complaint Procedures described below.

In order to maintain confidentiality, documents pertaining to complaints will not be placed in a student's academic file. Such documents will be retained in a separate file accessible only to authorized personnel of the College. There will be no discrimination or retaliation as a result of a student's exercise of his/her rights under this procedure.

FINAL GRADE APPEAL PROCEDURES

(Only final grades may be appealed)

Final Grade Appeals must be submitted no later than the "first day of classes," as published in the Academic Calendar, in the semester immediately following the assignment of the final grade being appealed. The procedure for a final grade appeal is outlined below:

1. The student must schedule and complete an appointment with the course faculty member to discuss the grade in question. The faculty member will provide information on how the grade was determined.
2. If step 1 does not result in a resolution and if the student wishes to pursue the matter, the student must obtain a **General Appeal Form** from the Office of Student Services, complete it, and return it to the Office of Student Services.

In preparing a written statement of a complaint, the student must:

- Identify the exact nature of the complaint, identifying specific areas of contention and the student's request for resolution
- Attach and include any available written documentation or evidence that is relative to the appeal

General Appeal Forms for grade appeals shall be routed to the Coordinator for the Vice Chancellor of Academic and Student Affairs, and then to the appropriate Division Coordinator.

The Division Coordinator will review the grade appeal and, based upon the documentation provided, will provide a written summary and recommended course of action to the Vice Chancellor of Academic and Student Affairs.

The Vice Chancellor of Academic and Student Affairs will review, approve, or disapprove the recommendation. The Coordinator for the Vice Chancellor of Academic and Student Affairs will communicate the decision to the student, faculty, and Division Coordinator in writing. If the action results in a change of grade, the faculty member will complete the **Grade Change Form** and submit it to the Registrar. The Coordinator for the Vice Chancellor of Academic and Student Affairs must file all appeal records in accordance with the College's Confidentiality Policy.

DUE RIGHTS PROCESS, MISCONDUCT

Due process is designed to provide the student the opportunity to present the circumstances and question the evidence which led to the belief that a regulation violation occurred. The opportunity is given to the student before a decision is made about the violation.

1. Due Process for Misconduct begins with the receipt of a written report of the facts regarding the alleged violation. The written report is referred to the Chief Student Affairs Officer or designee.
2. The Chief Student Affairs Officer will confer with the director of the program or service unit involved. They will review the written report and determine if there is substantial evidence to support the alleged violation, if not: action goes no further, if so:
3. The Chief Student Affairs Officer will provide the student with written notification of the alleged violation along with the written documentation that supports the violation. Within 24 hours (or 1 working day), the student must respond in writing to document the student's version and whether the student agrees that a violation has occurred. Failure to respond will be interpreted as agreement that a violation has occurred.

The Chief Student Affairs Officer will inform the student of the option chosen and the process and procedure to be followed.

1. If the student agrees that a violation occurred:
 - a) The Chief Student Affairs Officer determines the appropriate response or disciplinary sanction.
 - b) The Chief Student Affairs Officer will notify the student of the response. The preferred method of notification is a meeting scheduled with the student by the Chief Student Affairs Officer to receive disciplinary sanctions, guidance or counseling. If a meeting is not possible, the student will be notified of the response by registered, certified mail, return receipt requested. All disciplinary action is subject to the approval of the Chancellor of RPCC; or
 - c) The matter will be referred to a faculty-student hearing committee.
2. If the student indicates that a regulation has not been violated, the Chief Student Affairs Officer will refer the incident to a faculty-student committee for a hearing.

The Chief Student Affairs Officer will inform the student of the process and procedure to be followed. During the procedure, the student will have the opportunity to be heard. The student will retain all college rights until the due process and appeal are completed unless the student's presence is potentially dangerous to the health and safety of RPCC.

When matters are referred to the Hearing Committee, the Chief Student Affairs Officer shall convene a hearing within three (3) school days (excluding weekends and holidays) of receipt of the written student response (Step 3). The student shall be notified by the Chief Student Affairs Officer of the hearing date, time, and location, and of his/her hearing rights.

A student who has been charged with violating a River Parishes Community College regulation governing student behavior will be granted the following rights:

1. Notice: A student charged with violating this policy shall be notified in writing.
2. Procedures: The student shall be informed orally or in writing of the hearing process.
3. Hearing: The student shall have the opportunity to be heard in person before a decision is made.
4. Evidence: The student will be provided with the documentation of the event. The student will be allowed to present evidence in his/her own behalf.
5. Witnesses: The student may have up to three character witnesses to speak on his/her behalf. Attorneys or any other spokesperson are not allowed to represent individuals at the proceedings.
6. Advisor: The student may request a River Parishes Community College faculty member or student to attend the hearing in an advisory role.
7. Written Decision: The student is given a written description of the proceedings and may appeal the decision.

PROCEDURE FOR APPOINTMENT OF A FACULTY-STUDENT HEARING COMMITTEE

The procedure for appointment of a faculty-student hearing committee is as follows:

1. The Chief Student Affairs Officer will appoint three faculty members and two students who are not involved in the allegations.
2. The Chief Student Affairs Officer will serve as a nonvoting chairperson.

THE HEARING PROCESS

The hearing process shall be conducted by the Chairperson with five (5) members. The student, the advisor (if requested), and the individual initiating the charges shall be present during all phases of the hearing except during the committee's deliberations. The hearing shall be conducted as follows:

1. The Chairperson shall read the written information pertaining to the alleged violation and any other documentation that may have been submitted.
2. The Chairperson shall inform the student of his/her rights.
3. Only those individuals who have knowledge relevant to the alleged violation shall be called to serve as witnesses and testify at the hearing.
4. The members of the committee shall conduct the hearing and shall ask all questions.
5. The members of the committee may inquire of the student and any other party present such additional information pertinent to the alleged violation.
6. The members of the committee reserve the right to call or question any person.
7. The committee shall weigh the evidence presented during the hearing; however, formal rules of evidence shall not apply to the hearing.
8. The hearing and all information obtained by the Hearing Committee shall be strictly confidential.
9. The committee shall deliberate to consider the evidence and its decision in private. The Chairperson will notify the student of the committee's decision in writing within three (3) school days (excluding weekends and holidays) of the completion of the hearing.
10. Each voting member of the committee is entitled to one vote. All decisions shall be by simple majority vote.
11. The student may appeal the committee's decision to the Chancellor of RPCC. Any appeal shall be submitted to the Chancellor of RPCC within two (2) school days (excluding weekends and holidays) of notification of the committee's decision. The Chancellor or designee shall review all documentation and make a determination to sustain, modify, or set aside the committee's decision. The Chancellor's decision will be communicated in writing to the student and to the Chairperson within two (2) school days (excluding weekends and holidays) after receiving the student's written appeal. The decision of the Chancellor shall be final.

TESTING POLICY

ADMINISTRATION OF ENTRANCE PLACEMENT EXAMINATIONS

In the administration of all examinations, the test-takers and RPCC have rights, responsibilities, and duties.

Test-takers have a responsibility to:

1. Arrive on time
2. Demonstrate academic integrity during the testing session. Cheating behavior on test includes, but is not limited to: talking during test administration, looking on or at someone else's paper or computer screen, using notes or resources of any kind, unauthorized access to the test, or going back to a previous test section after time has been called.

Test-takers have a right to:

1. Receive the results of their test.
2. Review their test results with an academic counselor, advisor, or faculty.

RPCC has a duty to:

1. Assure that results of a test are used in a manner appropriate to the intended purpose.
2. Assure confidentiality of an individual(s) test results. Access will be limited to college officials authorized to review scores.

3. Provide a clock.

EMERGENCY CLOSURE PLAN

The Emergency Closure Plan for River Parishes Community College outlines the procedures to be followed in the event of class cancellation.

1. Making the Decision

In the event of a situation that threatens the well-being of students, faculty, staff, administration, or the community at large, all decisions shall be made with a priority for human safety. The Chancellor of the College or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that students, faculty and staff be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.

2. Communicating the Decision

RPCC has initiated an emergency notification system with **Smart Notice** to ensure that the campus community receives alerts within minutes of an accident or urgent announcement. In the event of an emergency, **Smart Notice** will notify students and staff in the following ways, giving specific instructions on the current event: cell or home phone, text message, and/or email. Students should register at <https://public.coderedweb.com/CGE/B44738DA1DE2>.

Every effort will be made to broadcast decisions pertaining to college closure via television, radio announcements, and the RPCC website. The Chancellor will delegate responsibility to notify the radio and television broadcast systems of the status of college operations.

Students, faculty, and staff are not expected to endanger their safety in order to attend class or work.

NEW STUDENT ORIENTATION

New Student Orientation initiates the integration of newly admitted first year and transfer undergraduate students into the academic, cultural, and social climate of the college. Its purpose is to provide new undergraduate students with a campus wide introduction to college services that are available to support their educational and personal goals. It also allows students to understand the purpose of advisement and course selection.

SECURITY

Campus Security

The ultimate responsibility for personal safety rests with each student. Each student should be aware of potential risks to safety. The student is encouraged to:

- Walk with friends in lighted areas.
- Know building evacuation procedures in case of emergency.
- Know how to contact security department or local authorities.
- Take reasonable actions to protect self and property.

RPCC Campus Crime Statistics									
Crime	2009	2010	2011	2012	2013	2014	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0
Forcible Rape/ Sexual Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	1	0
Aggravated Assault	0	0	0	0	0	0	0	0	0

Burglary-Breaking/Entering	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Larceny - Theft	2	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

REGULATIONS GOVERNING STUDENT BEHAVIOR

ACADEMIC HONESTY AND INTEGRITY

If discovered, cheating in any form including plagiarism or copyright infringement, results in disciplinary action. Plagiarism is using and passing off as one’s own the ideas, data, or writings of another or presenting as one’s own an idea or product that is derived from an existing source. Plagiarism is a copyright violation.

Cheating is obtaining information through fraud or deceit, either by use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is pre-planned and deliberate and materials that are used are planned in advance.

Disciplinary action for plagiarism and cheating can include the reduction of a grade in the course, suspension, or expulsion from RPCC. Students can appeal disciplinary action taken by following the complaint policy of the college.

CAMPUS AND CLASSROOM BEHAVIOR

1. Students are expected to demonstrate respect for the rights and property of other individuals on campus and in the classroom.
2. Disruptive behavior will not be tolerated.
3. Drinking and eating in the classroom is not allowed.
4. Copyright infringement, including illegal file sharing and/or plagiarism will not be tolerated.

LITTERING

In order to maintain the campus buildings and grounds, littering is prohibited. Trash receptacles are available for the disposal of refuse.

SMOKING AND TOBACCO USE

River Parishes Community College is a tobacco-free institution. The use of any tobacco products, including electronic cigarettes and smokeless tobacco products, is prohibited anywhere on campus at all times. There are no designated smoking areas on campus in compliance with State Law. Violation of this policy may result in fines and/or disciplinary action.

PROPERTY ABUSE

All students are expected to observe all rules that govern the use of RPCC property. Confirmed abuse of property shall result in civil and/or disciplinary action.

FACILITIES USE

All students are expected to observe the rules related to the use of campus classrooms and facilities. Use of classrooms for student activities must be approved by the Chief Student Affairs Officer. Under no circumstances may a student enter a locked office or classroom without proper authorization. Violation of this policy shall result in disciplinary and/or civil action.

* Food and drinks are prohibited in the RPCC library and labs.

PARKING

Parking for all students is restricted to the areas identified on the campus grounds. Each student must obtain an RPCC parking sticker from the Office of Student Services and display it on the rear glass of your vehicle. Students violating

parking regulations will be subject to fines.

DRUG AND ALCOHOL POLICY

This policy will apply to all RPCC students.

1. All students are strictly prohibited from the unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol on RPCC property or as part of any RPCC activity, whether on or off the campus. This policy will extend to any other sites which RPCC might operate.
2. The following conduct is prohibited:
 - a. The use, consumption, possession, manufacture, furnishing, sale, and/or distribution of illicit drugs, narcotics, or other controlled substances, including marijuana, except as expressly permitted by law.
 - b. The use, possession, manufacture, purchase, sale, furnishing, and/or distribution of drug paraphernalia.
 - c. The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages on RPCC property, or at any of its activities (whether on or off-campus), except as expressly permitted by RPCC regulations and the law.
 - d. The use, consumption, possession, and/or purchase of alcoholic beverages by persons under twenty-one (21) years of age.
 - e. Operating or attempting to operate a motor vehicle while intoxicated.
 - f. Public intoxication on RPCC property.
 - g. Furnishing, serving, and/or otherwise providing alcoholic beverages to persons under twenty-one (21) years of age.

LEGAL SANCTIONS

In Louisiana, the production, manufacture, distribution, dispensing, or possession of illegal drugs is punishable by law. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine derivatives, and amphetamines. The criminal code of Louisiana carries specific penalties for the possession and use of illegal drugs.

Students who violate the provisions of this policy will be subject to sanctions which could include criminal prosecution, suspension, termination, and or expulsion.

CONVICTION OF A FELONY

Students convicted of committing a felony while enrolled at RPCC are subject to disciplinary action up to and including dismissal.

WEAPONS POLICY

With the exception of law enforcement officers, no student or non-student, while on campus property, or attending campus sponsored functions, shall store or carry a weapon. A weapon is defined as a manufactured device designed to injure or kill another being, or a device designed to look like a weapon. Examples of weapons include, but are not limited to, firearms, explosives (including fireworks), air guns, pellet guns, BB guns, crossbows, long bows, swords, martial arts weapons, prohibited blades, hunting or fishing knives, brass knuckles, replica or imitation firearms, or any instrument that can be used to inflict or threaten bodily injury. Violators shall be subject to criminal charges and campus discipline.

FALSIFICATION OF RECORDS/INFORMATION

Each student is expected to complete all college records with accuracy and honesty. Falsification of records will result

in disciplinary action up to and including dismissal.

SALES AND SOLICITATION

Solicitation of students, faculty, or staff for the purpose of selling merchandise or services or obtaining contributions on campus is allowed only with expressed permission from RPCC administration. On campus: Recognized college organizations must obtain clearance for on campus sales from the Chief Student Affairs Officer when scheduling their events. In general, no off-campus merchants or organizations may set up displays or sell merchandise on campus. However, the Chancellor or Vice Chancellors may make exceptions.

IDENTIFICATION CARDS

River Parishes Community College students will be issued a College identification card. New students will be given information about obtaining their identification card from the Office of Admissions during pre-registration activities. The card will facilitate the students' right to use college facilities; i.e. Cards must be shown when requested by RPCC staff. Identification cards are non-transferable and students who misuse these cards are subject to disciplinary action.

CHILDREN OF STUDENTS

For safety, children brought to RPCC must have adult supervision at all times. Children are not allowed in the classroom. RPCC personnel are not responsible for the supervision of children.

SANCTIONS

GENERAL MISCONDUCT

Failure by a student to adhere to the Regulations Governing Student Behavior is termed:

Misconduct

1. A student may be formally charged with misconduct for violation of any of the "Regulations Governing Student Behavior." In cases of violations of academic integrity (academic honesty/dishonesty) or a student's failure to adhere to minimum professional standards, the faculty have the authority to assign a course grade of "F" to the student and/or may refer the case to the Faculty-Student Hearing Committee for action.
2. A student charged with misconduct will retain all college rights until due process is completed, unless there is evidence that the student:
 - a. has been convicted of a felony;
 - b. has been formally charged with the commission of a felony of such nature that the student's presence on campus is potentially dangerous to the health and safety of the college;
 - c. has engaged in any activity of such nature that presence on campus is potentially dangerous to the health and safety of the college, whether or not civil charges have been made or penalties imposed.

In the above situations, the student may be temporarily barred from the campus until due process is completed.

Sanctions for Violation of Regulations

Failure by a student to adhere to the "Regulations Governing Student Behavior" will subject the student to one or a combination of more than one of the following sanctions:

Reprimand

Official warning in writing that continuation or repetition of violation or inappropriate behavior may result in a more severe sanction.

Loss of Privilege

This sanction prohibits the student from using certain college facilities (i.e. Library and/or Labs).

Restitution

Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct.

Probation

Formal written warning that the student's conduct is in violation of RPCC policies and the student's standing as a student is in jeopardy.

Suspension

Termination of student status at RPCC for not less than the remainder of the semester.

Dismissal

Termination of student status at RPCC permanently or for an indefinite period of time.

The above sanctions do not preclude other disciplinary actions that may be deemed warranted by the college.

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association provides a form of representative self-government to all students enrolled in RPCC. Through this organization, rules and regulations are formulated and carried out, and plans for student's activities are made and implemented. In order for the Student Government Association to successfully meet the needs of the student body, students are encouraged and expected to attend meetings and participate in the activities of the SGA. The SGA at River Parishes Community College is a program in which every student is provided the opportunity to participate.

PHI THETA KAPPA HONOR SOCIETY (PTK)

Phi Theta Kappa is an international, co-educational honorary society for students attending two-year colleges. Benefits of membership in PTK include scholarship opportunities, recognition for academic achievement, leadership opportunities, and academic and career resources. Membership in PTK is by invitation only. Qualifications for membership are as follows:

- 1) a 3.5 RPCC grade point average
- 2) 12 or more college-level (1000-level and above) credit hours earned at RPCC. To remain a member, students must maintain a 3.0 RPCC cumulative grade point average.

THE GAMMA BETA PHI SOCIETY, INC.

The Gamma Beta Phi Society, Inc. is an honor service organization for students in colleges and universities in the United States. Students invited into membership in The Gamma Beta Phi Society must be committed to excellence in education, to good character, and to service. The student must be enrolled in a program leading to an associate degree, must have completed at least twelve credit hours of college work and have a 3.0 cumulative grade point average.

Recognition and publicity are primary benefits of membership in an honor society. The Gamma Beta Phi Society is not just an honor society, and hence members enjoy the satisfaction of active participation in meaningful service projects and camaraderie with other honor students. Membership is completely transferable to any other college or university where a chapter exists.

THE RED WHEELBARROW

The Red Wheelbarrow, RPCC's literary and humanities club, actively recruits students and faculty participants in humanities-centered activities. Such activities include literary readings; movie viewings and discussions; book discussions; and presentations and discussions on philosophical, theological, historical, cultural, political, and/or artistic issues. The organization also collaborates with appropriate personnel in library services to host events related to literary celebrations, such as Banned Books Week and National Poetry Month.

ROTARACT CLUB

Rotaract is a Rotary-sponsored service club for young men and women ages 18 to 30. Rotaract clubs are either community or university based, and they are sponsored by a local Rotary club. This makes them true "partners in service" and key members of the family of Rotary.

SCIENCE CLUB

The general purpose of this organization is to:

- Promote STEM disciplines.
- Conduct student workshops and bring guest speakers to RPCC to talk about STEM disciplines.
- Faculty teaching STEM will contribute their expertise to display projects in STEM areas.
- Hold career fairs in STEM discipline.

TOBACCO - FREE LEARNING CLUB (TFLC)

Tobacco - Free Learning Club (TFLC) is a club formed for students to engage in community organizing, community planning, health education and promotion, coalition building policies, and tobacco prevention activities at RPCC and in the surrounding communities.

SIGMA KAPPA DELTA

Sigma Kappa Delta is the English honor society for community colleges. The purpose of the society is to confer distinction upon those students who have an interest in English literature and language. Membership in RPCC's Kappa Epsilon Chapter is based on an applicant having a "B" average in English and a satisfactory recommendation from a faculty member. Students are invited to apply for membership in the spring.

AMERICAN WELDING SOCIETY (AWS)

This is a nationally recognized organization through the AWS. The Welding Department receives members each semester. This organization is in conjunction with the AWS Baton Rouge Section. Members can attend monthly meetings held on campus, attend monthly meetings with the Baton Rouge Section, receive discounted membership fees, attend regional section meetings, (all of which are presentation and discussions on a variety of welding topics), and have guest speakers do a presentation to the class here on campus once a month. These activities aid and provide professional development for students as introduce students to potential employers each month. Also, these activities support and encourage completion of the welding Program, offers Student scholarships, introduces students to future opportunities the in the welding field such as Welding Inspection.

SPANISH CLUB AND HONOR SOCIETY

The Spanish Club committee's aim is to promote Spanish language and culture to the wider student body and community at RPCC through a variety of activities such as roundtables and conversational practice tables; Spanish-language film showings; Spanish-language poetry events; and Hispanic Heritage Month celebrations.

TECHNOLOGY CLUB

The Technology Club is a partnership of students, teachers, and industry working together to ensure a skilled and highly trained workforce. The focus is on students, both developing their job-ready skills, while at the same time, helping them excel in life. SkillsUSA Louisiana, AWS, and other organizations are part of national organizations that serve teachers and students who are preparing for careers in technical, skilled, and service occupations. The mission is to empower its members to become world-class workers, leaders, and responsible citizens.

CMAD, CHRISTIANS MAKING A DIFFERENCE CLUB

The purpose of the club is to introduce students to Christianity and to increase student activity on campus. Through this organization, the members hope to build fellowship with Christians who attend RPCC. Membership is available to all currently enrolled students at RPCC. The goal is to bring students together on campus and create an environment where students feel free to talk and intermingle with those of like faith.